Constitution of the United States

Introduction
Constitution of the United States, system of fundamental laws of the United States of America. The Constitution was drawn up by 55 delegates to the Constitutional Convention in Philadelphia during the summer of 1787 and ratified by the states in 1788. The Constitution defines distinct powers for the Congress of the United States, the president, and the federal courts. This division of authority is known as a system of checks and balances, and it ensures that none of the branches of government can dominate the others. The Constitution also establishes and limits the authority of the federal government over the states and spells out freedoms and liberties for U.S. citizens.

Overview
The Constitution spells out in six articles (sections) the powers of the federal government and the states. Later amendments expanded some of these powers and limited others. The Constitution prevents tyrannical abuses of authority through the separation of powers: Each branch of government has its own responsibilities and cannot take action in areas assigned to the other branches. Congress enacts laws, leaving enforcement of the laws to the executive branch and interpretation of them to the judicial branch.

The Constitution does not include the term separation of powers. The first three articles establish the separation mechanism and mark out areas of responsibility for each branch of government. Article I vests (places) the legislative power of the federal government in Congress. Only Congress can enact general laws applicable to all the people, such as outlawing counterfeiting or promoting a national environmental policy.

Article II vests the executive power in the president, including the authority to appoint federal officials and to prosecute federal crimes. Congress cannot decide whether a particular person should be brought to trial for violating the law. Only the executive branch has that authority.

Article III vests the federal judicial power, including the power to conduct trials, in the Supreme Court and in other federal courts that Congress creates. Neither Congress nor the president or executive branch officials can declare a person guilty. Only a judge or jury can make these decisions.

No member of Congress may serve simultaneously as a member of the executive branch. This separation differs strikingly from the British practice, in which the prime minister and other executive officials are also members of Parliament.

The Constitution divides governmental powers in other ways, both within the federal government and between the federal government and the states. Article I splits the legislative power by creating a bicameral (two-chamber) legislature—the House of Representatives and the Senate. This article also details the specific powers that Congress can exercise, including imposing taxes, maintaining a military, and setting import duties. Congress cannot exercise powers not enumerated (listed) in the Constitution. Article I, however, grants Congress the right to make laws that it deems “necessary and proper” to carry out the enumerated powers. This implied power gives Congress wide leeway in lawmaking.
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School Information

Mission Statement
As an institution of higher education, Northeast Technical Institute dedicates itself to provide each student with individual attention, intensive hands-on training and extensive career support services. We offer the highest quality, short-term career education that provides our students with the necessary skills and certification required to obtain employment after completion. We recognize the importance of each student’s individual learning needs and strive to provide the necessary foundation, so that each student may achieve his or her goal.

Purpose and Objectives
Northeast Technical Institute is dedicated to offering relevant, career oriented programs that match the needs of employers. All programs offered at Northeast Technical Institute are intended to develop marketable skills through short, yet comprehensive hands-on training. Experienced faculty are committed to educating students in an environment that simulates the professional atmosphere and realities of the workplace to better prepare our graduates for their career goals.

Letter From the President

Dear Student:

Northeast Technical Institute understands the importance of every student’s desires for personal and career success and we are pleased you chose us to help you begin to achieve your goals!

Technical schools have become integral to New England’s business and industrial communities. Our mission at NTI is to provide affordable and meaningful opportunities for our students. NTI is committed to embracing change and anticipating emerging trends in the employment marketplace, as well as in the society we serve.

Our pledge to you is to not only create abundant opportunities by offering the very best career and technical educational programs, but to also provide comprehensive and accessible student services to foster your success.

As President of Northeast Technical Institute, I would like to personally say thank you for allowing us to be part of your future.

Thank you and good luck,

James Liponis
President
Northeast Technical Institute
Approvals

Northeast Technical Institute (NTI) is approved by the State of Maine, Department of Education & Veterans Affairs to offer the following programs:

- Business Administration
- Medical Laboratory Assistant
- Clinical Medical Assistant
- Medical Office Assistant
- Commercial Driver Training (A)
- Medical Transcription
- Commercial Driver Training (B)
- Network Administration/Design
- HVAC/R
- Network Specialist
- Computer Repair Technician
- Pharmacy Technician
- Desktop Support Technician
- Phlebotomy/EKG Technician
- Medical Coding and Billing

- Accredited by the Council on Occupational Education
- Licensed by the Maine Secretary of State
- Member of the Maine Motor Transport Association
- Approved by Maine State Approving Agency for Department of Veterans Affairs Educational Benefits
- Department of Employment Security (ME, NH, MA)
- Authorized ProMetic Testing Center
- North America Technician Excellence (NATE)
- Environmental Protection Agency (EPA)
- Maine Motor Transportation Association
- Approved Education Member of the Pharmacy Technician Certification Board
- Approved Education Member of the Building Performance Institute

School Facilities

NTI serves students at 51 U.S. Route 1, Suite K, Scarborough, Maine and 1010 Stillwater Ave, Bangor, ME. The campuses are handicapped accessible and also accessible by public transportation and offers ample parking. The campuses have classrooms and computer labs, as well as program-specific labs to provide an effective learning environment. NTI operates 2 CDL training yards; 4 Ginn Road, Scarborough, ME and 358 Colbrook Rd, Hampden, ME. The Library and Student Services Department offer student service support to all students. Northeast Technical Institute is a non-smoking facility, however, there are designated smoking areas outside. NTI’s HVAC/R program has an extendend shop/classroom at 5 Industrial Road, So. Portland for its Scarborough students and at 2402 Route 2, Hermon for its Bangor students.

School Information

Students

NTI serves a diverse population of approximately 600 adult learners annually at its Scarborough and Bangor campuses. Approximately 64% of NTI students are male and 36% are female. The student population varies in age. Of the students at NTI, 40% are over the age of 40 (average age is 36). Many are employed either in full time or part time jobs. The NTI student body is composed of individuals from various racial, ethnic, and religious backgrounds.

<table>
<thead>
<tr>
<th>Race</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>82%</td>
</tr>
<tr>
<td>Race unknown (not disclosed)</td>
<td>15%</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
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</tr>
<tr>
<td>Hispanic of any race</td>
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<tr>
<td>Black/African American</td>
<td>1%</td>
</tr>
<tr>
<td>Asian</td>
<td>0%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>0%</td>
</tr>
</tbody>
</table>

Class Size

- Maximum Classroom Size for CDL Scarborough Driver Training: 22
- Maximum Classroom Size for CDL Bangor Driver Training: 18
- Maximum Classroom Size for Scarborough Medical Administration: 20
- Maximum Classroom Size for Bangor Medical Administration: 20
- Maximum Classroom Size for Scarborough Clinical: 20
- Maximum Classroom Size for Bangor Clinical: 16
- Maximum Classroom Size for Scarborough IT: 24
- Maximum Classroom Size for Scarborough HVAC/R: 18
- Maximum Classroom Size for Bangor HVAC/R: 14

School History

In the mid 1990’s Chris Liponis, founder of a successful career training school in New Hampshire saw the need for a similar operation in the Southern Maine community where he was born and raised. A family business, Northeast Career Schools in New Hampshire served the needs of over ten thousand students in the fields of professional truck driving, allied health and information technology over 15 years. The short term training filled the needs of adult students looking for skills that would garner job security and a better standard of living.

With his sons in the family business, Chris saw the opportunity to open a smaller version of the same school in South Portland, Maine. His son James relocated to Southern Maine to facilitate the school opening and take control of day to day operations. Northeast Technical Institute was established in the summer of 1995 and began training students at its South Portland campus. The school began with a few short courses in a small space and with a modest array of teaching equipment.

By 2000, NTI had relocated to new facilities in Scarborough, Maine. With more offices, more classrooms and state of the art teaching facilities and equipment, the decision was made to open a small campus in central Maine in 2001. In the following years, the reputation of NTI grew in the Maine community as a small but successful, student friendly school with training for students of all ages and backgrounds.
Admissions Information

Listed below are general requirements and procedures that NTI has established for all students seeking admission. Some programs have additional admissions and other requirements, which can be found in the individual program sections of this Catalog.

1. All applicants to the School must complete an Enrollment Agreement and all required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.

2. All applicants must complete an informational interview parents or spouses are encouraged to be present.

3. All applicants are encouraged to tour the campus learning environment prior to starting classes.

4. All courses are conducted in English. Students must be able to speak, read, and write English fluently.

5. All applicants must complete financial arrangements prior to starting class.

6. An applicant to the School programs must:
   - Be a high school graduate, or
   - Possess a General Education Development (GED) certificate, or
   - Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student’s home state, and beyond the age of compulsory attendance in that state, or
   - Be a high school senior eligible to apply and submit proof of high school graduation, or
   - Demonstrate the ability to benefit (ATB) by passing an Exam (applies to non-Title IV programs only)

Evidence of high school graduation or equivalent must be presented to the School. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a GED certificate or official notification that a GED has been earned.

Please note the following items need not be submitted at the time of admission but are required (if applicable to the student’s choice of program) for successful completion of the program:

Documentation of any required health examinations, pathology tests, and immunizations must be submitted prior to beginning clinical courses or the externship experience.

Commercial Driving Applicants are required to pass a Department of Transportation (D.O.T.) physical examination and drug test administered by NTI approved D.O.T. examiner. Applicants may be required to undergo criminal background checks before a student can be placed with a NTI client company, placed into an externship, or take professional licensing or certification. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

Definition of a Unit of Credit

The School measures its programs in quarter credit hours:

One credit hour equals:

- a minimum of 20 lecture clock hours, or
- a minimum of 25 laboratory clock hours,

A clock hour is a minimum of 50 minutes of instruction within a 60 minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

Transfer Credits

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Admissions Representative. Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

Students who have been officially admitted to a program at the School and wish to transfer to a different program of study at the School must be in good standing in their current program of study and meet the admissions requirements of the desired program of study. The student’s Admissions Representative will then submit the request and other materials to the General Manager who will approve or deny the request.

Credits earned prior to matriculation at Northeast Technical Institute are evaluated for transfer by the Registrar. In general, subjects in which grades of C or better were earned are accepted. No more than 9 credits are accepted from an accredited post-secondary school. No more than 3 credits may be earned through correspondence or Internet courses. Transfer credits are not counted into grade average, but they count toward the credit accumulation rule.

Ability to Benefit for Non-Title IV Programs

Students beyond compulsory school attendance age who have not earned a high school diploma or equivalent, are not committed to earning a high school diploma equivalent, and have the ability to benefit from the education offered at NTI. The ATB exam is administered at no cost and the exam includes both quantitative and verbal measurements. If the exam results are noted as failed, a waiting period of 60 days is required prior to rescheduling. Admissions of failed exams is not permissible. Students who wish to participate in Federal Financial Aid must possess a high school diploma or GED.
Admissions Information

Financial Aid Programs

Federal Pell Grant
Eligible students at NTI may receive this grant based on financial need. Federal Pell is a grant that does not need to be repaid.

Federal Direct Student Loan Program - Stafford Student Loans
All eligible students at NTI are able to borrow a traditional "student loan" from the Federal Student Loan Programs. These loans are called Federal Stafford Loans, and the interest on these loans may be subsidized and/or unsubsidized.

Federal Direct Student Loan Program - Parent PLUS Loans
The parents of dependent students at NYCI are generally able to borrow a parent PLUS loan from the Federal Student Loan Program. Parents can borrow up to the full cost of education (minus any other aid received).

Financial Aid Application
The starting point for all financial aid is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.ed.gov, and our Financial Aid Office will gladly assist you with the online application process. Once the application is submitted, it takes a day or two for the school to receive the electronic reply from the US Department of Education. The information contained in this document allows NTI to calculate the amount of student aid each student will receive.

Upon completion of the application process, your financial aid advisor at NTI will prepare a package of financial aid for you based upon your eligibility and financial need. Your advisor will discuss the timing of aid payments, explain billing and payment procedures, and can advise you about alternative financing sources.

Citizenship
A student must be a citizen or eligible noncitizen to receive and from the Federal Student Aid programs. Students with questions regarding the requirements of citizenship should consult the Financial Aid Office.

