



# **NTI** CATALOG 2022-2023



**NATIONAL TECHNICAL**  
— INSTITUTE —



# YOUR TRUSTED PARTNER

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## HVACR IS OUR BUSINESS

Thank you for your interest in National Technical Institute. We offer real world HVAC, Plumbing and Electrical training with hands on curriculum. This catalog should answer most of your questions about our training programs. Please contact us at 702-948-9000 if you have other questions.

National Technical Institute is licensed by the Nevada Commission on Postsecondary Education.

## OUR FACILITY

We have 14,000 square feet of classroom and lab space that is dedicated to technical training. Our classrooms have state of the art audio/video equipment and computerized teaching aids. Our labs are a fully equipped, professional atmosphere with 3 phase power and electrical training units available to practice control wiring and circuit troubleshooting as well as plumbing stations. We also have a dedicated HVAC install lab with 11 stations focused on all aspects of crawl space unit install. Students reinforce classroom instruction with "hands on" training using equipment technicians see and work on every day on the job.





# THE NTI PHILOSOPHY

## BUILDING A BETTER WORLD ONE STUDENT AT A TIME

The HVAC, Plumbing and Electrical technical professions are some of the fastest growing careers in the country. Highly skilled technicians are in high demand, and National Technical Institute can help you enter these exciting professions.

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I was able to complete my HVAC certification with the help of NTI and their amazing instructors. I have a great job making more money than ever before and I have the chance to help my family knowing I have the skills to secure employment whenever and wherever I want.

JOHN RODRIGUEZ / Las Vegas, NV

I started this school in hopes of starting a career without the time or money to go on a long college path or an expensive trade school. Well 6 weeks into schooling I already was offered a job and now have my own van and running HVAC calls full time for a large company and I don't even graduate for 2 more weeks. If you want a life changing career starter this is it. As with any school you're not gonna jump out a pro but this will give you the knowledge and tools to start a successful career. Highly recommend this school. David, Ty, Alan and Travis all work together to make an excellent learning experience for the better.

MATT GEISLER / Las Vegas, NV

In only 4 months, I earned my certification in Air Conditioning, Heating and Refrigeration. NTI taught me the skills I needed quickly and in a way that worked for my schedule.

JEFFREY SANCHEZ / Las Vegas, NV

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- NIGHT OR DAY CLASSES • AFFORDABLE TUITION
- EXPERIENCED INSTRUCTORS • ADVANCED TECHNIQUES



NATIONAL TECHNICAL  
INSTITUTE



# KEEPING IT COOL.

## WHY HVAC TRAINING?

According to the US Department of Labor (Bureau of Labor Statistics)\*, employment of heating, air conditioning, and refrigeration mechanics and installers is projected to increase 14 percent during the 2014-24 decade. HVAC systems generally need to be replaced after 10-15 years, and due to the large number of homes and commercial properties built in recent years, these units will need to be repaired and replaced by 2024. With the increased complexity in production of these units, HVAC technicians will need advanced and superior training. \*[www.bls.gov](http://www.bls.gov)





# THE **NTI** DIFFERENCE

## OUR MISSION

To produce problem solving, creative thinking graduates who possess industry-standard knowledge and skills that prepare them for a promising career.

## OUR STUDENTS

At NTI, we cater to those students who are interested in entering the technical trades and those already employed seeking training to sharpen their skills.

## OUR PROMISE

Our NTI students will acquire the necessary technical training to fill the growing vacancies in the HVAC/R Electrical and Plumbing job sector. Upon graduation, students will receive a certificate of proficiency to prepare them for a career in the workforce.



## BECOME A SKILLED TRADES PROFESSIONAL

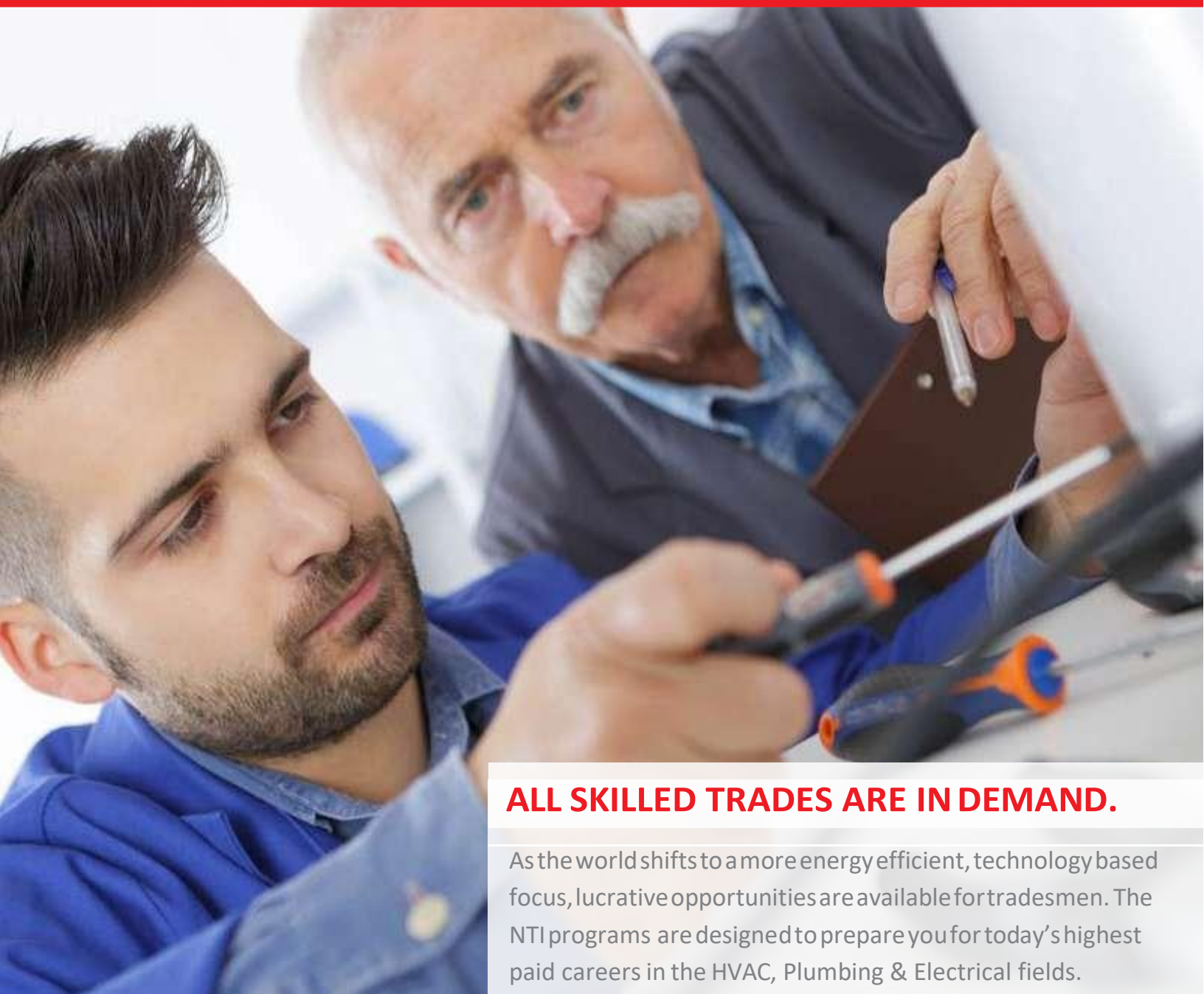
If you enjoy working with your hands and are looking for technical career with a future, you could be well-suited to succeed as TRADES PROFESSIONAL! NTI will give you the necessary training to embark on a new career today.



