



Philadelphia Technician
TRAINING INSTITUTE

School Catalog

2026-2027

PTTI

Philadelphia Technician Training Institute
A Postsecondary Technology School

Catalog Version 9.1.1 – Effective August 2026

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

Table of Contents

Message from the President	7
Executive Administration.....	7
Licensure and Memberships.....	7
Our Mission.....	8
Philosophy and Objectives	8
Facilities.....	8
Admissions	9
Non-Discrimination in Admissions Policy.....	9
General Requirements for Admission:.....	9
Personal Admissions Interviews.....	9
Transfer of Credit (Credit for Previous Training).....	10
Application Procedure	10
Required Documentation	10
Home-Schooled Students	10
Satisfactory Payment Arrangements.....	10
Academic Policies	11
Instructional Strategies:.....	11
Distance Education:	11
Grading Policies	11
Graduation Requirements.....	11
Attendance Policy	12
Tardiness Policy	13
Program Completion Requirements.....	Error! Bookmark not defined.
Excused Absences	13
Leave of Absence	13
Official Withdrawal Policy	14
Unofficial Withdrawal Policy.....	14
Academic Progress	14
Course Policy	14
Repeated Courses	14
Academic Progress Standards	14
Additional “Maximum Timeframe” Standard.....	15
Academic and Financial Aid Warning Status.....	15
Regaining Academic Eligibility	15
Return to Good Standing.....	15
Curriculum Changes	15

Student Services.....	17
Student Orientation	17
Parent Orientation	17
Job Placement Assistance.....	17
Housing	17
Transpass Policy	17
Student Advisement	18
Personal Counseling	18
Services to Students with Disabilities	18
Family & Friends	18
Privacy of Student Records and FERPA.....	18
General Privacy Policy:.....	18
Protection of Personally Identifiable Information (PII)	19
School Official.....	19
Financial Aid Information	19
Directory Information	19
Students’ Rights under FERPA.....	19
Right to Review Educational Records	19
Right to Request an Amendment	20
Right to Consent to Disclosures.....	20
Right to File Complaint.....	20
Employee Policies.....	20
Pennsylvania Human Relations Act (PHRAct)	20
Pennsylvania Fair Educational Opportunities Act (PFEOAct)	20
Financial Information.....	21
Program Tuition, Fees, and Other Costs	21
Financial Aid	21
Veteran Benefits	21
Cancellation, Termination, and Refund Policies	22
Refund Processing:	22
Program Cancellation:.....	22
Failure to Return from LOA:	22
Books and Supplies	22
Student Refund Policy and Process	22
Parent PLUS Loan Refunds.....	23
Return to Title IV (R2T4)	23
Overpayments	24

Financial Aid Programs R2T4 Refund Sequence:	24
Post-Withdrawal Disbursement	24
Daily Class Schedule	25
General Policies and Disclosures	26
Consumer Information	26
Jeanne Clery Campus Security Report and Policy	26
Drug Awareness and Prevention Policy	26
Sexual Harassment and Sexual Violence Policy	26
Policy Against Discriminatory Harassment - Employees, Contractors, and Students (Revised March 26, 2015)	26
PTTI Sexual Misconduct Policy	28
Other Consumer Information Available on our Website	30
Transferability of PTTI Credit	31
Articulation Agreement	31
Student Responsibilities	31
Disciplinary Policy	31
Grievance Procedure	32
Driver' s License	32
Minimum Age Requirement	32
Accreditation Status of New Programs	32
Programs of Study	33
Automotive Technology and Repair Program	33
<i>Program Length:</i>	33
<i>Program Description:</i>	33
<i>Program Subjects:</i>	34
<i>Certification:</i>	34
Course Descriptions - Automotive Technology & Repair	34
Manufacturing and Automation Training Program	39
<i>Program Length:</i>	39
<i>Program Description - Industrial Electrician Technician Training through Manufacturing and Automation Program</i>	39
<i>Certification:</i>	40
Course Descriptions - Manufacturing & Automation	40
Welding Technology and Training Program	45
<i>Program Length:</i>	45
<i>Program Description:</i>	45
<i>Program Subjects:</i>	45
<i>Certification:</i>	46

Course Descriptions - Welding Technology and Training	46
Central Processing and Service (Residential)/Central Processing and Service (Hybrid).....	48
<i>Program Length (Residential):</i>	48
<i>Program Length (Hybrid):</i>	48
<i>Program Description:</i>	48
<i>Program Subjects:</i>	50
<i>Certification:</i>	50
Course Descriptions - Central Processing and Service Program.....	50
Central Processing and Service Externship Requirements.....	54
Central Processing and Service Externship Compliance and Professional Standards Policy.....	54
Concreting, Masonry, and Framing	56
<i>Program Length:</i>	56
<i>Program Description:</i>	56
<i>Program Subjects:</i>	56
<i>Certification:</i>	57
Course Descriptions - Concreting, Masonry and Framing	57
Steam, Sprinkler, and Pipe Fitting	59
<i>Program Length:</i>	59
<i>Program Description:</i>	59
<i>Program Subjects:</i>	59
<i>Certification:</i>	60
Course Descriptions - Steam, Sprinkler and Pipe Fitting	60
Drywall, Finishing, and Framing*H	63
<i>Program Length:</i>	63
<i>Program Description:</i>	63
<i>Program Subjects:</i>	63
<i>Certification:</i>	64
Course Descriptions - Drywall, Finishing, and Framing	64
Heating, Ventilation and Air Conditioning	67
<i>Program Length:</i>	67
<i>Program Description:</i>	67
<i>Program Subjects:</i>	68
<i>Certification:</i>	68
Course Descriptions - Heating, Ventilation and Air Conditioning	68
Residential and Commercial Electrician Program	73
<i>Program Length:</i>	73
<i>Program Description:</i>	73

Program Subjects:	74
Certification:	74
Course Descriptions – Residential and Commercial Electrician	74
Availability of Employees for Information Dissemination Purposes	78
Course Calendar by Division.....	79
Holiday Calendar 2026-2027	80
VACCINATION POLICY	81
Catalog Addendum.....	82
Part A: Course Calendar by Division.....	82
Planned Class Sessions for 2026-2027:.....	82
Part B: Tuition and Fee Information.....	82
Part C: Specific Admission Requirements	83

Message from the President

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.

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

Licensure and Memberships

- PTTI is licensed by the Pennsylvania State Board of Private Licensed Schools
- PTTI is accredited by Middle States Association Commission on Elementary and 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 women, 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 technology training, all to enable the student to achieve success.

Facilities

The school's training facility is designed for training and education in a number of technical fields. The school is easily accessible by public transportation and is located 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

Admissions

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 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 accommodation. 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 Admission¹:

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), or equivalent credential or higher.
- The Philadelphia Technician Training Institute Reserves the right to validate any high school diploma/equivalency that is submitted by a prospective student for enrollment. If Philadelphia Technician Training Institute deems that a high school diploma/equivalency is not valid, the prospective student will be denied admission.
- Participate in a Personal Admission Interview and campus tour (see details below).
- Complete the Wonderlic Assessment and score minimum for desired program².
- 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.
- Pay the appropriate Registration Fee.

Personal Admissions Interviews

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.

¹ Specific admission requirements for individual programs are listed in Part C of the catalog addendum on page 68.

² Minimum Wonderlic scores for each program are listed on p. 68.

Transfer of Credit (Credit for Previous Training)

Philadelphia Technician Training Institute does not accept transfer credit hours from any institution. For students that qualify for Veteran's education benefits and assistance, Philadelphia Technician Training Institute will evaluate previous education and training credit hours and maintain records of the evaluation. There is no guarantee credits will be granted.

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 (signature of parent or legal guardian also required if under eighteen),
- Unofficial Or Official high school transcript, copy of high school diploma, home-schooling documentation, or copy of GED Certificate (as appropriate)

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

Instructional Strategies:

Instructional strategies include lectures, discussion reading assignments with written homework/lab exercises, demonstration/return demonstration, project work & demonstration, video & one-on-one demonstrations, hands on interaction, group analysis & presentations, daily practice, and typically unit quizzes and tests. All exams will be proctored in class, on campus. Hybrid courses combine online lecture instructions with face-to-face lab or shop applications, currently no hybrid courses are being offered.

Distance Education:

The online portion(s) of hybrid programs are conducted via the Microsoft Teams app, with all labs being conducted face-to-face on campus. Students must be able to access the internet and have the appropriate technology to access course content. Any issues with access to course content should first be directed to your instructor. For technical issues that cannot be resolved by the instructor, contact the IT Help Desk. Students will use their school issued email to access Microsoft Teams. The school computer lab is open for students to utilize during operating hours, excluding when it's being utilized for a class or training. Since no hybrid courses are being offered, the distance education courses are unavailable at this moment.

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%
D = 65% to 69%
F = 65% or less

Component Course Grades

Grading Scale

A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 65% to 69%
F = 65% or less
WP = Withdrew Passing
WF = Withdrew Failing

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 less	

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 or 400 hours³ 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 provided the student has fulfilled all financial, attendance, student, and academic obligations to the school. For certain programs, students will receive an in-house certification for successful completion of their program⁴.

Certain programs have specific requirements to complete the program.

For the Central Processing and Service program, Students are required to:

1. Successfully pass a recognized national CRCST certification examination in accordance with HSPA standards.
2. Participate in and successfully complete a required externship experience that complies with HSPA standards.
3. Develop a professional resume with guidance from your instructors, staff and the Career Services Department.

More information about the externship and related documentation requirements can be found in the Programs of Study – Central Processing and Services Section.

Attendance Policy

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 externship 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.

Some programs have courses that will be offered via a combination of the in-person and distance education modalities. These programs will be labeled with an “-H” designation, which indicates the hybrid format of the programs. The syllabi will indicate which portions of the course will be completed via distance learning and which portions will be conducted at the PTTI facilities. Currently no such programs are offered.

On-ground (In-person): All students are required to use the student time clock to record daily classroom attendance. Attendance in externship 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 Student Services Department prior to class if they will be absent, late, or leaving early.

Distance Education: For distance education classes, the lectures and assignments would be taught and completed fully online via the LMS platform Microsoft Teams. To participate, students will require a PC, Mac computer, or tablet with a camera, microphone, and internet access, and the ability to upload and download assignments and

³ Central Processing requires a 400-hour externship. All other programs require 200 hours.

⁴ These in-house certifications are provided by PTTI, and are not associated with any official, nationally recognized industrial organization or licensing entity, nor are they meant to be a replacement for any required professional certifications.

other course materials. Lab and/or shop training still require students to participate in certain PTTI facilities unless otherwise instructed. The students will receive notifications via their PTT email for announcements and other information. Currently no classes are taught via distance education.

Different from on-ground training, distance education requires students to participate in the classes by logging on to Microsoft Teams 5 minutes before the lecture begins or is otherwise indicated by the instructor. Attendance will be recorded by the system automatically. Assignments will be given online as well, together with quizzes and exams. They need to be finished online before the given deadline. The instructors will grade the assignments and post the grades on the LMS as well.

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 externship. (All absences from externship hours must be made-up).

Leave of Absence

Students who need to interrupt their program of study for military service requirements, jury duty, medical Leave affecting the student or a member of the student's immediate family (spouse and/or children), or other unforeseen circumstances may make a request for a Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Student Services Department to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA) for a period not to exceed 180 days. The training missed during a leave of absence cannot be made up.

The following are the criteria for making request and approving a Leave of Absence:

1. When possible, the request and reason(s) for the Leave of Absence should be made by the student in writing on a Leave of Absence Request Form in advance of the LOA. If unforeseen circumstances inhibit a student from making the LOA request in writing, the student may make a verbal request.
2. Students requesting LOA must have a valid high school diploma or equivalent, cannot be in default status, must have completed all financial aid responsibilities and have attended school for a minimum of 30 days.
3. Students placed on LOA must be able to resume his or her training at the same point where the training was interrupted.

Furthermore, students will be notified of LOA approvals via email and/or postal mail. All students that are approved for a LOA must meet with the Student Services Department the day they return to class.

The Campus President has the right to place a student on a leave of absence (LOA). The student does not have to request this leave of absence but will be notified of the start and end date via email and postal mail sent by the Student Services Department. Leave start date will be effect day of Campus President's LOA override and can last up to, but not longer than 14 calendar days. If a student does not return on the scheduled return date, they will be terminated from the program.