Selective Services
Men aged 18 –25 are required to register with the Selective Service System. This requirement covers men residing in the United States who are U.S. citizens or noncitizens, except that a man who is in the U.S. as a lawful nonimmigrant isn’t required to register as long as he maintains that status. Students who are required to register with the Selective Service must do so to be eligible for Federal Student Aid funds, but parents who want to borrow a PLUS loan aren’t required to have registered.

Social Security Number
NTI is required to collect a student’s SSN (and parents’) so that the Central Processing System (CPS) can validate it through a match with the Social Security Administration (SSA). The CPS verifies that the name and birth date associated with the SSN match the name and birth date on the Free Federal Application for Federal Student Aid.

Financial Aid History
A person generally isn’t eligible for FSA funds if he is in default on a Federal Student Aid loan or he/she owes an overpayment on a Federal Student Aid grant or loan and he has not made a repayment arrangement for the default or overpayment. Also, for a parent to receive a PLUS Loan, neither the parent nor the student may be in default or owe an overpayment on a Federal Student Aid loan or grant (though a parent in default on a PLUS loan does not make a student ineligible for aid).

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition/Fees*</th>
<th>Allowable Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Medical Assistant I</td>
<td>$12,155.00</td>
<td></td>
</tr>
<tr>
<td>Clinical Medical Assistant II</td>
<td>$14,980.00</td>
<td></td>
</tr>
<tr>
<td>HVAC/R</td>
<td>$14,055.00</td>
<td></td>
</tr>
<tr>
<td>Information Technologist</td>
<td>$14,155.00</td>
<td></td>
</tr>
<tr>
<td>Medical Coding and Billing</td>
<td>$8605.00</td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Assistant II</td>
<td>$9110.00</td>
<td></td>
</tr>
<tr>
<td>Medical Office Assistant II</td>
<td>$7095.00</td>
<td></td>
</tr>
<tr>
<td>Medical Transcription II</td>
<td>$6855.00</td>
<td></td>
</tr>
<tr>
<td>Network Administration &amp; Design</td>
<td>$9055.00</td>
<td></td>
</tr>
<tr>
<td>Network Specialist</td>
<td>$12,055.00</td>
<td></td>
</tr>
</tbody>
</table>

*Includes program tuition amount and registration fee ($150.00).

Allowable Costs Include:

Books and Supplies: The average cost of books and supplies for a typical student. Typically includes books, educational supplies, course materials, and national certification exam(s).

Transportation: Represents transportation costs to and from class and work (e.g., bus fare, gasoline, tolls, parking).

Housing and Personal Expense: Represents living expenses while attending school.
Admissions Information

Policy of Nondiscrimination

The School does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

The School’s policies and practices are in accordance with all applicable laws and regulations, including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and

Pursuant to the Rehabilitation Act of 1973 and the 1990 Americans With Disabilities Act (ADA), NTI will provide reasonable and individualized academic modifications for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. Because each student’s disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability. Documentation to support the disability must be provided to the School at the time of the request.

NOTE: We are committed to the transparency and accuracy for fee charging. The exact amount of course fees and miscellaneous fees, the payment terms, refund policy and transfer/withdrawal policy relating to the course will be clearly specified in the Student Enrollment Agreement.

Felony Convictions

Students who have a prior felony conviction will not be allowed to participate in the Federal Student Aid (FSA) programs at Northeast Technical Institute. Non-FSA students will be required to sign a placement waiver and/or a program enrichment form which states that they will most likely be unemployable, and NTI will not be responsible for providing placement assistance.

Withdrawal From Classes Prior to Start Date

Students who wish to modify their enrollment in any program must officially withdraw from their accepted start date to prevent charges to their account. Students who are unable to come to the campus may mail or fax to the Office of Admissions and Records a written request to be withdrawn from classes provided the classes have not started. All written requests for class withdrawals must include the student’s signature.

Withdrawal After Commencement of Classes

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the School of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any program or module in which a student fails to start classes.
3. The date when the School terminates the student’s enrollment.
4. The date the student began an administrative leave of absence, if the student fails to return from the approved leave of absence.

Refund Policy

Applicants not accepted by the School shall be entitled to a refund of all monies paid minus the application fee.

Once a student begins school and withdraws for any reason whatsoever, the School’s refund of tuition calculation, less a $100 administrative fee and any fees paid for required items such as background check, motor vehicle record, etc. Refunds for Recipients of Veterans Education Benefits, NTI complies with the VA requirement for a pro rate refund of the unused portion of the tuition, fees and charges in the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion. Students attending with Financial Aid funds must also refer to the Return to Title IV policy.
Admissions Information

Cancellation of Enrollment Agreement

The School will refund all payments of tuition minus the application fee if the student requests cancellation in writing to the School Business/Registrar’s Office within three (3) business days after signing the Enrollment Agreement. Students who have completed and submitted an enrollment agreement, yet have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days, either following attendance at a regularly scheduled orientation (either at the facility or online) or a tour of the School facility. After this interval $100 of the registration fee becomes nonrefundable.

NTI reserves the right to postpone or change the date or time when a program is offered. Students who are unable to commence studies with the change in program start must follow the Cancellation of Enrollment Agreement Policy.

Refund of Tuition Calculation

Prior to the first day of the program .................................................. 100% Tuition
During the first 3 calendar days of program ................................. 100% Tuition*
During the first day through 9.9% of program ............................. 90% Tuition*
After more than 10% and through 24.9% of program ............. 50% Tuition*
After more than 25% and through 49.9% of program .......... 25% Tuition*
50% and through 100% of program ........................................ 0% Tuition

*less $100 administrative fee and CDL students will prohibited from receiving FMCC certificate. Less criminal background check, driving record or other fees paid at time of enrollment.

Return to Title IV Funds Policy

Return to Title IV: All students receiving federal aid, who withdraw from the institution in the first 60% of any payment period, are subject to Return to Title IV Regulations. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned.

The law specifies how Northeast Technical Institute must determine the amount of Title IV program assistance he has earned up to that point is determined by a specific formula. If he received (or Northeast Technical Institute or his parent received on his behalf) less assistance than the amount he earned, he may be able to receive those additional funds. If the student received more assistance than he earned, the school and/or the student must return the excess funds.

The student must be fully eligible to receive federal funds prior to his withdrawal in order for Title IV aid to be considered as aid that could have been disbursed and, consequently, included in the Return to Title IV calculation. The criteria for eligibility are:
1. The Student Aid Report (or ISIR) must have been processed with an official EFC by the date of withdrawal.
2. The student must have been making Satisfactory Academic Progress.
3. For any Direct Stafford or Direct PLUS Loan, the loan must have been certified by the date of withdrawal.

The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if he completed 30% of his payment period, the student earns 30% of the assistance he was originally scheduled to receive. Once he has completed more than 60% of the payment period or period of enrollment, he earns all the assistance that he was scheduled to receive for that period.

If the student did not receive all of the funds that he earned, he may be due a post-withdrawal disbursement. If his post-withdrawal disbursement includes loan funds, Northeast Technical Institute must get his permission before it can disburse them. A student may choose to decline some or all of the loan funds so that he doesn’t incur additional debt.

Northeast Technical Institute may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition (as contracted with the School). The School needs the student’s permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his permission, he will be offered the funds directly; however, it may be in the student’s best interest to allow the school to keep the funds to reduce his debt at the school.

A post-withdrawal disbursement to the student’s account to pay charges must be disbursed as soon as possible but no later than 180 days after the date the school determined is the withdrawal date. A post-withdrawal disbursement made directly to the student must be disbursed as soon as possible, but no later than 45 days for grants and 180 days for loan funds.

There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to him once he withdraws because of other eligibility requirements. For example, a student may have been scheduled to receive a Direct Stafford Student Loan, but if he has not signed a promissory note, the funds cannot be disbursed to him after he withdraws.
If a student receives (or Northeast Technical Institute or his parent receive on his behalf) excess Title IV program funds that must be returned, Northeast Technical Institute must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of his funds, or
2. the entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of the student's Title IV program funds. The School must return the unearned aid for which it is responsible by repaying funds to the following sources, in this order, up to the total net amount disbursed from each source:

1. Direct Unsubsidized Stafford Student Loan
2. Direct Subsidized Stafford Student Loan
3. Direct Parent PLUS Loan
4. Pell Grant

These unearned Title IV funds must be returned no later than 45 days after the date the school determined the student withdrew.

If Northeast Technical Institute is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he (or his parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note. That is, he makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he received or was scheduled to receive. The student must make arrangements with the School or the Department of Education to return the unearned grant funds. Within 30 days of the date the School determined the student withdrew, the School is required to notify the student of his obligation to repay grant funds. The student is required to repay the grant funds within 45 days of the earlier of:

1. the date the School sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment (in the event of a late notification).

The requirements for the return of Title IV program funds when a student withdraws are separate from any refund policy that the School has. Therefore, a student may still owe funds to the School to cover unpaid institutional charges. The School may also charge a student for any Title IV program funds that the School was required to return. A copy of the School's refund policy is published in the Student Handbook and can also be obtained from the School's Financial Aid Office. If a student wishes to withdraw, he should speak with the Campus Director and complete a Notification of Withdrawal form.

For more information about Title IV program funds contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Student Aid information is also available on the web at www.studentaid.ed.gov.
Student Information and Services

Academic Freedoms and Student Responsibilities

The student who has been accepted into an academic program of study at the School has certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.

4. When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with the School’s nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.

5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.

6. Students will be given full disclosure and explanation of all fees and financial obligations to the School.

7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.

8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

9. Students have the responsibility to conduct themselves in a professional manner within the institutional, clinical, externship, and lab settings, and to abide by the policies of the School.

10. Students are expected to conduct all relationships with the School staff and faculty, their peers, and their clients with honesty and respect.

11. Students are to comply with directions by School faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.

12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

14. The responsibility to respect and protect the learning environment at NTI is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at NTI depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

Conduct

NTI requires students to conduct themselves in accordance with the standards of their future professions. The School has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of School documents.

2. Theft, deliberate destruction, damage, misuse, or abuse of School property or the property of private individuals associated with the School.

3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other School activities.

4. Failure to comply with School officials acting within the scope of their employment responsibilities.

5. Failure to comply with all School regulations, whether contained in official School publications or announced as administrative policy by a School official or other person authorized by the Campus Director/General Manager or the President of the School.

6. Violence or threats of violence toward persons or property of students, faculty, staff, or the School.

7. Improper use of email and Internet access. Please see the Electronic Communications Policy for additional information.

8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials, such as computer programs, music, movies, photographs, or written materials.
Student Information and Services

Additional Code of Conduct for Campus Activities

In addition to the violations noted above, students participating in onsite activities will be held accountable for, or should report, the following violations while on School, clinical, or externship property:

1. The use of alcoholic beverages or controlled substances on the School or externship property, including the purchase, consumption, possession, being under the influence of, or sale of such items.
2. The use of any tobacco products in the School buildings, and eating or drinking in the classrooms or any location other than designated areas.
3. Bringing animals onto School property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
4. Bringing children into the School teaching areas. The School does not provide childcare services and cannot assume responsibility for their health and safety.
5. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
6. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
7. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto School property.
8. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
9. Rape, including acquaintance rape and/or sexual assault, in any form.
10. Unauthorized presence in, or forcible entry into, a School facility or School-related premises.
11. All forms of gambling.
12. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

Electronic Communications Policy

NTI expects all students to use electronic communications in a responsible, ethical, and legal manner. NTI values freedom of expression and encourages diverse viewpoints endemic to an academic institution. When NTI does not provide Internet service for its students, it does not have control and cannot censor electronic communications submitted by students from their personal computers. It may, however, monitor the School site, such as the seminar or class discussion boards, and NTI internal email system, to use its best efforts to ensure that offensive, harassing, or other communication jeopardizing the integrity of the School has not been made available to computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are exclusively to assist students in their educational activities. Students should not expect that computer files, email, or Internet bookmarks are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to their usage of these systems. Even when a message or file is erased, it often is still possible to recover the message or file, and, therefore, privacy of messages and computer files cannot be ensured to anyone. Messages sent through these media, and the contents of the hard drives of any computer that is the property of the School may be considered business records and could be used in administrative, judicial, or other proceedings.

