Student Catalog & Handbook

Fall 2019

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Northeast Technical Institute

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.

Constitution Day resources available at: http://www.archives.gov/exhibits/charters/charters.html

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School Information

Mission Statement

We provide short-term, hands-on career training that is driven by industry needs, national certifications, and employer partnerships, with the goal of employment opportunities for our graduates.

Vision

NTI will be a trusted leader in delivering exceptional career and continuing education. We will use student relationships, employer connections, and community outreach to ensure leading edge training in relevant fields, resulting in a direct impact in the local economy and positive economic growth.

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 faculties 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 purpose 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

School Information

Approvals

Northeast Technical Institute (NTI) is approved by the State of Maine Department of Education, the Council on Occupational Education (COE) and Veterans Affairs to offer the following programs:

Clinical Medical Assistant
Commercial Driver Training (CDL A)
HVAC/R Technician
Desktop Support Technician
Medical Billing and Coding
Medical Office Assistant
Network Administration/Design
Phlebotomy/EKG Technician
Manufacturing Technician

- Accredited by the Council on Occupational Education
- Licensed by the Maine Department of 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 (M E, NH)
- Certified Employee Training Program (CETP)
- National Oil heat Research Alliance (NORA)
- Environmental Protection Agency (EPA) Certified Testing Provider
- Member of the Commercial Vehicle Training Association (CVTA)
- National Healthcareer Association (NHA)

School Facilities

NTI serves students at its Main Campus and Corporate Headquarters at 51 U.S. Route 1, Suite K, Scarborough, ME; a Branch Campus at 1435 Broadway, Bangor, ME; and an Extension Campus at 730 Center St #6C, Auburn, 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 extended shop/ classroom at 5 Industrial Road in South Portland for its Scarborough students.

Student Body Diversity

Student body diversity calculations are reported annually. The data below was collected during the fall of 2018 reporting period as published on the IPEDS website:

Female Students:	40%
Male Students:	60%
Non-Resident Alien	1%
Race/Ethnicity Unknown (not disclosed):	1%
Two or More Races:	0%
White:	86%
Native Hawaiian or Other Pacific Islander:	0%
Hispanic:	1%
Black or African American:	11%
Asian:	1%
American Indian or Alaska Native:	0%
Pell Grants / Full Time, First Time Students:	58%
Any Financial Aid / Full Time, First Time Students:	94%

For additional information: ntinow.edu/consumer-information

Class Size

Maximum Classroom Size for CDL Scarborough Driver Training:	20
Maximum Classroom Size for CDL Bangor Driver Training:	20
Maximum Classroom Size for Scarborough Medical Administration:	50
Maximum Classroom Size for Bangor Medical Administration:	50
Maximum Classroom Size for Auburn Medical Administration:	30
Maximum Classroom Size for Scarborough Clinical:	20
Maximum Classroom Size for Bangor Clinical:	20
Maximum Classroom Size for Auburn Clinical:	20
Maximum Classroom Size for Scarborough IT:	50
Maximum Classroom Size for Scarborough HVAC/R:	30
Maximum Classroom Size for Bangor HVAC/R	24
Maximum Classroom Size for Scarborough Manufacturing	20
Maximum Classroom Size for Auburn Manufacturing	20

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.

NTI first opened in the Bangor area in 2003 offering truck driving training in Hermon with the addition of Healthcare training in 2006. The Bangor location on Stillwater Avenue was opened in

School History (continued)

2009 and was expanded in 2011 with the addition of the HVAC/R Technician program.

NTI then opened a extension of the Scarborough Campus in 2014 in Lewiston offering some classes to the LA area.

2019 was a big year at NTI with the relocation of the Bangor Campus to a new state of the art training facility on Broadway as well as moving the Lewiston Campus to a new larger facility in Auburn.

With the new improved facilities we look forward to serving the needs of Maine students and employers in the years to come.