NATIONAL TECHNICAL  
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# TRADES IN DEMAND

## HVAC/R, PLUMBING & ELECTRICAL



### **ALL SKILLED TRADES ARE IN DEMAND.**

As the world shifts to a more energy efficient, technology based focus, lucrative opportunities are available for tradesmen. The NTI programs are designed to prepare you for today's highest paid careers in the HVAC, Plumbing & Electrical fields.





## OUR PROGRAMS - HVAC

A student with no industrial experience can advance to a job-ready, entry-level HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration) technician job with hands on training in just 2 to 4 months; depending on the program. Classes are normally held on campus either 4 mornings (8am-noon), or 4 evenings (5pm-9pm) per week (Monday, Tuesday, Wednesday and Thursday) for either 3 to 4 months; depending on program.

The objective of the different programs of study at NTI, is to prepare students for entry-level job opportunities within the HVAC industry. The objective of the HVAC Install Technician program is to prepare students for jobs in the residential installation of HVAC equipment. The Certified HVAC Technician program is to prepare graduates for entry level technician and repair services in residential settings. The Certified HVAC/R Technician has the same objectives as the Certified HVAC Technician, but also includes preparation for entry level commercial refrigeration repair, troubleshooting and maintenance jobs.

As a next step in HVAC/R training and/or field experience, National Technical Institute also offers 3 additional courses as part of our Facility Engineer Program. These 3 more advanced courses allow students to move beyond residential and small commercial HVAC/R systems and into “central plants” found in large commercial and industrial buildings (such as casinos, hospitals, high-rise office buildings, manufacturing plants, etc.). Topics covered include boilers, chillers, cooling towers, air handlers, pumps, piping, and blueprint reading.





## OUR PROGRAMS - PLUMBING

A student with no plumbing or maintenance experience can advance to a job-ready, entry level Plumbing Technician job with hands on training in just 3 months. Classes are held 4 day or evenings per week (8am – noon or 5pm - 9pm). The curriculum will take a student through the basic skills required to become an Entry Level Plumber. This program provides students with a basic understanding of the materials, tools and processes used by plumbing professionals to complete residential and light-commercial plumbing assignments. Students learn safe-work practices, hand and power tool identification and operation, as well as the common fixtures and components used to assemble water and waste systems. The program also provides instruction on the design and installation of standard plumbing systems, plumbing applications to HVAC systems and specialty systems for recreation and irrigation. Safety will be taught throughout the entire 192 clock hour program. The main focus of the program will be to help students understand the basics of the plumbing industry and the best ways to break into the industry as an entry level technician with an understanding of career, safety, plumbing tools, essential math, print-reading functions, and interpretation of plumbing codes required to execute standard plumbing services. Emphasis will also be put on how plumbers work with others. Time will be spent with students in how to communicate with co-workers, other employees, contractors and homeowners.

It is our goal at NTI to teach in a very hands-on, friendly atmosphere. It is anticipated that our Entry Level Plumbing Technicians students will spend approximately 50% of their 192 clock hours in NTI's state of the art, plumbing lab; where they will learn, hands-on, practical education that will benefit them greatly in the plumbing field. Throughout the entire program, students will participate in 9 different courses with specific objectives and outcomes. At the end of each course, there will be a final exam given to demonstrate that concepts and theories are understood by each student in a proficient manner.







## OUR PROGRAMS - ELECTRICAL

### Entry Level Electrical Technician

A student with no electrical or maintenance experience can advance to a job-ready entry level Electrical Technician job with hands on training in just 3 months. Classes are held 4 days or evenings per week (8am – noon or 5pm to 9pm). The curriculum in the Entry Level Electrical Technician program is designed to help students understand the various aspects of electricity, and how it can be generated and controlled in different electronic systems. NTI will teach electricity in both the home and offices and all codes associated with both locations. Safety will be taught all along the way and throughout the entire 192 clock hour program.

The focus of the program will be to help students understand the basics of the electrical industry and the best way to break into the industry as an entry level technician with an understanding of careers, safety, electrical mathematics, theory, tools, wiring and the landscape of electricity and how it fits into the “green” technology of today’s changing world. Emphasis will also be put on how electricians work with others. Time will be spent with students in how to communicate with co-workers, other employees, contractors and home owners.

It is our goal at NTI to teach in a very hands-on, friendly atmosphere. It is anticipated that our Entry Level Electrical Technicians students will spend approximately 50% of their 192 clock hours in NTI’s state of the art, electrical lab; where they will learn, hands-on, practical education that will benefit them greatly in the electrical field. Throughout the entire program, students will participate in 14 different courses with specific objectives and outcomes. At the end of each course, there will be a final exam given to demonstrate that concepts and theories are understood by each student in a proficient manner.



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# NTI PROGRAM DETAILS

## HVAC

### HVAC Install Technician

Electrical I - Basic Electrical Theory	24 hours		\$150.00 *See Note
Electrical II - Electrical Application	24 hours		* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours		* See Note
EPA Certification Seminar & Exam	8 hours		\$25.00
<b>TOTAL COST FOR THIS PROGRAM</b>	<b>88 hours</b>	<b>\$3,080.00</b>	<b>\$175.00</b>

### Certified HVAC Technician

Electrical I - Basic Electrical Theory	24 hours		\$150.00 *See Note
Electrical II - Electrical Application	24 hours		* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours		* See Note
EPA Certification Seminar & Exam	8 hours		\$25.00
Advanced Air Conditioning	32 hours		* See Note
Gas Heating Seminar	8 hours		* See Note
Heat Pump Seminar	8 hours		* See Note
HVAC Troubleshooting	24 hours		* See Note

**TOTAL COST FOR THIS PROGRAM - ON GROUND DELIVERY**      **160 hours**      **\$7,495.00**      **\$175.00**

**TOTAL COST FOR THIS PROGRAM - FUSION DELIVERY**      **160 hours**      **\$5,600.00**      **\$175.00**

### Certified HVAC/R Technician

Electrical I - Basic Electrical Theory	24 hours		\$150.00 *See Note
Electrical II - Electrical Application	24 hours		* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours		* See Note
EPA Certification Seminar & Exam	8 hours		\$25.00
Advanced Air Conditioning	32 hours		* See Note
Gas Heating Seminar	8 hours		* See Note
Heat Pump Seminar	8 hours		* See Note
HVAC Troubleshooting	24 hours		* See Note
Commercial Refrigeration	32 hours		* See Note

**TOTAL COST FOR THIS PROGRAM- ON GROUND DELIVERY**      **192 hours**      **\$8,995.00**      **\$175.00**

**TOTAL COST FOR THIS PROGRAM- FUSION DELIVERY**      **192 hours**      **\$6,720.00**      **\$175.00**

NOTE: \* Keeping It Cool proprietary workbook used for all courses with \*. All class schedules and prices are subject to change.



