



NTI Arizona

CATALOG

2026-2027

Revised July 28th, 2026



YOUR TRUSTED PARTNER



THE TRADES ARE OUR BUSINESS

Thank you for your interest in the National Technical Institute. We offer real world trades training with a hands-on curriculum. This catalog should answer most of your questions about our training programs. Please contact us at (480) 591-4000, or feel free to email if that is more convenient at ntiazcatinfo@ntitraining.com if you have other questions.

National Technical Institute is licensed by the Arizona State Board for Private Postsecondary Education.

OUR FACILITY

We have a 10,000 square foot training facility that is dedicated to technical training. Our classrooms have audio/video equipment and computerized teaching aids. Our 6,000+ 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. Students reinforce classroom instruction with “hands on” training using industrial and commercial equipment as well as A/C, gas heating units, plumbing stations, and electrical training.

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 interested in entering the technical trades and those already employed seeking training to sharpen their skills.

OUR PROMISE

Our NTI students will be taught the necessary technical training to fill the growing vacancies in the Trades job sector. Upon graduation, students will receive a certificate of completion 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 a technical career with a future, you could be well-suited to succeed as a TRADES Technician. NTI will give you the necessary training to embark on a new career today.

PROGRAMS – Entry Level HVAC Technician

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 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

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/I Technician program is to prepare students for jobs in the residential installation of HVAC equipment. The HVAC/I Technician program prepares graduates for entry level technician and repair services in residential settings. HVAC/I is also the prerequisite for NTI's commercial refrigeration program, which prepares graduates for entry level technician and repair service jobs in commercial refrigeration troubleshooting and maintenance.

PROGRAMS – 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 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

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 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 placed on collaboration in the workplace. Students will learn how to communicate with homeowners, contractors, co-workers, and other trades employees.

PROGRAMS – Entry Level Plumbing Technician

A student with no plumbing or maintenance experience can advance to a job-ready, entry level Plumbing Technician job with hands on training in 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

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 and specialty systems for recreation and irrigation. Safety will be taught throughout the entire program. The 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 placed on collaboration in the workplace. Students will learn how to communicate with homeowners, contractors, co-workers, and other trades employees. The objective of the plumbing program of study at NTI is to prepare students for entry-level job opportunities within the plumbing industry; in both residential and light commercial.

PROGRAMS – Entry Level Data Center Technician

A student with no electrical or maintenance experience can advance to a job-ready, entry level Data Center Technician job with hands on training in 10 weeks or less. Classes are held in the evenings and/or weekends. Students attend our traditional on-ground classes with all instruction and hands-on labs done in both classrooms and lab environments.

The curriculum will take a student through the basic skills required to become an Entry Level Data Center Technician. This program provides students with a basic understanding of the materials, tools and processes used by data center professionals to complete daily assignments. Students learn safe-work practices, hand and power tool identification and operation, as well as cabling, conveyance, and fiber optic skills. Electrical and mechanical skills needed for daily maintenance and monitoring of equipment are also covered. With this program, you can work on both the construction side and the monitoring/maintenance side of the data center world.

NTI PROGRAM DETAILS

Certificate of Completion in HVAC Technician

Electrical I - Basic Electrical Theory	15 hours
Electrical II - Electrical Application	12 hours
Air Conditioning & Refrigeration Fundamentals EPA	14 hours
Certification Seminar & Exam	5 hours
Advanced Air Conditioning Gas Heating	17 hours
Seminar	12 hours
Heat Pump Seminar HVAC	10 hours
Troubleshooting	15 hours

TOTAL COST FOR THIS PROGRAM- Immersion Delivery **100 hours** **\$6,395.00**

Tuition: \$5,895.00
Textbook/NTI Proprietary Lecture Video Series: \$175.00
Lab Material Fee & Tools: \$370.00 (This includes all materials needed to complete the program)

Certificate of Completion in Entry Level HVAC/I Technician

Electrical I - Basic Electrical Theory	24 hours	22 hours
Electrical II - Electrical Application	24 hours	17 hours
Air Conditioning & Refrigeration Fundamentals EPA Certification	32 hours	26 hours
Seminar & Exam	8 hours	12 hours
Advanced Air Conditioning	32 hours	23 hours
Gas Heating Seminar	8 hours	6 hours
Heat Pump Seminar	8 hours	8 hours
HVAC Troubleshooting	32 hours	22 hours
Installation Basics	24 hours	8 hours

TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery **144 hours** **\$8,895.00**

Tuition: \$7,995.00
Textbook & Lecture Videos: \$130.00
Lab Material & Tools Fee: \$745.00 (This includes all materials needed to complete the program)
EPA Test Fee: \$25.00

TOTAL COST FOR THIS PROGRAM – Traditional Delivery **192 hours** **\$10,995.00**

Tuition: \$9,995.00
Textbook: \$155.00
Lab Material & Tools Fee: \$845.00 (This includes all materials needed to complete the program)
EPA Test Fee: \$25.00

NOTE: All class schedules and prices are subject to change.

