



NTI
CATALOG
2018-2019



NATIONAL TECHNICAL
— INSTITUTE —



YOUR TRUSTED PARTNER

HVACR IS OUR BUSINESS

Thank you for your interest in National Technical Institute. We offer real world HVACR training with a 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 a 5,200 square foot training facility that is dedicated to technical training. Our classrooms have state of the art audio/video equipment and computerized teaching aids. Our 2,500 square foot lab is a fully equipped, professional atmosphere with 3 phase power and electrical training units available to practice control wiring and circuit troubleshooting. We also have a dedicated install lab with 8 stations focused on all aspects of crawl space unit install. Students reinforce classroom instruction with "hands on" training using industrial and commercial equipment as well as A/C, gas heating units and refrigeration equipment, including ice machines, reach-in coolers and basic refrigerators.



THE NTI PHILOSOPHY

BUILDING A BETTER WORLD ONE STUDENT AT A TIME Hands on Air Conditioning & Refrigeration Training

The HVACR technical profession is one of the fastest growing careers in the country. Highly skilled technicians are in high demand, and as buildings become more energy efficient, trained HVACR professionals become essential to the successful operation of these facilities. National Technical Institute can help you enter this exciting profession.



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 that has no guarantees. 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 in HVAC and you will make more than enough to pay your bills in the summer alone. 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



- 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



NATIONAL TECHNICAL
INSTITUTE

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 HVACR job sector. Upon graduation, students will receive a certificate of proficiency to prepare them for a career in the workforce.



BECOME A SKILLED HVAC 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 an HVAC Technician. NTI will give you the necessary training to embark on a new career today.

HEATING, COOLING & REFRIGERATION



HVACR 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 program is designed to prepare you for today's highest paid careers in the HVAC and Refrigeration fields.



OUR PROGRAMS

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 held either 3-nights (5pm-9pm) or 3-mornings (8am-noon) per week (Tuesday, Wednesday and Thursday) for either 2 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.

NTI PROGRAM DETAILS

	Hours	Tuition	Textbooks
HVAC Install Technician			
Electrical I - Basic Electrical Theory	24 hours	\$700.00	\$150.00 *See Note
Electrical II - Electrical Application	24 hours	\$700.00	* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours	\$930.00	* See Note
EPA Certification Seminar & Exam	8 hours	\$230.00	\$25.00
TOTAL COST FOR THIS PROGRAM	88 hours	\$2,560.00	\$175.00
Certified HVAC Technician			
Electrical I - Basic Electrical Theory	24 hours	\$700.00	\$150.00 *See Note
Electrical II - Electrical Application	24 hours	\$700.00	* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours	\$930.00	* See Note
EPA Certification Seminar & Exam	8 hours	\$230.00	\$25.00
Advanced Air Conditioning	32 hours	\$930.00	* See Note
Gas Heating Seminar	8 hours	\$230.00	* See Note
Heat Pump Seminar	8 hours	\$230.00	* See Note
HVAC Troubleshooting	24 hours	\$700.00	* See Note
TOTAL COST FOR THIS PROGRAM	160 hours	\$4,650.00	\$175.00
Certified HVAC/R Technician			
Electrical I - Basic Electrical Theory	24 hours	\$700.00	\$150.00 *See Note
Electrical II - Electrical Application	24 hours	\$700.00	* See Note
Air Conditioning & Refrigeration Fundamentals	32 hours	\$930.00	* See Note
EPA Certification Seminar & Exam	8 hours	\$230.00	\$25.00
Advanced Air Conditioning	32 hours	\$930.00	* See Note
Gas Heating Seminar	8 hours	\$230.00	* See Note
Heat Pump Seminar	8 hours	\$230.00	* See Note
HVAC Troubleshooting	24 hours	\$700.00	* See Note
Commercial Refrigeration	32 hours	\$930.00	* See Note
TOTAL COST FOR THIS PROGRAM	192 hours	\$5,580.00	\$175.00
Facility Engineer Program			
Blueprint Reading	8 hours	\$230.00	\$55.00
HVAC Central Plants	24 hours	\$700.00	\$100.00
Boiler Operations	40 hours	\$1,160.00	\$95.00
TOTAL COST FOR THIS PROGRAM	72 hours	\$2,090.00	\$250.00

NOTE: Modern Refrigeration & Air Conditioning textbook is used for all the courses with *. All class schedules and prices are subject to change.