Admissions

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 must complete an informational interview - parents or spouses are encouraged to be present.
2. All applicants must successfully pass an Admissions Assessment exam administered by an official of NTI.
3. All applicants to the School must complete an Enrollment Agreement, all required documents and any enrollment deposits required. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.
4. All courses are conducted in English. Students must be able to speak, read, and write English fluently.
5. 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 be 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
   - Non- Title IV programs for students beyond compulsory school attendance age who have not earned a high school diploma or equivalent may take and pass an assessment exam as outlined in the section below.
6. 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 GED certificate or official notification that a GED has been earned.
7. Documentation of any required health examinations, pathology tests, and immunizations (MMR & Tetanus) must be submitted prior to start date. Immunization policy and student acknowledgement online at: ntinow.edu/consumer-information
8. All applicants must complete financial arrangements prior to starting class.

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 NTI client company, 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.

Assessment Exam 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 assessment exam from the education offered at NTI. The assessment exam is administered at no cost. If the exam results are noted as failed, rescheduling of a re-take must be scheduled with the Admissions Office. Admissions of failed exams are not permissible. Students who wish to participate in Federal Financial Aid must possess a high school diploma or GED.

Definition of a Unit of Credit

The School measures its programs in quarter credit hours: One credit hour equals:
- A minimum of 10 lecture clock hours, or
- A minimum of 20 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.
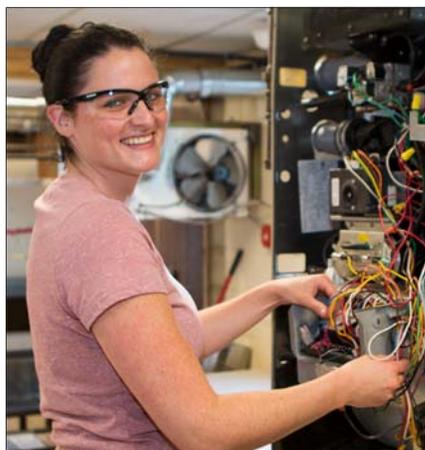
Admissions

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 NTI 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). Our Financial Aid Office will gladly assist you with the online FASFA application process at www.fafsa.ed.gov. 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 sources.

Citizenship

A student must be a citizen or eligible noncitizen to receive aid 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 is not eligible for Federal Student Aid (FSA) funds if he is in default on a FSA loan or he/she owes an overpayment on a FSA 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 FSA loan or grant (though a parent in default on a PLUS loan does not make a student ineligible for aid).

Cost of Attendance for Title IV Eligible Programs

Program	Tuition*	Allowable Costs
Clinical Medical Assistant I	$13,855.00	For a paper copy of Cost of Attendance for any program, contact the Financial Aid Office at 800.447.1151 Available for Download at: Ntinow.edu/ consumer-information
Clinical Medical Assistant II	$17,995.00	
HVAC/R	$15,895.00	
Medical Coding and Billing	$13,995.00	
Medical Office Assistant II	$11,595.00	
Network Administration & Design	$13,595.00	

Tuition amount does not include other fees

Total Cost Of Attendance:

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

Admissions

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); Contact information for the Title IX Coordinator:
    Ashley Barnett, Director of Financial Aid
    51 US RTE 1, Scarborough, ME 04074, 207.805.8000
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- 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
- The Americans With Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1 9 92).

Pursuant to the Rehabilitation Act of 1973 and the 1990 Americans With Disabilities Act (A DA) , 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.

More policy info at: ntinow.edu/consumer-information

To file a grievance or complaint, contact Kristy Lank, Comptroller
207.883.5130 | klank@ntinow.edu

Felony Convictions

Applicants with felony convictions MUST disclose this information to NTI. Applicants will be reviewed on a case by case basis to determine acceptance into NTI programs if such convictions would be an obstacle to employment in field.

For more information on 'Notice of Federal Student Financial Aid Penalties for Drug Violations'
studentaid.ed.gov/sa/eligibility/criminal-convictions

Cancellation of Enrollment Agreement

The School will refund all payments of tuition minus the application fee and fees prepaid for background checks (if applicable), if the student requests cancellation in writing to the School's 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, following 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.

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. Students who are unable to commence studies with the change in program start must follow the Cancelation of Enrollment Agreement Policy.

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.