PROGRAM DETAILS

Certificate of Completion in Entry Level Electrical Technician

Electrical Career and Trade	8 Hours	8 Hours
Electrical Safety	16 Hours	9 Hours
Electrical Mathematics and Metric System	8 Hours	7 Hours
Electrical Concepts and Theory	28 Hours	16 Hours
Introduction to National Electrical Codes	12 Hours	23 Hours
Grounding – Theory and Safety	12 Hours	9 Hours
Electrician Tools and Proper Usage	12 Hours	9 Hours
Wiring - Overview	12 Hours	9 Hours
Wiring – Devices	12 Hours	20 Hours
Wiring – Methods	12 Hours	18 Hours
Wiring – Calculations	12 Hours	9 Hours
Wiring - Requirements	12 Hours	5 Hours
Electrical Industry in Today's Green Technology	20 Hours	1 Hours
Electrical Job Search and Soft Skills	16 Hours	1 Hours

TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery

144 hours

\$8,895.00

Tuition: \$7,995.00
Textbook & Lecture Videos: \$155.00
Lab Material & Tools Fee: \$745.00
(This includes all materials needed to complete the program)

TOTAL COST FOR THIS PROGRAM – Traditional Model Delivery

192 hours

\$10,995.00

Tuition: \$9,995.00
Textbook: \$155.00
Lab Material & Tools Fee: \$845.00
(This includes all materials needed to complete the program)

NOTE: All class schedules and prices are subject to change.

NTI PROGRAM DETAILS

Certificate of Completion in Entry Level Electrical Technician

Electrical Career and Trade	2 Hours
Electrical Safety	8 Hours
Electrical Mathematics and Metric System	4 Hours
Electrical Concepts and Theory	10 Hours
Introduction to National Electrical Codes	6 Hours
Grounding – Theory and Safety	8 Hours
Electrician Tools and Proper Usage	4 Hours
Wiring - Overview	13 Hours
Wiring – Devices	13 Hours
Wiring – Methods	13 Hours
Wiring – Calculations	5 Hours
Wiring- Requirements	6 Hours
Electrical Industry in Today's Green Technology	4 Hours
Electrical Job Search and Soft Skills	4 Hours

TOTAL COST FOR THIS PROGRAM – Immersion Model Delivery

100 hours \$6,395.00

Tuition: \$5,895.00
Textbook/Video Lecture Series: \$175.00
Lab Material Fee: \$370.00 (This includes all materials needed to complete the program)

NOTE: All class schedules and prices are subject to change.

NTI PROGRAM DETAILS

Certificate of Completion in Entry Level Plumbing Technician

What is Plumbing and the History of Plumbing	4 hours	4 Hours
First Aid & Safety/Ensuring the Health & Safety of the public	24 hours	17 Hours
Tools of the Plumbing Trade and Basic Math for Plumbing	30 hours	22 Hours
Water Supply, Waste Disposal and Sewage Disposal	32 hours	28 Hours
Mechanical Properties & Piping Materials & Joining methods for DMV & Pressure Pipe	42 hours	24 Hours
Plumbing Fixtures and Faucets	24 hours	26 Hours
Water Heaters	24 hours	11 Hours
Building Plans and Print Reading	6 hours	6 Hours
Drawings and Sketching	6 hours	6 Hours

TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery

144 hours

\$8,895.00

Tuition: \$7,995.00
Textbook & Lecture Videos:
\$155.00
Lab Material & Tools Fee:
\$745.00 (This includes all
materials needed to complete
the program)

TOTAL COST FOR THIS PROGRAM – Traditional Delivery

192 hours

\$10,995.00

Tuition: \$9,995.00
Textbook: \$155.00
Lab Material & Tools Fee:
\$845.00 (This includes all
materials needed to complete
the program)