Downloading, distributing, or sending obscene materials is prohibited. Use of school facilities or equipment to download, distribute, or send pornographic materials is also prohibited, including, but not limited to, bookmarking any such websites, or opening or forwarding any such email, or fax. Any communications by students via email, instant messenger, or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination section in this Catalog.

Students may not use the School’s computer system in a manner that infringes the copyright of others. Copyright law protects the exclusive rights in images, music, text, audiovisual materials, soft ware, and photographs. The distribution, display, performance, or reproduction of any copyright-protected material through the School computer system without the permission of the copyright owner is strictly prohibited. In addition, the School licenses soft ware to support its educational processes. Students are not permitted to copy, remove, alter, or install soft ware. By using the School’s computer equipment, soft ware, and communications devices, all students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the School’s right to conduct such monitoring. These media and equipment are intended to be used for business and educational purposes only, and any other use by students may result in a written warning concerning the misconduct and further disciplinary action up to and including immediate suspension or dismissal.

NOTE: To ensure the highest level learning environment for all students, cell phones, MP3 or music including headphones are not allowed in the classrooms. Laptops are allowed under the discretion of the instructor. Classrooms and common areas are equipped with cameras to monitor campus safety and educational effectiveness.
Student Information and Services

Student Services
To provide the best possible learning environment, NTI offers its students a wide range of services, from career counseling, student liaison, career placement assistance, information technology support, and housing. The school seeks to enhance all aspects of the student experience while attending NTI.

Student Health Services
The School does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring non-emergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student’s responsibility.

Tutoring
Students who need assistance because of academic difficulties may arrange for tutoring through the admission’s office. Faculty and peer tutors are available to help prepare students for an exam, assist with a term paper, or sharpen student skills. Additional fees may apply.

Student Housing
NTI does not have dormitory facilities, but can help students arrange for accommodations if they desire it during the course of their studies. The location, cost, availability, and other details may vary. Ask an admissions representative for details. While using housing as a student of NTI, school policy and that of the housing establishment are both in effect. Any additional charges incurred during a students stay are the sole responsibility of the student and must be paid in full prior to graduation.

Personal Property
The School assumes no responsibility for loss or damage to a student’s personal property or vehicle.

Personal Appearance
Students are required to dress in an appropriate manner while on campus and at the assigned externship location. Students should show concern for the appropriateness of dress while attending the School and be guided by the principle that what is proper for the workplace is proper for School. Hats are not allowed on campus in classrooms.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to

Drug and Alcohol Abuse Awareness and Prevention
In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (the School makes available a Drug-Free Schools and Workplaces information package. This information is available in the Registrar’s office. This package includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

General Student Complaint/ Grievance Procedures
NTI encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute-resolution procedures. NTI will investigate all complaints or grievances fully and promptly. A grievance is defined as a student’s written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or NTI staff. Grievances may include misapplication of NTI policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other NTI employees.

STEP 1
A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2
The student should next bring the grievance to the attention of his/her Admissions Representative or Student Liaison.

STEP 3
Should the student’s grievance not be resolved to the student’s satisfaction after completing steps one and two, or if steps one and two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the General Manager.

STEP 4
Unresolved concerns regarding the grievance may be appealed within 14 days from the President’s decision to the Review Committee either in writing or by personal appearance. To appear at the Review Committee, make an appointment through the Student Liaison office. The Review Committee consists of the Campus Director, General Manager, and President. The Review Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the School.

Students disagreeing with the School’s decision may contact:
Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Student Information and Services

Career Services
The School offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the “Graduation Requirements” section of this catalog. Many students desire to obtain employment on their own. The School supports and encourages this effort and will provide techniques on seeking and securing employment.

Students are responsible for informing the School of their employment information. The Career Services Department:

• Assists students in application and résumé preparation
• Teaches professional interview techniques
• Provides the student with access to NTI’s online resource center (www.NTIWired.com) where students can organize their job search, build a resume, and search for exclusive job opportunities

NTI does not promise or guarantee employment or externships (if applicable); however, a sincere and determined effort is made to assist students in finding jobs/externships. This service is available to all graduates in good standing for the life of the school at no extra charge.

Administration, Staff, and Instructors
The school is proud of its carefully selected staff and instructors members, who bring varied educational and work experiences from their fields. Many are involved on a day-to-day basis in their profession and contribute knowledge and skills that reflect current trends and requirements of their respective fields. A list of the school’s faculty and staff is provided in this Catalog and on the student portal.

Library
Each campus location maintains and develops information resources and services that support the education goals of students, instructors, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals and other digital information formats, computer workstations, and other materials.

Because library skills are an integral part of a student’s academic achievement, students receive instruction in library skills and procedures. The development of library skills is strengthened by research components built into the School’s curriculum.

Students enrolled in any of the School’s educational delivery systems are assured access to educational resources and services through a variety of media which are intended to supplement, not replace, class attendance or personal study time. The availability of tutoring resources may be limited to certain courses and/or subject

Media Services
The campus media services provides classroom technology support to all campuses. Classrooms are equipped with technology and equipment to support the teaching and learning process.

Student Interaction
Student interaction is considered to be an important component of the academic experience at the School. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

Crime Awareness and Campus Security
In keeping with the requirements of the Campus Security Policy and Campus Crime Statistics Act, the School makes available to all current and prospective students and employees, upon enrollment/hire date, the School policies and procedures for maintaining campus security (updated October 1 annually). This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on each NTI campus.

Suspension and Dismissal
All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The School reserves the right to suspend or dismiss any student who:

1. Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the “Conduct” section of this catalog;
2. Fails to maintain satisfactory academic progress;
3. Fails to meet attendance standards; or
4. Fails to meet financial obligations to the School.

Time on suspension will be counted as an absence from school and cannot exceed the allowable absences stated in the attendance policy. Fees for re-enrollment due to attendance dismissal will apply.
Student Information and Services

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students rights with respect to their education records including:

- Students have the right to inspect and review their education records during normal school hours with an appointment within 45 days of the day the Registrar receives a written, dated request for access.
- Students have the right to request the amendment of education records that they believe are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Campus Director / General Manager, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the School decides not to amend the record, the School will notify the student of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- Students have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable. The School may neither release nor disclose personally identifiable information contained in the student’s education records to outside employers, agencies, or individuals without first securing a written release from the eligible student, as applicable, unless permitted by the Act. A exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the School is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the School discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

    Family Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202-4605

Attendance/Tardiness Policy

The School emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to compete in the highly competitive labor market.

The specific requirements for attendance are the following:

- At the onsite locations, attendance is defined as attendance at a scheduled course meeting.
- Requirements for students’ attendance and participation are defined in the specific syllabi for those courses.
- Students arriving late for a class or leaving early are considered tardy. Tardiness is a disruption of a good learning environment and is discouraged.
- Students who have not participated in class by failing to log in to the Learning Management System or failing to attend an instructor led program for 14 consecutive calendar days will be administratively withdrawn from their program.
- Students who were withdrawn due to non-attendance must apply for re-entry or re-admission with an admissions representative. All re-entries must meet with the Registrar to confirm academic record prior to paying any fees.
- Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion from that class.
- The Veteran’s Administration requires timely reporting of students who are receiving Veteran’s benefits and who are no longer attending class. In order to meet those requirements, a report is filed whenever a student receiving VA benefits misses two consecutive classes.
- Students withdrawn due to nonattendance must apply for re-enrollment by contacting their admission’s representative and completing an evaluation by the Registrar’s office, completing necessary paperwork and paying all applicable fees.

Changes in Programs or Policies

The School has the right, at its discretion, to make reasonable changes to policies and program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student’s education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The School is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.
Academic Information

Refresher Courses for Graduates

Graduates of the School are welcome to return for refresher courses at no tuition cost provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the school’s General Manager. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

Makeup Standards

Students are encouraged to be in class every day and on time. It is the student’s responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the School’s guidelines.

Hours of makeup work cannot be accepted as hours of class attendance, and makeup work is not permitted for the purpose of receiving veterans’ educational training benefits.

Program Transfers

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Admissions Representative.

Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress. Students transferring to a new program must complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

Students who have been officially admitted to a program at the School and wish to transfer to a different program of study at the School must be in good standing in their current program of study and meet the admissions requirements of the desired program of study. The student’s Admissions Representative will then submit the request and other materials to the Registrar who will approve or deny the request.

Dropping or Adding Courses

Students may drop or add courses according to the following guidelines:

- Students may drop a course, add a course or modify course offerings within the first week of the class start*.
- Students dropping a course beyond the first week of classes will incur 100% financial responsibility for the course.

* Does not apply to instructor-led courses

All schedule changes must be documented on a Student Status Change form. Failure to initiate the appropriate paperwork may result in the recording of a failing grade. Students who withdraw from their entire program of study will receive refunds as described in the refund policy published in this catalog.
Academic Information

Externships

Although students are supervised by professionals at their externship site, they must continue to maintain contact with the Career Services Department on a regular basis. In the event the School is unable to schedule students into an externship upon completion of the program, and as a result, there could be a delay between the end of the program and the beginning of the externship. Students who have successfully completed their program are considered eligible for graduation whether or not an externship has been completed. At the discretion of the School, the externship experience may be secured outside the general residential area.

In order for students to become eligible for an externship, the following academic requirements must be met prior to starting the externship:

1. Passed all required prerequisite courses as indicated in the catalog.
2. Attendance of 90% or greater
3. No failing F grades for any courses within the student’s program on academic record not satisfactorily repeated.
4. No incomplete grades for any courses within the student’s major on academic record.
5. Be in good financial standing with NTI
6. Receive a referral from instructor

- During externship training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.
- Externship hours may be scheduled during the day and are typically Monday through Friday. This will require night students to complete externship hours during the day. Night externship hours are rarely available; therefore, students must not count on the possibility of working night externship hours.
- All externships are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.
- The School maintains affiliation agreements with a variety of facilities to provide students with externship opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. Students are encouraged to seek out externships with the guidance of the Career Services Department. If a student has a particular interest in a facility with which the School is not affiliated, the student may bring this to the attention of the Career Services Department so the site may be evaluated.
- The externship facility will submit evaluations of the student’s performance based on the standards set by the School. Students must satisfactorily complete the externship and submit an approved verification of time completed in order to receive credit.

To complete the externship in the time allowed, students may have to increase the number of hours spent on the externship beyond those normally required during classroom training. All required hours for externship must be completed. Night students are expected to make arrangements to complete their externship during daytime work hours. A reassignment of the externship will be evaluated on a case-by-case basis, and may result in additional charges.

Graduation Requirements

In order to graduate, students must:
1. earn the required total number of credit hours (or clock hours if program applicable) for the program and pass all required courses with minimum grades as prescribed in the catalog, and;
2. complete all required coursework within the maximum time frame permitted and obtain a minimum of grade point average of 70%, and;
3. return all property belonging to the School, and;
4. fulfill all financial obligations to the School prior to graduation unless previous arrangements have been made, and;
5. attend Career Services meeting to prepare resume and cover letter (if utilizing placement services)

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Certification and Licensing Exams

Understanding the requirements of certification and licensing exams is the individual student’s responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion, and even if a student obtains certification the School does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the school cannot guarantee students will pass these exams.

The School makes a reasonable attempt to provide accurate information about test dates and fees for exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check and/or drug check before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their
Academic Information

Students should receive their career diploma* or certificate** of completion approximately 30 days after the end of the term in which they graduated, provided an application for graduation has been submitted, all academic and financial obligations have been satisfied. Students who would like to receive a duplicate or replacement diploma should contact the Office of the Registrar. A replacement fee will apply.