Reverse Start Policy

 Under the following circumstance listed below, NTI will allow a new student to withdraw from the program as a "Reverse Start" with a full refund of any tuition and fees paid to the school (less the application fee and background check fee, when applicable).

1. Student has clocked in for 40 hours or less, and hasn't exceeded their first 4 weeks in the program.

NTI will use the last date of attendance for these purposes and the start date will be the first date recorded attendance.

Admissions

Reverse Start Policy (Continued)

This policy applies to both voluntary and involuntary withdrawals.

NTI has the right to dismiss students during our Reverse Start period if you are found;

1. Not maintaining academic progress and or not maintaining your hours during the first 2 weeks at FT status or 4 weeks at HT status.

2. To be in verification delay for Financial Aid and not making any attempts to clear your verification delay.

Refund Policy

Applicants not accepted by the School shall be entitled to a refund of all monies paid minus the application fee (and fees prepaid for DMV and or Background check if applicable). Once a Student begins school and withdraws for any reason after (3) business days, 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, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, are made without requiring a request from the student. If not requested by student, refund will be issued within 45 days from last date of attendance.

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.

The School will refund all payments of tuition minus the application fee and fees prepaid for background checks (if applicable), if the student requests cancellation in writing to the School's 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, following 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 4 full days of program or 40 hours up to 4 weeks………………………………………..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. Less criminal background check, driving record or other fees paid at time of enrollment. **Programs longer than 1 year: If student withdraws within first year of any program that is longer than 12 months, student will be obligated to the above tuition calculation, not to exceed prorated tuition value for first 12 months of program. ***Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, are made without requiring a request from the student. If not requested by student, refund will be issued within 45 days from last date of attendance.

Return to Title IV Funds Policy

The law specifies how Northeast Technical Institute must determine the amount of Title IV program assistance that a student earned if he withdraws from school. The Title IV programs that are covered by this law, and that are available at Northeast Technical Institute, are: Federal Pell Grants, Federal Direct Student Loans (Stafford Loans and PLUS Loans). A student officially withdrawing from Northeast Technical Institute must see the Student Services office and complete a Notification of Withdrawal form. When a student withdraws from Northeast Technical Institute, the withdrawal date used to determine the refund is the student's last date of attendance at an academically related activity.

A student that unofficially withdraws (fails to return from an approved leave of absence or fails to comply with the school's attendance policy by missing 14 consecutive days) will be withdrawn from the school and the withdrawal date used to determine the refund is the student's last date of attendance at an academically related activity.

When a student withdraws during his payment period, 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 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.

Admissions

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, and other allowable costs (as contracted with the School). The School needs the student's permission to use the post-

Return to Title IV Funds Policy *(continued)*

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

See an example/calculation of a Return to Title IV funds at: ntinow.edu/R2T4

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

studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions

Notice of Federal Student Financial Aid Penalties for Drug Law Violation

Students are at risk of forfeiting financial aid if convicted of drug offenses. If a student has a drug conviction for an offense that occurred while receiving federal student aid, the student should call 1-800-433-3243 to help determine if your conviction affects your eligibility for aid. For questions or more information please contact the Financial Aid Director at abarnett@ntinow.edu or call 207.883.5130.

For additional information:

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 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 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.

Illegal Drugs

The possession, use, manufacture or distribution of illegal drugs and paraphernalia as defined by Federal, State, and local statutes is prohibited at any time on campus property and is illegal based on Medical Marijuana Federal law and the Drug Free Schools and Workplace Acts even in states with medical marijuana laws. Thus, NTI does not permit medical use of marijuana anywhere on campus.

Student Information and Services

Additional Code of Conduct for Campus Activities

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

1. The use of alcoholic beverages or controlled substances on the School 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
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

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.

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 are 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, software, 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 software to support its educational processes. Students are not permitted to copy, remove, alter, or install software. By using the School's computer equipment, software, and communication 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.
School copyright policy at: ntinow.edu/consumer-information

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

Procedures for Violations of the Student

Code of Conduct

Violations will be reported in writing to the Campus Manager or Behavior Review Panel.