NTI COURSE LISTING

E101 Electrical I - Basic Electrical Theory - 24 Hours

Tuition \$700.00

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

Tuition \$700.00

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: Modern Refrigeration & Air Conditioning textbook is used for all the courses with *. All class schedules and prices are subject to change.



NTI COURSE LISTING

A101 Air Conditioning & Refrigeration Fundamentals – 32 Hours

Tuition \$930.00

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

Tuition \$230.00

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

A102 Advanced Air Conditioning – 32 Hours

Tuition \$930.00

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

Tuition \$230.00

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

A104h Heat Pump Seminar – 8 Hours

Tuition \$230.00

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

Tuition \$930.00

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

A108 HVAC Troubleshooting – 24 Hours

Tuition \$700.00

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

Tuition \$230.00

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

F102 HVAC Central Plants – 24 Hours

Tuition \$700.00

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

Tuition \$1,160.00

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.



SCHOOL POLICY & COURSE INFORMATION

1. Effective Date: 07.13.2018
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.
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. Richard Horwitz Director and Manager
5. Faculty & Staff:
 - A. Ty Branaman Academic Dean
 - B. Jason Miller Lead Instructor
 - C. Cliff Pendergraft Instructor
 - D. Ed Kiper Instructor
 - E. Kelly Sharkey Financial Administration
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 2018: 1/01/18, 5/28/18, 7/04/18, 9/03/18, 11/22/18, 12/25/18.
For the year 2019: 1/01/19, 5/27/19, 7/04/19, 9/02/19, 11/28/19, 12/25/19.
9. School Hours of Operations: Monday thru Thursday 7:30am-9:00pm.
10. Business Hours: Monday thru Friday 9am-5pm. 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 field to NTI for tracking purposes.



SCHOOL POLICY & COURSE INFORMATION

12. Certificate: Every student who completes their entire program, meeting an overall attendance of 70% 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 tank top or under shirt
 - 2. Jeans, work pants or work shorts.
 - 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.
16. Class Size: Maximum class size 24 students.
17. Federal funding is not available. Third party financing is available.
18. Prior HVAC educational courses will be evaluated for possible transfer credit. Official transcripts, course descriptions and program catalog from previously attended HVAC 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.

SCHOOL POLICY & COURSE INFORMATION

19. Additional Cost: \$25.00 for additional EPA exam if a retake is necessary.

20. 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.

21. 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, 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.

2. 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, minus 10 percent of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.
- 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, plus 10% of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.



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SCHOOL POLICY & COURSE INFORMATION

- 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, plus 10% of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.
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 receipt by NTI of written 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. Date of receipt by NTI of written withdrawal 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 date NTI receives applicable written notice, 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 HVAC 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 70% 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, Mr. Richard Horwitz 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 10am-5pm.

SCHOOL POLICY & COURSE INFORMATION

- B. If Mr. Horwitz 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:
- Written warning
 - Possible of termination/dismissal from their program
 - 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.
 - 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 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.



SCHOOL POLICY & COURSE INFORMATION

8. 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:
- The student must have an interview with the School Administrator, Mr. Richard Horwitz. The student demonstrate that the previous reason for dropping the program has been addressed and resolved.
 - Must pay a \$25 readmission's fee
 - Must have a zero dollar balance with the school
 - Must be current with finance company if a previous NTI loan is active
9. Leave of absence (LOA): LOA's are permitted by NTI. A student that needs a temporary break in attendance, must speak with Kelly Sharkey 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.
10. 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.
11. 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 70% 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 70% 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:
- SAP Warning
 - Possible termination/dismissal from their program
 - 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 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.
 - 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.



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12. 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.
13. 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.





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