Career Diploma*

NTI Graduates will earn a `Career Diploma` for the successful completion of any program that meets or exceeds 600 hours in length:

- Clinical (Clinical Medical Assistant - I and II)
- Clinical (Medical Laboratory Assistant II)
- Medical Administration (Medical Coding and Billing)
- Medical Administration (Medical Office Assistant II)
- Medical Administration (Medical Transcription II)
- Medical Administration (Pharmacy Technician)
- Pharmacy Technician
- Information Technology (Desktop Support Technician II)
- Information Technology (Network Administration and Design)
- Information Technology (Network Specialist)
- Information Technology (Information Technologist)
- HVAC/R Commercial Driver Training
- (CDL A - Comprehensive)

Certificate**

NTI Graduates will earn a `Certificate` for the successful completion of any program that is less than 600 hours in length:

- Clinical (Medical Laboratory Assistant I)
- Clinical (Phlebotomy/EKG Technician)
- Medical Administration (Medical Office Assistant I)
- Medical Administration (Medical Transcription I)
- Information Technology (Computer Repair Technician)
- Information Technology (Desktop Support Technician I)
- Business (Business Administration)
- Commercial Driver Training (CDL A - Basic and CDL B)
- Bartending
- Individual Computer Classes
- Green Energy Technician

Note: Candidates may elect to take any program offered at NTI as a "Personal Enrichment". Students who attend a program as a Personal Enrichment student may not be eligible for tuition financing and/or job placement assistance.

Transcripts

Official transcripts of academic records may be obtained from the Office of the Registrar. Students who graduate from the School will receive their transcript, certificate, or career diploma upon submission of the graduation application. Students must be in good financial standing for transcripts, certificates or career diplomas to be issued.

Certifications of Enrollment

Students in need of certification of their enrollment at the School must submit a written request to the Office of the Registrar.

Transfer of Credits to Other Schools

Students who wish to continue their education at other schools must not assume that credits earned at the School will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state’s licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward any program. It is at the sole discretion of that receiving institution to accept credits earned at NTI. This is standard transfer-of-credit procedure. The School cannot guarantee the transferability of any credits to other institutions.

Placement, Retention Rates, Completion/Graduation

For the period of July 2009 through June 2010, NTI had an average class retention rate of 84%. The overall graduation rate is 84% within 6 months of a typical program and placement rates of 87%.

Plagiarism and Academic Honesty

NTI requires all students to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. NTI will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under NTI policies. Instructors will fully enforce NTI’s policy concerning academic misconduct and cheating. Working with someone else on exams or other graded materials and turning in someone else’s work as your own are clear examples of cheating. Plagiarism is copying word for word from an author without quoting that author or paraphrasing an author without citing the author. If you are suspected of cheating in this course, the instructor will file a formal complaint against you. Aside from getting an F in the course, other penalties for cheating include expulsion from NTI and a designation on your permanent school transcript that you were found guilty of academic misconduct. Employers do not look kindly on cheaters.

Campus Hours

Please log into the student portal for the most up-to-date hours for your campus. www.ntistudent.com

Holiday Schedule

Closing Dates:
New Year’s Day
Week of July 4th - 8th (2011)
Wednesday before Thanksgiving, school closes at 5:00 pm.
Thanksgiving Day and Friday after Thanksgiving
Satisfactory Academic Progress

Regulations require that all students show satisfactory academic progress towards their educational objective. In order to be considered making satisfactory progress towards a certificate/diploma, students must maintain specified grade averages as well proceed through the course at a pace leading to completion in the specified time frame. Time Frame or Program Completion Policy is reviewed during Orientation. Students receiving funds under any Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. Satisfactory Academic Progress for financial aid eligibility is not to be confused with academic progress evaluations as defined by Northeast Technical Institute which can be found in the Student Handbook/Catalog located in the school’s Admissions office. For purposes of determining Satisfactory Progress, all students will be measured on meeting both academic and completion progress.

To monitor Satisfactory Academic Progress, the following two criteria are evaluated:
1. Qualitative Measure of Progress
2. Quantitative Measure of Progress

SAP Monitoring
The qualitative and quantitative components for SAP at NTI will be monitored at the end of each payment period in order to provide a formal intervention by the institution for those that do not meet the SAP standards.

In order to receive Title IV aid, a student must be making Satisfactory Academic Progress regardless of whether he or she previously received Title IV aid.

Qualitative Measure of Progress
Students must maintain a minimum of a 70% cumulative grade point average at the midpoint and any subsequent review period during their program of study.

Quantitative Measure of Progress
All students must complete 70% of all Northeast Technical Institute scheduled course hours.

Students who do not earn 67% of all Northeast Technical Institute credit hours attempted will be placed on financial aid probation for the next payment period. At the end of the following payment period, the student must meet the standards or financial aid may be canceled for future payment periods until student either meets the standards or the student has an appeal approved putting them on academic probation with an academic plan on file demonstrating the requirements for the student to satisfy requirements prior to graduation.

Students on probation must meet standards each payment period as assigned by the Satisfactory Academic Progress Probation Policy.

Lab-Based Academic Program Progress Requirements
- Satisfactory Academic Progress will be reviewed at the end of each payment period
- Students must successfully complete at least 67% of the attempted credits and 70% of the scheduled hours in coursework pertaining to their program
- Students that fail to meet the published academic progress standards will be subject to Maximum Program Length [MPL] standards for progress
- MPL progress will be reviewed at 50% of the MPL program length
- Attempted hours cannot exceed the MPL of 150% of the program requirements for either credits or scheduled hours of attendance
- Students must meet the minimum GPA requirements to meet the graduation requirements
- Failure to attend or successfully complete any hours towards their program in a given payment period may result in SAP cancellation status effective next term enrolled
- The appeal process is the same as indicated below. In cases of unsuccessful completions or reaching the maximum hours limit, the Academic Plan is required

Qualitative Standard: Grade Average Evaluation
Students are graded in any or all of the following segments: theory, practical, lab and clinic work. A grade average of 70% or higher is required for each segment of training. To be eligible for graduation the cumulative average must be equal or greater that 70%. Students meeting minimum requirements at the evaluation period will be considered making Satisfactory Progress until the next scheduled evaluation which is at the end of each payment period.

The following represents the equivalent of the grades assigned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.5-100</td>
</tr>
<tr>
<td>A</td>
<td>92.5-97.4</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-92.4</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89.9</td>
</tr>
<tr>
<td>B</td>
<td>82.5-87.4</td>
</tr>
<tr>
<td>B-</td>
<td>80.0-82.4</td>
</tr>
<tr>
<td>C+</td>
<td>77.5-79.9</td>
</tr>
<tr>
<td>C</td>
<td>72.1-77.4</td>
</tr>
<tr>
<td>C-</td>
<td>70.0-72.0</td>
</tr>
<tr>
<td>F</td>
<td>69.9 and below: Failure</td>
</tr>
</tbody>
</table>

If student fails to meet SAP requirements, student will be issued a “warning” that evaluates SAP at the end of each payment period, which allows the student to receive aid for one payment period (no appeal required during the warning phase). After that, students may be put on “probation” if the student continues to not meet SAP for one payment period based on an appeal.
Satisfactory Academic Progress

Maximum Time Frame Standard
Federal law requires that students while receiving financial aid funds under Title IV aid programs, must complete their educational program of study in a period of no greater than 150 percent of the published length of the educational program, and you may attempt no more than 1 and ½ times the number of credits needed for your current program. In addition, students must show evidence of making satisfactory progress toward their program objectives in order to remain eligible for further funds. For purposes of determining eligibility, satisfactory progress is defined as completing 67% of the credits they attempt each payment period toward their program objectives while maintaining a minimum of a 70% average. Students that fail to complete 67% of the attempted credits in the next payment period may be denied financial aid until the completion rate is brought above 67%.

Satisfactory Academic Progress Warning
Students who do not meet the SAP standards during a payment period will be placed on “Financial Aid Warning” at the end of the payment period in which they did not meet the standard(s). Students will be eligible to receive federal financial aid funding for the following payment period. Students given this status are not required to petition for possible reinstatement of their financial aid eligibility.

Students placed in the Financial Aid Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility, and the importance of seeking guidance/advising/counseling from appropriate staff.

Students who do not meet SAP standards after this period of Financial Aid Warning will be denied eligibility for future semesters and placed on a SAP Cancellation status until they meet the SAP standards or submit an SAP Appeal that is approved.

It is possible for a student to be subjected to more than one period of financial aid warning throughout the course of their academic study at Northeast Technical Institute.

Satisfactory Academic Progress Probation
Students who do not meet the SAP standards after being placed on Financial Aid Warning will be placed on cancellation status for future financial aid until they meet SAP standards or submit a SAP Appeal that is approved.

Students that submit a SAP Appeal that is approved will be placed on ‘probation’ status, may appeal to the Financial Aid Review Committee for reinstatement based on his/her special case.

If the appeal involves exceeding the maximum timeframe, documentation from the student’s academic advisor which lists the remaining courses required to complete the certificate/career diploma.

If a student’s appeal is disapproved, the student will become ineligible to receive Title IV funds to continue their program. If a student’s appeal is approved, student will be placed on probation. The school director for review. The School Director will make the final determination on all appeal petitions. The financial aid director will notify students of their appeal results within 10 days.

Re-establishing Eligibility after Cancellation
Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.) who is placed on a cancellation status, may appeal to the Financial Aid Review Committee for reinstatement based on his/her special case.

Students failing to meet SAP requirements after their “warning” period, have the right to appeal in order to avoid losing financial aid funds. To appeal, a student must submit a written appeal to the Director of Financial Aid. The appeal should include the following information:

• The actions the student will take, or has taken, to correct or prevent the situation from reoccurring.
• If the appeal involves a medical reason, documentation from a doctor indicating the student is cleared to return to school and the medical condition will not prevent the student from being successful in the future.
• If the appeal involves exceeding the maximum timeframe, documentation from the student’s academic advisor which lists the remaining courses required to complete the certificate/career diploma.
• If a student’s appeal is disapproved, the student will become ineligible to receive Title IV funds to continue their program. If a student’s appeal is approved, student will be placed on probation. Northeast Technical Institute will allow the student one additional pay period to meet Satisfactory Academic Progress. The Financial Aid Director will submit completed appeal petitions to the School Director for review. The School Director will make the final determination on all appeal petitions. The financial aid director will notify students of their appeal results within 10 days.
Satisfactory Academic Progress

Remedial Courses
Credit is given for remedial courses and they count toward the satisfactory academic progress requirements. Financial aid is available for these courses.

Incomplete Grades
A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term.

Students must meet the following conditions to be considered for an incomplete grade:

1. The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the student must have completed at least sixty percent of the course regardless of the time in attendance.
3. At the time of the incomplete request, the student must have a grade of "C" or better in the course.
4. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
   - The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.
   - A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a Request to Complete Course Form outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the registrar grants approval.
   - Students must complete all required work within 30 days from the request date of the incomplete.
   - Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student’s transcript.
   - Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

Repeated Courses
Students are restricted to the amount of times that they can repeat a course in order for it to count for Title IV purposes (enrollment status, and receiving Title IV aid).

Students must complete all required courses within their program of study with a grade of 70 or higher to qualify for graduation. Any course with an earned failing grade must be completed prior to the completion of the program. A student is allowed one repeat without approval from the Registrar. Students requiring an additional repeat will be required to pay for the course and must receive approval before attempting this course. For each allowable course repeat, each attempt will be used in determining the student’s enrollment status.

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if the student received an unsatisfactory or failing grade (if approved).

Not Allowable: Student may not repeat a passed course to improve GPA.

All repeated courses do affect financial aid satisfactory academic progress calculations.

Leave of Absence
A Leave of Absence is defined as an approved interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress Standard. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program from the point of interruption. A Leave of Absence will be granted if the request is submitted in writing to the Financial Aid Coordinator. Normally, only one LOA may be granted in any 12 month period and may not exceed 60 days. For very unusual/limited circumstances, more than one LOA in a 12 month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12 month period. NOTE: Complete documentation and certain conditions are needed to support this request. ie: jury duty and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the withdrawal date at the institution will be the date the student began the approved Leave of Absence. Return to Title IV calculations will be determined by the last date of documented attendance.

Transfer Credits
While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Admissions Representative. Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

Students who have been officially admitted to a program at the School and wish to transfer to a different graduate program of study at the School must be in good standing in their current program of study and meet the admissions requirements of the desired program of study. The student’s Admissions Representative will then submit the request and other materials to the General Manager who will approve or deny the request.
Satisfactory Academic Progress

Transfer Credits (continued)

Credits earned prior to matriculation at Northeast Technical Institute are evaluated for transfer by the Registrar. In general, subjects in which grades of C or better were earned are accepted. No more than 9 credits are accepted from accredited post-secondary schools. No more than 3 credits may be earned through correspondence or Internet courses. Transfer credits are not counted into grade average, but they count toward the credit accumulation rule.