If upon review of the reported incident, the Behavior Review Panel believes a violation to have occurred, They will convene a meeting with the student in which the student can review the allegations, respond, and ask questions about this policy and associated processes. If the student accepts responsibility for the behavior, the Behavior Review Panel may assign sanctions. Sanctions should be educational and developmental wherever possible and may include (but are not limited to) verbal warnings, written warnings, educational experiences such as writing papers to demonstrate learning, service to the School community, suspension, or dismissal.

Students who do not accept responsibility will be referred to the Behavior Review Panel for adjudication. If the imposed sanction was suspension or dismissal the student will be placed on a leave of absence until the adjudication process is completed.

Prior to the first meeting of a behavioral review panel, Behavior Review Panel will conduct a thorough investigation and gather evidence to be considered.

The Compliance Coordinator will schedule a date and time, not more than 10 days from the request, for the behavioral review which will consist of the Campus Manager, Member of the Education Department and a member of Student Services.

Students who are involved in the disciplinary proceedings – either as a complainant, a witness, or the respondent –will be notified of the date, time and location of the hearing. If any of the student participants declines to attend the behavioral review, the panel may proceed if the majority of the panel members agree to proceed.

In compliance with the Family Education Rights and Privacy Act (FERPA) the behavioral review is closed to the public.

Notes will be taken and preserved for all behavioral reviews. The Behavior Review Panel will provide written documentation to the panel including the results of the investigation, relevant policies, and any other evidence the Behavior Review Panel considers relevant.

Any student involved in the behavioral review may also provide written documentation they consider relevant.

The Compliance Coordinator will be responsible for ensuring the behavioral review is fairly conducted, that all parties have an opportunity to present their case, and that student's rights to due process are preserved.

School representatives on the behavioral review panel have the right to ask questions of anyone involved. Students do not have the right to cross-examine other students or participants in the behavioral review.

When the behavioral review panel is satisfied that all participants have had the opportunity to present their perspective, the participants will be dismissed so that the panel can deliberate.

The panel may assign responsibility to one or more students and determine appropriate sanctions.

Sanctions should be educational and developmental wherever possible and may include (but are not limited to) verbal warnings, written warnings, educational experiences such as writing papers to demonstrate learning, service to the School community, suspension, or withdrawal.

Sanctions will be communicated verbally to the student receiving the sanction by the behavioral review panel and in writing by a representative of Student Services. Record of the sanctions will be kept in a confidential file with limited access.

The details of sanctions should be shared only with those directly involved.

In the event that a student does not agree with the findings of the behavioral review and/or the sanctions, they may appeal the decision within 10 days to the Office of the President.

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 Student Services 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 student's 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. 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. 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 class.

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 at ntinow.edu/consumer-information. Printed copies are available in the Admission Representative offices.

Information 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 availa-

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 Student Services Representative.

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 Campus Manager or designee.

STEP 4
Unresolved concerns regarding the grievance may be appealed within 14 days from the Campus Manager's / director of Education's decision to the Steering Committee either in writing or by personal appearance. To appear at the Steering Committee, make an appointment through the Student Services office. The Steering Committee consists of School managers, and President. The Steering 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
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Maine Department of Education
23 State House Station
Augusta, ME 04333 | 207.624.6790
maine.gov/doe/specialed/support/dispute/procedures/complaintinvestigation.html

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 (my.ntinow.edu) where students can organize their job search, build a resume, and search for exclusive job opportunities

NTI does not promise or guarantee employment; 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 additional charge.

Administration, Staff, And Instructors

The school is proud of its carefully selected staff and instructor 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
for the most up to date list please refer to WWW.NTINow.EDU.

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 areas, and additional fees may apply.

Media Services

The campus media services provide 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

The Annual Campus Security Report and the following security policies are being issued pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" was originally enacted in 1990. It was amended in 1998 and is commonly known as the Clery Campus Security Act.
Two goals of this legislation are disclosure of criminal activity on campus and timely warning of criminal activity. Northeast Technical Institute (NTI) strongly supports these goals. Our crime reporting procedure, coordinated through the NTI's Safety Department insures that criminal activity on campus is effectively tracked and reported. The Act requires annual reporting of the number of specified criminal offenses that occur on campus reported to NTI and/or local police, as well as information about campus security policies and procedures. The reporting period is January 1 through December 31 of each year. The statistics for the most recent calendar year, must be released in a report to the NTI community by October 1 of each year.