NTI PROGRAM DETAILS

Certificate of Completion in Entry Level Plumbing Technician

What is Plumbing and the History of Plumbing	4 Hours
First Aid & Safety/Ensuring the Health & Safety of the public	16 Hours
Tools of the Plumbing Trade and Basic Math for Plumbing	16 Hours
Water Supply, Waste Disposal and Sewage Disposal	16 Hours
Mechanical Properties & Piping Materials & Joining methods for DMV & Pressure Pipes	20 Hours
Plumbing Fixtures and Faucets	12 Hours
Water Heaters	8 Hours
Building Plans and Print Reading	4 Hours
Drawings & Sketching	4 Hours

TOTAL COST FOR THIS PROGRAM – Immersion Model Delivery

100 hours

\$6,395.00

Tuition: \$5,895.00
Textbook/Video Lecture Series: \$175.00

Lab Material & Tools Fee: \$370.00 (This includes all materials needed to complete the program)

Certificate of Completion in Entry Level Commercial Refrigeration

CR101 Water Evaporators, Condensers, & Compressors	24 Hours
CR102 Metering Devices, Controls, & Accessories	20 Hours
CR103 Walk-In refrigerators, Freezers, and Ice Machines	20 Hours

TOTAL COST FOR THIS PROGRAM – Traditional Model Delivery

Hours 64

\$3,495.00

Tuition: \$3,000.00
Textbook: \$155.00
Lab Material Fee: \$340.00 (This includes all materials needed to complete the program)

NTI PROGRAM DETAILS

Certificate of Completion in Entry Level Data Center Technician

DC101 Data Center Fundamentals & Culture	4 Hours
DC102 Safety, Compliance & Risk Management	8 Hours
DC103 Electrical Systems Fundamentals	8 Hours
DC104 Mechanical Systems & Cooling	8 Hours
DC105 IT Hardware, Copper Cabling, & Networking	12 Hours
DC106 Fiber Optics	8 Hours
DC107 Monitoring, Controls & Documentation	8 Hours
DC108 Maintenance & Troubleshooting	8 Hours

TOTAL COST FOR THIS PROGRAM – Traditional Model Delivery

Hours 64

\$4,495.00

Tuition: \$3,995.00
Lab Material Fee: \$500.00 (This
includes all materials needed to
complete the program)

NTI COURSE LISTINGS

***E101 Electrical I - Basic Electrical Theory -**

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 -**

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.

NTI COURSE LISTINGS

HVAC

***A101 Air Conditioning & Refrigeration Fundamentals –**

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 –**

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 –

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Review of Refrigeration Systems, Introduction to Duct System and Airflow, Refrigerant Controls, Electrical Controls, Air Conditioning Troubleshooting, Recovery, Evacuation and Recharge, Super heat 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 –

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 –**

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 Installation Basics –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

This course includes, but is not limited to metal Plenum Assembly, Condensing Unit Removal, Furnace/Air Handler Removal, New Furnace/Air Handler Installation, Thermostat Replacement, New Condensing Unit Installation, Plenum Assembly and Sealing, Cutting Holes for Start Collars and Sealing, and Measuring, Installing and Sealing Flexible Ductwork.

OBJECTIVE:

Students will become familiar with installation basics, as recommended by contractors. Students will practice and learn all steps in the air conditioning and heating installation process.

NTI COURSE LISTING

***A108 HVAC Troubleshooting –**

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 –

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 –

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, 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 –

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

CR101 Water Evaporators, Condensers, & Compressors—

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Functions of an evaporator, condenser, and compressor. Evaporator temperatures and defrost methods. Latent heat, sensible heat, and super heat. Compression ratios, trouble shooting and maintenance procedures.

CR102 Metering Devices, Controls, & Accessories—

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding of thermostatic expansion valves and capillary tubes. Understanding of how temperature and pressure affect metering devices. Operation of service valves and solenoid valves for refrigeration flow control, pump down, and hot gas bypass. Single phase and three phase motor operation. Motor overloads and troubleshooting motors.

CR103 Walk-In refrigerators, Freezers, and Ice Machines

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Walk-In box types, sizes, installation, and adjustments. Refrigeration drains piping and all walk-in troubleshooting. Ice machine operation, service, troubleshooting and repairs.

NTI COURSE LISTING

P101 What is Plumbing and the History of Plumbing –

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, and the 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 mater plumbers license and the value of on-the-job training.

P102 First Aid and Safety and Ensuring the Health and Safety of the Public –

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

P103 Tools of the Plumbing Trade and Basic Math for Plumbing –

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 –

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 understand water sources such as: municipal water supplies, private systems, surface water, graywater etc. Cases of contamination.