Official Withdrawal Policy

A student who intends to withdraw from the school is expected to notify the Student Services Office of their intent to withdraw. The notification date of withdrawal shall be either verbal, written or in-person. Withdrawal notifications by telephone, e-mail, or other communications method are deemed the date of “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.

Unofficial Withdrawal Policy

Students who are absent from classes for fourteen consecutive (14) calendar days shall be deemed to have “unofficially withdrawn” and will be administratively withdrawn from 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). Incomplete grades are maintained if a student withdrawal from a particular course from the program.

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 70 percent attendance and 70 percent 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 not 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 placed on academic probation. If a student is suspended, they may request re-admission by submitting a written request to the Student Services Manager 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 Student Services Manager.

Repeated Courses

If a course is repeated, the student must pass the course with a 70% or above. Students must provide quantitative interviews and show how data collected and answered to pass the course.

Note: Course withdrawals are not permitted. Each course is necessary to proceed to the next course.

Academic Progress Standards

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 their 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.

Academic Progress Standards	Minimum Cumulative Grade Point Average	Cumulative Percentage Completed/Attempted
<i>End of 1st payment period</i>	2.00	70 percent
<i>End of 2nd 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 their 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 are 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 they are 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 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 benefit from all provisions of this policy, including a warning payment period.

Curriculum Changes

The school reserves the right to make modifications to 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

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 in 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, and welding 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.

Transpass Policy

PTTI provides its students with transpasses, which can be received in the Student Services department after 11:00am. These transpasses are charged to your student account and keep you updated on a few changes to our policy:

7-Day Rolling Transpasses will be charged at \$27.50 per pass.

1-Trip Transit Route Transpasses will be charged at \$3 per pass.

1-Trip Transit Route Transpasses will only be provided to a select group of individuals. (This selection will be based on the addresses that we have listed on the file.)

Any defective transpasses must be returned to receive a replacement.

No replacements will be provided for any lost or missing transpasses for the week. NO EXCEPTIONS

Students receive transpasses with the expectation of coming to school as scheduled. If attendance is inconsistent, your 7-Day Transpass privileges can be revoked, and you will only be permitted to receive 1-Trip passes. Or in other cases you may lose this privilege and will have to pay for your own transportation.

Every transpass received requires a student signature. That signature is an indication that the transpass belongs to the student signing and is NOT to be sold or exchanged to others. If a student violates this privilege, they will be required to have their own means of transportation.

We are proud to be an institute that can facilitate a means of transportation for our students. We hope that each student can remain committed to attending class regularly as scheduled, just as we will remain committed to helping them to find the means of achieving that goal.

If you have any questions regarding transpasses, please contact the Student Services Department.

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. A staff member will meet with the student to try and work out a solution to the issue. If there are additional difficulties, the student will be provided with 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 accommodation. 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 to fulfill their 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 their 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
Washington, DC 20202*

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 (PHRAAct)

The PHRAAct 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

Program Tuition, Fees, and Other Costs

Detailed information on student costs and payment structures at Philadelphia Technician Training Institute is contained in the addendum at the end of 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 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 their 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”.

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, they will receive a 100% refund of all monies paid.
- If an applicant cancels within 5 calendar days of signing the enrollment agreement, they are entitled to a full refund of all monies paid.
- If an applicant cancels after 5 calendar days of signing the enrollment agreement but prior to the program starts, they are 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, they will still be entitled to the appropriate refund according to the policy.

Refund Processing: All refunds will be issued within 30 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 days of the last scheduled day of Leave of Absence.

Books and Supplies

The first set of supplies are free of charge, any additional or replacement supplies are charged. We encourage students to maintain all materials and equipment. Students are also encouraged to return any unused books and supplies in new, reusable condition.

Student Refund Policy and Process

The 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 by 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 the 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, PTT 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 their 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). Students who are absent from classes for a consecutive fourteen (14) calendar day period shall be deemed to have “unofficially withdrawn” and will be administratively withdrawn from the school. A student who intends to withdraw from the school is expected to notify the Student Services Office of their intent to withdraw. The notification of withdrawal shall be either verbal, written or in-person. 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.

R2T4 Calculation Information: Title IV funds are earned in a prorated manner based upon calendar days. R2T4 is required up to the 60.01% 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 60.01% 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 has 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 amount 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 the PLUS Loan) must 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 disburses grants to be paid to the school within 45 days and will advise the student and/or parent borrower of the amounts available in federal loan funding. There is a fourteen (14) calendar day deadline to accept or decline the post-withdrawal disbursement to be paid to the school. If a response is not received from the student and/or parent within 14 days 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. Philadelphia Technician Training Institute (PTTI) will refund credit balances to be paid to the student (if any) which are the result of Federal Financial Aid on a student's account within 14 business days of the R2T4 being processed.

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 am	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 events, 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

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>.

Sexual Harassment and Sexual Violence Policy

PTTI has instituted and strictly follows the conditions of its Sexual Misconduct Policy and Sexual Harassment Policy to ensure campus safety.

Policy Against Discriminatory Harassment - Employees, Contractors, and Students (Revised March 26, 2015)

PTTI is committed to providing an environment that is free of discrimination and harassment and in which all individuals are treated with respect and dignity. This Policy Against Discriminatory Harassment is one aspect of PTTI'S overall commitment. PTTI will not tolerate discrimination or discriminatory harassment.

This policy applies to all members of PTT I community, including employees, independent contractors and their employees, and volunteers. It applies not only to the treatment of subordinates and coworkers, but also to interactions with others who visit or work at or with the PTTI. This policy defines discriminatory harassment, addresses the rights and responsibilities of the members of PTTI community, and describes how to avoid and report discriminatory harassment.

What is discriminatory harassment? PTTI prohibits discrimination and harassment on the basis of sex, race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, gender identity, age (40 or older), pregnancy, childbirth, sexual orientation or any other characteristic protected by local, state or federal law.

By this policy, PTTI prohibits not only actions that are severe enough to be unlawful but also conduct that is not severe enough to be unlawful but is inappropriate in our workplace.

Sexual Harassment is one form of discriminatory harassment. It includes unwelcome sexual advances or unwelcome physical, verbal or visual conduct of a sexual nature. Sexual harassment may be perpetrated by either men or women against either men or women. Conduct that may constitute sexual harassment includes but is not limited to:

Unwanted sexual advances. Offers of employment benefits for sexual favors. Withholding of employment benefits, or threats that employment benefits will be withheld, if sexual favors are denied. Physical conduct such as unwanted

touching or blocking normal movement. Verbal conduct such as derogatory jokes, epithets, slurs, or stereotyping, or unwelcome comments about an individual's body or appearance. Visual conduct such as leering or displaying sexually suggestive objects or images in inappropriate settings. Written conduct such as vulgar or suggestive, notes or invitations. Electronic conduct, such as use of the e-mail system or the Internet to send or obtain pornographic or sexually explicit messages or pictures.

Other Forms of Discriminatory Harassment include unwelcome and objectively offensive conduct directed at an individual or group of individuals on the basis of any protected characteristic. Conduct that may constitute discriminatory harassment includes but is not limited to:

Verbal conduct such as epithets, derogatory comments or jokes, or slurs based on a protected characteristic. Visual conduct such as posters, cartoons, or drawings that denigrate or show hostility or aversion towards an individual or group based on a protected characteristic. Written conduct such as threatening or offensive letters, notes or invitations. Electronic communication of verbally or visually harassing material. Physical conduct such as assault, impeding or blocking movement, or any physical interference with normal work or movement based on a protected characteristic.

Context Matters. Some conduct obviously constitutes discriminatory harassment - for example, a threat of termination unless a person submits to a sexual advance, or an office filled with racist signs. But whether other conduct constitutes harassment may depend upon the specific context.

Avoiding Discriminatory Harassment. All employees are responsible for ensuring a workplace free from discrimination. If another person is engaged in unwelcome behavior towards you and you feel comfortable doing so, you should tell the person that his or her conduct is unwelcome and ask that it stop. In some cases, others may be unaware that their conduct is unwelcome or offensive to you. If you are not comfortable telling another person that his or her behavior is offensive or if doing so does not make the unwelcome behavior stop immediately, contact a supervisor.

If another member of PITI community tells you that your conduct towards him or her is offensive or unwelcome, and the conduct is not part of your work responsibilities, stop. Be aware that, even if no one asks you to stop, remarks or conduct that you do not mean to be offensive may make others unnecessarily uncomfortable. If you have any questions about this policy or about discriminatory harassment in general, consult a supervisor.

Reporting and Responding to Discriminatory Harassment. While PTTI actively seeks to prevent discriminatory harassment, PTTI can respond to specific instances and allegations of discriminatory harassment only if it is aware of them. Early intervention is the most effective way to resolve incidents of possible harassment. PITI therefore encourages anyone who believes that he or she has experienced or witnessed discriminatory harassment to discuss the situation with his or her supervisor immediately. If you feel uncomfortable bringing a matter to your supervisor, you may speak instead with another Supervisor or to the President of the Institution. Reports may be made about any member of the PITI community, as well as visitors, vendors, and other persons with whom you come into contact as part of your work at PTT I.

All employees and individuals performing services for PITI are required to comply with this policy and to cooperate with investigations of complaints of harassment.

Policy Against Discrimination

Anyone who has been harassed has an obligation to bring his/her concerns to the attention of their supervisor. Any PTTI Supervisor who becomes aware of instances or allegations of discriminatory harassment by or against a person under his or her supervisory authority must report it immediately to the Supervisor or President of Institution.

Upon receipt of a complaint, PITI will investigate the allegations of discriminatory harassment within 1-2 business days. The scope of the investigation will depend on the specific nature of the complaint, but it will typically include

interviews with the complaining person and the accused person and frequently will involve interviews with any other witnesses to disputed events. PTTI responds to all reports or complaints of discriminatory harassment thoroughly, promptly, and objectively. Complaints and investigations will be handled in as confidential a manner as possible, consistent with a full and fair investigation. Failure to cooperate or participate honestly in an investigation may be grounds for discipline up to and including termination.

Corrective Action. If an investigation confirms a violation of this policy, PTTI will take appropriate corrective action. Corrective action may include discipline. Disciplinary action will vary based on, among other things, the severity of the misconduct, and may include warnings, reprimands, suspensions, denial of salary increases or promotions, demotion, and/or termination.

PTTI will not tolerate retaliation against persons who report or charge discriminatory harassment or against those who assist or participate in any investigation of harassment. In this context, retaliation means speech or conduct that adversely affects another person's terms or conditions of employment and is motivated by an intent to harm the targeted person because of his or her participation in the making or investigation of an allegation of harassment. Any such retaliation — or any encouragement of another to retaliate — is a serious violation of PTTI policy independent of whether the particular claim of discriminatory harassment is substantiated. It also may violate the law. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress. Corrective action may result.

PTTI seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of discriminatory harassment may have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of discriminatory harassment must be made in good faith and not out of malice.

Knowingly making a false or frivolous allegation of harassment will be treated as a serious matter and may result in corrective action. Corrective action may include discipline. Disciplinary action will vary based on, among other things, the severity of the misconduct, and may include warnings, reprimands, suspensions, denial of salary increases or promotions, demotion, or termination.

PTTI Sexual Misconduct Policy

The Philadelphia Technician Training Institute (PTTI) Sexual Misconduct Policy prohibits sexual violence. Those suspected or believed to have committed sexual violence, sexual harassment or stalking against a member of the PTTI community will be appropriately disciplined by school administration. School community members are defined as employees, students, volunteers, board members and/or contractors. PTTI has procedures for victims of sexual violence, sexual harassment, dating violence, domestic violence and/or stalking to report such acts. Disciplinary action can be but is not limited to termination (*if applicable*) of employment, program enrollment and/or contracts. This may be in addition to criminal prosecution by law enforcement. No employee, student, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual violence.