# NTI PROGRAM DETAILS

## HVAC

### Facility Engineer Program

Blueprint Reading

HVAC Central Plants

Boiler Operations

**TOTAL COST FOR THIS PROGRAM**

<u>Hours</u>	<u>Tuition</u>	<u>Textbooks</u>
8 hours		\$55.00
24 hours		\$100.00
40 hours		\$95.00
<b>72 hours</b>	<b>\$2,520.00</b>	<b>\$250.00</b>





# NTI PROGRAM DETAILS

## PLUMBING

### Entry Level Plumbing Technician

	<u>Hours</u>	<u>Tuition</u>	<u>Textbooks</u>
What is Plumbing and the History of Plumbing	4 hours		**See Note
First Aid & Safety/Ensuring the Health & Safety of the public	24 hours		**See Note
Tools of the Plumbing Trade and Basic Math for Plumbing	30 hours		**See Note
Water Supply, Waste Disposal and Sewage Disposal	32 hours		**See Note
Mechanical Properties & Piping Materials & Joining methods for DMV & Pressure Pipe	42 hours		**See Note
Plumbing Fixtures and Faucets	24 hours		**See Note
Water Heaters	24 hours		**See Note
Building Plans and Print Reading	6 hours		**See Note
Drawings and Sketching	6 hours		**See Note
<b>TOTAL COST FOR THIS PROGRAM- ON GROUND DELIVERY</b>	<b>192 hours</b>	<b>\$8,995.00</b>	<b>\$200.00</b>
<b>TOTAL COST FOR THIS PROGRAM- FUSION DELIVERY</b>	<b>192 hours</b>	<b>\$6,720.00</b>	<b>\$175.00</b>

NOTE: \* Modern Plumbing 9<sup>th</sup> Edition textbook used for all courses with \*\*. All class schedules and prices are subject to change.



# NTI PROGRAM DETAILS

## ELECTRICAL

### Entry Level Electrical Technician

	<u>Hours</u>	<u>Tuition</u>	<u>Textbooks</u>
Electrical Career and Trade	8		***See Note
Electrical Safety	16		***See Note
Electrical Mathematics and Metric System	8		***See Note
Electrical Concepts and Theory	28		***See Note
Introduction to National Electrical Codes	12		***See Note
Grounding – Theory and Safety	12		***See Note
Electrician Tools and Proper Usage	12		***See Note
Wiring - Overview	12		***See Note
Wiring – Devices	12		***See Note
Wiring – Methods	12		***See Note
Wiring – Calculations	12		***See Note
Wiring - Requirements	12		***See Note
Electrical Industry in Today's Green Technology	20		***See Note
Electrical Job Search and Soft Skills	16		***See Note
<b>TOTAL COST FOR THIS PROGRAM- ON GROUND DELIVERY</b>	<b>192 hours</b>	<b>\$8,995.00</b>	<b>\$200.00</b>
<b>TOTAL COST FOR THIS PROGRAM- FUSION DELIVERY</b>	<b>192 hours</b>	<b>\$6,895.00</b>	<b>\$200.00</b>

NOTE: \*Electrical Pre-Apprenticeship and Workforce Development Manual used for all courses with \*\*\*. All class schedules and prices are subject to change.

# NTI PROGRAM STARTS & GRADUATION DATES

## HVAC

### On Ground HVAC/R

Start Dates                      Grad Dates

11/9/2020	2/4/2021
6/21/2021	9/10/2021
9/20/2021	12/9/2021
1/03/2022	3/24/2022
3/28/2022	6/17/2022
6/27/2022	9/16/2022
9/26/2022	9/26/2022
1/03/2023	3/24/2023
4/03/2023	6/23/2023
7/03/2023	9/28/2023
10/9/2023	1/5/2024

### Fusion HVAC/R

Start Dates                      Grad Dates

11/22/2021	01/14/2022
12/18/2021	04/16/2022
01/31/2022	05/16/2022
02/15/2022	05/31/2022
03/31/2022	07/14/2022
04/20/2022	08/03/2022
05/23/2022	09/26/2022
06/07/2022	09/20/2022
07/21/2022	11/03/2022
08/10/2022	11/30/2022
09/27/2022	01/24/2023

### On ground HVAC

Start Date                      Grad Dates

- *Class Dates to be announced*

### Fusion HVAC

Start Date                      Grad Dates

- *Class Dates to be announced*

### Facilities Engineer Program

Start Date                      Grad Dates

- *Class Dates to be announced*





# NTI PROGRAM STARTS & GRADUATION DATES

## PLUMBING

### On ground Plumbing

<u>Start Dates</u>	<u>Grad Dates</u>
1/13/2020	4/2/2020
4/13/2020	7/6/2020
7/13/2020	10/8/2020
10/13/2020	1/19/2021
2/1/2021	4/22/2021
5/3/2021	7/27/2021
8/9/2021	10/28/2021
11/8/2021	2/11/2022
2/21/2022	5/12/2022
5/23/2022	8/11/2022
8/15/2022	11/4/2022
11/14/2022	2/9/2023
2/20/2023	5/11/2023
5/22/2023	8/11/2023
8/21/2023	11/10/2023
11/20/23	2/16/2024

### Fusion Plumbing

<u>Start Dates</u>	<u>Grad Dates</u>
12/04/2021	04/02/2022
01/18/2022	05/03/2022
02/16/2022	06/01/2022
03/17/2022	07/07/2022
04/04/2022	08/01/2022
05/17/2022	08/30/2022
06/08/2022	09/21/2022
07/14/2022	10/27/2022
08/08/2022	11/28/2022
09/06/2022	12/20/2022
10/05/2022	02/02/2023
11/03/2022	03/02/2023
12/05/2022	04/03/2023

# NTI

## PROGRAM

### STARTS & GRADUATION DATES

#### ELECTRICAL

##### On ground Electrical

<u>Start Dates</u>	<u>Grad Dates</u>
12/13/2021	3/17/2022
03/28/2022	06/17/2022
06/27/2022	09/16/2022
09/26/2022	12/16/2022
01/03/2023	03/24/2023
04/03/2023	06/23/2023
07/03/2023	09/28/2023
10/09/2023	01/05/2024

##### Fusion Electrical

<u>Start Dates</u>	<u>Grad Dates</u>
11/30/2021	03/29/2022
01/19/22	05/04/2022
02/17/2022	06/02/2022
03/14/2022	07/18/2022
04/05/2022	07/19/2022
05/18/2022	08/31/2022
06/09/2022	09/22/2022
07/25/2022	11/07/2022
08/02/2022	11/15/2022
09/07/2022	12/21/2022
10/06/2022	02/02/2023
11/01/2022	03/13/2023
12/06/2022	03/28/2023
01/11/2023	04/16/2023
02/09/2023	05/25/2023
03/20/2023	07/10/2023
04/04/2023	07/25/2023
05/10/2023	08/23/2023
06/08/2023	09/21/2023
07/17/2023	11/06/2023
08/08/2023	11/16/2023
09/06/2023	01/10/2024

# NTI COURSE LISTINGS

## HVAC Electrical

### **E101 Electrical I - Basic Electrical Theory - 24 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Electron Theory, Basic Electrical Math, Ohm's Law, Basic Electrical Circuits, Series and Parallel Circuits, Schematics and Diagrams, Electrical Testing Instruments, Electric Motors and Electrical Safety.