NTI COURSE LISTING

P105 First Mechanical Properties and Piping materials and Joining Methods for DMV and Pressure Pipe –

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 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 –

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard plumbing fixtures and parts used in everyday 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, sink types, mounting faucets, watercoolers and drinking fountains and more.

NTI COURSE LISTING

P107 Water Heaters –

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

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

OBJECTIVE:

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

P108 Building Plans and Print Reading –

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

P109 Drawings and Sketching –

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

ELET101 Electrical Career and Trade -

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.

ELET102 Electrical Safety – 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

ELET103 Electrical Mathematics and Metric System –

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.

ELET104 Electrical Concepts and Theory –

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 principal 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 charts. Be able to define ampere, volt, ohm, and watts. Learn and understand basic additional electrical theory and principles.

NTI COURSE LISTING

ELET105 Introduction to National Electrical Codes –

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 –

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

NTI COURSE LISTING

ELET107 Electrician Tools and Proper Usage –

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 specialty tools.

ELET108 Wiring—Overview –

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

ELET109 Wiring—Devices – 12

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 ways, 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 –

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

ELET111 Wiring—Calculations –

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 –

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

ELET113 Electrical Industry in Today's Green Technology –

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 –

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.

NTI

COURSE LISTING

DC101 Data Center Fundamentals & Culture–

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Understanding the data center industry, including hyperscale, colocation, and enterprise environments. Students cover white space versus gray space concepts, redundancy models, change management principles and organizational roles and escalation flow.

DC102 Safety, Compliance & Risk Management–

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding electrical safety fundamentals, PPE standards, lockout/tagout documentation and verification, job safety analysis development, environmental and ergonomic hazards, and emergency response drills.

DC103 Electrical Systems Fundamentals–

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Understanding AC fundamentals and power distribution flow, UPS battery technologies, generators and ATS sequencing, grounding and bonding, conduit and raceways, and breaker simulation exercises.

DC104 Mechanical Systems & Cooling–

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding heat load and thermal dynamics principles, CRAH versus CRAC systems, airflow management and containment, humidity control and dew point awareness, mechanical preventative maintenance, and cooling alarm response lab simulations.

NTI

COURSE LISTING

DC105 IT Hardware, Copper Cabling, & Networking–

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Understanding server architecture fundamentals, hardware components and drives, different pulling techniques, learning to use cable trays and ladder racks and how to service them, terminations and the difference of horizontal verses backbone cabling, and cable management.

DC106 Fiber Optics–

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding fiber types and connectors, fiber cleaning and handling standards, single mode verses multi-mode, fusion splicing, and testing.

DC107 Monitoring, Controls, & Documentation–

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Building management systems overview, DCIM concepts, alarm thresholds, work orders and ticketing systems, documentation standards and shift handoffs.

DC108 Maintenance & Troubleshooting–

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding preventative verses reactive maintenance cycles, structured troubleshooting methodology, vendor coordination protocols, incident reporting and escalation, and mock PM execution.

SCHOOLPOLICY &COURSEINFORMATION

Effective Date: 07.28.2026

1. Admissions Requirement: A student must provide proof of high school graduation, high school equivalency, or provide documentation of passing an Ability to Benefit (ATB) exam; AND be at least 17 years of age. For the Commercial Refrigeration program, a student must have a current EPA 608 certification card.
2. 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.
3. Governing Body:
 - A. Service Education Holdings, Inc., Owner
 - B. Ryan Woodward, CEO, President
 - C. David Lee, CRO
 - D. Rick Jackson, COO
4. Faculty & Staff Qualifications