To view NTI's Campus Security Report: www.ntinow.edu/wp-content/uploads/2019/11/campus-crime-2018.pdf

Title IX Policy Statement

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. NTI does not discriminate on the basis of sex in the employment, education programs or activities it operates.
NTI is committed to providing an environment free from discrimination based on sex discrimination, including sexual violence. Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to seek support and report the incident. NTI has appointed a Title IX Coordinator to oversee NTI response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Title IX Coordinator: Ashley Barnett, abarnett@ntinow.edu, 207.805.8000

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 Registrar, clearly identify 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.

One 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 School 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

Health & Safety Exemption Requirement

NTI adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which NTI is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

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 may be administratively withdrawn from their program.
- 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 are to stay within the minimum and maximum time frame for their weekly hours in any program. The minimum weekly attendance is not less than 70% (80% for CDL) of their required weekly hours. The maximum weekly attendance is no more than 150% of their required weekly hours. Failure to fall below of above these standards could place you on NTI's student Improvement Process Plan. To find out your required weekly hours please refer to your enrollment agreement.
- 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 any or 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

Academic Information

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.

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 Office of the President. 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 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 will be reviewed of past program performance.   The student's Admissions Representative will then submit the request and other materials to the Campus Manager or designee. New program approval will be determined by the Director of Financial Aid, Campus Manager and / or designee.

Dropping or Adding Courses

Students may drop or add courses for clock hour based programs 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*

- After one week, student will be responsible for balance in accordance with our refund policy

 Does not apply to instructor led courses.

Program Change (Upgrade or Downgrade)

Upgrade: After successful completion of any credit hour program, the student may upgrade to a program with a higher number of credits upon approval from the instructor(s) and Student Services. Student will be responsible for the difference in tuition between programs:

Example: Student upgrades from Clinical Medical Assistant I ($13,995) to Clinical Medical Assistant II ($17,995). Student is responsible for difference of $4000.00 which totals the published price of Clinical Medical Assistant II ($17,995).

Students that have passed the midpoint date of their program must successfully graduate from the current program prior to any program upgrade.

Downgrade: Students who wish to change to a program with less credit hours than their current program may do so prior to reaching the 10% point (based on date, not progress). If a student exceeds the 10% point, he/she will need approval from the Director of Financial Aid. In some cases, students may incur additional costs.

Application and Tech Fees

Application and Tech Fees are a one time fee at NTI and will not be charged to the student who has already paid their fees upon enrollment. This includes any student who upgrades/downgrades their program, program transfers, re-enrollments, or an alumni of NTI who enrolls for another program at the school.

Clinical Fees

Clinical Medical Assistant and Phlebotomy/EKG students will be charged a clinical fee for their program. If the student transfers from one program to another but has not completed the clinical portion at the time of transfer, a second clinical fee will not be charged. If the student has completed his/her clinical portion and upgrades/downgrades to another program, a clinical fee will be charged.

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 externships 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. Complete all required coursework within the minimum and maximum time frame. Maximum time is 150% of the programs published hours. The minimum time frame is 70% of the programs published hours (80% for CDL).
2. Complete all required coursework obtain a minimum of 70% grade point average.
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.
5. Attend Career Services meeting to prepare resume and cover letter (if utilizing placement services)

If satisfactory financial arrangements are not made, the graduation

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 their program.

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)
- Medical Administration (Medical Coding and Billing)
- Medical Administration (Medical Office Assistant)
- Information Technology (Network Administration and Design)
- HVAC/R

Certificate**

NTI Graduates will earn a 'Certificate' for the successful completion of any program that is less than 600 hours in length:
- Clinical (Phlebotomy/EKG Technician)
- Information Technology (Computer Repair Technician)
- Information Technology (Desktop Support Technician)
- Commercial Driver Training (CDL A)
- Individual Computer Classes

NOTE: Candidates may elect to take any program offered at NTI as "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, Completion/Graduation & Licensure

The total placement, completion and licensure (CPL) rate for each program is a formula prescribed by the Council on Occupational Education (COE). The formal submission is completed on or before December 15th of each year. To view the School's latest reporting for its CPL, visit: **ntinow.edu/cpl**

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 and Closings

For the most up-to-date hours for your campus and school closings due to weather: my.ntinow.edu, call 800.447.1151 (24/7), or join our SMS texting to receive instant notifications.