OBJECTIVE:

Students will become familiar with basic electrical theory and fundamentals. The use of electrical testing equipment and basic hand tools will be covered and practiced. Circuit wiring will be studied and practiced in a lab environment.

### **E102 Electrical II - Electrical Application - 24 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Industrial Control Circuits, Motor Controls, Starting and Running Circuits and Motor Protection. An emphasis will be placed on understanding and wiring control circuits. Electrical Safety will be emphasized.

OBJECTIVE:

Students will become familiar with electrical components. Each student will build and test circuits used in HVAC equipment and industrial controls. The use of hand tools and electrical test equipment will be studied and practiced in a lab environment.

NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change.



# NTI COURSE LISTINGS

## HVAC

### **A101 Air Conditioning & Refrigeration Fundamentals – 32 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Refrigeration History, Refrigeration Theory, Thermal Laws, Components of a Refrigeration System, Refrigeration Cycle, Refrigerant Properties, Compressor Types, ARI Standards. Refrigeration Tool Usage, including Gauges, TP Chart, Soldering, Brazing. Safety will be emphasized.

OBJECTIVE:

Students will understand the basic refrigeration cycle, the components that are common to refrigeration systems and the physical laws that apply. Upon completion the student will be able to competently Solder and Braze copper refrigeration fittings.

### **A103 EPA Certification Seminar & Exam – 8 Hours**

FORMAT: Lecture and Proctored Testing

STUDY TO INCLUDE:

Students will become familiar with the E.P.A. Rule 608 40-CFR, part 82 subpart (f ). Students will become familiar with types of certification, theory on ozone loss, legal requirements regarding use and disposal of refrigerants containing CFC's. Proper recycling techniques, recovery techniques and refrigerant disposal will be covered.

OBJECTIVE:

Students will be prepared to successfully complete the EPA 608 Universal Certification exam, which will be given at the end of the 2-day EPA module.

NOTE:

- ESCO Testing Fee: \$25.00
- Tuition includes taking the EPA Exam one time; Exam "retake" fee (if necessary) \$25.00

# NTI COURSE LISTING

## HVAC

### **A102 Advanced Air Conditioning – 32 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Review of Refrigeration Systems, Introduction to Duct Systems and Airflow, Refrigerant Controls, Electrical Controls, Air Conditioning Troubleshooting, Recovery, Evacuation and Recharge, Superheat and Sub-cool. Safety will be emphasized.

OBJECTIVE:

Students will understand the use of test equipment and will comprehend superheat, sub-cooling and airflow, and how to use these key indicators of system performance in the troubleshooting process.

### **A104g Gas Heating Seminar – 8 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to Gas Heating, Ignition Theory, Combustion Theory, Operational Controls and Safety Controls, Furnace Types. Safety will be emphasized.

OBJECTIVE:

Students will learn the fundamentals of gas heating systems and components. Troubleshooting techniques will be studied and practiced in a lab environment. Safety practices will be covered.



# NTI COURSE LISTING

## HVAC

### **A104h Heat Pump Seminar – 8 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Heat Pump Theory, Design and Components and Troubleshooting Heat Pump systems. Safety will be emphasized.

OBJECTIVE:

Students will learn the fundamentals of Heat Pump operation and system components, and troubleshooting techniques unique to Heat Pump systems will be covered.

### **A105 Commercial Refrigeration – 32 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Types of Commercial and Industrial Refrigeration Equipment and Systems, Refrigeration System Components, and Troubleshooting Commercial Refrigeration Systems. Safety will be emphasized.

OBJECTIVE:

Students will become familiar with commercial refrigeration systems and their components. Troubleshooting will be covered for commercial refrigeration systems. Students will study, troubleshoot and repair commercial refrigeration systems in a lab environment.

# NTI COURSE LISTING

## HVAC

### A108 HVAC Troubleshooting – 24 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Troubleshooting concepts and techniques, review of control circuits, review of refrigeration cycle. Lab practice on commercial and residential package and split units covering a wide variety of HVAC problems.

OBJECTIVE:

To provide students with the knowledge and skills to successfully troubleshoot any type of problem associated with commercial and residential package or split HVAC systems.

### F101 Blueprint Reading – 8 Hours

FORMAT: Lecture

BOOKS: Blueprint Reading \$55

STUDY TO INCLUDE:

Introduction to blueprints, sheet metal drawings, piping and plumbing drawings, electrical drawings, and air conditioning and refrigeration drawings.

OBJECTIVE:

Upon completion of this course students will be able to interpret building plans, schematics, equipment schedules and drawings used to carry out the duties of a Facility Engineer.





# NTI COURSE LISTING

## HVAC

### **F102 HVAC Central Plants – 24 Hours**

FORMAT: Lecture  
BOOKS: HVAC&R 6-Part Series Workbooks \$100

#### STUDY TO INCLUDE:

Complete system troubleshooting, air handling systems and calibration, chiller components, chiller leak check and electrical, cooling tower maintenance and troubleshooting, and condenser maintenance and troubleshooting.

#### OBJECTIVE:

Upon completion of this course students will be able to describe all equipment that makes up an HVAC central plant, including chillers, chilled water systems, air handling systems, cooling towers, water treatment, and condensers. Students will be able to troubleshoot complete system problems, understand what maintenance is required and how to perform maintenance tasks.

### **F103 Boiler Operations – 40 Hours**

FORMAT: Lecture  
BOOKS: Boiler Operator's Workbook (includes Interactive CD-ROM) \$95

#### STUDY TO INCLUDE:

Boiler theory and principles, boiler construction and design, steam systems/ controls, water supply and water treatment systems/controls, fuel systems/controls, draft and flue gas systems/controls, instrumentation, and boiler operation, maintenance and optimization.

#### OBJECTIVE:

Upon completion of this course students will have knowledge of boiler operation, maintenance, and troubleshooting. Common boiler auxiliaries (including pumps and piping) as well as operating techniques will be covered. Safety will be stressed along with operating efficiency.



# NTI COURSE LISTING

## PLUMBING

### **P101 What is Plumbing and the History of Plumbing – 4 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Description of the plumbing industry and expectations in this career, Various career paths in the trade, Upper level positions and roles, Requirements for a Masters License, Value of on-the-job training.

OBJECTIVE:

Students will become familiar with the plumbing industry and its history, various career paths, upper level positions and descriptions of roles. Understanding of the requirements to eventually obtain a master plumbers license and the value of on-the-job training.

### **P102 First Aid And Safety and Ensuring the Health and Safety of the Public – 24 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Description of the safety related hazards in the plumbing industry both on the job and for the public. Understand various health hazards. Understanding of licenses, permits and inspection requirements. Safety techniques.

OBJECTIVE:

Students will become familiar with the safety related practices used in the plumbing industry including: hazards on the job and for the public along with safety techniques. Also, the student will become aware of codes you will need to adhere to, licenses, permits and inspections used on the job.

# NTI COURSE LISTING

## PLUMBING

### **P103 Tools of the Plumbing Trade and Basic Math for Plumbing – 30 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction and usage of basic tools used in the plumbing industry. Basic math used in everyday plumbing.