Campus Director, Jeff Kozloski Electrical & Plumbing Instructor, Ralph Hunsley Electrical, Plumbing & HVAC Instructor, Mark Bucalo Plumbing Instructor, Mizael Garcia Plumbing Instructor, George Medina Electrical Instructor, Armando Garcia Plumbing Instructor, Larry Kranz Electrical Instructor, Paul Riley Electrical Instructor, Rich Digilio Electrical Instructor, Michael Riley Electrical Instructor, Arlev Oquendo-Boscan HVAC Instructor, Luis "Louie" De Leon HVAC Instructor, Dan Jones HVAC Lab Assistant, Stuart Ringrose HVAC, Electrical Lab Assistant, Byron Hadley Plumbing Lab Assistant, Josh Hadley HVAC Instructor, Bruno McLeod Admissions Representative, Skylar Faulkner Admissions Representative, David Galindo Admissions Representative, Trace Hunt Admissions Representative, Bill Phillips Admissions Representative, Zully Barrios Student Finance Coach, Kim Laughlin-Dallas Career Services Advisor, Nanci Munoz Director of First Impressions, Kiara Torres Director of Admissions, Andy Berumen	BS Secondary Education AAS Instructor of Technology HVAC, Plumbing, EPA 608 Certification, 15+ years field experience HS Diploma, 10+ years field experience. HS Diploma, 30+ years field experience HS Diploma, 12+ years field experience HS Diploma, 25+ years field experience HS Diploma, 20+ years field experience HS Diploma, 18+ years field experience HS Diploma, 30+ years field experience HS Diploma, 15 years field experience HS Diploma, 20+ years field experience HS Diploma, 4+ years field experience HS Diploma HS Diploma, 10 years field experience HS Diploma, 20+ years field experience HS Diploma, 4+ years field experience HS Diploma HS Diploma HS Diploma HS Diploma HS Diploma Administration, HS Diploma Administration, HS Diploma Bachelor's Degree, 20+ years of experience
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SCHOOLPOLICY &COURSEINFORMATION

5. Program Schedule:

- Traditional HVAC, Electrical, and Plumbing Programs (12 weeks): Monday-Thursday, 8am-12pm; 1pm-5pm; 6pm-10pm
- Fusion HVAC, Electrical, and Plumbing Programs (16 weeks): Class meets weekly Monday-Saturday 8am-12noon, 1pm to 5pm, 6-10 pm
- Immersion HVAC, Electrical, and Plumbing Programs (12 weeks or less): Class meets for Lab hours in person at the campus for 40-Hours. (Fri: 10:30am-9pm and Sat: 7am-5:30pm)
- Commercial Refrigeration Program (8 Weeks): Class meets with two 4-hour class sessions weekly, 6pm to 10pm.
- Data Center Technician Program (8 Weeks): Class meets with two 4-hour class sessions weekly, 6pm to 10pm.

*Programs offered, subject to change based on student demand.

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

7. School Calendar, Program Schedules:

Students will have no classes on the following dates:

2026 Holidays:

Memorial Day: 5/25

Spring Break: 3/23 – 3/28

Summer Break: 6/29-7/4

Labor Day: 9/7

Veteran's Day: 11/11

Thanksgiving: 11/26-11/27

Winter Break: 12/21/2026 – 01/02/2027 (classes resume 1/4/2027)

2027 Holidays:

Memorial Day: 5/24

Spring Break: 3/22 – 3/27

Summer Break: 6/28-7/3

Labor Day: 9/6

Veteran's Day: 11/11

Thanksgiving: 11/23 -11/24

Christmas & New Years Break: 12/20 – 1/1/2028 (classes resume 1/3/2028)

SCHOOL POLICY & COURSE INFORMATION

HVAC				
Fusion HVAC				
Name	Start Date	End Date	Day	Session
FHVAC01/24/26	1/24/2026	5/9/2026	Sat	S2
FHVAC02/19/26	2/19/2026	6/4/2026	Thur	S3
FHVAC03/16/26	3/16/2026	7/20/2026	Mon	S3
FHVAC04/11/26	4/11/2026	8/8/2026	Sat	S1
FHVAC04/29/26	4/29/2026	8/19/2026	Wed	S3
FHVAC05/16/26	5/16/2026	9/19/2026	Sat	S2
FHVAC06/18/26	6/18/2026	10/1/2026	Thur	S3
FHVAC07/13/26	7/13/2026	11/2/2026	Mon	S3
FHVAC08/15/26	8/15/2026	12/12/2026	Sat	S1
FHVAC08/26/26	8/26/2026	12/16/2026	Wed	S3
FHVAC9/26/26	9/26/2026	1/30/2027	Sat	S2
FHVAC10/15/26	10/15/2026	2/18/2027	Thur	S3
FHVAC11/09/26	11/9/2026	3/8/2027	Mon	S3
Traditional HVAC				
HVAC01/19/26	1/19/2026	4/20/2026		S2
HVAC02/9/26	2/9/2026	5/7/2026		S2
HVAC03/30/26	3/30/2026	6/18/2026		S1
HVAC04/20/26	4/20/2026	7/16/2026		S2
HVAC05/11/26	5/11/2026	8/6/2026		S2
HVAC06/22/26	6/22/2026	9/24/2026		S1
HVAC07/20/26	7/20/2026	10/12/2026		S2
HVAC08/10/26	8/10/2026	10/29/2026		S2
HVAC09/28/26	9/28/2026	12/17/2026		S1
HVAC10/12/26	10/12/2026	1/14/2027		S2
HVAC11/2/26	11/2/2026	2/4/2027		S2
Plumbing				
Fusion Plumbing				
Name	Start Date	End Date	Day	Session
FPlumb02/12/26	2/12/2026	5/7/2026	Thur	S3
FPlumb02/25/26	2/25/2026	6/10/2026	Wed	S3
FPlumb02/28/26	2/28/2026	6/20/2026	Sat	S1
FPlumb03/30/26	3/30/2026	7/20/2026	Mon	S3
FPlumb04/28/26	4/28/2026	8/11/2026	Tue	S3
FPlumb05/21/26	5/21/2026	9/3/2026	Thur	S3
FPlumb06/24/26	6/24/2026	10/7/2026	Wed	S3
FPlumb06/27/26	6/27/2026	10/24/2026	Sat	S1
FPlumb07/27/26	7/27/2026	11/16/2026	Mon	S3
FPlumb08/25/26	8/25/2026	12/16/2026	Tue	S3
FPlumb09/17/26	9/17/2026	1/21/2027	Thur	S3
FPlumb10/21/26	10/21/2026	2/24/2027	Wed	S3
FPlumb10/31/26	10/31/2026	3/6/2027	Sat	S1
FPlumb11/30/26	11/30/2026		Mon	S3