Definitions and Examples:

The following definitions or examples of sexual violence, misconduct or harassment, may apply to any and/or all persons – employees, students, volunteers, contractors or other third parties. Sexual violence may include but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who has a documented mental or physical disability or otherwise unable to give consent because of impairment due to drugs, alcohol and/or incapacitation.
- Physical assaults or violence, such as rape, sexual battery, abuse or any attempt to commit such acts.
- Intentional unwanted physical conduct that is sexual in nature. This includes but is not limited to

- touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Displaying and/or sharing of sexual material. This includes but is not limited to pornographic or sexually explicit images, videos, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

The following definitions or examples of dating violence, domestic violence and stalking may include but is not limited to:

- Dating violence - any violence committed by someone who currently is or previously has been in a romantic or intimate relationship with the complainant.
- Domestic violence – any violence committed by a current or former spouse or intimate partner. This may include but is not limited to sexual or physical abuse, threats of violence and/or harassment.
- Stalking - willfully and repeatedly following and/or harassing another person to cause the person to fear for their safety/well-being.

CONSENT

Consent is an affirmative decision to engage in mutually agreed upon sexual activity and is given through clear words or actions. Please understand that consent may be withdrawn at any time during the interaction and the withdrawal must be adhered to. Someone who is incapacitated, intoxicated, underage and/or mentally disabled can't consent to sexual activity. Consent can't be implied because of dress, relationship, marital status and/or previous consent. It must be agreed to every time with no exceptions.

REPORTING PROCEDURE

PTTI urges community members to report suspected sexual misconduct immediately. Reports can be made in person to the school's care manager Wendy Alston or via the school's website by clicking the report sexual misconduct link [Report Abuse - PTT EDU](#). PTTI promises to handle all reports and subsequent investigations with discretion. PTTI assures all victims of sexual assault confidentiality to the extent allowable by law. Additionally, PTTI promises to treat all victims with dignity throughout the entire process.

PTTI encourages victims of violence to seek medical attention as soon as possible. Healthcare providers can test for and treat sexually transmitted diseases, treat any injuries, conduct pregnancy testing and provide emergency contraception.

ANTI-RETLIATION

PTTI prohibits retaliation made against any employee, student, volunteer, contractor or other person who lodges a complaint of sexual misconduct and/or anyone who participates in the investigation.

SEXUAL VIOLENCE ASSISTANCE

PTTI has partnered with WOAR to help victims of sexual misconduct. WOAR services include assistance and support services for victims of sexual violence, including a free 24-hour confidential hotline. Victims can also receive individual and/or group counseling and advocacy.

WOAR - Philadelphia Center Against Sexual Violence

1617 John F. Kennedy Blvd. Suite 800

Philadelphia, PA 19103
24-hour hotline: 215-985-3333

DOMESTIC OR DATING VIOLENCE ASSISTANCE

Philadelphia Domestic Violence Hotline

24-hour hotline: 1-866-723-3014

INVESTIGATION AND FOLLOW-UP

PTTI will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. If deemed necessary, PTTI may use an outside third-party to investigate misconduct. PTTI will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. PTTI will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

PTTI is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of PTTI not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

NOTE: PTTI WILL CONSULT WITH THE ORGANIZATION’S LEGAL COUNSEL TO DETERMINE STATE, FEDERAL OR OTHER JURISDICTIONAL REQUIREMENTS TO REPORT SUSPICIONS OR ALLEGATIONS OF CHILD OR ADULT SEXUAL OR PHYSICAL ABUSE OR NEGLECT. INCLUDE APPROPRIATE AGENCIES’ CONTACT INFORMATION IN THE POLICY. CONSIDER THE FOLLOWING RESOURCE FROM THE U.S.

DEPARTMENT OF HEALTH AND HUMAN SERVICES:

<https://www.childwelfare.gov/>.

EMPLOYEE AND WORKER SCREENING AND SELECTION:

As part of its sexual abuse and misconduct prevention program, PTTI is committed to maintaining a diligent screening program for prospective and existing employees, students, volunteers, contractors and others that may interact with those employed by, associating with or serviced by PTTI. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

FALSE ALLEGATIONS

PTTI prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

All students must sign these policies upon enrollment and will be given a copy of said policies. Also, all students after enrollment must attend an in-person seminar conducted by WOAR – the Center for the Prevention of Sexual Violence within one (1) month after enrollment. Students also have access to confidential discussions with WOAR staff, if desired.

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 with 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 externship 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 minimum 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 their 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, the 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 the duration of the program.

Grievance Procedure

From time-to-time student 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
607 South Drive, Floor E
Harrisburg, PA 17120
(717) 787-3787*

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

Driver's License

For a certain number of jobs in the market they would require the candidates to have a Driver's License. If a student needs to obtain a driver's license, PTTI is able to help the students by:

- Providing proper training (Trained by Certified Trainers assigned by PTTI),
- Assisting the students in test registration process,
- Accommodating test schedule and vehicles.

PTTI does not pay for the Driver's License Test fee and PTTI does not provide vehicles to the students. Students will be required to sign a separate disclosure form affirming their understanding of this information before or during the application process.

Minimum Age Requirement

For a certain number of jobs in the market they would require the candidates to be at least 21 years old. If the students are below 21 years old after completing their study in PTTI, they could only apply for jobs that do not have an age requirement. PTTI holds no responsibility if the students fail to find a job because of the minimum age requirements. Students will be required to sign a separate disclosure form affirming their understanding of this information before or during the application process.

Accreditation Status of New Programs

In accordance with the Pennsylvania Department of Education, the Philadelphia Technician Training Institute must disclose to potential and incoming students the accreditation status of both the school and the desired program of study. PTTI is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Middle States Commission on Secondary Schools. New programs will not be offered until they are accredited by Middle States Commissions on Elementary and Secondary Schools (M.S.A.-C.E.S.S.), approved by the PA Department of Education and M.S.A.-C.E.S.S., and gets funding from Title IV.

Programs of Study

Automotive Technology and Repair Program

Program Length:

900 Total Hours
230 Theory Hours
470 Shop Hours
200 Externship Hours

Program Description:

This twenty-six (26)-week and 900-clock-hour program is a hands-on program designed to teach students automotive repair for cars and light trucks, so students can perform world class 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, mufflers, 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 for 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 externship and have completed and signed externship documentation from the PTTI Coordinator will be eligible to receive the toolbox and tools.

Automotive Technology & Repair Program

Course/Number		<u>Clock</u>	<u>Hours</u>	Total Clock
Lesson	Title	Lecture	Shop	
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 _{a/b}	PA Emission & Safety Inspection – A&B required	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	Externship	0	200	200
Total:		230	670	900

Program 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 skills learning
16. Job attainment assistance & job retention
17. Budgeting & personal finances

Certification:

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

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

Course Descriptions – Automotive Technology & Repair

ATR001 – 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 – 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 to operate includes alignment lifts, passenger and light truck lifts, tire balance and tire change machines, and hand tools needed to perform mechanical and electrical repairs.

Prerequisite: ATR001

ATR003 – Automotive Measurement Math

Students will learn mathematics such as fractions, multiplication, division, slopes, volumes, areas, percentages, variables, bar graphs, and 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.

Prerequisite: ATR001, ATR002

ATR004 – Brake Systems

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

Prerequisite: ATR001, ATR002, ATR003

ATR005 – Front Brakes/Rear 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, troubleshoot, 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004

ATR006 – 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 cylinders 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005

ATR007 – 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.

Prerequisite: ATR001, ATR002

ATR008 – Suspension System Fundamentals

In this course the student will understand theory and how suspension components operate, function, fail, and are replaced and maintained for safety according to the manufacturer requirements and PA State Inspection Regulations. The student will learn about various car suspension types, shocks, struts, and front and rear suspension on foreign and domestic vehicles (cars and trucks). After learning about the suspension systems, the student will be

required to assemble and disassemble suspension components, perform routine maintenance, and understand how to perform first stage suspension diagnosis checks and alignments.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006

ATR009 – Suspension Diagnosis/Repair/Maintenance

The student will be taught to understand various struts and shock systems and their relationship to other suspension components such as: 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 feel at ease with performing diagnosis and maintenance of struts and shocks.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008

ATR010 – Inner & Outer Tie Rods

Students will get 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009

ATR011 – Alignments

The student will acquire a working knowledge of alignments to perform automotive light duty repair on vehicles and light trucks so that students will have 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010

ATR012a – PA Emission Inspection

Students in this course will learn about the Pennsylvania Emissions Inspection, both 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011

ATR012b – 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 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a

ATR013 – Exhaust/Torch/Mufflers

Students will gain education and training to diagnosis exhaust problems, determine corrective actions, use oxy-acetylene torch for heating and cutting, and 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 to gain proficiency.

Prerequisite: ATR001, ATR002

ATR014 – 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013

ATR015 – 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014

ATR016 – System Diagnosis

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

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014, ATR015

ATR017 – Fluids (Oil, Transmission, CO)

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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014, ATR015, ATR016

ATR018 – 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 with 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 with which to do actual diagnosis, repair and maintenance in a timely fashion.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014, ATR015, ATR016, ATR017

ATR019 – Resume Writing

Students 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 PTI.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014, ATR015, ATR016, ATR017, ATR018

ATR020 – 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.

Prerequisite: ATR001, ATR002, ATR003, ATR004, ATR005, ATR006, ATR007, ATR008, ATR009, ATR010, ATR011, ATR012a, ATR012b, ATR013, ATR014, ATR015, ATR016, ATR017, ATR018, ATR019

ATR021 – 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 employees with high quality standards of work.

Prerequisite: All courses from ATR001 through ATR020

Manufacturing and Automation Training Program

Program Length:

900 Total Hours
133 Lecture Hours
567 Shop Hours
200 Externship Hours

Program Description – Industrial Electrician Technician Training through Manufacturing and Automation Program

This twenty-six (26)-week, 900-hour program is 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 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	8	24	32
MAT006	Introduction to PLCs & Electrical Diagnostic Equipment	5	11	16
MAT007	PLC Programming	24	56	80
MAT008	Hydraulic/Pneumatics, Actuators, PLC, 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	Externship	0	200	200
TOTALS		133	567	900

Certification:

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

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

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 drawings, 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.

Prerequisite: 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 about the theory of torque, force, speed, pressure, and temperature as it relates to part handling, metal forming, fluid processing, fabricating, inspection/testing, marking, packaging, and chemicals.

Prerequisite: MAT001, MAT002

MAT004 - Equipment & Design

Students will be taught the original equipment design criteria and specifications 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.

Prerequisite: MAT001, MAT002, MAT003

MAT005 – Equipment Design Criteria/Specification

Students will be taught what the original equipment design criteria and specifications 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004

MAT006 - Introduction to PLCs & Electrical Diagnostic Equipment

Students will acquire a working knowledge of Programmable Logic Controllers (PLCs) to perform entry level work as a Manufacturing & Automation Technician such that they 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005

MAT007 - PLC Programming

Students will acquire a working knowledge of PLC Programming to perform entry level work as a Manufacturing & Automation Technician such that they 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006

MAT008 - 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. Students 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 using PLCs to trouble-shoot electrical wiring and/or PLC hardware problems and take corrective action to repair equipment.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007

MAT009 – Robotics & PLCs

In this course, students will learn how to interface flexible automation devices such as such as robotics and PLCs so that “handshaking” 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 trouble- shooting inter-relationships of PLC and robotic systems for maintainability.

Prerequisite: MAT001, MAT002, MAT003, MAT007, MAT008

MAT010 – Hydraulic & Pneumatic Systems & their Electrical Machine 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. Students will write programs to tune-on and off hydraulic pumps, run linear pistons, turn off and on pumps hydraulically.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008

MAT011 - Equipment Maintenance/PLC

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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010

MAT012 - Process Equipment Diagnosis

This 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011

MAT013 – Process Monitoring & 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012

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. The emphasis in this course will be for students to communicate with engineers and other technicians in manufacturing.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013

MAT015 – Controls & Instrumentation

In this course, students will be taught how different control systems communicate with instrumentation. Students will set up, 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014

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, trouble-shooting problems for root cause and corrective actions with actuators, pistons, and rotary index boxes.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015

MAT017 – Manufacturing Assembly Operations

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

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016

MAT018 – Fluid/Energy Operations

This course is geared to 1) steam generation and 2) Heating Ventilation and Air Conditioning (HVAC) operations and controls. Students will learn the process cycles of both steam and HVAC systems and 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009,

MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017

MAT019 – Medical 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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018

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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018, MAT019

MAT021 – Documentation & Document Control

This coursework will educate students on how to properly document maintenance work relative to their responsibilities and, when the need arises, diagnosis and repair 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 with FDA and ISO requirements.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018, MAT019, MAT020

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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018, MAT019, MAT020, MAT021

MAT023 – Resume Writing, Interviewing Skills

Students 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 PTTI. Each student will be taught how to undergo successful interviews and will participate in group as well as individual interview training sessions that simulate business communication and question/answer sessions. Students will complete skill and work-related questionnaires, interview with PTTI job developers, and finally develop resumes while corresponding PTT'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.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018, MAT019, MAT020, MAT021, MAT022

MAT024 – Management Communications & Teamwork

Students will acquire a working knowledge of management communications and teamwork to enable them to secure

employment in an entry-level position as a Manufacturing & Automation Technician. This course will aid student to, upon program completion, be employed at a manufacturing and/or automation company to maintain, repair, troubleshooting, or install equipment in a product and/or service manufacturing plant operation. This course is designed with both lecture and interactive learning, along with shop demonstrations, question/answer sessions, and right and wrong customer service communications. Emphasis will be placed on securing employment, problem-solving skills, professional customer service, and employment literacy.