OBJECTIVE:

Students will be able to describe and use typical standard tools used in the plumbing trade: Including: Torch kits, pipe wrenches, pipe cutters, tape measurers and other common tools. Students will also be taught basic math problem solving principles used in the plumbing trade including: Solving problems using fractions, percentages, decimals.

### **P104 Water Supply, Waste Disposal and Sewage Disposal – 32 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to Water Supply, Waste and Sewage Disposal. Principal waste hazards, health implications of plumbing.

OBJECTIVE:

Students will be able to describe water hazards such as cross connections, how to prevent back-siphonage problems and principal waste hazards. Proper usage of fixture traps. Students will also have an understanding of water sources such as: Municipal water supplies, Private systems, surface water, gray water etc. Cases of contamination.

# NTI COURSE LISTING

## PLUMBING

### **P105 First Mechanical Properties and Piping materials and Joining Methods for DMV and Pressure Pipe – 42 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE: Understanding Mechanical properties such as compression, tension; shear and stress lines. Learn how to work with beams and columns. How to attach to structural loads. Proper use of pipe hangers and support.

OBJECTIVE:

Students will have an understanding and work with vitrified clay pipe, steel pipe, concrete pipe. Students will perform Solder and Brazing. Usage of copper fitting and tubing. Cast iron cutting and joining and many other mechanical properties.

### **P106 Plumbing Fixtures and Faucets – 24 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard plumbing fixtures and parts used in every day plumbing installs in both residential and commercial settings.

OBJECTIVE:

Students will have an understanding and install, fabricate and usage of Water Closets Flush Types; Flushometer, Dual Flush, Materials and finishes, Flushing Cycle, Water Closet rough in, Water closet configurations, Urinals and flushing methods, Bidets, Sinks Types, mounting Faucets, Water coolers and drinking fountains and more.



# NTI COURSE LISTING

## PLUMBING

### **P107 Water Heaters – 24 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard install and repair of electric and gas water heaters.

OBJECTIVE:

Students will perform water heater installation and other heating devices. Students will also learn about jacket and insulation, dip tubes, thermostats for both electric and gas devices and temperature and relief valves.

### **P108 Building Plans and Print Reading – 6 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard planning and project designs.

OBJECTIVE:

Students will understand the fundamentals of construction drawing and how to read drawings and how scales are used in planning.

# NTI COURSE LISTING

## PLUMBING

### **P109 Drawings and Sketching – 6 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard drawing terms in the construction industry.

OBJECTIVE:

Students will understand drawing terms, working drawings, freehand sketching, sketching with drawing aids and symbols for detailed sketching.

# NTI COURSE LISTING

## ELECTRICAL

### **ELET 101 Electrical Career and Trade - 8 hours**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Description of the electrical industry and expectations in this career, various career paths in the trade, upper level positions and roles, requirements for a Masters License. Value of on-the-job training. Study Techniques.

**OBJECTIVE:**

Students will become familiar with the electrical industry, various career paths, upper level positions and descriptions of roles. Understanding of the requirements to eventually obtain a mater plumbers license and the value of on-the-job training. Techniques and methods to study.

### **ELET 102 Electrical Safety – 16 hours**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Description of the general safety rules in the electrical industry both on the job and for the public. Understand various health hazards. OSHA regulations. Personal protective equipment (PPE), proper procedures for use of ladder and scaffolding.

**OBJECTIVE:**

Students will become familiar with the safety related practices used in the electrical industry including: health hazards, how current affects the body. Understanding of OSHA regulations and other safety rules including lockout and tagout procedures. The three types of Personal protective equipment (PPE). The proper procedures for use of ladder and scaffolding.

# NTI COURSE LISTING

## ELECTRICAL

### **ELET 103 Electrical Mathematics and Metric System – 8 hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction and usage of basic math used in the electrical industry. Introduction to metric system of measurement and how to read and use a tape measure.

OBJECTIVE:

Students will be able to solve math problems using fractions, percentages, decimals. Perform correct calculations and measurements using measuring tape.

### **ELET 104 Electrical Concepts and Theory – 28 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to electrical concepts and principles. Principal parts of an atom, law of charges and the importance of current flow, magnetic terms. Define ampere, volt, ohm and watt. Complete circuit in series, parallel and series-parallel and solve for circuit values.

OBJECTIVE:

Students will be able to describe the three principle parts of an atom. Understand the laws of charges and describe its importance to current flow. Explain electron current flow and contrast direct and alternating current. Students will be able to explain and define Ohm's Law, using formula chart. Be able to define ampere, volt, ohm and watts. Learn and understand basic additional electrical theory and principles.



# NTI COURSE LISTING

## ELECTRICAL

### **ELET 105 Introduction to National Electrical Codes – 12 Hours**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Understanding the history of the National Electrical Code, how codes are formed, importance and the intent of the Code. Summarization and how to locate information in the Code book.

**OBJECTIVE:**

After completing this course, the students will be able to describe the history of the National Electrical Code, explain how codes are formed, the importance and intent of the Code, the process of changing codes and how to locate information in the Code book.

### **ELET106 Grounding—Theory and Safety – 12 Hours**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Learning service grounding for a single-family dwelling, learn the consequences of incorrect grounding or lack of ground. Understand GFCI (ground fault circuit interrupter) requirements and application for a single family dwelling.

**OBJECTIVE:**

Students will have an understanding of grounding and bonding along with the consequences of improper or lack of grounding. Students will also gain knowledge of NEC requirements for bonding of wiring devices to outlet boxes and have an understanding of GFCI (ground fault circuit interrupter).



# NTI COURSE LISTING

## ELECTRICAL

### **ELET107 Electrician Tools and Proper Usage – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction and usage of basic tools used in the electrical industry.

OBJECTIVE:

Students will be able to describe and use typical standard tools used in the electrical trade. Including: Basic hand tools, power tools and specialtytools.

### **ELET108 Wiring—Overview – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to how specifications are used in making electrical installations. Understanding of symbols and notations used in electrical drawings and explain how they are used. Basic types of fuses and circuit breakers.

OBJECTIVE:

Students will understand how specifications are used in making electrical installations. Understand which symbols and notations are used in electrical drawings and how they are applied in electrical work.

# NTI COURSE LISTING

## ELECTRICAL

### **ELET109 Wiring—Devices – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to wiring-devices: Identify marking on single and duplex receptacles and the operation of each, operation of single pole, three way, and four way toggle switches. Operation of dimmers, fuse, circuit breaker and GFCI (ground fault circuit interrupter) and AFCI (arc-fault circuit interrupters).

OBJECTIVE:

Students will learn and understand wiring devices which include: Receptacles, switches, dimmer controls devices, fuses, circuit breakers, GFCI's and AFCI's.

### **ELET110 Wiring—Methods – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Descriptions of NEC requirements for installation of NMC, MC cable, UF cable, and EMT. The correct wiring methods and identification of correct wiring connections for single-pole, three-way, and four-way switching as per NEC requirements.

OBJECTIVE:

Students will learn and understand the NEC requirements for installation of NMC, MC cable, UF cable, and EMT. Understand correct wiring methods and identification of correct wiring connections for single-pole, three-way, and four-way switching as per NEC requirements.