Traditional Plumbing				
Plumb01/19/26	1/19/2026	4/20/2026		S2
Plumb03/30/26	3/30/2026	6/18/2026		S1
Plumb04/20/26	4/20/2026	7/16/2026		S2
Plumb06/22/26	6/22/2026	9/24/2026		S1
Plumb07/20/26	7/20/2026	10/12/2026		S2
Plumb09/28/26	9/28/2026	12/17/2026		S1
Plumb10/12/26	10/12/2026	1/14/2027		S2
Electrical				
Fusion Electrical				
Name	Start Date	End Date	Day	Session
FElect01/28/26	1/28/2026	5/13/2026	Wed	S3
FElect02/21/26	2/21/2026	6/13/2026	Sat	S2
FElect03/19/26	3/19/2026	7/2/2026	Thur	S3
FElect04/11/26	4/11/2026	8/8/2026	Sat	S1
FElect04/28/26	4/28/2026	8/11/2026	Tue	S3
FElect05/27/26	5/27/2026	9/16/2026	Wed	S3
FElect06/27/26	6/27/2026	10/24/2026	Sat	S2
FElect07/09/26	7/9/2026	10/22/2026	Thur	S3
FElect08/15/26	8/15/2026	12/12/2026	Sat	S1
FElect08/25/26	8/25/2026	12/8/2026	Tue	S3
FElect09/30/26	9/30/2026	2/3/2027	Wed	S3
FElect10/29/26	10/29/2026	3/4/2027	Thur	S3
FElect10/31/26	10/31/2026	3/6/2027	Sat	S2
Traditional Electrical				
Elect01/19/26	1/19/2026	4/20/2026		S2
Elect03/30/26	3/30/2026	6/18/2026		S1
Elect04/20/26	4/20/2026	7/16/2026		S2
Elect06/22/26	6/22/2026	9/24/2026		S1
Elect07/20/26	7/20/2026	10/12/2026		S2
Elect09/28/26	9/28/2026	12/17/2026		S1
Elect10/12/26	10/12/2026	1/14/2027		S2
Commercial Refrigeration				
CR01/20/26	1/20/2026	3/12/2026	Tue/Th	S3
CR04/21/26	4/21/2026	6/11/2026	Tue/Th	S3
CR09/15/26	9/15/2026	11/5/2026	Tue/Th	S3
CR12/01/26	12/1/2026	2/4/2027	Tue/Th	S3

SCHOOL POLICY & COURSE INFORMATION

8. **Business Hours:** Monday through Friday 9am-6pm. All facility tours are by appointment only.

PLEASE NOTE: Even though NTI does not require a background check to enroll, many contractors in the TRADES industry will run background checks before hiring. An unclean background may prohibit you from working in any trades field.

9. **Career Services:** NTI assists with employment opportunities by passing along job leads from local companies who let us know about their job openings. 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 for tracking purposes.
10. **Certificate:** Every student who completes their entire program, including meeting the required overall attendance of 80% or better, meets minimum of 80% or higher academic grade, and is currently up to date on payments may be eligible to receive a Certificate of Completion from NTI.