Prerequisite: MAT001, MAT002, MAT003, MAT004, MAT005, MAT006, MAT007, MAT008, MAT009, MAT010, MAT011, MAT012, MAT013, MAT014, MAT015, MAT016, MAT017, MAT018, MAT019, MAT020, MAT021, MAT022, MAT023

MAT025 – Externship

Every student will go into an externship that is designed to provide a mix of additional manufacturing equipment maintenance, troubleshooting and repair experience. The externship is designed to help future professionals 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 with other manufacturing technicians or engineers during their training. During the externship, students will advance their maintenance skills, perform diagnoses and make repairs to various components and systems in which they were educated and trained. The purpose of the externships is to have students hired into the job after the externship term is completed. Finally, the student intern will complete a report and evaluate the externship for permanent employment with the externship company. In addition, the externship company will be required to complete an evaluation for the student that will help the student progress with their initial and continued employment.

Prerequisite: All courses from MAT001 through MAT024

Welding Technology and Training Program

Program Length:

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

Program Description:

The program is designed to prepare students to work as welders, welder assistants, or fabricators. 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 PTIT in accordance with American Welding Standards for D.1.1. The original certification test and any needed make-up test will be provided by PTIT.

Welding Technology and Training Program

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

Program Subjects:

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

Certification:

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

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

Course Descriptions – Welding Technology and Training

WTT001 – Welding 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 reinforce the knowledge gained from the safety course prior to beginning shop applications and other important operations.

Prerequisite: WTT001

WTT003 - Introduction to Blueprint Reading

Blueprint reading is an important piece to becoming a professional welder. PTT students will learn how to accurately read and interpret a blueprint 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 dimensioning. PTT students will also learn computer drawings and special views along with other important skill sets to become a proficient blueprint reader.

Prerequisite: WTT001, WTT002

WTT004 - Metal Inert Gas Arc Welding (MIG)

The MIG process of welding is a welder's pride and joy, and PTT students will become masters of this trade. Students will be able to perform the many positions and welding types after completing this course. The students will understand terminology along with the physical hands-on application of the things learned in text. With the many hours spent in shop working the students will be able to control amperage, densities 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

WTT005- Shielded Metal Arc Welding (Stick) I

Stick welding basics will be established in order to set a foundation for PTT 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 1 student will gain knowledge of electrical measurement and SMA welding arc heating etc.

Prerequisite: **WTT001**

WTT006 - Plasma Cutting and Joint Preparation

PTT students will have the opportunity to experiment and gain expertise in the process of Plasma Cutting and Beveling. This will become applicable in the long run for their versatility in welding and other processes. Strengths such as this will allow the student to achieve in the welding world. In this course a student will become proficient in the tools necessary to perform and complete this process along with safety, compressions, input of heat and gas cables etc.

Prerequisite: WTT001, WTT002, WTT003

WTT007 - Shielded Metal Arc Welding (Stick) II

After receiving the necessary base in order to properly stick weld the students advancing to stick welding, students will advance to more technical hands-on work allowing for them to fully grasp the application of this type of welding. In positions (1F), (2F), (3F), (4F). The student will create lap joints and tee joints. In the positions (1G), (2G), (3G), (4G) students will create butt joints, perform root pass, etc.

Prerequisite: WTT001, WTT002

WTT008 - Introduction to Tungsten Inert Gas Welding (TIG)

PTT students will learn the basics of TIG welding and advance to the in-shop applications of those skill sets. Students will become proficient TIG welders in this course. They will apply theory and practice in order to ensure professional, and workplace acceptable TIG welds. The students will be imparted with such knowledge as the setup and operations, types of electrodes, GTA current. Pre and post flow, shielding Gas, arc welding, and tungsten contamination etc.

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 in their work environment upon completion of this course.

Prerequisite: WTT001, WTT002

WTT010 – 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 employees with high quality standards of work.

Prerequisite: WTT001, WTT002, WTT003, WTT004, WTT005, WTT006, WTT007, WTT008, WTT009

Central Processing and Service (Residential)/Central Processing and Service (Hybrid)

Program Length (Residential):

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

Program Length (Hybrid):

1100 Total Hours (200 hours online and 900 hours on ground)
200 Lecture Hours (200 hours online)
500 Lab Hours (500 hours on ground)
400 Externship Hours (400 hours on ground)

Program Description:

The program will help students gain knowledge in the field of Central Services and learn about the Healthcare Sterile Processing Association (HSPA; formerly the 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 (Residential)

Course No.	Title	Lecture	Lab	Clock Hours
CPS001	Introduction to Sterile Processing/ Communications & Professional Development	37	31	68
CPS002	Anatomy & Microbiology for Sterile Processing	7	61	68
CPS003	Infection Prevention	9	25	34
CPS004	Decontamination, POU & Transport	10	24	34
CPS005	Cleaning	7	27	34
CPS006	Disinfection	7	27	34
CPS007	Safety for Sterile Processing	4	30	34
CPS008	Surgical Instrumentation & Complex Surgical Instruments	3	31	34
CPS009	Preparation and Packaging	9	25	34
CPS010	Monitoring and Recordkeeping for Sterile Processing	10	24	34

CPS011	High Temperature Sterilization	11	23	34
CPS012	Low Temperature Sterilization	11	23	34
CPS013	Sterile Storage and Transport	9	25	34
CPS014	Point of Use Disinfection and Sterilization	10	24	34
CPS015	Regulations and Standards	20	14	34
CPS016	Quality Production and Monitoring	11	23	34
CPS017	Supply Chain Management	12	22	34
CPS018	Sterile Processing in Ancillary Depts & the Role of Information Technology in Sterile Processing	11	23	34
CPS019	Job Application Skills	2	18	20
CPS020	Externship	0	0	400
Total:		200	500	1100

Central Processing and Service Program (Hybrid)

Course No.	Title	<u>Lecture</u>		<u>Lab</u>		Clock Hours
		Online	In-Person	Online	In-Person	
DECP001	Introduction to Sterile Processing/ Communications & Professional Development	37	0	0	31	68
DECP002	Anatomy & Microbiology for Sterile Processing	7	0	0	61	68
DECP003	Infection Prevention	9	0	0	25	34
DECP004	Decontamination, POU & Transport	10	0	0	24	34
DECP005	Cleaning	7	0	0	27	34
DECP006	Disinfection	7	0	0	27	34
DECP007	Safety for Sterile Processing	4	0	0	30	34
DECP008	Surgical Instrumentation & Complex Surgical Instruments	3	0	0	31	34
DECP009	Preparation and Packaging	9	0	0	25	34
DECP010	Monitoring and Recordkeeping for Sterile Processing	10	0	0	24	34
DECP011	High Temperature Sterilization	11	0	0	23	34
DECP012	Low Temperature Sterilization	11	0	0	23	34
DECP013	Sterile Storage and Transport	9	0	0	25	34
DECP014	Point of Use Disinfection and Sterilization	10	0	0	24	34
DECP015	Regulations and Standards	20	0	0	14	34

DECP016	Quality Production and Monitoring	11	0	0	23	34
DECP017	Supply Chain Management	12	0	0	22	34
DECP018	Sterile Processing in Ancillary Depts & the Role of Information Technology in Sterile Processing	11	0	0	23	34
DECP019	Job Application Skills	2	0	0	18	20
DECP020	Externship	0	0	0	0	400
Total:		200	0	0	500	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.
12. Point of Use Processing
13. Sterilization
14. Inventory and Equipment Management
15. Tracking Systems
16. Quality Assurance
17. Safety
18. Communication and Services
19. Sterilization Processing and Other Practices
20. Job Application Skills
21. Externship

Certification:

A diploma will be given to each student upon completing the Program. This diploma will be used to show prospective employers 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

CPS001/DECP001 - Introduction to Sterile Processing/ Communications & Professional Development

This course would teach the students the basics regarding the sterile processing industry, including workflow processes and the definitions of medical terms. This will be an introductory course which will educate the students on the basic knowledge and skills necessary to become a Sterile Processing technician, the types of education available, and other information about the profession. Students will learn about professionalism, utilizing effective communication skills, diversity within Sterile Processing, professional goal setting and personal development, potential career paths, developing resumés or curriculum vitae, and best practices during the interviewing process.

The knowledge gained in this course will provide students with the tools to understand the demands of Sterile Processing, the training necessary, and how to not only apply for but succeed on the job.

CPS002/DECP002 - Anatomy & Microbiology for Sterile Processing

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 sterile processing technicians must know about it. Describe how microorganisms are transmitted between persons and places. Review basic procedures to control and kill microorganisms.

Prerequisite: CPS001/DECP001

CPS003/DECP003 - Infection Prevention

This course would make the students be able to explain the role of sterile processing technicians in a healthcare facility's infection prevention and control efforts, discuss personal hygiene and personal protective equipment precautions that enable sterile processing 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 Bloodborne Pathogens Standard published by OSHA and describe basic environmental concerns as Sterile processing work areas are designed.

Prerequisite: CPS001/DECP001, CPS002/DECP002

CPS004/DECP004 - Decontamination, POU & Transport

In 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: CPS003/DECP003

CPS005/DECP005 - Cleaning

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: CPS003/DECP003

CPS006/DECP006 - 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: CPS004/DECP004, CPS005/DECP005

CPS007/DECP007 - Safety for Sterile Processing

This course mainly focuses on the common safety hazards applicable to Sterile processing functions and work areas and explains how employee injuries can be prevented. Students would be taught about special safety precautions for handling ethylene oxide, and review procedures to report employee accidents and injuries. This course would also talk about the importance of ergonomics and health awareness for Sterile Processing technicians.

Prerequisite: CPS006/DECP006

CPS008/DECP008 - Surgical Instrumentation & Complex 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 identifying the points of inspection, anatomy (features) of, and procedures to measure different types of instruments.

Prerequisite: CPS007/DECP007

CPS009/DECP009 - Preparation and Packaging

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: CPS008/DECP008

CPS010/DECP010 - Monitoring and Recordkeeping for Sterile Processing

In this course students will learn the correct methods for monitoring the sterile processing department and maintaining records of equipment and other items within sterile processing. Students will learn how monitoring and recordkeeping are a critical part of patient and staff safety. The knowledge gained in this course will provide students with the ability to competently monitor their environment including the staff practices, equipment function, and maintaining of the standards and regulations required for the sterile processing department to operate properly.

Prerequisite: CPS009/DECP009

CPS011/DECP011 - High Temperature 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 identifying 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: CPS010/DECP010

CPS012/DECP012 – Low Temperature Sterilization

In this course the different types of low-temperature sterilization will be discussed. Students will learn the advantages and disadvantages of the various low-temperature sterilization methods, the proper procedures for each method, and the situations in which these protocols are to be used. The knowledge gained in this course will provide students with the ability to select the correct sterilization methods for any situation, and how low-temperature differs from high-temperature sterilization.

Prerequisite: CPS011/DECP011

CPS013/DECP013 - Sterile Storage and Transport

This course will cover the various precautions that should be taken by Sterile Processing technicians to ensure all packaged items remain sterile. Students will learn what to take into consideration when storing sterile items, such as location and shelving and the importance of maintaining sterility. In addition, topics will include basic storage and transportation guidelines as well as proper methods of cleaning storage areas.