# NTI COURSE LISTING

## ELECTRICAL

### **ELET111 Wiring—Calculations – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

How to determine the fundamental NEC requirements for calculating branch-circuit sizing and loading. Perform conduit fill calculations as per NEC requirements. Calculate box fill and choose the correct size box. Describe the proper size conductor and over current device for a circuit, given a receptacle or switch.

OBJECTIVE:

Students will learn and understand how to determine the fundamental NEC requirements for calculating branch-circuit sizing and loading, perform conduit fill calculations as per NEC requirements, calculate box fill and choose the correct size box and describe the proper size conductor and over-current device for a circuit, given a receptacle or switch.

### **ELET112 Wiring—Requirements – 12 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

How to determine locations of receptacles, switches and luminaries for a residential dwelling as per NEC. How to determine where GFCI protection is required in a residential dwelling unit.

OBJECTIVE:

Students will learn and demonstrate how to use NEC requirements for locating receptacles, switches and luminaries for residential dwellings. Lay out the NEC requirements for GFCI protection locations for residential dwellings. Cable layout for various rooms in a residence.





# NTI COURSE LISTING

## ELECTRICAL

### **ELET113 Electrical Industry in Today's Green Technology – 20 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to Green Technology, solar and wind technologies, U.S. Green Building Council, Leadership in Energy and Environmental Design's (LEED) Green Building Rating System. Employment opportunities for electricians in green technology.

OBJECTIVE:

Students will be able to define green technology and know the four major goals of this developing technology. Students will have an understanding solar and wind technologies, U.S. Green building Council, Leadership in Energy and Environmental Design's (LEED). Students will also learn and discover employment opportunities for electricians in green technology.

### **ELET114 Electrical Job Search and Soft Skills – 16 Hours**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to different ways of seeking employment in the electrical trades. Understanding the hiring process. Completing the job application and interviewing successfully.

OBJECTIVE:

Students will learn job search techniques, completion of applications and how to prepare for interviews. Students will also build cover letters and resumes. Practice for interviews. Learn behaviors that will make a positive impression during the job interview

## SCHOOL POLICY & COURSE INFORMATION

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1. Effective Date: 11.23.2021

2. In order to take a program at NTI, one must have a high school diploma, high school equivalency, or provide documentation of passing an Ability to Benefit (ATB) exam and be 18 years of age, or older, at time of graduation.

3. Entrance Requirements: There is no entrance examination, but each prospective student will be interviewed. Please bring any questions you may have along with proof of age and education.

4. Governing Body:

A. Service Education Holdings Inc.	Owners
B. Derek NeSmith	Director

5. Faculty & Staff:

A. Kelly Sharkey	Finance Administrator/Student Success Coordinator/VA SCO
B. Barbara Ulibarri	Student Finance Coach
C. Jasmine Shreve	Admissions
D. Tina Jimenez	Admissions
E. Cade Buer	Admissions
F. Jeremy Carroll	Admissions
G. Albert Terrazas	Lab Assistant
H. William Anderson	Lab Assistant
I. Craig Straley	HVAC Instructor
J. Adam Purvenas	HVAC Instructor
K. Kodi Wilson	Plumbing Instructor
L. Monica Jones	Plumbing Instructor
M. Jake Nielsen	Electrical Instructor
N. Felicito Feliciano	Electrical Instructor
O. Joe Mass	Electrical Instructor
P. Albert Terrazas	Lab Assistant
Q. William Anderson	Lab Assistant

6. Class schedule: Classes are held in the mornings from 8am to 12pm, evenings 5pm to 9pm.

7. Registration deadline: You must register for the program of choice before the first day of class.

8. School Holidays: For the year 2022: 5/30/22, 7/04/22, 9/05/22, 11/11/22, 11/24/22, 12/26/22



# NTI

## SCHOOL POLICY & COURSE INFORMATION

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9. School Hours of Operations: Monday thru Thursday 7:30am-9:00pm
10. Business Hours: Monday thru Friday 8am-7pm. All facility tours are by appointment only
11. Career Services: NTI assists with employment opportunities by passing along job leads from local companies who let us know about their job openings from time to time. In addition, students can discuss employment opportunities with faculty to help identify job prospects. After graduating, students are strongly encouraged to provide their employment information in the HVAC/R, Plumbing, or Electrical field to NTI for tracking purposes.
12. Certificate: Every student who completes their entire program, meeting an overall attendance of 80% or better and has a cumulative 70% or higher grade, will receive a Certification of Completion from NTI.
13. School Transcript: The school will maintain a record of all students who attend. Any present or past student or their representative may request a copy of their transcripts.
- 14 Student Conduct Code: Students are expected to follow all school rules. You will be immediately expelled for fighting, stealing or intentional destruction of school property. Any student who habitually or willfully violates school rules will be given a written notice. If a student receives three written notices they will be expelled from school. Expelled students will be treated as if they voluntarily dropped the course for purposes of refund policy.
- 15 School Rules:
  - A. No smoking in building. Smoking is allowed on breaks only in designated area outside.
  - B. No drinks allowed in class or lab.
  - C. Food or snacks are allowed on breaks in designated area.
  - D. No chewing tobacco or gum in class or lab.
  - E. You must clean up after yourself.
  - F. Treat everyone in the class with respect.
  - G. You must not be under the influence of alcohol or drugs.
  - H. Dress Code:
    1. Short sleeve shirt (no tanktops)
    2. Jeans or work pants.
    3. Work shoes (no open toe shoes in the lab)
  - I. You will receive written notices for habitual violation of school rules. If you receive three of these notices you will be expelled.



## SCHOOL POLICY & COURSE INFORMATION

16. Class Size: Maximum class size 24 students. Federal funding is not available. Third party financing is available.
17. Prior HVAC, Plumbing and/or Electrical educational courses will be evaluated for possible transfer credit. Official transcripts, course descriptions and program catalog from previously attended HVAC, Plumbing and/or Electrical educational institutions are required in order to produce an evaluation. All necessary documentation must be received and evaluation completed prior to starting the program. Evaluation of previous training for students receiving VA Educational Benefits is required. All post-secondary training and education is required to be submitted; including military transcripts.
18. Additional Cost: \$25.00 for additional EPA exam if a retake is necessary.
19. Nevada Commission on Postsecondary Education has an account for student indemnification which may be used to indemnify a student who has suffered damage as a result of an institutions: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560. Please contact the Nevada Commission on Postsecondary Education for more information.
20. Cancellation and Refund Policy:
  1. Refund of tuition:
    - A. If National Technical Institute (NTI) has substantially failed to furnish the training program agreed upon in the Enrollment Agreement, or otherwise impaired the ability of a student to complete the training program within the period of time agreed to in the enrollment agreement, including, without limitation, by reducing the number of courses offered, reducing the authorized enrollment in courses or increasing the number of required courses, we shall refund to the student all money paid.
    - B. If student cancels their enrollment by delivering written notice to NTI on or before the start date of the training program, NTI shall refund all money they have paid, minus 10 percent of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.
    - C. If student withdraws by delivering written notice to NTI on or before the effective date of withdrawal, or is expelled or terminated after the start date of the training program, but before 60% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior to formal withdrawal or expulsion/termination, plus 10% of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.
    - D. If student withdraws by delivering written notice to NTI on or before the effective date of withdrawal, or is expelled or terminated after 60% or more of the training program has been presented prior to formal withdrawal or expulsion/termination, student will be charged the full tuition agreed upon in the Enrollment Agreement.
    - E. Three Day Cancellation: NTI shall allow an applicant to cancel an enrollment agreement if the applicant submits a written notice of cancellation to NTI within 3 days, excluding Saturday, Sunday, and state and federal holidays, of signing the enrollment agreement.