11. **School Transcript's & Student Records:** An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and hours earned. If you are not current on any outstanding balance, the school will not release the certificate of completion or official transcript and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy:

- Transcripts may be released for a student to document eligibility to sit for a licensing, certification, or registry exam.
- The transcript must be released to a potential employer.

Additionally, all state board applications and accompanying paperwork are provided upon graduation at no charge. Graduates in good standing are provided with one official transcript.

Any additional copies of official or unofficial transcripts can be obtained from the school director at no additional charge, by calling (480)591-4000. Please allow 14 days for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the graduate.

The school maintains student record files in two ways: a locked file cabinet and an electronic student management records system. Keys to the filing cabinet are only given to authorized personnel. The school maintains student records in this electronic student management records system. This system backs up to the secured cloud and once a month conducts tests for the accuracy of the stored information. Records maintained in the student management records system are accessed through computers that are password protected to minimize the risk of any information being leaked or stolen. VA beneficiary records are maintained for a minimum of 3 years.

SCHOOL POLICY & COURSE INFORMATION

12. **Student Conduct Code:** Students are expected to follow all school rules. A student will be immediately expelled for fighting, stealing, intentional destruction of school property, and harassment of any kind directed to staff, faculty, or peers. Any student found not complying with school rules (listed below) will be disciplined as follows:

- a. 1st offense: written warning
- b. 2nd offense: expelled from the program and institution.

*Expelled students will be treated as if they voluntarily dropped the course for refund policy purposes.

13. **School Rules:**

- 1. No smoking in the building. Smoking is allowed in breaks only, in designated areas outside.
- 2. No chewing tobacco in the classrooms or labs.
- 3. Students must clean up after themselves in classrooms, labs, and all other campus areas.
- 4. Treat everyone in the class with respect.
- 5. Students are strictly prohibited from being under the influence of alcohol, drugs, or any controlled substances, including marijuana, regardless of its legal status.
- 6. Dress Code:
 - A. Closed toed shoes are required (work shoes or tennis shoes)
 - B. Long pants are required (work pants or jeans, no shorts of any kind, no sweatpants)
 - C. T-Shirt or short sleeve shirt, no tank tops. (long sleeves and sweatshirts permitted)

14. **Class Size:** Maximum class size 20 students.

15. Federal funding is not available. Third-party financing is available.

SCHOOL POLICY & COURSE INFORMATION

16. Prior educational courses will be evaluated for possible transfer credit. Official transcripts, course descriptions, and program catalog from previously attended educational institutions are required to produce an evaluation. All necessary documentation must be received, and evaluation completed prior to starting the program. NTI credits are not guaranteed to transfer to other institutions. Evaluation of previous training for students receiving VA Educational Benefits is required. All post-secondary training and education are required to be submitted, including military transcripts.

17. **Additional Cost:** \$25.00 for additional EPA exam if a retake is necessary. \$12.00 per ATB section (English, Math) if a retake is necessary.

18. ***Student Grievance Procedure:***

In the event of a complaint, dispute or grievance, all students should follow the following procedures:

Complaints directed at individual staff or faculty members must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.

- If after addressing the issue and you feel that the matter remains unresolved, you must submit a Formal Complaint, in writing, to the Campus Director or their Designee within 5 business days excluding Saturdays and Sundays, State and Federal Holidays. The Campus Director or Designee will respond, in writing, within 5 business days excluding Saturdays and Sundays, State and Federal Holidays.
- If a complaint cannot be resolved after exhausting the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board' address is:

Arizona State Board of Private Postsecondary Education
5709 1740 W Adams Street
1253
Phoenix, Arizona 85007

Telephone: (602) 542-

Fax Number (602) 542-

Website: www.ppse.az.gov

SCHOOL POLICY & COURSE INFORMATION

19. *Cancellation and Refund Policy:*

1. 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 three days, excluding Saturday, Sunday and state and Federal holidays, of signing the enrollment agreement. NTI shall provide the student with a refund of 100% of all monies paid, no later than 30 days of receiving the notice of cancellation.

2. If an applicant cancels their enrollment on or before the start date of the training program, NTI shall refund all money they have paid, less a \$150.00 administration fee.

3. If student withdraws after the start date of the training program, the tuition refund, less a \$150.00 administration fee, will be determined as follows:

Prorated tuition rate:

10% or less of the clock hours attempted- 90% tuition refunded.