Holiday Schedule

Closure Dates: New Year's Day; Memorial Day
Week of July 4th; Labor Day; Veteran's Day
Wednesday before Thanksgiving, school closes at 5:00 pm.
Thanksgiving Day and Friday after Thanksgiving; Christmas Week

Academic Information

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. Satisfactory Academic Progress 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

Satisfactory Academic Progress (SAP)

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 Measures 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 quarter credit hour.

Students who do not earn 70% of all Northeast Technical Institute credit hours attempted will be placed on financial aid warning 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.

Academic Program Progress Requirements

- Satisfactory Academic Progress will be reviewed at the end of each payment period
- Students must successfully complete at least 70% of the attempted quarter credits and 70% of the scheduled quarter credit 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 will be administered a midterm/final exam in any individual course and or program prior to reaching 150% of the courses published hours. Student will not be able to take a final exam in any individual course and or program prior to reaching 70% of the courses published hours
- 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

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:

A +	97.5-100	B-	80.0-82.4
A	92.5-97.4	C+	77.5-79.9
A-	90.0-92.4	C	73.0-77.4
B+	87.5-89.9	C-	70.0-72.9
B	82.5-87.4	F	69.9 and below: Failure

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

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 70% 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 70% of the attempted credits in the next payment period may be denied financial aid until the completion rate is brought above 70%.

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 the School.

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 Financial Aid Probation. The probation status will continue until the student meets Satisfactory Academic Progress Standards or completes their program as long as they are successfully completing the Academic Plan that is submitted as part of the SAP Appeal.

Probation Requirements

The student's progression will be monitored during the probationary period at the beginning and end of each remaining payment period to ensure the student is following the prescribed academic plan and successfully matriculating through their program of study.

Disbursements will not be made for a payment period unless it is verified that the student 's prior review (if applicable) was acceptable and student is in the proper classes for

Reestablishing Eligibility

Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.), who is placed on a financial aid 'warning' status, may appeal to the Financial Aid Review Committee for reinstatement based on his/her special case. If the student was placed on financial aid warning status for failure to complete 70% of the attempted credits, and since brought up the percentage to a minimum of 70% credits earned, the student will be reinstated during the end of subsequent payment period review process. If a student was placed on financial aid warning for not meeting the GPA requirement, the student will be placed back on a reinstated status once their GPA has been brought up to the proper level during the subsequent payment period review status.

To appeal, the Student must:

Complete the Satisfactory Academic Progress Appeal Form.
- Attach documentation that supports the specified circumstance(s) to the appeal form.
- Meet with Student Services and work with him/her to complete the Academic Plan portion of the SAP Appeal.
- Submit the appeal and the supporting documentation to the Registrar.

Federal Student Aid Receiving Students: Appeal

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 Campus Manager or designee for review. The Office of the

Satisfactory Academic Information

Remedial Courses

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

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 Director of Education or Designee and 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

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, and at no charge to the student. Students requiring an additional repeat will be required to pay for the course and must receive approval from Director of Education 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 may be granted if the request is submitted in writing to the Student Services Advisor. The student will be notified of approval or denial by Student Services within 5 days of the request by contacting the student directly while on campus, by telephone or email. 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. i.e.: 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 will be the first day of the approved leave of absence.

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 Director of Financial Aid who will approve or deny the request.

Satisfactory Academic Information

Transfer Credits (continued)

Credits earned at an institution other than 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 entering students. Amounts paid during the 1 period of enrollment will 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.

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:

- 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.