Prerequisite: CPS011/DECP011

CPS014/DECP014 - Point of Use Disinfection and Sterilization

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 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: CPS013/DECP013

CPS015/DECP015 - 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: CPS014/DECP014

CPS016/DECP16 - Quality Production and Monitoring

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: CPS015/DECP015

CPS017/DECP017 - Supply Chain Management

This course helps students to gain knowledge about 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: CPS016/DECP016

CPS018/DECP018 - Sterile Processing in Ancillary Depts & the Role of Information Technology in Sterile Processing

This course helps students gain knowledge about 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: CPS017/DECP017

CPS019/DECP019 - Job Application Skills

This course will cover 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: CPS018/DECP018

CPS020 - Externship

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

Central Processing and Service Externship Requirements

An externship is mandatory for all students to complete the program. To participate in an Externship, the students will need to prepare all the materials with the help of Student Services department, which includes:

1. Hepatitis B vaccination series (three doses)
2. Measles, Mumps, and Rubella (MMR) vaccination
3. Tuberculosis (TB) testing in accordance with applicable health regulations
4. Annual influenza (flu) vaccination
5. Other inoculations as required by other externship sites (i.e. Tdap and or Varicella).

All health, safety, and professional requirements must align with current industry standards. References to this can be found in employer requirements, Center for Disease Control (CDC), OSHA (Occupational Safety and Health Administration), and HSPA.

Failure to maintain required documentation may result in delays or inability to participate in externship placement and may impact timely program completion. Students may not begin any externship, clinical experience, or related activity until all required documentation has been submitted, verified, and formally approved.

The students should also:

1. Comply with employer-mandated drug screening requirements.
2. Successfully complete interviews with healthcare industry professionals in hospitals, outside sterile processing facilities and clinics.
3. Upload and maintain a current resume on approved online employment platforms. (After more than 700 hours of training in PTTI, Student Services will help students in an on-site computer room suitable for this task. Students will remain in class until your externship is secured up to 1100 hours. When an externship is secured, students will be allowed to start the externship and not return to school.)

Failure to meet these requirements may result in delays and/or in termination of the program without completing it. From the time you start the Sterile Processing at PTTI, you are allowed up to 1,650 total hours of time to complete your education and externship, that is approximately 47 weeks total. Students shall provide Career Services with documentation of scheduled and completed interview appointments.

All students that secure externship placement must comply with all institutional procedures and requirements:

1. Identify an appropriate healthcare facility and communicate with the department manager regarding externship opportunities and be on-time. Recommend that students show up at externship sites 15 minutes before start time.
2. Obtain the department manager's name, email address, and telephone number
3. Submit all collected facilities and contact information to Career Services for review and approval
4. Ensure required institutional insurance documentation is provided to and acknowledged by the externship site
5. Obtain required approvals and signatures from the Career Services Manager.
6. Ensure a fully executed affiliation or partnership agreement is in place prior to the start of the externship

Central Processing and Service Externship Compliance and Professional Standards Policy

Participation in externship experiences is contingent upon full compliance with all institutional requirements, externship site policies, and applicable industry standards. This includes adherence to the standards established by the Healthcare Sterile Processing Association (HSPA).

Externship Purpose and Educational Focus:

Externship provides hands-on, on-the-job training. During the Externship, students shall:

1. Complete 400 hours of externship as required by HSPA
2. Apply skills learned in the classroom
3. Work effectively with other employees and departments
4. Practice teamwork and professional collaboration
5. Contribute to operational productivity and quality standards at the facility

HSPA Compliance Requirement:

Students are required to demonstrate knowledge of and adherence to HSPA standards and best practices throughout all externship and clinical-related activities. This includes, but is not limited to:

1. Proper sterilization and disinfection techniques
2. Infection prevention and control procedures
3. Safe handling and processing of surgical instruments and medical equipment
4. Compliance with documentation, tracking, and quality assurance practices
5. Maintenance of professional conduct consistent with healthcare industry expectations

Failure to comply with HSPA standards, institutional requirements, or externship site policies may result in delays, reassignment, removal from the externship site, or inability to successfully complete externship requirements.

Externship placement is dependent upon your participation in the process, completion of medical paperwork, qualified sites you help select, successful completion of program requirements, and teamwork, adherence to all health, safety, and administrative standards.

The institution provides support in securing externship opportunities; however, placement at a specific site and employment following program completion are not guaranteed.

Concreting, Masonry, and Framing

Program Length:

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

Program Description:

This twenty-six (26) week, 900-hour program is designed to help students gain knowledge in concrete, construction, masonry decorations, 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 a proper skillset for the industry. This includes written and verbal communications, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies.

Concreting, Masonry, and Framing Program

<u>Course/Number</u>		<u>Clock Hours</u>		
Lesson	Title	Lecture	Shop	Clock Hours
CTT001	Introduction to Concreting	10	10	20
CTT002	Concreting 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 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 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.

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

Course Descriptions – Concreting, Masonry and Framing

CTT001-Introduction to Concreting

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

CTT002 - Concreting Safety

In this course students will learn the basics of concreting safety, several 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 and Math

By gaining the knowledge of shop math, understanding key terminology, and performing base knowledge experiments students will begin to formulate a foundation for concreting. Blueprint reading is an important piece to becoming a professional concrete worker. PTTI students will learn how to accurately read and interpret a blueprint layout and elevation 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. PTTI students will also learn computer drawings and special views along with other important skill sets to become 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 built up for residential and commercial structures, help students prevent the work from being flooded and sunk.

Prerequisite: CTT004

CTT008 – Retrofits and Add-on

In this course students will learn concepts of retrofitting, different retrofit methods, repairing foundations when the structure goes bad, fast footing and foundation build up skills. The knowledge gained in this course will provide students with good retrofitting skills and 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 - Concrete Applications in Real Life

In this course students will learn actual concrete 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 concrete 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 and Resume

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 in their work 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 with 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 Lecture Hours
500 Shop Hours
200 Externship Hours

Program Description:

This twenty-six (26) week, 900-hour 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		<u>Clock</u>	<u>Hours</u>	Total Hours
Lesson	Title	Lecture	Shop	
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	6	50	56
PFT006	Pipe Fabrication, Welding, and 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 will be given to each student upon completing the Program. This diploma will be used to show a perspective employer evidence of program completion and the skills attained for successful work in the Steam, Sprinkler and Pipe Fitting industry.

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

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, several types of piping equipment, tool handling and proper techniques to reduce the risk of injury. Students will learn about the hazards and safety procedures governing the use of ladders and scaffolds. Students will also be introduced to 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 - Oxyfuel Cutting and MIG Welding

Students will learn the basics of Oxyfuel cutting, MIG welding, different types of piping systems and the differences between systems. They will understand the setting up, lighting, and use 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 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 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 become a proficient blueprint reader in their profession.

Prerequisite: PFT001, PFT002

PFT005 - Valves

In this course, students will learn about 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 several types of valves and know how to assemble and install them. Students will learn

how to pack 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 to 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, pipe-fitting 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 with good testing skills, 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 various 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 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

Drywall, Finishing, and Framing*H

Program Length:

900 Total Hours
250 Lecture Hours
650 Shop Hours
200 Externship Hours

Program Description:

This program helps students gain knowledge in carpentry, specifically drywall, framing, and finishing. By utilizing a combination of lectures and applied practice, students will learn about professional standards, safety concerns, material handling, and tools and equipment related to drywall, framing, and finishing. This program is designed to prepare the student for entry-level positions in carpentry. Students are offered learning experiences in the basics of shop math & blueprint reading, tools and equipment used in the trade, framing, drywall installation and finishing, and trim and cabinet installation. In addition, students will be taught 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.

Drywall, Framing, and Finishing Hybrid Program

Course No.	Title	<u>Lecture</u>		<u>Shop</u>		Clock Hours
		Online	In-Person	Online	In-Person	
DFF001-H	Introduction to Carpentry	10	0	0	24	34
DFF002-H	Tools and Safety	20	0	0	48	68
DFF003-H	Materials and Preparations	43	0	0	58	101
DFF004-H	Foundations and Framing	46	0	0	91	137
DFF005-H	Roofing and Enveloping	23	0	0	16	39
DFF006-H	Windows, Doors and Walls	34	0	0	73	107
DFF007-H	Finishing	33	0	0	52	85
DFF008-H	Intro to Special Construction	39	0	0	67	109
DFF009-H	Job Application Skills	2	0	0	18	20
DFF010	Externship	0	0	0	0	200
Total:		250	0	0	450	900

Program Subjects:

1. Working in the Construction Industry & Basic Safety
2. Construction and Commercial Drawings
3. Construction Math
4. Tools and Equipment used in the Trade
5. Material Handling

6. Cold-Formed Steel Framing
7. Exterior Finishing
8. Thermal and Moisture Protection
9. Drywall Installation
10. Drywall Finishing
11. Doors, Trim, and Cabinets
12. Roofing
13. Suspended Ceilings
14. Job Application Skills
15. Externship

Certification:

A diploma will be given to each student upon completing the program. This diploma will be used to show a perspective employer evidence of program completion, and the skills attained for successful work in carpentry, specifically drywall, framing, and finishing.

OSHA 30:

Classes will be provided for students in this program at no cost. Certification will be granted and issued at completion of the program.

Course Descriptions – Drywall, Finishing, and Framing

DFF001-H - Introduction to Carpentry

In this course, students will learn about the typical workplace environment that carpenters encounter. Subjects such as the necessary training, types of jobs available to trained individuals, the soft skills needed to succeed in carpentry, and the economic outlook for the industry will be covered. This course will introduce students to all the opportunities their training will afford them, including promotions to management positions and entrepreneurship.

Prerequisites: N/A

DFF002-H - Tools and Safety

Students will learn about the different types of tools used in construction (hand and power) and the protocols in place that ensure their workplaces are as safe as possible. In this course, students will be about to identify common hand and power tools, and how to select the appropriate items for each type of job. Tool maintenance and storage, proper housekeeping measures, and OSHA's purpose and regulations will also be discussed. Students will become familiar with personal protective equipment (PPE) used in the industry, safely handling electrical power, and how to use ladders and scaffolding. This course will provide students with the information necessary for performing their job in construction safely and efficiently.

Prerequisites: DFF001-H

DFF003-H - Materials and Preparations

This course will help students understand the basics of construction math, material handling, and construction drawings. Successful completion of this course will allow students to be able to work with whole numbers, fractions, and decimals; convert different forms of measurement, including weight, length, and volume; correctly use rulers and measuring tape; and be proficient in basic geometry. Additionally, students will learn about the format of specifications and explain how specifications are written and the essentials of motorized and non-motorized material handling equipment and describe their uses. Information on the purpose of a civil drawing, describing the use of architectural drawings and schedules and describing the use of structural drawings will be presented.

Prerequisites: DFF001-H & DFF002-H

DFF004-H - Foundations and Framing

This course will teach students all about building foundations and how to frame the various parts of a building. Students will learn about defining building outlines, the necessity of footings and reinforcement, the three basic types of framing used in residential construction, how joists are integral to floor framing, basic wall and ceiling framing, the geometry of roof framing, the ways in which steel is used in framing. The information provided will give students the ability to engage in the early process of construction, including laying a stable foundation and framing the exterior and interior walls using lumber, steel and concrete.

Prerequisites: DFF003-H

DFF005-H - Roofing and Enveloping

This course dives further into roof completion and the different methods used for protecting structures from the elements. Students learn about roofing procedures using asphalt and wood shingles, gutter positioning, and barriers needed based on climate and safety concerns specific to roofing. In addition, this course will cover information on control layers and how they work together in building construction, the science behind control layers, and the necessity for high standards when working with control layers.

Prerequisites: DFF004-H

DFF006-H - Windows, Doors and Walls

In this course, students will obtain knowledge on doors and windows, their components, their composition, and the procedures for installation. Students will learn about the various openings for doors and windows, and the associated hardware necessary for each type of situation. This course will allow students to properly and effectively install doors and windows and their components. Students will become familiar with flashing and installation, types of cornices, various methods for installing wood, metal, and vinyl siding. In addition, students will gain knowledge on interior finishing, including drywall application, paneling, and ceiling finishes.

Prerequisites: DFF005-H

DFF007-H - Finishing

Students in this course will learn about putting the final touches on a construction project. Insulation, flooring, cabinetry, painting, and decorating are some of the topics covered. This course covers the principles of conduction, convection, and radiation, the thermal properties of construction materials, identifying types of stairs, understanding the fundamentals and standards in cabinetry, and preparing interior and exterior surfaces for painting. Students will gain knowledge on countertops, hanging wallpaper, different types of cabinet doors, and safety protocols needed when painting and finishing. This material, combined with previous courses, will enable a student to complete a construction project from start to finish.