# NTI

## SCHOOL POLICY & COURSE INFORMATION

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### 21. VA Refund Policy:

#### 1. Refund of tuition for VA funded students:

- A. VA funded students will receive a 100% refund if they withdraw on or before the first day of class.
- B. If VA student cancels their enrollment by delivering written notice to NTI on or before the start date of the training program, NTI shall refund 100% of all money they have received.
- C. If VA student withdraws after the start date of the training program, but before 100% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior to formal withdrawal.
- D. If VA student is expelled or terminated from NTI, after the start date of the training program, but before 100% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior expulsion/termination.





# NTI

## SCHOOL POLICY & COURSE INFORMATION

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### 2. VA Education Benefit Program Policy Update - Title 38 USC 3679(e).

National Technical Institute does not penalize students using VA Education benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs providing they submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined available in our catalog. No late fees will be assessed and student accounts will be considered on hold. Title 38 USC 3679 (e).

### 3. If a refund is owed pursuant to Paragraph 1, National Technical Institute shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- A. Date of receipt by NTI of written cancellation of the enrollment of a student;
- B. Date of termination by the institution of the enrollment of a student;
- C. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- D. Last day of attendance of a student, whichever is applicable.

### 4. Books, educational supplies or equipment for individual use are not included in the policy for refund stated in Paragraph 1, and will not be refunded.

### 5. For purposes of this section:

- A. The period of attendance is measured from the first day of instruction set forth in the Enrollment Agreement through the last date of actual attendance, regardless of absences.
- B. The period of time for the training program is set forth in the Enrollment Agreement.
- C. Tuition is calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment listed separately from tuition and fees.

22. NTI Attendance Policy: The curriculum at NTI is built to progress from one day to the next and attendance and promptness are essential. Excessive absences, tardiness or early outs can cause a student to fall behind; thus not setting the student up for success in the industry. Poor attendance can lead to bad grades and performance, and furthermore, it could lead to disciplinary action such as written warnings, termination and/or dismissal.

### 1. Attendance Requirements: A minimum of 80% attendance, throughout the entire program, is required. Any student whose attendance drops below 70% for the over-all program, will be required to meet with school administrator to determine a proper course of action as follows:

- A. The student will be allowed to make up missed class hours on an hour for hour basis during NTI's school make up hours; which are set for every Friday from 9am-5pm.



## SCHOOL POLICY & COURSE INFORMATION

- B. If the school administrator and the student jointly agree that it's in the best interest of the student to re-start, the student will be allowed to do so at no additional charge. The re-start must happen within 6 months of the last day attended by the student and student must sign an LOA request for the period not attending. If re-start does not happen within this time, student will only be allowed to restart at NTI under the Readmission Policy.
2. Attendance reports will be run and available for students twice during their program. The first cumulative evaluation period will be calculated after completing the first 29% of the program. The second cumulative evaluation period will be calculated after completing 67% of the entire program. After evaluation period reports are run, if satisfactory attendance is not being met, one of the following will take place:
- a. Written warning: If the student is in good standing with the school, but fails to meet attendance minimum levels after an evaluation period, student will be put on written warning until the next evaluation period. At the next evaluation period, if student returns to satisfactory attendance levels, they will return to good standings and be taken off the written warning.
  - b. Possible of termination/dismissal from their program: If unsatisfactory attendance levels are not met by the next evaluation period, student will be terminated. If student wishes to return, please see readmission policy.
3. Definition of Absence: A student missing more than half a class on any given day is deemed to be absent for the class.
4. Definition of Excused Absence: An absence will be recorded as "excused" if the student calls in before the start of class and has a valid reason for missing.
5. Definition of Unexcused Absence: A student that fails to call in to notify NTI of reason for not attending will be recorded as an "unexcused" absence. Three consecutive unexcused absences will lead to automatic dismissal.
6. Definition of Tardy: A student will be recorded as tardy if they arrive more than 15 minutes late to class. Tardiness will be deducted from the clock hours for that particular 4-hour class and calculated in half-hour increments. For example, if a student arrives 39 minutes late, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.
7. Definition of Early Out: Early Out's from class will be handled the same way as a tardy. Early Out will be deducted from the clock hours for that particular 4-hour class and calculated in half-hour



## SCHOOL POLICY & COURSE INFORMATION

increments. For example, if a student leaves 39 minutes early, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.

23. Readmission Policy: Any student that has left their program of study for any reason, without requesting an official Leave of Absence, will only be readmitted through the readmission policy. The following are the requirements for readmission:
- a. The student must have an interview with the School Administrator. The student must demonstrate that the previous reason for dropping the program has been addressed and resolved.
  - b. Must pay a \$25 readmission's fee
  - c. Must have a zero dollar balance with the school
  - d. Must be current with finance company if a previous NTI loan is active
24. Leave of absence (LOA): LOA's are permitted by NTI. A student that needs a temporary break in attendance, must speak with the School Administrator and must be placed on LOA. After an LOA has been officially granted, the student can start in the next available same class that they were in when the LOA was awarded.
25. Make-Up work: It is up to the student to make arrangements with the instructor for make-up work not completed due to an absence, tardy or early out. NTI has set make-up hours every Friday from 10am-5pm.
26. Satisfactory Academic Progress (SAP): NTI monitors very closely the Satisfactory Academic Progress (SAP) for all students enrolled in any program. SAP applies to all students; regardless of how they fund their education with NTI. Students are required to make quantitative progress towards program completion. To be making progress, a student must maintain a minimum of 80% cumulative attendance in their enrolled program. A student's academic average is reviewed to determine qualitative progress. The minimum required to stay in satisfactory compliance is 70% or higher cumulative average throughout their program. SAP progress will be monitored twice before completion of the program. The first evaluation period will be at the 29% program completion mark. The final evaluation period will be at the 67% program completion mark. Students are considered to be making satisfactory SAP at the beginning of their program and if they are higher than 80% in attendance and grades at the SAP evaluation periods. If satisfactory SAP is not being met at the SAP evaluation periods, the following will take place:
- a. SAP Warning
  - b. Possible termination/dismissal from their program
    - i. SAP Warning: If the student is in good standing with the school, but fails to meet satisfactory SAP levels after an evaluation period, student will be put on SAP Warning until the next evaluation



# NTI

## SCHOOL POLICY & COURSE INFORMATION

period. At the next evaluation period, if student returns to satisfactory SAP levels, they will return to good standings and be taken off the SAP Warning.

- c. If unsatisfactory SAP levels are not met by the next evaluation period, student will be terminated. If student wishes to return, they must go through the readmission policy; please see readmission policy for details.