Withdrawal After Commencement of Classes

Students who wish to end their enrollment in any class must officially “drop” or withdraw from it to avoid a failing grade. Students who are unable to come to the campus may mail or fax to the Office of Admissions and Records a written request to be dropped from one or more classes, provided the courses to be dropped are clearly indicated and the request is received on or before the withdrawal deadline published in the official calendar for that program. Failure to officially withdraw may result in a grade of “F”. All written requests for course or program withdrawals must include the student’s signature. If dropped after the withdrawal deadline, the first calendar week of the course session, the course will be reported in calculating SAP.

The effective withdrawal date for a student shall be when any of the following occur:
1. The date the student notifies the School of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any program or module in which a student fails to start classes.
3. The date when the School terminates the student’s enrollment.
4. The date the student is scheduled to return from an administrative leave of absence and fails to do so.

If you have ceased to participate in a course but have not withdrawn officially, you shall be deemed to have withdrawn unofficially. Evidence of unofficial withdrawal includes failure to attend class meetings for 14 consecutive days; failure during this period to meet any course requirements; and failure to attend the final examination. Unofficial withdrawals can result in termination from your program of study.

Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed after waiting a period of 3 months (90 days). Such students will be enrolled on a probationary status. This procedure applies only to dismissals caused by lack of Satisfactory Progress and will never be granted more than once. It does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates for newly entering students. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during the 1st period of enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the administration fee will be waived. Course incompletes, repetitions and non-credit remedial courses have no effect on Satisfactory Progress standards. The student will need to meet with the Registrar to confirm academic standing and a financial aid administrator to determine if he/she is eligible to receive financial aid.

Termination from NTI: Appeal Procedure

NTI has the right to terminate a student’s enrollment when they are “failing to make Satisfactory Progress”. A terminated student may appeal this determination. The following appeal procedures will be used:
1. The school will send to the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The student may appeal the action of the school by requesting such appeal – in writing- to the School Director along with any supporting documentation showing reasons why the decision to terminate should be reversed and request a re-evaluation. This must be done within 10 days of the receipt of such written notice.
Financial Information

Tuition Financing Services
Prior to enrolling at the School, all applicants are encouraged to explore the availability of tuition financing through NTI’s partnerships with private lending institutions.

Tuition Financing and application assistance are provided by the School Tuition Financing Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The School is approved for the following loans and grants:

- Private Education Loans
- DET/Career Center Grants:
  - Work Investment Act (ME, NH, MA)
  - Trade Adjustment Act (ME, NH, MA)

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans will result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid. Additional resources on loan management are available to all students on the student portal.

Additional information on eligibility requirements, amounts available, interest rates, scholarships and grants, and repayment schedules is available from the Tuition Financing Office.

Scholarships
NTI donates $500 scholarships to several area high schools and regional vocational centers. A maximum of two students from each school are eligible to receive a scholarship that is applied toward program tuition costs. Full details regarding participating schools and the administration of this scholarship program are available from the Admissions Department.

NTI also donates $500 scholarships to all active and military veterans towards the program of their choice. Military veterans need only prove their time served, with an “Honorable Discharge” with a DD-214 to receive a $500 scholarship.

For more scholarship information, contact the school’s Financial Aid Office.

Veterans Educational Benefits
NTI is approved for participation in the educational payment plans sponsored by the U.S. Department of Veterans Affairs. Prospective students who have questions about their eligibility should contact the College or call the U.S. Department of Veterans Affairs at 888.442.4551 or visit http://www.gibill.va.gov. Students applying for GI Bill Education Benefits from the U.S. Department of Veterans Affairs are required to have previous educational and training evaluated for possible transfer

Enrollment Status
The School is required on different occasions to report the number of students in full-time or part-time status. Students may attempt at 2 different rates depending on when the program meets. Students are considered full time for financial aid purposes under either attendance rate, where full time attendance track is a minimum of at least 24 scheduled hours per week and half time attendance track is minimum of at least 12 scheduled hours per week.

Full-Time Attendance Track
Students who have declared their program and are attending class a minimum of 24 hours per week.

Half-Time Attendance Track
Students who have declared their program and are attending class a minimum of 12 hours per week.

Delinquent Accounts
Students who fail to pay their accounts within 30 days of original obligation will be considered delinquent and the student is notified by mail of the delinquent account status. Once considered delinquent, a student's records are placed on hold and the student will be unable to request transcripts, receive grades or continue attending their program until the account is paid in full. Only cash or cashier's checks will be accepted for delinquent accounts.

The Business Office will work very closely with students to resolve all delinquent obligations in a timely manner. Failure to pay within the specified time period will result in the account being placed with an outside collection agency for final collection action.

Non Sufficient Funds (NSF) Check Fees
It is the policy of the Northeast Technical Institute to charge a $25 processing fee for checks returned when presented for payment. These are commonly known as NSF checks or stop payment checks and are the result of individuals not carrying enough balance in their checking account to allow for payment. This fee is consistent with fees charged by other area businesses for bad checks.

The school reserves the right to refuse checks from any individual that has presented a check returned for insufficient funds.

If you have any questions regarding this procedure please contact the Business Office at 1-800-447-1151.
Educational Curricula

Programs of study offered at Northeast Technical Institute are designed to provide students with a variety of career-oriented curricula. Skill subjects offered in conjunction with courses in supporting disciplines help prepare graduates to enter highly competitive career fields. The educational training provided by the School, coupled with employment possibilities, affords graduates opportunities to develop and advance in their chosen professions.
Mission Statement

The Allied Health Department believes that learning is a continuous life-long process and maintains that each student has dignity and worth and brings unique experiences to the educational environment. The curriculum is based on clearly-stated objectives, relevant content and experiences, and evaluation of program components and outcomes. The Department is dedicated to produce well educated health care professionals with the skills, knowledge, dedication, philosophy and competence to meet the needs of the community.

Course Delivery

NTI’s Allied Health Training utilizes a variety of learning delivery mechanisms to achieve a total learning solution by augmenting and “blending” the student’s experience to help assimilate the knowledge and skills being taught. NTI’s unique learning model and instruction, known as “FLEX-TRAIN”, is a teaching method that allows you to progress through material with the aid and combination of:

- One-On-One Instruction
- Textbooks and Workbooks
- Interactive Courseware and Content through our LMS (Learning Management System)
- Measurement Testing to Reinforce Content

With NTI’s lab oriented FLEX-TRAIN, you are assigned your own Individualized Learning Plan (ILP). Students have the flexibility to design their own schedule and to complete their work at a pace that is convenient for them.

† Clinical laboratory training is Lecture driven.

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General education course options by category include the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
</tr>
<tr>
<td>HIM-101</td>
<td>Principles of Health Information</td>
<td>75</td>
</tr>
<tr>
<td>HIT-011</td>
<td>Medical Billing</td>
<td>75</td>
</tr>
<tr>
<td>HIT-207</td>
<td>Medical Transcription I</td>
<td>75</td>
</tr>
<tr>
<td>HIT-208</td>
<td>Medical Transcription II</td>
<td>75</td>
</tr>
<tr>
<td>HIT-203</td>
<td>Medical Coding I</td>
<td>75</td>
</tr>
<tr>
<td>HIT-204</td>
<td>Medical Coding II</td>
<td>125</td>
</tr>
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</table>

HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
<tr>
<td>SCI-104</td>
<td>Pharmacology for Health Occupations</td>
<td>50</td>
</tr>
<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
<td>75</td>
</tr>
<tr>
<td>SCI-136</td>
<td>Anatomy and Physiology II</td>
<td>75</td>
</tr>
<tr>
<td>SCI-122A</td>
<td>Pharmacy Practice for Pharmacy Techs.</td>
<td>100</td>
</tr>
<tr>
<td>SCI-123</td>
<td>Pharmacy Calculations</td>
<td>75</td>
</tr>
<tr>
<td>SCI-099</td>
<td>Pharmacology for Technicians</td>
<td>100</td>
</tr>
</tbody>
</table>

CLINICALS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CLC-001</td>
<td>† Medical Assisting Skills</td>
<td>236</td>
</tr>
<tr>
<td>CLC-PH1</td>
<td>† Phlebotomy Skills</td>
<td>80</td>
</tr>
<tr>
<td>CLC-EK1</td>
<td>† ECG/EKG</td>
<td>20</td>
</tr>
<tr>
<td>CLC-MLA</td>
<td>† Medical Laboratory Skills I &amp; II</td>
<td>180</td>
</tr>
</tbody>
</table>

PROFESSIONAL STUDIES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
<td>75</td>
</tr>
<tr>
<td>BUS-121</td>
<td>Business Writing</td>
<td>75</td>
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</tbody>
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PROFESSIONAL DEVELOPMENT

<table>
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<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PRO-MED</td>
<td>Prof. Development for Allied Health</td>
<td>50</td>
</tr>
<tr>
<td>PRO-MLA</td>
<td>Professional Development for MLAs</td>
<td>25</td>
</tr>
<tr>
<td>PRO-ITC</td>
<td>Professional Development for IT</td>
<td>50</td>
</tr>
</tbody>
</table>

EXTERNSHIP (between 40-120 hours, as available)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA-EXT</td>
<td>† † Medical Assistant Externship</td>
<td>40 - 120</td>
</tr>
<tr>
<td>PHL-EXT</td>
<td>† † Phlebotomy/EKG Externship</td>
<td>40 - 120</td>
</tr>
<tr>
<td>MLA-EXT</td>
<td>† † Medical Lab Externship</td>
<td>40 - 120</td>
</tr>
</tbody>
</table>
Allied Health | Clinical

Clinical Medical Assistant

Course Description: NTI ’ s Clinical Medical Assistant program combines classroom instruction and off-site clinical externships to provide students with a comprehensive learning experience. The program covers both medical administration and clinical instruction. The medical administration portion of the training involves computer applications, coding & billing, office procedures, the role of the Medical Assistant, and more. Clinical instruction provides hands-on training of the procedures and skills necessary for assisting the physician.

Program Objective

Upon graduation, students are qualified to work as an entry-level Clinical Medical Assistant, an Administrative Medical Assistant, a Medical Receptionist, a Medical Insurance Biller, and a Medical Records Specialist in physicians’ offices, outpatient care centers, hospitals, chiropractors, nursing homes, and more.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED
- Submit proof of immunization against measles, mumps, rubella; those immunized with MMR vaccine before their first birthday be re-immunized with adult MMR; and proof of a current negative TB (PPD) test. Students will not be allowed to participate in any clinical externship/placement without proper proof of those results. Hep-B is a voluntary but highly recommended vaccination.
- Student must possess knowledge of Microsoft Windows or enroll in course.

CPR is offered on campus at additional costs, and is required as part of graduation and externship.

Curriculum

Clinical Medical Assistant I

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
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<tr>
<td>SCI-136</td>
<td>Anatomy and Physiology II</td>
<td>75</td>
</tr>
<tr>
<td>CLC-001 †</td>
<td>Medical Assisting Skills</td>
<td>236</td>
</tr>
<tr>
<td>CMA-EXT-01 † †</td>
<td>Clinical Medical Externship</td>
<td>40-120</td>
</tr>
</tbody>
</table>

Clinical Medical Assistant II (includes all the above and):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO-MED</td>
<td>Professional Dev for Allied Health</td>
<td>50</td>
</tr>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
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<tr>
<td>BUS-121</td>
<td>Business Writing</td>
<td>75</td>
</tr>
</tbody>
</table>

Schedule

Full Time: Clinical Medical Assistant I: *28 Weeks (33 Credits / 661 Hours)
Clinical Medical Assistant II: *47 Weeks (54 Credits / 1111 Hours)
Students arrange a schedule with Admissions Department to attend a minimum of *24 hours per week during Medical Classroom hours
† Clinical: MON, TUE, THU - 8:30 a.m. to 5:00 p.m.

Half Time: Clinical Medical Assistant I: *56 Weeks
Clinical Medical Assistant II: *93 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of *12 hours per week during Medical Classroom hours (see page10).
† † Externship not guaranteed or included in total hours.