Prerequisites: DFF005-H & DFF006-H

DFF008-H - Intro to Special Construction

In this course, information on specialized construction areas, including chimneys, more sustainable construction, remodeling and repairing, and adding decks and porches to any structure. Topics such as basic masonry, constructing flues, advantages and disadvantages of post-and-beam framing, constructing manufactured structures, understanding wall bearings and the care needed when removing walls during renovations and repairs, supporting structures for decks and the differences between a deck and porch will be discussed. The fundamentals of electricity will be covered to help students with understanding other aspects of carpentry. Additionally, students will gain knowledge on how to construct more eco-friendly structures, including the programs in place that help facilitate green building, minimizing the impact on the environment, reducing energy consumption and improving interior air quality.

Prerequisites: DFF004-H, DFF005-H, DFF006-H, & DFF007-H

DDF009-H: Job Application Skills

This course is designed to prepare students to make the move from student to employee. Students will work on their resumes and learn about job searching and interviewing processes. It makes students feel confident and perform well in an interview setting. This course is important because it will prepare students to communicate effectively with co-workers and supervisors in a professional manner in the work environment.

Prerequisite: DFF012-H

DDF010: Externship

Students will acquire working skills on the job as a component of their education and hands-on training at the PTTI 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: DFF001-H, DFF002-H, DFF003-H, DFF004-H, DFF005-H, DFF006-H, DFF007-H, DFF008-H, DFF009-H

Heating, Ventilation and Air Conditioning

Program Length:

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

Program Description:

This twenty-six (26) week, 900-hour program is designed to help students build a comprehensive, industry-ready foundation in Heating, Ventilation, Air Conditioning, and Refrigeration — preparing them for a confident and successful transition into the HVACR workforce. Students will begin by exploring HVACR career pathways, certification requirements, licensing, and professional job search strategies including resume writing and interview skills. They will gain a thorough understanding of workplace safety, personal protective equipment, safe work practices, and the tools and supplies used every day in the field. They will also be taught about refrigeration fundamentals, in order to handle jobs that require safe and precise refrigerant service in compliance with EPA standards. They will also be taught about electrical systems, including basic electricity, electric motors, control systems, and electrical troubleshooting fundamentals, and that will make them capable of handling complex wiring, diagnostics, and motor service across residential, commercial, and industrial HVACR systems. Students will further develop expertise in domestic refrigerators and freezers, air-conditioning systems, indoor air quality, and heating systems, and that will make them capable of handling the full spectrum of residential and light commercial HVACR installation, service, and repair calls independently. They will also learn about energy management and conversion, advance through three progressive levels of commercial refrigeration that will make them capable of handling the full complexity of commercial refrigeration systems found in food service, retail, and cold storage environments.

Upon graduation, students will possess the technical knowledge, hands-on skills, professional certifications, and workplace readiness needed to pursue a wide range of rewarding career opportunities — including residential and commercial HVACR technician, refrigeration specialist, energy management technician, and commercial refrigeration systems designer — and build a lasting, successful career in one of the nation's most essential and in-demand skilled trades.

Heating, Ventilation and Air Conditioning Program

Course/Number		<u>Clock</u>	<u>Hours</u>	Total Hours
Lesson	Title	Lecture	Shop	
HVC001	Introduction to HVAC	21	13	34
HVC002	Refrigeration Fundamentals	34	34	68
HVC003	Electricity in HVAC	28	40	68
HVC004	Domestic Refrigerators & Freezers	7	41	48
HVC005	AC Systems	21	81	102
HVC006	Indoor Air Fundamentals	14	40	54
HVC007	Heating Systems	21	47	68

HVC008	Energy Management & Conservation	14	20	34
HVC009	Commercial Refrigeration Systems 1: Basics	21	47	68
HVC010	Commercial Refrigeration Systems 2: Installation	7	95	102
HVC011	Commercial Refrigeration Systems 3: Design	10	24	34
HVC012	Job Application Skills	2	18	20
HVC013	Externship	0	200	200
Total:		200	700	900

Program Subjects:

1. Introduction to HVAC
2. Refrigeration Fundamentals
3. Electricity in HVAC
4. Domestic Refrigerators & Freezers
5. AC Systems
6. Indoor Air Fundamentals
7. Heating Systems
8. Energy Management & Conservation
9. Commercial Refrigeration Systems 1: Basics
10. Commercial Refrigeration Systems 2: Installation
11. Commercial Refrigeration Systems 3: Design
12. Job Application Skills
13. Externship

Certification:

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

EPA section 608 certification, Type I

Classes will be provided for students in this program at no cost (HVC 002). A successful candidate would also achieve the EPA section 608 certification while all students would be able to take the test once during their training in PTTI.

OSHA 30:

Classes will be provided for students in this program at no cost (HVC 001). Certification will be granted and issued at completion of the program.

Course Descriptions - Heating, Ventilation and Air Conditioning

HVC001 - Introduction to HVAC

In this course, students will explore the fundamentals of HVAC, gaining an understanding of Careers and Certification, safety, service calls, tools, and supplies. Students will explore HVACR career pathways, certification requirements, licensing, and professional job search strategies including resume writing and interview skills. They will identify workplace hazards, properly use personal protective equipment, and apply safe work practices including ladder safety, fall protection, and first aid. Students will develop professional customer service skills, prepare service estimates, manage contracts, and apply systematic troubleshooting methods to diagnose HVACR system issues efficiently. They will gain hands-on experience with hand tools, power tools, and precision instruments such as multimeters and manometers. Students will also learn to cut, bend, and connect refrigerant and non-refrigerant tubing and piping using industry-standard methods. The knowledge and skills gained in this course

will help them confidently enter the HVACR workforce and build a lasting, rewarding career in the industry. The safety portion of this course will help the students achieve an OSHA 30 certificate.

Pre-requisites: None

HVC002 – Refrigeration Fundamentals

This course will teach students about Introduction to Refrigerants, gaining an understanding of energy and matter, gases, basic compression refrigeration and air-conditioning systems, system components, refrigerant handling, and service equipment. They will be guided through calibrating thermometers, measuring heat and heat transfer, calculating pressures, identifying refrigeration system lines and evaporator coils, identifying refrigerants and lubricants, connecting and disconnecting a gauge manifold, and measuring system performance and superheat. The knowledge and skills gained in this course will help them to work safely and effectively with refrigerants and refrigeration systems in a professional HVACR setting. Students will be equipped to diagnose system performance, handle refrigerants in compliance with EPA standards, operate service instruments with precision, and apply thermodynamic principles to real-world systems — preparing them to advance toward EPA 608 Type I certification and build a strong, rewarding career as a skilled HVACR technician.

Pre-requisites: HVC 001

HVC003 - Electricity in HVAC

Throughout this course, students will develop an understanding of Electricity in HVAC and basic electricity, electrical power, basic electronics, electric motors, electrical control systems, electrical troubleshooting fundamentals, and servicing electric motors and controls. They will be guided through testing low-voltage transformers, wiring parallel loads, alternating current principles, checking thermistors and temperature switches, multispeed PSC motor wiring, testing relays, contactors, and transformers, and checking capacitors. The knowledge and skills gained in this course will help them to safely test, wire, and troubleshoot electrical circuits, motors, and control systems with confidence and precision. Students will be equipped to identify and resolve electrical faults efficiently, interpret wiring diagrams and schematics, and service electric motors and controls found in residential, commercial, and industrial HVACR systems — preparing them to perform complex service calls independently and build a specialized, rewarding career as a professional HVACR technician.

Pre-requisites: HVC 001

HVC004 - Domestic Refrigerators & Freezers

In this course, students will learn Domestic Refrigerators and Freezers, gaining an understanding of the overview, installation, and service of domestic refrigeration systems. They will be guided through domestic refrigeration familiarization, troubleshooting domestic refrigerators and freezers, and servicing domestic refrigerators and freezers. Students will develop a thorough understanding of how residential refrigeration systems operate, including the refrigeration cycle and key components such as compressors, condensers, evaporators, and controls. They will learn to identify common faults, apply structured diagnostic procedures, and carry out professional repairs and component replacements with confidence. The knowledge and skills gained in this course will help them to confidently install, diagnose, service, and repair a wide range of domestic refrigerators and freezers —

preparing them to respond to service calls independently, meet industry standards, and build a strong, rewarding career as a professional residential refrigeration technician.

Pre-Requisites: HVC 003

HVC005 - AC Systems

This course is going to help students to understand AC Systems, gaining an understanding of self-contained air-conditioning systems, residential split systems, humidity control, commercial air-conditioning systems and controls, and absorption and evaporative cooling systems. They will be guided through programming thermostats, troubleshooting and replacing a TXV, replacing filter-driers, sizing and installing ductless and multi-split systems, replacing air-conditioning compressors, testing and replacing single-phase contactors, calculating outdoor air and damper adjustments, adjusting belt-driven blower speed, and servicing evaporative and absorption cooling systems. The knowledge and skills gained in this course will help them to professionally install, troubleshoot, and service a full range of residential and commercial air-conditioning systems with confidence and precision — equipping them to meet employer expectations, respond to complex service calls independently, pursue advanced HVACR certifications, and build a highly skilled and rewarding career as a professional air-conditioning and HVACR systems technician.

Pre-Requisites: HVC 003

HVC006 - Indoor Air Fundamentals

In this program, students will gain hands-on experience with Indoor Air systems, gaining an understanding of air movement and measurement, air quality, air distribution, ventilation system service, and heating and cooling loads. They will be guided through measuring humidity, psychrometer and comfort levels, UV light installation, air quality maintenance, whole house humidifier installation, recovery ventilation systems, residential ductwork fabrication, making rectangular ducts, plenum boxes, starting collars, tee fittings, measuring static pressure, and heating and cooling load basics. The knowledge and skills gained in this course will help them to professionally assess, design, install, and service indoor air quality and air distribution systems across residential and commercial HVACR applications. Students will be equipped to measure and balance airflow, fabricate and install ductwork components, diagnose ventilation and air quality issues, and recommend humidity and air purification solutions — building a well-rounded, in-demand career as a professional HVACR indoor air quality technician.

Pre-Requisites: HVC 005

HVC007 - Heating Systems

In this course, students will learn Heating Systems, gaining an understanding of gas-fired heating systems, oil-fired heating systems, electric heating systems, air-source heat pumps, geothermal heat pumps, and hydronic heating fundamentals. They will be guided through gas furnace operation, heat exchangers, sizing gas piping, operating a fan relay center, taking voltage, amperage, and temperature rise readings, operating reversing valves, forcing defrost cycles, measuring heat pump performance, and installation procedures for wiring, brazing, evacuating, and charging heat pumps. The knowledge and skills gained in this course will help them to professionally install, operate, troubleshoot, and repair a full range of residential and commercial heating systems with confidence and precision. Students will be equipped to inspect heat exchangers, diagnose electrical and

mechanical faults, perform complete heat pump installations, and deliver professional-quality heating system service — building a versatile, well-rounded, and rewarding career as a professional HVACR heating systems technician.

Pre-Requisites: HVC 005

HVC008 - Energy Management & Conservation

This course introduces students to Energy Management and Conservation, gaining an understanding of solar power and thermal storage, and energy management principles. They will be guided through taking measurements to determine the best placement for a solar collector, and calculating EER for actual amp draw, actual voltage, and actual indoor blower CFM. Students will develop a thorough understanding of how solar energy systems are designed, positioned, and integrated into HVACR applications, and how energy management strategies reduce operating costs and meet building energy standards. The knowledge and skills gained in this course will help them to professionally assess, implement, and optimize energy management and solar conversion solutions across residential and commercial HVACR applications — equipping them to calculate key efficiency metrics, determine optimal solar collector placement, and contribute to the growing demand for sustainable, energy-efficient building systems as a forward-thinking and highly valued HVACR energy management professional.