More than 10% and less than or equal to 20% of clock hours attempted—80% tuition refunded More than 20% and less than or equal to 30% of clock hours attempted—70% tuition refunded More than 30% and less than or equal to 40% of clock hours attempted—60% tuition refunded More than 40% and less than or equal to 50% of clock hours attempted—50% tuition refunded More than 50% of clock hours attempted—No refund is required.

Note: The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

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

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

5. Books, educational supplies, or equipment for individual use will not be refunded.

6. For purposes of this section:

SCHOOL POLICY & COURSE INFORMATION

- 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.
- The period for the training program is set forth in the Enrollment Agreement.
- 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.

SCHOOL POLICY & COURSE INFORMATION

20. *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.

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 to 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, 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.

SCHOOL POLICY & COURSE INFORMATION

- B. The period 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.

SCHOOL POLICY & COURSE INFORMATION

21. **Attendance:**

NTI is an attendance recording institution and requires a student to attend 80% or greater of all classes. Dropping below 80% attendance level will result in termination from the program.

- A. A student that is late for class will be recorded in 15-minute increments, beginning the minute they are late. For example, if a student arrives 39 minutes late, 45 minutes will be deducted from the hours attended for that 4-hour class and that student will be awarded 3 hours and 15 minutes of attendance.
- B. Early Out's from class will be handled the same way as being late for class. Early Out will be deducted from the clock hours for that 4-hour class and calculated in 15-minute increments. For example, if a student leaves 39 minutes early, 45 minutes will be deducted from the hours attended for that 4-hour class and that student will be awarded 3 hours and 15 minutes attended hours.
- C. Readmission Policy: Any student that has left their program of study for any reason (excluding expulsion due to violating the Student Conduct Code found on page 39 of this catalog) will only be readmitted through the readmission policy.
Students who are withdrawn due to non-payment may request readmittance once the student is current on financial obligations. Because prior non-payment indicates a risk of repeated interruption to training, NTI may require documentation demonstrating the student's ability to meet future financial obligations before approving a return.
Readmittance is not guaranteed and is subject to approval by the Campus Director and Student Finance.
- D. Make-Up Policy: There are no make-up classes at NTI. If you miss a day, you miss that material covered for the day.
- E. Leave of absence (LOA): LOA's are not permitted at NTI.
- F. 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.
- G. For the traditional modality, a student can miss up to 9 days and still graduate from the program if their academic grade is above 80%. On the 10th day, they will be automatically withdrawn from the program. Also, any student who misses 4 consecutive days in this modality will be automatically withdrawn from the program.
- H. For the fusion modality, a student can miss up to 3 days and still graduate from the program if their academic grade is above 80%. On the 4th day, they will be automatically withdrawn from the program. Also, any student who misses 3 consecutive days in this modality will be automatically withdrawn from the program.
- I. Only one transfer will be allowed per student from one cohort to another.

SCHOOL POLICY & COURSE INFORMATION

22. ***Satisfactory Academic Progress:*** 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. SAP progress will be monitored twice before completion of the program. The first evaluation period will be at approximately 29% program completion mark. The final evaluation period will be at approximately 67% program completion mark. Students are required to make quantitative progress towards program completion. To maintain quantitative SAP, a student must maintain a minimum cumulative academic average of 80%. Students are also required to make qualitative progress towards program completion. To maintain qualitative SAP, a student must maintain a minimum

SCHOOL POLICY & COURSE INFORMATION

cumulative program attendance of 80%. If a student drops below the cumulative quantitative and/or qualitative minimum, they will be placed on SAP probation and given 3 weeks to bring their cumulative average above the minimum standard. If the student remains below the cumulative average after the SAP probation period, they will be withdrawn from the program. If a student desires to restart, they will fall under the Readmission Policy.

23. *Requirements for Receiving Tool Bag:*

National Technical Institute will issue a tool bag on the last day of class for all programs 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 make satisfactory academic progress, a student must maintain a minimum of 80% cumulative GPA in their enrolled program, and attendance must be equal to, or greater than 80%).
2. Students must be current with financial requirements and obligations. If a student is financing their education, the student must be current on payments. If a student has satisfied all financial obligations to NTI in full and has received a verified job offer to begin work before the program has completed, NTI can issue a tool bag prior to the last day of class.
3. Students must be in good standing with document requirements as listed in the catalog.
4. Students must have passed and received an EPA certification (For HVAC programs ONLY)

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Jeff Kozloski 7/28/2026

SIGNED BY DIRECTOR



NATIONAL TECHNICAL
— INSTITUTE —

WWW.NTITRAINING.COM

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13027 Gulf Commerce Dr. Suite A, Houston, TX 77034