Tuition and Fees for Clinical Medical Assistant

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$60.00</td>
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<tr>
<td>Registration Fee</td>
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<tr>
<td>Uniform and Insurance</td>
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<tr>
<td>Technology Fee</td>
<td>$30.00</td>
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<tr>
<td>Tuition for Clinical Asst. I</td>
<td>$12,945.00</td>
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<tr>
<td>Tuition for Clinical Asst. II</td>
<td>$15,770.00</td>
</tr>
</tbody>
</table>

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of both programs are awarded a Career Diploma.
Medical Laboratory Assistant

Course Description: Medical Laboratory Assistants (MLAs), sometimes known as clinical support workers, help scientists and medical staff to diagnose and treat patients. They work throughout the health service industry on wards, and in clinics and laboratories.

NTI’s Medical Laboratory Assistant programs covers a wide variety of disciplines including medical records, stocks of culture media, sterilizing equipment, labeling and sorting tissue samples and operating medical equipment.

Program Objective
Graduates of the Medical Laboratory Assistant programs will have the knowledge and ability required for entry-level employment in the clinical health field. They may obtain employment as a Medical Laboratory Assistant, Phlebotomy/EKG Technician or as an Emergency Room Technicians in a variety of setting including: clinics, public or private hospitals, nursing homes, and community health centers.

Prerequisites
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions representative at the campus
- Must Posses a high school diploma or GED for Medical Lab Assistant II;
- Pass an ATB examination for Medical Lab Assistant I if applicant does not possess HS Diploma or GED (page 4)
- Submit proof of immunization against measles, mumps, rubella; those immunized with MMR vaccine before their first birthday be re-immunized with adult MMR; and proof of a current negative TB (PPD) test. Students will not be allowed to participate in any clinical externship/placement without proper proof of those results. Hep-B is a voluntary but highly recommended vaccination.
- Student must possess knowledge of Microsoft Windows or enroll in course.

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC-ML1†</td>
<td>Medical Laboratory Skills I</td>
<td>100</td>
</tr>
<tr>
<td>HIM-101</td>
<td>Principles of Health Information</td>
<td>75</td>
</tr>
<tr>
<td>PRO-MLA†</td>
<td>Prof. Development for MLA</td>
<td>25</td>
</tr>
<tr>
<td>CLC-ML2†</td>
<td>Medical Laboratory Skills II</td>
<td>80</td>
</tr>
<tr>
<td>MLA-EXT† †</td>
<td>Medical Lab Assistant Ext.</td>
<td>40-80</td>
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</table>

| SCI-135   | Anatomy and Physiology I                  | 75    |
| SCI-136   | Anatomy and Physiology II                 | 75    |
| SCI-107   | Medical Terminology                       | 75    |
| HIT-109   | HIPAA & Legal Aspects                     | 50    |
| BUS-121   | Business Writing                          | 75    |

Schedule

**Full Time:** MLA I - 12 Weeks (280 Hours)
MLA II - 27 Weeks (31 Credits / 630 hours)
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

**Half Time:** MLA I - 24 Weeks (280 Hours)
MLA II - 53 Weeks (630 hours)
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Tuition and Fees for Medical Laboratory Assistant

| Application Fee: | $60.00 |
| Registration Fee: | $150.00 |
| Uniforms/Insurance: | $100.00 |
| Technology Fee: | $30.00 |
| Tuition for MLA I | $5,100.00 |
| Tuition for MLA II | $9,900.00 |

† Clinical: Full time scheduled—MON, TUE, THU - 8:30 a.m. to 5:00 p.m.
Half Time Schedule MON, TUE, THU - 5:30 pm 9:30 pm.
† † Externships not guaranteed or included in total hours.

Successful graduates of Medical Lab I are awarded a Certificate.
Graduates of the MLA II program are awarded a Career Diploma.
Allied Health | Clinical

Phlebotomy/EKG Technician

Course Description: As the need for cross-trained healthcare professionals increases, NTI has created the Phlebotomy and EKG Technician program. The program places emphasis on the safe practice of collecting adequate and correct blood specimens by capillary or venipuncture on adults and children.

The program also includes the correct and accurate obtaining of an EKG tracing and cardiac monitoring. The program consists of classroom and simulated laboratory settings. Students must demonstrate successful specimen collection with venipunctures, skin punctures, and EKG tracings.

Program Objective

Graduates of the Phlebotomy/EKG Technician are prepared for entry-level positions as Phlebotomists and EKG Technicians and may perform duties in the hospital, medical office, clinic, or private laboratory. Specific duties may include performing venipuncture by vacutainer, butterfly, and syringe methods, capillary blood collection, electrocardiography, and infection control.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative
- Posses a high school diploma or GED, or
- Pass an ATB examination (page 4)
- Submit proof of immunization against measles, mumps, rubella; those immunized with MMR vaccine before their first birthday be re-immunized with adult MMR; and proof of a current negative TB (PPD) test. Students will not be allowed to participate in any clinical externship/placement without proper proof of those results. Hep-B is a voluntary but highly recommended vaccination.
- Student must possess knowledge of Microsoft Windows or enroll in course.

CPR is offered on campus at additional costs, and is required as part of graduation.

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC-PH1</td>
<td>Phlebotomy Skills</td>
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</tr>
<tr>
<td>CLC-EK1</td>
<td>ECG/EKG</td>
<td>20</td>
</tr>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
</tr>
<tr>
<td>PE-EXT-01†</td>
<td>Phlebotomy / EKG Externship</td>
<td>20-40</td>
</tr>
</tbody>
</table>

Schedule

Full Time: 6.25 Weeks Classroom *150 Hours
Hours: MON, TUE, THU - 8:30 a.m. to 5:00 p.m.

Half Time: 12.5 Weeks Classroom
Hours: MON, TUE, THU - 5:30 p.m. to 9:30 p.m.
†Externship not guaranteed or included in total hours.

Tuition and Fees for Phlebotomy/EKG Technician

Application Fee: $60.00
Registration Fee: $150.00
Uniform/Insurance: $100.00
Technology Fee: $30.00
Tuition: $3,445.00

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program are awarded a Certificate.
Allied Health | Administration

Medical Coding and Billing

Course Description: NTI’s Medical Coding and Billing program is designed to help meet the demands for industry-current professionals with the knowledge and skills to pursue career opportunities in the growing healthcare industry. The program covers Medical Terminology, computerized billing procedures and Medical Coding. Other courses feature Anatomy and Physiology, basic pharmacology, and the Microcomputer and its Applications.

Program Objective
The Medical Coding and Billing program is designed to prepare students for entry-level employment as Medical Coders/Billers, Medical Record Specialists, and Medical Office Assistants in physicians’ offices, ambulatory centers, health care organizations, and insurance companies. The program develops skills in ICD, CPT, HCPCS, computerized billing, and reimbursement procedures.

Prerequisites
Students must meet the following for acceptance into the program:
• Be interviewed by an admissions representative
• Posses a high school diploma or GED

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
</tr>
<tr>
<td>HIM-101</td>
<td>Principles of Health Information</td>
<td>75</td>
</tr>
<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
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<td>HIT-011</td>
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<tr>
<td>HIT-203</td>
<td>Medical Coding I</td>
<td>75</td>
</tr>
<tr>
<td>HIT-204</td>
<td>Medical Coding II</td>
<td>125</td>
</tr>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
<td>75</td>
</tr>
<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
<td>75</td>
</tr>
<tr>
<td>SCI-104</td>
<td>Pharmacology for Allied Health</td>
<td>50</td>
</tr>
<tr>
<td>PRO-MED</td>
<td>Professional Dev for Allied Health</td>
<td>50</td>
</tr>
<tr>
<td>BUS-121</td>
<td>Business Writing</td>
<td>75</td>
</tr>
</tbody>
</table>

Schedule

Full Time:
Medical Coding and Billing (29 Credits / 800 Hours) 34 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Half Time:
Medical Coding and Billing 68 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week

Tuition and Fees for Medical Coding and Billing

Application Fee: $60.00
Registration Fee: $150.00
Technology Fee: $30.00
Tuition for Medical Coding and Billing: $9,395.00

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program are awarded a Career Diploma.
## Medical Office Assistant

### Course Description
The Medical Office Assistant I program prepares students to perform a variety of duties including medical insurance coding and billing; completing and submitting medical insurance forms; creating and maintaining medical charts, preparing reports and correspondence; scheduling appointments; and greeting patients. The Medical Office Assistant II program is a more in-depth program that also covers Anatomy and Physiology, basic pharmacology, and Medical Transcription.

### Program Objective
Graduates of the Medical Office Assistant programs will have the knowledge and ability required for entry-level employment in the health administrative assistant field. They may obtain employment as Medical Office Assistants, Medical Transcription, Medical Record Specialists, and Medical Secretaries in physicians' offices, clinics, public or private hospitals, nursing homes, or community health centers. Medical administrative positions are also available in research and care agencies, pharmaceutical firms, medical supply firms and related service businesses.

### Prerequisites
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions
- Must Posses a high school diploma or GED for Medical Office II;
- Pass an ATB examination for Medical Office I if applicant does not possess HS Diploma or GED (page 4)

Prerequisites for Medical Office Assistant II same as above, and the must have knowledge of Microsoft Windows.

## Curriculum

### Medical Office Assistant I

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
</tr>
<tr>
<td>HIM-101</td>
<td>Health Information</td>
<td>75</td>
</tr>
<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
<tr>
<td>HIT-011</td>
<td>Medical Billing</td>
<td>75</td>
</tr>
<tr>
<td>HIT-203</td>
<td>Medical Coding I</td>
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</tbody>
</table>

### Medical Office Assistant II

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
<td>75</td>
</tr>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
</tr>
<tr>
<td>HIM-101</td>
<td>Health Information</td>
<td>75</td>
</tr>
<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
<td>75</td>
</tr>
<tr>
<td>SCI-104</td>
<td>Pharmacology for Health Occupations</td>
<td>50</td>
</tr>
<tr>
<td>HIT-011</td>
<td>Medical Billing</td>
<td>75</td>
</tr>
<tr>
<td>HIT-203</td>
<td>Medical Coding I</td>
<td>75</td>
</tr>
<tr>
<td>HIT-207</td>
<td>Medical Transcription</td>
<td>75</td>
</tr>
<tr>
<td>PRO-MED</td>
<td>Professional Dev for Allied Health</td>
<td>50</td>
</tr>
</tbody>
</table>

## Schedule

### Full Time
- Medical Office Assistant I - 15 Weeks (350 Hours)
- Medical Office Assistant II - 28 Weeks, (27 Credits / 675 Hours). Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week.

### Half Time
- Medical Office Assistant I: 30 Weeks
- Medical Office Assistant II: 56 Weeks
  Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week.

## Tuition and Fees for Medical Office Assistant

- Application Fee: $60.00
- Registration Fee: $150.00
- Technology Fee: $30.00
- Tuition for Medical Office Assistant I: $5,460.00
- Tuition for Medical Office Assistant II: $7,885.00

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of Medical Office Assistant I will be awarded a Certificate. Successful graduates of the Medical Office Assistant II program will be awarded a Career Diploma.
Allied Health | Administration

Medical Transcription

Course Description: In Medical Transcription I, students will learn the activities performed by a Medical Transcriptionist in a medical setting where documents are to be converted from the spoken word to printed form. While the course specifically prepares students to transcribe the most common medical documents, and equips them with the perspective and capacity for decision making they will need later to adapt their knowledge and skills to any situation they encounter in the home or office. In Medical Transcription II, students will also cover more advanced courses such as Anatomy and Physiology II, as well as keyboarding, the basics of pharmacology, and the Microcomputer and its Applications.

Program Objective
Graduates of the Medical Transcription programs will have the knowledge and ability required for entry-level employment as Medical Transcriptionists in physician’s offices, hospitals, clinics, major medical corporations and private transcription business. Graduates understand medical terms, their meanings, spelling and pronunciation, and possess practical, hands-on experience in the Medical transcription skills required for this career.