Pre-Requisites: HVC 007

HVC009 - Commercial Refrigeration Systems 1: Basics

Through this course, students will build a solid foundation in Commercial Refrigeration Systems, gaining an understanding of commercial refrigeration systems, commercial compressors, evaporators, condensers, heat exchangers, metering devices and valves, and commercial refrigeration system configurations. They will be guided through the basics of operating and servicing commercial coolers and freezers, cleaning and sanitizing ice machines, adjusting water-regulating valves to control head pressure, calculating belt-drive compressor speed, cleaning condenser coils, and testing filter-driers, metering devices, and liquid line solenoids. The knowledge and skills gained in this course will help them to professionally operate, maintain, troubleshoot, and repair a full range of commercial refrigeration systems in food service, retail, and cold storage environments. They will be able to do basic jobs on servicing compressors, evaporators, and condensers, diagnose system faults efficiently, and build a specialized, highly valued career as a professional commercial refrigeration systems technician.

Pre-Requisites: HVC 008

HVC010 - Commercial Refrigeration Systems 2: Installation

In this course, students will learn how to install Commercial Refrigeration Systems, gaining an understanding of commercial refrigeration system installation, troubleshooting commercial systems through system and component diagnosis, and servicing commercial systems. They will be guided through replacing a TXV on an air-conditioning system, installing a sight glass, maintaining and cleaning an ice machine, testing the efficiency of a water-cooled condenser, and testing hot-gas and electric defrost systems. The knowledge and skills gained in this course will help them to professionally install, diagnose, troubleshoot, and service a full range of commercial refrigeration systems and components in food service, retail, and cold storage environments — equipping them to perform advanced system and component-level diagnostics, replace critical refrigeration components, maintain ice machines to food safety standards, and build a distinguished, specialized career as a professional commercial refrigeration installation and service technician.

Pre-Requisites: HVC 009

HVC011 - Commercial Refrigeration Systems 3: Design

In this training course, students will dive deeper in the Commercial Refrigeration Systems, and start learning on the design, gaining an understanding of heat loads and system thermodynamics, and commercial refrigeration component selection. They will be guided through finding the area and volume of different objects, piping design, and removing and replacing a liquid receiver. Students will develop a thorough understanding of thermodynamic principles governing commercial refrigeration system design, including how heat loads are calculated and applied to determine correct equipment sizing, and how to select the right compressors, evaporators, condensers, and metering devices for any given application. The knowledge and skills gained in this course will help them to professionally design, select components for, and install commercial refrigeration systems that are precisely sized, thermodynamically optimized, and built to perform reliably — equipping them to apply heat load analysis, design efficient piping systems, and build a distinguished career as a professional commercial refrigeration systems designer and technician.

Pre-Requisites: HVC 010

HVC012 - Job Application Skills

This course is specifically designed to guide students through the job application processes. Grounded in real-world expectations and industry-aligned practices, this course equips students with the tools, strategies, and confidence needed to successfully enter and thrive in today's competitive job market. Students will build and refine professional resumes, develop effective job search strategies, and participate in mock interviews. Through structured practice, discussion, and hands-on exercises, students will gain a deep understanding of professional communication standards, enabling them to interact with confidence and clarity alongside co-workers, supervisors, and clients in any workplace environment.

Pre-Requisites: HVC 011

HVC013 - Externship

Students will acquire working skills on the job as a component of their education and hands-on training at PTTI. 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.

Pre-Requisites: HVC 012

Residential and Commercial Electrician Program

Program Length:

900 Total Hours
200 Lecture Hours
700 Shop Hours
200 Externship Hours

Program Description:

The Residential & Commercial Electrical Technician Program is an in-depth, industry-aligned training program spanning 21 weeks (900 hours), carefully designed to prepare students with the technical expertise, practical skills, and professional mindset required to build a successful career in the electrical field across both residential and commercial sectors. The program begins with a comprehensive introduction to the electrical trade, helping students explore various career pathways, understand certification and licensing requirements, and develop essential job-readiness skills such as resume writing, interview preparation, workplace communication, and professional ethics, ensuring they are fully equipped to enter the workforce with confidence. A strong and continuous emphasis is placed on workplace safety, where students are trained to identify potential hazards, follow safe work practices, and correctly use personal protective equipment (PPE), along with learning critical safety procedures such as lockout/tagout, safe handling of electrical tools, and adherence to industry regulations, fostering a safety-first approach that is essential in real-world environments. Building on this foundation, the program delivers a thorough understanding of electrical fundamentals in accordance with IEC standards, covering key principles such as voltage, current, resistance, power, and circuit analysis, which are then applied to more advanced topics including electrical system design and functionality in residential and commercial settings. Students gain detailed knowledge of power generation and distribution, wiring systems, conductors and cables, raceways, grounding systems, circuit protection devices like breakers and fuses, as well as control systems and switching mechanisms, enabling them to understand how complete electrical systems operate efficiently and safely. The program places significant focus on hands-on training, allowing students to actively engage in installing, maintaining, and troubleshooting electrical systems through practical lab work that simulates real-world scenarios, including wiring residential units, setting up commercial electrical installations, interpreting electrical drawings and blueprints, and diagnosing faults using industry-standard tools and testing equipment. Additionally, students are introduced to modern electrical practices such as energy-efficient systems, sustainable solutions, and basic automation concepts, helping them stay relevant in an evolving industry driven by technology and innovation. By the end of the program, graduates will have developed a strong combination of theoretical knowledge, technical proficiency, and practical experience, along with the confidence and professionalism needed to enter the workforce, making them well-prepared for entry-level roles such as Electrical Technician, Electrician Helper, Maintenance Technician, or Apprentice Electrician, while also providing a solid foundation for further certifications, specialization, and long-term career advancement in the electrical industry.

Residential and Commercial Electrician Program

Course/Number		<u>Clock</u>	<u>Hours</u>	Total Hours
Lesson	Title	Lecture	Shop	
RCE001	Electrician Safety	12	18	30
RCE002	Tools and Equipment of an Electrician	0	30	30
RCE003	Electrical Energy Fundamentals	48	12	60
RCE004	Trade Math	35	0	35
RCE005	Blueprint Reading and Planning	15	20	35

RCE006	Installation of Electrical Components	14	91	105
RCE007	Electrical System Wiring Methods	28	77	105
RCE008	Prevent an Overcurrent	7	63	70
RCE009	Power Service and Distribution	7	28	35
RCE010	Electrical Motors and Transformers	14	56	70
RCE011	Specialized Wiring and Installations	0	70	70
RCE012	Servicing Existing Systems	0	35	35
RCE013	Job Application Skills	20	0	20
RCE014	Externship	0	200	200
Total:		200	700	900

Program Subjects:

1. Electrician Safety
2. Tools and Equipment of an Electrician
3. Electrical Energy Fundamentals
4. Trade Math
5. Blueprint Reading and Planning
6. Installation of Electrical Components
7. Electrical System Wiring Methods
8. Prevent an Overcurrent
9. Power Service and Distribution
10. Electrical Motors and Transformers
11. Specialized Wiring and Installations
12. Servicing Existing Systems
13. Job Application Skills
14. Externship

Certification:

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

Course Descriptions – Residential and Commercial Electrician

RCE001 Electrician Safety

A successful career in the electrical field requires both strong technical knowledge and a commitment to safety. This course will help students understand electrical concepts, follow proper work practices, and use the correct tools and protective equipment to prevent injuries. Proper training of hands-on experience, and professional skills will also be provided such as responsibility, good decision-making, and preparedness. The course will also talk about recognizing hazards, following safety procedures, and knowing how to respond to emergencies. After learning this course, students will understand the responsibilities and safety precautions that are essential to the daily life of every single electrician, in both residential and commercial working environments.

Pre-requisites: None

RCE002 – Tools and Equipment of an Electrician

This course teaches students the essential tools and safety practices required in electrical work, covering both general construction tools (for measuring, cutting, drilling, and fastening) and specialized electrical tools such as pliers, wire strippers, crimpers, bending and pulling tools, and testing equipment. Students will learn the importance of using high-quality, well-maintained tools to ensure accuracy, efficiency, and good workmanship, while also following critical safety rules like using the correct tool and wearing protective gear. The course also introduces key testing and measuring instruments—such as voltage testers, circuit testers, meggers, frequency meters, and multimeters—emphasizing their role in safely planning installations, troubleshooting issues, and maintaining electrical systems within proper voltage and current limits.

Pre-requisites: RCE001

RCE003 - Electrical Energy Fundamentals

This course provides a fundamental understanding of electricity, starting with electron theory and how current flows, including the differences between AC and DC and sources of electrical energy. It covers essential electrical quantities such as current, voltage, resistance, power, and work, along with their measurement using standard instruments. The course then explains different types of electrical circuits, including series, parallel, and combination circuits, and applies key laws like Ohm's Law and power formulas to analyze them. It also introduces electromagnetic induction and its applications in generators, motors, and transformers, followed by an overview of residential electrical systems. Finally, it explores alternating current concepts such as phase relationships, impedance, and power factor, as well as standard utilization voltages, linking theoretical knowledge with practical applications in real-world electrical systems.

Pre-requisites: RCE 002

RCE004 - Trade Math

Mathematics plays a vital role in trade and construction by helping individuals perform accurate calculations, measurements, and problem-solving in everyday tasks. It begins with understanding basic concepts like whole numbers, fractions, and decimals, along with converting between them and rounding off values for practical use. Skills such as reading a ruler and working with metric units are essential for precise measurement, while knowledge of area, volume, and right angles supports construction work. More advanced topics like equations, exponents, percentages, and averages help in planning, costing, and analysis. Tools like calculators improve efficiency, and techniques such as estimating and interpreting graphs assist in making quick and informed decisions. Overall, these mathematical concepts provide a strong foundation for accuracy, efficiency, and success in trade-related fields.

Pre-Requisites: RCE003

RCE005 - Blueprint Reading and Planning

This course provides a comprehensive understanding of electrical construction and design, beginning with the study of various construction prints such as plot, foundation, framing, plumbing, and electrical drawings. It explains how to interpret electrical prints through standard components like symbols, lines, schedules, and notes, along with the role of detailed specifications in guiding installations. The course also highlights the importance of electrical codes and safety standards, including national and local regulations and equipment testing agencies. It then focuses on practical applications such as understanding load types, designing branch circuits, and performing feeder and service load calculations. Additionally, it covers determining the required number of circuits for different areas, balancing circuit loads for efficiency, and applying building codes in real-world scenarios. Finally, it explores branch-circuit characteristics, load classifications, feeder systems, and commercial load calculation procedures, supported by practical examples to connect theoretical knowledge with industry practice.

Pre-Requisites: RCE004

RCE006 - Installation of Electrical Components

This course provides a fundamental understanding of electrical wiring systems, beginning with wire materials, conductor sizing, and proper identification to ensure safe and efficient installations. It covers various wiring methods, including flexible metal and nonmetallic cables, along with a detailed study of conduit systems such as electrical metallic tubing, nonmetallic tubing, rigid metal conduit, intermediate metal conduit, and PVC conduit, as well as flexible and liquid-tight options for specialized applications. **The course also introduces surface-mount raceways and essential installation components like boxes, fittings, covers, and enclosures, with emphasis**

on proper sizing and fill requirements. In addition, it explains key electrical considerations such as conductor characteristics, code requirements, allowable ampacities, voltage drop, and conduit capacity. Finally, it explores practical elements including receptacle configurations and outlet/device boxes, connecting theoretical concepts with real-world electrical installation practices.

Pre-Requisites: RCE005

RCE007 - Electrical System Wiring Methods

This course provides a fundamental understanding of electrical wiring and lighting systems, starting with wiring methods, materials, and the preparation of conductors to ensure safe and efficient installations. It covers the proper connection of switches, receptacles, and wiring circuits, forming the foundation of electrical systems. The course also introduces key lighting concepts, including terminology, types of lighting, fixtures, and lamps, along with methods of controlling and installing lighting systems and wiring lighting circuits. In addition, it explores appliance wiring for household equipment such as kitchen appliances, room air conditioners, water heaters, and heating devices, emphasizing load considerations and safety practices. Finally, the course highlights general rules, requirements, advanced wiring methods, and working with conduit systems, enabling learners to apply both theoretical knowledge and practical skills in real-world electrical installations.

Pre-Requisites: RCE006

RCE008 - Prevent an Overcurrent

This course provides a comprehensive introduction to electrical protection and grounding systems, beginning with the causes and effects of overcurrent such as overloads, short circuits, and ground faults. It covers the selection and application of protective devices, including circuit breakers, fuses, GFCI, and AFCI, to ensure safety and prevent damage to electrical systems. The course also explains overcurrent protection requirements, conductor taps, and service and feeder calculation methods for proper system design and load management. In addition, it introduces fundamental grounding concepts, including system grounding, equipment grounding, and grounding electrode systems, along with how grounding methods function to provide a safe path for fault currents and stabilize voltage levels. Emphasis is placed on safety standards, code requirements, and practical applications, enabling learners to understand, design, and implement effective electrical protection and grounding systems in real-world installations.