- The student may appeal the action of the school by requesting such appeal – in writing to the Campus Manager or Designee 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.
- The student has a right to make a personal appearance before the Campus Manager or Designee.
- Should a student fail to appeal the decision, the decision to terminate will stand.
- Notification of the school's action on the appeal including reason, if the appeal is denied, will be sent to the student within 10 days via US mail to the student's address on file.

Re-Enrollment Policy for Returning Students

Previous NTI students who have either withdrawn or graduated from a prior program at Northeast Technical Institute may be considered for re-admission based on a review of past program performance. Criteria includes, but is not limited to: Satisfactory Academic Progress, attendance, financial history, and other standards.

If the student is re-admitted at NTI, any previous payments toward tuition and fees would be applied for the same program of study. If the student is enrolling in a different program, please refer to Program Change (Upgrade or Downgrade) on page 15.

Dismissed Students: Students may reapply to be re-admitted to the institution after being dismissed. 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. 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 conditions. The student will need to meet with the Campus Manager or Designee to confirm academic standing and a financial aid administrator to determine if he/she is eligible to receive financial aid.

Financial Information

Tuition Financing Services

Prior to enrolling at the School, all applicants are encouraged to explore the availability all financing options.

Application assistance is provided by the School's Financial Aid 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 Loan (additional information is available on page 10 of School's Consumer Information Guide at ntinow.edu/disclosure-information)
- DET/Career Center Grants
- Work Investment Act (ME & NH)
- Trade Adjustment Act (ME & NH)

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 at my.ntinow.edu or through the Financial Aid office. Information on eligibility requirements, amounts available, interest rates, scholarships and grants, and repayment schedules is available from the Financial Aid office.

Scholarships

NTI distributes non-cash scholarships to qualified area residents, high schools and regional vocational centers. Selected students 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 periodically awards the 'Charlie Liponis Scholarship' to non-high school students who demonstrate financial need. To apply, contact the Admissions or Financial Aid department.

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 credit. Additional information and assistance is available through the School's Financial Aid office.

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 email 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 800.447.1151.

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.

Healthcare

Academic Information

Successful graduates of the Medical Office Assistant, Medical Coding and Billing, Clinical Medical Assistant I and II programs will be awarded a 'Career Diploma'.
Phlebotomy/EKG Technician will be awarded a 'Certificate'.

Program Objectives

- Composition: Demonstrate effective writing, research, documentation, and critical thinking skills.
- Communication: Communicate effectively, reflect critically, problem-solve logically, and apply these skills to achieve personal and professional goals.
- Professional development: Evaluate and apply skills that enhance academic, professional, and personal success.
- Demonstrate competencies in program specific educational objectives.
- Employ the highest standards, ethical, and legal values in healthcare practices
- Embody professional behaviors as defined by the discipline of the Healthcare profession.

Program Description & Delivery

Everyone learns differently. NTI's Healthcare training was built from the ground up to address each student's individual learning style and rate. Our unique blended learning format was created especially for adult learners, and offers a high degree of flexibility. This innovative and successful approach sets NTI apart from other schools. Here are just some of the benefits:

- Flexibility and Convenience - Our instruction allows you to custom design a schedule that works for YOU
- One-On-One Instruction
- Robust and Interactive Courseware hosted on NTI's Learning Management System (LMS).

Hybrid Learning

Most of NTI's Healthcare programs are approved for *Hybrid Learning by our accreditor, the Council on Occupational Education. Hybrid Learning allows for a portion of the learning activities to be done off campus, reducing time spent in the classroom. All midterms and finals must be taken on campus. Hybrid Learning is not available for those using VA benefits.

Hybrid classes are designed for learners who can demonstrate they will be successful with off campus learning while maintaining the value of personal contact with their instructors and other students. Blending the best elements of in-class teaching with the convenience of off campus learning, hybrid learning promotes active, independent learning.

Healthcare

Course Outlines

SAH-001 Introduction to Allied Health (50 Hours)

This course introduces allied health students to core healthcare concepts including the history of healthcare, prevention, scope of practice, terminology, delivery models, insurance, HIPAA, The Affordable Care Act, interpersonal dynamics, diversity, telephone etiquette, teamwork, disease transmission, infection control, chain of infection, OSHA, compassion, ethics, Patient Bill of Rights, medical records, professionalism, personal appearance, and professional development.