### 27. SAP Grading Scale:

100%--90%=A  
89%--80%=B  
79%--70%=C  
69%--60%=D  
59%--50%=F

28. Dropped Program: If you were terminated due to attendance, grades or voluntarily dropped out of the program, but not dismissed, you will be allowed one “re-start” within 6-months of last day of attendance at no charge to the student. This one-time “re-start” does not fall under the Readmission Policy. Any refund would be postponed and calculated based on the percentage of program completed.

29. Dismissed or Terminated Students: Dismissed or terminated students will be presented with a written letter of explanation for their action. The letter will be given in person, or sent via certified mail to the address listed in their file.

### 30. Activities Required for Receiving Tools/Tool Bag

National Technical institute will issue any current student with tools and tool bag provided the following conditions are met:

1. Student must be in good Academic and Attendance Standards (Students are required to make quantitative progress towards program completion. To be making satisfactory academic progress, a student must maintain a minimum of 80% cumulative attendance in their enrolled program. A student’s academic average is reviewed to determine qualitative progress. The minimum required to stay in satisfactory compliance is 70% or higher cumulative average throughout their program).
2. Students must be current with financial requirements and obligations. If student is financing their education, student must be current on payments.



# NTI

## SCHOOL POLICY & COURSE INFORMATION

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3. Students must be in good standing with document requirements as listed in catalog.

### 31. Activities Required for Participating in EPA 608 Universal Certification Exam 6.20.2019

• National Technical institute will allow any current student and alumni to participate in EPA 608 Universal Certification Proctored Exams provided the following conditions are met:

1. Student must be good Academic and Attendance Standards (Students are required to make quantitative progress towards program completion. To be making satisfactory academic progress, a student must maintain a minimum of 80% cumulative attendance in their enrolled program. A student's academic average is reviewed to determine qualitative progress. The minimum required to stay in satisfactory compliance is 70% or higher cumulative average throughout their program.
2. Students must be in good standing with document and financial requirements as listed in catalog and/or as determined by Student Success Coordinator.

32. Recruitment: NTI shall not engage in recruiting activities where prospective students cannot reasonably be expected to make informed decisions regarding enrollment. NTI may engage in recruiting activities at a center for employment opportunities operated by or with the support of the local, state or Federal Government and with the permission of the center for employment opportunities.

33. Student Grievance Policy: PER NRS 394.443 Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education.

Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending-This complaint should be presented in writing to the NTI Campus Director. If you are unable to reach a solution, you may contact the Commission (see below) and the Commission will attempt to resolve the issue.

If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested: NRS 394.520 allows for the following:

1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract;
2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training. More information, including complaints forms, is available at [www.cpe.nv.gov](http://www.cpe.nv.gov). Or contact:  
Commission on Postsecondary Education 2800 E. St. Louis Avenue Las Vegas, NV 89104 702-486-7330 (Ph) 702-486-7340 (Fax)



*Price Change & Textbook Updates, Pages 10-13*

**Certified HVAC/R Technician(Traditional)**

\*Textbook: \$175.00

Tuition: \$9,495.00

Lab Material Fee: \$300.00 (This includes all materials needed to complete the program)

EPA Test Fee: \$25.00

**Total Cost: \$9,995.00**

\*Keeping it cool workbook, Copyright 2021 by the National Technical Institute

**Certified HVAC/R Technician (Fusion Model)**

Tuition: \$7,220.00

\*Textbook & Lecture Videos: \$175.00

Lab Material Fee: \$375.00 (This includes all materials needed to complete the program) EPA Test Fee: \$25.00

**Total Cost: \$7,795.00**

\*Keeping it cool workbook, Copyright 2021 by the National Technical Institute, HVAC/I Technician Fusion Training 2023 NTI proprietary Lecture Videos Course ID #10378, last updated 3/2023; HVAC/I Technician Fusion Training Course ID #3404; Intro to NTI course #562

**Entry Level Electrical Technician (Traditional)**

Tuition: \$9,495.00

\*Textbook: \$175.00

Lab Material Fee: \$325.00 (This includes all materials needed to complete the program)

**Total Cost: \$9,995.00**

\*GW Modern Residential Wiring, 12th edition, Copyright 2021, based on 2020 NEC, Harvey N. Holzman, ISBN:978-1-63563-880-6

**Entry Level Electrical Technician (Fusion Model)**

Tuition: \$7,220.00

\*Textbook & Lecture Videos: \$175.00

Lab Material Fee: \$400.00 (This includes all materials needed to complete the program)

**Total Cost: \$7,795.00**

\*GW Modern Residential Wiring, 12th edition, Copyright 2021, based on 2020 NEC, Harvey N. Holzman, ISBN:978-1-63563-880-6; Electrical Technician Fusion Training 2023 NTI proprietary lecture videos course ID #10317 last updated 1/2023; Electrical Fusion Training NTI proprietary lecture videos course ID# 8169; Intro to NTI course #562

**Entry Level Plumbing Technician (Traditional)**

Tuition: \$9,495.00

\*Textbook: \$175.00

Lab Material Fee: \$325.00 (This includes all materials needed to complete the program)

**Total Cost: \$9,995.00**

\*GW Modern Plumbing 9th edition, Copyright 2022, E. Keith Blankenbaker, ISBN: 978-1-64564-668-6

**Entry Level Plumbing Technician (Fusion Model)**

\*Tuition: \$7,220.00

\*Textbook & Lecture Videos: \$175.00

Lab Material Fee: \$400.00 (This includes all materials needed to complete the program)

**Total Cost: \$7,795.00**

\*GW Modern Plumbing 9th edition, Copyright 2022, E. Keith Blankenbaker, ISBN:

978-1-64564-668-6; Plumbing Technician Fusion Plumbing 2023 NTI proprietary lecture videos course ID #10318, last updated 1/2023; Plumbing Technician Fusion Training NTI proprietary lecture videos course ID # 8170; Intro to NTI course #562



**ADDENDUM TO CATALOG**  
**Volume 11/23/2021**

**Staff changes effective 1-1-2023**

**Page #35 Faculty & Staff:**

Derek NeSmith- Campus Director

Kelly Sharkey- Finance Administrator/Student Success Coordinator/VA SCO

Jeremy Carroll- Student Finance Coach

Jasmine Shreve- Admissions Representative

Amber Amlin- Admissions Representative

Albert Rodriguez- Admissions Representative

Laurie Goodwin- Admissions Representative

Craig Straley- HVAC Instructor

Adam Purvenas- HVAC Instructor

Casey Kazee- HVAC Instructor

Shawn Durnin- Electrical Instructor

Felicito Feliciano- Electrical Instructor

Ralph Hunsley- Electrical Instructor

Kodi Wilson- Plumbing Instructor

David Snow- Plumbing Instructor

Albert Terrazas- Lab Assistant

William Anderson- Lab Assistant

Barbara Ulibarri- Compliance Project Manager

Catalog Version 11.23.2021  
Addendum Effective 1/1/2023

## **Page #35- Student Observed Holiday's**

Martin Luther King Day- 1/16

President's' Day- 2/20

Labor Day- 9/4

Good Friday & Easter Day- 4/7 & 4/9

Veteran's Day- 11/11

Memorial Day- 5/29

Thanksgiving 11/23 & 11/24

Independence Day- 7/4

Christmas/New Year's Holidays- 12/18 to 1/2

Nevada Day- 10/27



**NATIONAL TECHNICAL**  
— INSTITUTE —

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