Prerequisites
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions representative
- Must Posses a high school diploma or GED for Medical Transcription II;
- Pass an ATB examination for Medical Transcription I if applicant does not possess HS Diploma or GED (page 4)

Prerequisites for Medical Transcription II are the same as above, except student must possess knowledge of Microsoft Windows, and type a minimum of 40 words per minute.

Curriculum

Medical Transcription I

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
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</tr>
<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>HIT-207</td>
<td>Medical Transcription I</td>
<td>75</td>
</tr>
<tr>
<td>HIT-208</td>
<td>Medical Transcription II</td>
<td>75</td>
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</tbody>
</table>

Medical Transcription II

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
<td>75</td>
</tr>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
<td>50</td>
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<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
<tr>
<td>SCI-104</td>
<td>Pharmacology for Allied Health</td>
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<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>SCI-136</td>
<td>Anatomy and Physiology II</td>
<td>75</td>
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<tr>
<td>HIT-207</td>
<td>Medical Transcription I</td>
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</tr>
<tr>
<td>HIT-208</td>
<td>Medical Transcription II</td>
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<tr>
<td>PRO-MED</td>
<td>Professional Dev for Allied Health</td>
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</tr>
<tr>
<td>BUS-121</td>
<td>Business Writing</td>
<td>75</td>
</tr>
</tbody>
</table>

Schedule

Full Time: Medical Transcription I (350 Hours) 15 Weeks
Medical Transcription II (24 Credits / 675 Hours) 28 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Half Time: Medical Transcription I 29 Weeks
Medical Transcription II 57 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per

Tuition and Fees for Medical Transcription

Application Fee: $60.00
Registration Fee: $150.00
Technology Fee: $30.00
Tuition for Medical Transcription I: $5,460.00
Tuition for Medical Transcription II: $7,645.00

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of the Medical Transcription I program are awarded a Certificate. Successful graduates of the Medical Transcription II program are awarded a Career Diploma.
Pharmacy Technician

**Course Description:** This Pharmacy Technician course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

**Program Objective**
The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification.

**Prerequisites**
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED, or;
- Pass an ATB examination (page 4)

Graduates are required to complete the PTCB National Certification exam to apply to the State Board of Licensing in order to work in the field. These costs are not included in the tuition fees.

**Curriculum**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-109</td>
<td>HIPAA &amp; Legal Aspects</td>
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<tr>
<td>SCI-107</td>
<td>Medical Terminology</td>
<td>75</td>
</tr>
<tr>
<td>SCI-135</td>
<td>Anatomy and Physiology I</td>
<td>75</td>
</tr>
<tr>
<td>SCI-136</td>
<td>Anatomy and Physiology II</td>
<td>75</td>
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<td>SCI-099</td>
<td>Pharmacology for Technicians</td>
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<td>SCI-122A</td>
<td>Pharmacy Practice for Pharmacy Tech</td>
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<tr>
<td>SCI-123</td>
<td>Pharmacy Calculations for Pharm. Tech</td>
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<tr>
<td>PRO-MED</td>
<td>Professional Dev for Allied Health</td>
<td>50</td>
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</table>

**Schedule**

**Full Time:** 25 Weeks (600 Hours)
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

**Half Time:** 50 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week

**Tuition and Fees for Pharmacy Technician**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
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<tr>
<td>Registration Fee</td>
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<td>Background Check</td>
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<tr>
<td>Technology Fee</td>
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<tr>
<td>Tuition</td>
<td>$5,800.00</td>
</tr>
</tbody>
</table>

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program are awarded a Career Diploma.
Business

Mission Statement
The mission of the Business Training Department is to offer educational programs that prepare students to perform successfully as business professionals in a global economy and to acquire a broad foundation in business through general education together with a depth of knowledge in one or more disciplines of their choice.

Business Administration

Course Description: As information technology continues to expand in offices across the nation, the role of the business administrator and business support professional have greatly evolved.

Program Objective
The Business Administration program gives NTI graduates the proficiency in the day-to-day, hands-on workings of business. Graduates are prepared for a business/administrative support position in a variety of organization types.

Prerequisites
Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED, or;
- Pass an ATB examination (page 4)

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC-110</td>
<td>The Microcomputer and its Applications</td>
<td>75</td>
</tr>
<tr>
<td>BUS-090A</td>
<td>Office Procedures</td>
<td>25</td>
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<tr>
<td>HUM-106</td>
<td>Interpersonal Communications</td>
<td>25</td>
</tr>
<tr>
<td>ENG-121</td>
<td>Business and Technical Writing</td>
<td>75</td>
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<tr>
<td>MAT-106</td>
<td>Mathematics for Business and Finance</td>
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<tr>
<td>MOS-10A</td>
<td>Microsoft Office Specialist</td>
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Schedule

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>18 Weeks (425 Hours)</td>
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<tr>
<td></td>
<td>Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week</td>
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</tr>
<tr>
<td>Half Time</td>
<td>36 Weeks</td>
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</tr>
<tr>
<td></td>
<td>Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week</td>
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Tuition and Fees for Business Administration

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Application Fee:</td>
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<td>Registration Fee:</td>
<td>$150.00</td>
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<td>Technology Fee:</td>
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</tr>
<tr>
<td>Tuition:</td>
<td>$4,630.00</td>
</tr>
</tbody>
</table>

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this programs are awarded a Certificate.
Information Technology

Mission Statement

The mission of the Information Technology Training Department is to provide innovative, contemporary and accessible technology training to effectively meet student goals. To accomplish this mission, Information Technology staff is committed to providing each student with a deep understanding of both fundamentals and important current issues in the computer industry so they may obtain productive employment or pursue advanced education.

Course Delivery

NTI’s Information Technology Training utilizes a variety of learning delivery mechanisms to achieve a total learning solution by augmenting and “blending” the student’s experience to help assimilate the knowledge and skills being taught. NTI’s unique learning model and instruction, known as “FLEX-TRAIN”, is a teaching method that allows you to progress through material with the aid and combination of:

- One-On-One Instruction
- Textbooks and Workbooks
- Interactive Courseware and Content through our LMS (Learning Management System)
- Measurement Testing to Reinforce Content

With NTI’s lab oriented FLEX-TRAIN, you are assigned your own Individualized Learning Plan (ILP). Students have the flexibility to design their own schedule and to complete their work at a pace that is convenient for them.

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- Interactive Courseware and Content through our LMS (Learning Management System)
- Measurement Testing to Reinforce Content

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General education course options include the following:

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Length</th>
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<tbody>
<tr>
<td>ITC-MO-01</td>
<td>Microsoft Office Basics</td>
<td>40</td>
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<tr>
<td>ITC-AP-03</td>
<td>A+ Essentials</td>
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<tr>
<td>ITC-AP-04</td>
<td>A+ Practical Application</td>
<td>60</td>
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<tr>
<td>ITC-NP-01</td>
<td>Network+</td>
<td>60</td>
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<td>ITC-LP-02</td>
<td>Linux+</td>
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<tr>
<td>ITC-SC-02</td>
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<tr>
<td>ITC-MC-12</td>
<td>Microsoft Windows Vista</td>
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<td>ITC-MC-13</td>
<td>Microsoft Windows 7, Configuring</td>
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<td>ITC-MC-14</td>
<td>Microsoft Windows 7, Enterprise Support</td>
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<tr>
<td>ITC-MC-11</td>
<td>Implementing and Managing Exchange Server 2003</td>
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<td>ITC-MC-04</td>
<td>Managing and Maintaining a Windows Server 2003</td>
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<td>ITC-MC-05</td>
<td>Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure</td>
<td>90</td>
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<td>ITC-MC-06</td>
<td>Planning and Maintaining a Windows Server 2003</td>
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<td>ITC-MC-07</td>
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<td>ITC-MC-08</td>
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<td>ITC-MC-16</td>
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<td>ITC-MC-17</td>
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<td>ITC-MC-20</td>
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<tr>
<td>PRO-ITC</td>
<td>Professional Development for Information Technology</td>
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</tr>
</tbody>
</table>

Course lengths are subject to change based on vendor certification exam updates / modifications.
Information Technology

Computer Repair Technician

Course Description: This hands-on, accelerated preparation program is tailored to qualify students to sit for the A+ and Network+ certification exams offered by CompTIA. The Computer Repair Technician program will cover computer hardware and operating systems, review key concepts and introduce advanced topics effectively and efficiently. Networking technologies such as the definition of a protocol, the OSI (Open Systems Interconnect) model and its layers, and the concepts of network design and implementation are covered in detail.

Program Objective

Graduates of the Computer Repair Technician gain a sound foundation in the principles of computer hardware and software along with a wide scope understanding in network functions and design and can apply these principles to problems requiring computer solutions.

The program is also designed to enhance their technical skills and build a foundation for life-long learning in Information Technology. Graduates are prepared for employment in high-technology companies as entry-level Computer Repair Technicians and Computer Support Specialists.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative either at the campus or by telephone
- Posses a high school diploma or GED, or
- Pass an ATB examination (page 4)

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC-MO-01</td>
<td>Microsoft Office Basics</td>
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<tr>
<td>ITC-AP-03</td>
<td>A+ 2009 Essentials</td>
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<tr>
<td>ITC-AP-04</td>
<td>A+ 2009 Practical Application</td>
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</tr>
<tr>
<td>ITC-NP-01</td>
<td>Network+</td>
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</tr>
<tr>
<td>PRO-ITC</td>
<td>Professional Development for IT</td>
<td>30</td>
</tr>
</tbody>
</table>

Schedule

Full Time: 11 Weeks (250 Hours)

Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week during IT Classroom hours

Half Time: 21 Weeks

Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week during IT Classroom hours

Tuition and Fees for Computer Repair Technician

Application Fee: $60.00
Registration Fee: $150.00
Technology Fee: $30.00
Tuition: $3,345.00

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program are awarded a Certificate.
Information Technology

Desktop Support Technician

Course Description: Organizations need qualified entry-level professionals to support the Microsoft Windows Desktop Operating System environment. There are an estimated 100,000 IT desktop support jobs available in the United States. In addition, demand for support specialists is expected to grow more than 90% between now and 2010.

This comprehensive program covers a wide range of topics mapped towards 4 CompTIA certifications (A+, Network+, Linux+ and Security+) and to the Microsoft Certified Desktop Support Technician (MCDST). The MCDST is the newest certification from the software giant. As its name implies, the MCDST is intended for technical support staff to troubleshoot Microsoft applications and Windows.

Program Objective

Graduates of the Desktop Support Technician programs are prepared for entry-level employment in a variety of positions including Computer Repair/Support Technicians, Desktop Support Technicians, Help Desk Technicians, and Networking Support. They also demonstrate expertise in the resolution of end user incident requests involving troubleshooting and configuration of hardware, software and network settings. Graduates can communicate effectively, either independently or in a team, to solve problems using computers and computer repair principles.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED, or
- Pass an ATB examination (page 4)

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC-MO-01</td>
<td>Microsoft Office Basics</td>
<td>40</td>
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<tr>
<td>ITC-AP-03</td>
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<td>ITC-NP-01</td>
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<td>ITC-SC-02</td>
<td>Security +</td>
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<td>ITC-MC-13</td>
<td>Microsoft Windows 7, Configuring</td>
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<td>ITC-MC-14</td>
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</tr>
<tr>
<td>PRO-ITC</td>
<td>Professional Development for Information</td>
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</tbody>
</table>

Schedule

Full Time: 19 Weeks (450 hours)

Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Half Time: 38 Weeks

Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week

Tuition and Fees for Desktop Support Technician

| Application Fee:          | $60.00 |
| Registration Fee:         | $150.00|
| Technology Fee:           | $30.00 |
| Tuition:                  | $5,845.00 |

For pricing on textbooks and other costs, contact the Admissions Office. Successful graduates of this program will be awarded a Certificate.
Information Technology

Network Administration and Design

Course Description: In this program, students learn how to analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft® Windows platform. Implementation responsibilities include installing, configuring, and troubleshooting network systems. The program also prepares students for many industry-sought certifications including 3 CompTIA® exams, and multiple certifications through Microsoft®.

Program Objective

The Network Administration and Design program provides graduates the range of skills required to effectively analyze business requirements for IT and design and implement the infrastructure for business solutions based on the Microsoft Windows® 2003 platform.