Pre-Requisites: RCE007

RCE009 - Power Service and Distribution

This course provides a comprehensive overview of electrical service systems, beginning with service components that form the foundation of power delivery from the utility to the end user. It explains the function and importance of service disconnects in safely controlling electrical supply, along with service grounding methods that protect both equipment and people by providing a safe path for fault currents. The course also covers service clearances to ensure proper spacing and safety around electrical installations, as well as service completion procedures to verify that systems are correctly installed and ready for operation. In addition, it introduces transformers and their role in stepping voltage levels up or down, explains electrical phases and their significance in power distribution, and defines the concept of electrical service as the connection between the utility provider and the consumer. Finally, it explores distribution systems, highlighting how electrical energy is efficiently delivered across networks to meet residential, commercial, and industrial demands, with an emphasis on safety standards and practical application.

Pre-Requisites: RCE 008

RCE010 - Electrical Motors and Transformers

This course provides a comprehensive overview of electrical machines and power systems, focusing on motors, transformers, and their control and protection. It begins with the study of different types of motors, motor theory, and nameplate data essential for proper selection and operation, followed by the sizing and protection of motor feeder and circuit conductors to ensure safe and efficient performance. The course also covers general layout, controller requirements, hermetic motors, mounting techniques, and common causes of motor failure along with proper service and repair practices. In addition, it introduces transformer theory, various transformer types, installation procedures, grounding, overcurrent protection, and transformer connections with wiring diagrams for better system understanding. Furthermore, it explains power factor and its impact on efficiency, as well as motor controllers, control circuits, control connections, and motor control centers used in industrial applications.

Overall, the course emphasizes safety standards, reliable operation, and practical applications, preparing learners to effectively design, install, operate, and maintain electrical systems in residential, commercial, and industrial environments.

Pre-Requisites: RCE009

RCE011 - Specialized Wiring and Installations

This course provides a comprehensive overview of power distribution systems, covering the essential components, design principles, and safety practices required for effective electrical installation and operation. It begins with fundamental elements such as cables, conduits, feeder assemblies, distribution panelboards, receptacles, switches, and lighting, along with proper load calculations and power requirement analysis. The course also addresses specialized installations, including mobile home services and parks, while emphasizing the importance of grounding and bonding for system safety. It further explores system design, installation practices, overhead conductor clearances, and general safety considerations. In addition, the course introduces emergency and standby power systems, including generator sizing, portable and permanent generators, and uninterruptible power supplies (UPS). Special attention is given to hazardous locations, classified environments, and applications such as fuel dispensing facilities, aircraft hangars, and repair garages, along with appropriate equipment requirements. Finally, it covers unique installations like pools, spas, and hot tubs, ensuring compliance with safety standards, and prepares learners to design, install, and maintain reliable electrical power distribution systems in residential, commercial, and industrial settings.

Pre-Requisites: RCE010

RCE012 - Servicing Existing Systems

This course provides a practical foundation in electrical installation and troubleshooting, beginning with basic considerations, safety practices, and the use of special tools required for electrical work. It covers key aspects of building construction related to electrical systems, including cable installation, box installation, modernizing a building's service, and the use of surface raceways and multioutlet assemblies. The course also emphasizes safety considerations throughout all tasks and introduces essential troubleshooting tools and techniques. Learners will develop skills in diagnosing electrical problems, performing systematic troubleshooting, conducting testing procedures, and troubleshooting motors. Overall, the course prepares learners to safely install, maintain, and troubleshoot electrical systems in residential and commercial environments.

Pre-Requisites: RCE011

RCE013-Job Application Skills

This course is specifically designed to prepare students for successful employment as residential and commercial electricians by guiding them through the complete job application process. Grounded in real-world industry expectations, the course equips students with the skills and confidence needed to secure and maintain employment in the electrical field. Students will learn how to develop professional, targeted resumes and cover letters that highlight their technical skills, certifications, and hands-on experience in residential and commercial wiring. They will explore effective job search strategies, build professional networks within the electrical industry, and understand employer expectations for different types of electrical roles. Through mock interviews and practical exercises, students will gain confidence in presenting their knowledge, discussing safety practices, and demonstrating their value to potential employers. Emphasis is also placed on professional communication, workplace behavior, and follow-up practices, ensuring students are fully prepared to interact effectively with supervisors, co-workers, and clients in a variety of real-world electrical work environments.

Pre-Requisites: RCE012

RCE014 - Externship

Students will acquire working skills on the job as a component of their education and hands-on training at PTTI. 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.

Pre-Requisites: RCE013

Availability of Employees for Information Dissemination Purposes

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 – 215-381-9403 Student Financial Aid Department

Employee Information – 215-381-9403 Human Resources

PTTI Compliance & Accreditation – 215-381-9403 Compliance Manager

Gainful Employment Information – 215-381-9403 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

Course Calendar by Division

Planned Class Sessions for 2026-2027:

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

Day Division & Evening Division for the Following Programs:

Automotive Technology & Repair; Manufacturing & Automation Training; Welding Technology and Training; Concreting, Framing & Masonry; Steam Sprinkler & Pipefitting; Drywall, Framing and Finishing.

Start Date	Completion
January 5, 2026	July 9, 2026
February 2, 2026	August 10, 2026
March 2, 2026	September 1, 2026
April 6, 2026	October 7, 2026
May 4, 2026	November 5, 2026
June 1, 2026	December 7, 2026
July 6, 2026	January 8, 2027
August 3, 2026	February 10, 2027
August 31, 2026	March 24, 2027
September 28, 2026	April 14, 2027
October 24, 2026	May 11, 2027
November 23, 2026	June 11, 2027
December 29, 2026	July 17, 2027

Day Division & Evening Division for the Following Programs:

Central Processing Service(-H)

Start Date	Completion
January 5, 2026	August 19, 2026
February 2, 2026	September 16, 2026
March 2, 2026	October 14, 2026
April 6, 2026	November 19, 2026
May 4, 2026	December 21, 2026
June 1, 2026	January 21, 2027
July 6, 2026	February 24, 2027
August 3, 2026	March 24, 2027
August 31, 2026	May 4, 2027
September 28, 2026	May 25, 2027
October 24, 2026	June 23, 2027
November 23, 2026	July 26, 2027
December 29, 2026	August 31, 2027

Holiday Calendar 2026-2027

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

New Year's Day	Thursday, January 1st, 2026
Martin Luther King Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Day	Friday, June 19, 2026
Independence Day (observed)	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Holiday	Thursday, November 26, 2026
	Friday, November 27, 2026
Christmas Holiday	Friday, December 25, 2026
	Monday, December 28, 2026
New Year's Day (observed)	Friday, January 1, 2027
Martin Luther King Day	Monday, January 18, 2027
Presidents' Day	Monday, February 15, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth Day(observed)	Friday, June 18, 2027
Independence Day (observed)	Friday, July 2, 2027
Labor Day	Monday, September 6, 2027
Columbus Day	Monday, October 11, 2027
Veterans Day	Thursday, November 11, 2027
Thanksgiving Holiday	Thursday, November 25, 2027
	Friday, November 26, 2027
Christmas Holiday(observed)	Friday, December 24, 2027
	Monday, December 27, 2027
New Year's Day(observed)	Friday, December 31, 2027

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

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

#2026 – effective March 2026

Part A: Course Calendar by Division

Planned Class Sessions for 2026-2027:

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	Estimated Total Cost
Automotive Tech & Repair	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Manufacturing & Automation	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Welding Tech. & Training	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Concreting, Masonry, & Framing	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Steam, Sprinkler & Pipe fitting	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Central Processing & Service	1100	\$150.00	\$12.00	\$22,838.00	\$23,000.00
Drywall, Framing & Finishing *H	900	\$150.00	\$12.00	\$18,038.00	\$18,200.00
Heating, Ventilation and Air Conditioning	900	\$150.00	\$12.00	\$18038.00	\$18200.00

Program	Tuition ⁵ & Included Fees ⁶ Breakdown					
Automotive Tech & Repair	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Manufacturing & Automation	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Welding Tech. & Training	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Concreting, Masonry & Framing	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Steam, Sprinkler & Pipe fitting	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Central Processing & Service (Residential & Hybrid)	Tuition Cost	\$22,838.00	Personal Tools	\$50.00	CRCST Certification Registration	\$125.00

⁵ The cost of books and supplies are included in the Tuition. Students are encouraged to return any unused books and supplies in new, reusable condition.

⁶ These additional fees are included in the total program tuition cost.

Drywall, Framing & Finishing H	Tuition Cost	\$18,038.00	Personal Tools	\$50.00		
Heating, Ventilation and Air Conditioning	Tuition Cost	\$18,038.00	Personal Tools	\$50.00	EPA Section 608 Type I and OSHA 30 Certification Registration	\$150.00
Residential and Commercial Electrician	Tuition Cost	\$18,038.00	Personal Tools	\$50.00	OSHA 30 Certification Registration	\$150.00

Financial Aid Payment Structure:

For programs with 900 clock hours (Automotive Tech. & Repair, Manufacturing & Automation, Welding Tech. & Training, Concreting, Masonry & Framing, Steam, Sprinkler & Pipe fitting, and Drywall, Framing & Finishing – H)

Clock Hours	1-450	451-900
Tuition	\$ 9,019.00	\$ 9,019.00
Registration Fee	\$ 150.00	\$ 0.00
Insurance	\$ 12.00	\$ 0.00
Total	\$ 9,181.00	\$ 9,019.00

For programs with 1100 clock hours (Central Processing & Service [Residential and Hybrid])

Clock Hours	1-450	451-900	900-1100
Tuition	\$ 8,662.00	\$ 8,500.00	\$ 5,676.00
Registration Fee	\$ 150.00	\$ 0.00	\$ 0.00
Insurance	\$ 12.00	\$ 0.00	\$ 0.00
Total	\$ 8,824.00	\$ 8,500.00	\$ 5,676.00

Part C: Specific Admission Requirements

Certain programs have specific admission requirements in addition to the general admission requirements listed in the catalog on page 8. These specific requirements and their related programs will be listed here, and they must be acknowledged to the applicants before the application process.

Wonderlic Scores by Program:

Program	SLE Min	WBST Min	Number of Retakes Allows	Time Between Retakes*
Automotive Technology and Repair	10	-	3	5 Days
Central Processing and Service	-	150	3	5 Days
Concreting, Masonry and Framing	10	-	3	5 Days
Drywall, Framing and Finishing	12	-	3	5 Days
Manufacturing and Automation Training	-	150	3	5 Days
Steam, Sprinkler and Pipe Fitting	11	-	3	5 Days

Heating, Ventilation and Air Conditioning	12	150	3	5 Days
Welding Technology and Training	11	-	3	5 Days
Residential and Commercial Electrician	12	150	3	5 Days

- **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, and be able to climb a ladder.
- **Central Processing and Service (Residential & Hybrid):** 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. A background acknowledgement/waiver form and a dress code policy form must be signed. Additionally, PRIOR TO STARTING CLASS, the following proof of Annual Physical and vaccinations/immunization must be provided:
 - Hepatitis B – Three (3) shots – After getting the first shot, wait 28 days before getting the second shot, then another 3 months (12 weeks) to get the third and final shot.
 - Influenza
 - MMR (Measles, Mumps and Rubella)
 - TB (Tuberculin Skin Test)
 - COVID – First and Second shot
- **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, and be able to climb a ladder.
- **Drywall, Framing, and Finishing-H:** 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, which is being able to stand and walk for more than 6 hours a day, lift a weight of at least 20 lbs.
- **Heating, Ventilation and Air Conditioning:** 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, which is being able to stand and walk for more than 6 hours a day, lift a weight of at least 20 lbs.
- **Commercial and Residential Electrician:** 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, which is being able to stand and walk for more than 6 hours a day, lift a weight of at least 20 lbs.

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 #2026 (March 2026) *This Catalog Addendum is effective for class start dates beginning on or after March 1, 2026, 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 they remain continuously enrolled. Check with the PTTI Admissions Office to ensure you have the most current version of the Catalog Addendum.*