Graduates are prepared for entry-level employment as Computer Repair/Support Technicians, Desktop Support Technicians, Help Desk Technicians, and Networking Support. Network Administrators, and Network Designers.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED

Tuition and Fees for Network Administration and Design

Application Fee: $60.00
Registration Fee: $150.00
Technology Fee: $30.00
Tuition: $10,345.00

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
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</tr>
</thead>
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<td>Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure</td>
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<td>ITC-MC-16</td>
<td>Windows Server 2008, Network Infrastructure Configuration</td>
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<tr>
<td>ITC-MC-18</td>
<td>Windows Server 2008, Server Administrator</td>
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</table>

Schedule

Full Time: 36 Weeks (29 Credits / 850 Hours)
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Half Time: 71 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program are awarded a Career Diploma.
Network Specialist

Course Description: Through hands-on activities, students will setup and configure network operating systems and network equipment such as servers, PCs, switches and routers, and work with emerging technologies such as wireless networking. The program takes an in-depth look at data integration and advanced security issues. The program also prepares students for many industry-sought certifications including 4 CompTIA® exams, and multiple certifications through Microsoft.

Program Objective
The Network Specialist program is designed to educate students as knowledgeable workers that apply their understanding of engineering principles, network systems, middleware applications, data storage, and human factors to the design, implementation, and management of enterprise information systems. Students focus on developing and expanding their existing technical skills within the context of good business principles.

Graduates are prepared for entry-level employment as Computer Repair/Support Technicians, Desktop Support Technicians, Help Desk Technicians, and Networking Support, Network Administrators, Network Designers, and Security Specialists.

Prerequisites
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED

Tuition and Fees for Network Security
Application Fee: $60.00
Registration Fee: $150.00
Technology Fee: $30.00
Tuition: $13,345.00

Successful graduates of this program will be awarded a Career Diploma.
Information Technology

Information Technologist

Course Description: NTI’s Information Technologist is our most comprehensive IT program. It develops skills to assess the information needs of an organization, implement leading-edge technologies, and discover innovative solutions to business problems. Students also gain knowledge in Internet and Web technologies, pc repair, computer security and more to give them a broad and marketable skill set.

The program prepares students for many industry-sought certifications including 4 CompTIA® exams, and multiple certifications through Microsoft®.

Program Objective

The Information Technologist program provides graduates the range of skills required to effectively analyze business requirements for IT and design and implement the infrastructure for business solutions based on the Microsoft Windows® 2003 platform and Microsoft server software.

Graduates are prepared for employment in a variety of positions with high-technology organizations including but not limited to a Computer Repair/Support Technicians, Desktop Support Technicians, Help Desk Technicians, and Networking Support. Network Administrators, Network Designers, Security Specialists, Network Consultant, Web Design and Development Specialist and Applications Specialist.

Prerequisites

Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED

Tuition and Fees for Information Technologist

| Application Fee: | $60.00 |
| Registration Fee: | $150.00 |
| Technology Fee:   | $30.00 |
| Tuition:           | $15,445.00 |

Curriculum

<table>
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<tr>
<th>Course #</th>
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<th>Hours</th>
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<tr>
<td>ITC-MO-01</td>
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<tr>
<td>ITC-AP-03</td>
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</tr>
<tr>
<td>PRO-ITC</td>
<td>Professional Development for Information Technology</td>
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</tr>
</tbody>
</table>

Schedule

Full Time: 65 Weeks (53 Credits / 1550 Hours)
Students arrange a schedule with Admissions Department to attend a minimum of 24 hours per week

Half Time: 130 Weeks
Students arrange a schedule with Admissions Department to attend a minimum of 12 hours per week

For pricing on textbooks and other costs, contact the Admissions Office.

Successful graduates of this program will be awarded a Career Diploma.
Commercial Driver Training

Mission Statement
The Commercial Driver Training Department believes that its reputation is built on providing companies with the finest trained, safety-conscious drivers the school industry has to offer. Our dedication and commitment to student safety becomes the primary objective for those entrusted with operating the biggest and heaviest vehicles in the nation’s highway transportation system. The NTI staff is focused on quality of instruction and the individual learning needs of every student.

Cognate Areas and Outcomes
1. Posses the knowledge and skills required for safe operation of tractor-trailer and/or straight trucks.
2. Demonstrate competencies in program specific educational objectives.
3. Employ the highest standards, ethical, and legal values in the transportation industry.
4. Embody professional behaviors as defined by the discipline of the driving profession.

Program Description
NTI's nationally renowned truck driving training is designed to teach students safe operation of trucks and a working knowledge of the industry and its regulations. This real world training consists of classroom, behind-the-wheel practice at our driver training yard, as well as driving in country and city environments. Programs vary in length depending on the students needs and abilities.

Program Objective
Graduates of the Commercial Driver training programs will possess the knowledge and skills to obtain their state CDL license and gain employment as entry-level commercial A or B truck drivers.

Prerequisites
Students must meet the following for acceptance into the program:
- Be interviewed by an admissions representative at the campus
- Posses a high school diploma or GED, or;
- Pass an ATB examination (page 4)
- Hold a valid drivers license; industry acceptable MVR; Pass a D.O.T. physical & drug screen

Successful graduates of CDL A and CDL B programs will be awarded a Certificate.

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL A</td>
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<tr>
<td>CDL-1BC</td>
<td>Introduction to Commercial Driving</td>
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<tr>
<td>CDL-1BY</td>
<td>Basic Yard Maneuvres &amp; Observation</td>
<td>99</td>
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<tr>
<td>CDL-1BR</td>
<td>Basic Road Driving</td>
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<td>CDL B</td>
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<td>CDL-1BB</td>
<td>Introduction to CDL B Driving</td>
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<td>CDL-1BD</td>
<td>Basic Yard Maneuvres for CDL B</td>
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<td>CDL-2BO</td>
<td>Lab/Observation for CDL B</td>
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<tr>
<td>CDL-2BR</td>
<td>Basic Road Driving for CDL B</td>
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Schedule

Full Time: CDL A - Basic (200 Hours)
- MON-THU 7 a.m. to 5:30 p.m.
- CDL B (120 Hours)
- MON-THU 7:00 a.m. to 5:30 p.m.

Half Time:
- CDL A SAT-SUN 7 a.m. to 5:30 p.m.
- CDL B SAT-SUN 7:00 a.m. to 5:30 p.m.

Tuition and Fees for CDL Driver Training

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<tr>
<th>Item</th>
<th>Fee</th>
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<tr>
<td>Application Fee</td>
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<td>Registration Fee</td>
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<td>CMC and DVD Check</td>
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<td>Hazardous Materials Bkrgd. Check (Optional)</td>
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<tr>
<td>Licensing Fee for NH Residents</td>
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<td>Technology Fee</td>
<td>$30.00</td>
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<td>Tuition for CDL A</td>
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<tr>
<td>Tuition for CDL B</td>
<td>$4,145.00</td>
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</table>
HVAC/R

Mission Statement
The mission of the HVAC/R Training Department is to offer instruction, through a curriculum relevant to industry needs, that includes an appropriate mix of classroom and hands-on experience to bridge the gap between theory and practical application of the subjects introduced and to provide innovative, contemporary and accessible training to effectively meet student goals. To accomplish this mission, the HVAC/R staff is committed to providing each student with a deep understanding of both fundamentals and important current issues in the heating, ventilation, air-conditioning and refrigeration industry so they may obtain productive employment or pursue advanced education.

Course Description
HVAC/R refers to the process of climate control in both residential and commercial buildings; as well as, refrigeration requiring the control of humidity and temperature. HVAC training at NTI provides technicians with the theory and knowledge required for installation, maintenance and repair of residential and light commercial systems.

Program Objective
The objective of the Heating, Ventilation, Air Conditioning and Refrigeration program is to prepare students with the troubleshooting, repair, and safety skills needed for entry-level positions in the HVAC industry. Upon graduation, students may apply for entry-level employment with independent HVAC contractors, property management companies, and large buildings such as hospitals and hotels.

The program also gives graduates a thorough grounding in the fundamentals of heating and cooling system design, installation, operation and analysis. An emphasis is also placed on proper safety practices and procedures, in the lab and the workplace, while installing, designing, troubleshooting and servicing HVAC/R systems.

Prerequisites
Students must meet the following for acceptance into the program:

- Be interviewed by an admissions representative at the campus
- Possess a high school diploma or GED

Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HVAC-01H</td>
<td>Introduction to HVAC/R</td>
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<tr>
<td>HVAC-02BI</td>
<td>Basic Installation &amp; Maintenance Practices</td>
<td>180</td>
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<td>HVAC-03ST</td>
<td>Systems and Troubleshooting</td>
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<td>HVAC-04SD</td>
<td>System Designs</td>
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<td>HVAC-GAS</td>
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</tr>
<tr>
<td>HVAC/R-EXT†</td>
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</table>

Schedule

Full Time: 24 Weeks (35 Credits / 714 Hours)
Hours: MON-WED - 8:30 a.m. to 5:00 p.m.
THU - 8:30 a.m. to 3:00 p.m.

Half Time: 45 Weeks (714 Hours)
Hours: MON-THU - 5:30 p.m. to 9:30 p.m.

† Externship not guaranteed

Tuition and Fees for HVAC/R Technician

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$150.00</td>
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<tr>
<td>Background Check &amp; Criminal Background Check</td>
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<tr>
<td>Technology Fee</td>
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<tr>
<td>Books, Tools and Certifications</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$13,845.00</td>
</tr>
</tbody>
</table>

For pricing on textbooks and other costs, contact the Admissions Office.
Individual Computer Courses
Northeast Technical Institute offers training on a large variety of topics and applications. We keep you up-to-date on all the latest features and products with the new Microsoft®, Macromedia®, Adobe®, and technical courses. Courses topics include:

- Microsoft® Office and Microsoft® Windows
- Graphics and Web Design (Macromedia®, Adobe®, Microsoft®)
- Technical (Cisco®, Microsoft®, Unix®, Oracle®)

Schedule & Fees
Schedule: 8 Hours per course or lesson (students may attend any day Monday through Friday)
Tuition: $200 per course or day

Successful graduates of all programs listed on this page are awarded a Certificate.

### Scarborough Staff & Faculty*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Arsenault</td>
<td>Admissions Assistant</td>
<td><a href="mailto:darsenault@ntinow.edu">darsenault@ntinow.edu</a></td>
</tr>
<tr>
<td>Michele Emery</td>
<td>Financial Aid Advisor</td>
<td><a href="mailto:memery@ntinow.edu">memery@ntinow.edu</a></td>
</tr>
<tr>
<td>William Mullin</td>
<td>Admissions Representative</td>
<td><a href="mailto:wmullin@ntinow.edu">wmullin@ntinow.edu</a></td>
</tr>
<tr>
<td>Doug Avery *</td>
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<td><a href="mailto:davery@ntinow.edu">davery@ntinow.edu</a></td>
</tr>
<tr>
<td>Jason Fitzgerald *</td>
<td>Lead HVAC/R Instructor</td>
<td><a href="mailto:jfitzgerald@ntinow.edu">jfitzgerald@ntinow.edu</a></td>
</tr>
<tr>
<td>Frank Barry</td>
<td>Director / Student Services</td>
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Additional Information

OWNERSHIP

Northeast Technical Institute was incorporated and began operation in 1995 in South Portland, Maine. The school is owned by Chris and James Liponis. Chris has been involved in career education since 1962 and James since 1990.

REQUEST FOR INFORMATION

The following information is available through the Office of the President: Student Catalog/Handbook, retention statistics, graduation rates, demographic data related to the student population and summary of financial information.

Please address inquiries to:

Office of the President
Northeast Technical Institute
51 US. RT 1, Suite K
Scarborough, ME 04074

EMERGENCY CONTACT INFORMATION

If you are unable to contact NTI, please call Justin Mott (IT Director)
Mobile: 207.807.1032

CATALOG CERTIFICATION

Northeast Technical Institute certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of NTI. If changes are made to the information in this catalog, informational addenda will be provided.

STUDENT PORTAL

Students are encouraged to visit the student portal for contact information for all staff and faculty, hours of campus operations, events, professional development, and much more.

www.ntistudent.com