SAH-002 Medical Terminology (75 Hours)

Medical Terminology refers to a set of specialized words that Healthcare professionals use to promote effective communication. Many of these words are composed of Greek and Latin prefixes, roots, and suffixes, building blocks that help you decipher and remember medical terms. This course helps allied health students learn and practice both general medical terms and those associated with each human body system.

SAH-003 Computer Skills for Allied Health (75 Hours)

After introducing students to computer basics and digital concepts especially applicable in a medical office setting, this course provides training in Microsoft Office 365 productivity applications including Word, Excel, and PowerPoint.

SAH-004 Anatomy & Physiology I (75 Hours)

Anatomy and Physiology 1 focuses on introductory concepts (medical terminology, scientific method, anatomical position, body planes, body cavities, body regions, and homeostasis), levels of organization (molecules, cells, tissues, organs, and organ systems), the senses, and the skeletal, muscular, nervous, and endocrine systems. Anatomy and Physiology 2 deals with the circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as growth and development, genetics, nutrition, and metabolism.

SAH-005 Anatomy & Physiology II (75 Hours)

Anatomy and Physiology II (AP2) continues the introduction to the structure and function of the human body that was begun in Anatomy and Physiology 1 (AP1). Like AP1, AP2 uses the body systems approach and will cover the cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems.

SAH-006 Electronic Health Records (75 Hours)

This course introduces allied health students to Electronic Health Records which have largely replaced paper-based patient records in the healthcare industry. An Electronic Health Record (EHR) can include a variety of health-related information (accessible online) about a human being through time and across body systems. In this course, students complete various common medical office tasks using a cloud-based EHR system.

SAH-007 Pharmacology for Allied Health (50 Hours)

This course introduces allied health students to pharmacology, the branch of biology that studies how molecules interact with cells, tissue, organs, and organ systems within the human body. These molecules are commonly called drugs or, if they have medicinal properties, pharmaceuticals.

SAH-008 Medical Billing (75 Hours)

This course explores various aspects of health insurance in the United States including origin, legal and ethical considerations, types, claim submission, fee-for-service, managed care, Medicaid, Medicare, military carriers, workers' compensation, disability, diagnostic and procedural coding, HIPAA, claims management, electronic claims process, reimbursement, and billing related to the hospital environment.

SAH-009 Medical Coding I (100 Hours)

This course covers the basics of coding, exploration of the ICD-10 and CPT manuals, examination of specialty areas such as cardiology and obstetrics/gynecology, radiology, pathology, and lab work.

Healthcare
Course Outlines Continued

SAH-010 Medical Coding II (125 Hours)

This course is designed to prepare students for employment as coders in physicians' offices, ambulatory centers, health care organizations, and insurance companies. The course features the more advanced concepts of ICD-10, CPT, HCPCS, and reimbursement procedures.

SAH-012 Professional Development for Allied Health (25 Hours)

This course addresses how to cope with difficult co-workers and managing stress in the workplace, interpersonal communication, business writing, resume writing, interviewing techniques, and how to manage your job search.

SAH-013 Phlebotomy Skills (80 Hours)

This course is designed for those new to phlebotomy or cross training from another Allied Health Profession. The course is versatile enough to be used by learners and medical professionals that have not previously performed phlebotomy procedures. Students perform multiple venipunctures, and capillary skin punctures.

SAH-014 EKG Skills (20 Hours)

This course covers patient preparation, performing and mounting of 12 lead, single channel EKG tracings. It is an introduction to the cardiovascular system and related terminology. Emphasis is placed on basic rhythm identification and possible disease states.

SAH-015 Medical Assisting Skills (136 Hours)

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, vital signs, medical emergencies and more.

SAH-016 Medical Laboratory Skills (80 Hours)

In this course, students will learn to perform routine and specialized tests, prepare/stain slides for analysis, record testing information, sterilize equipment, label and sort tissue samples, operate equipment and more.

SAH-017 Administrative Medical Assisting (100 Hours)

This course provides students with the real-world administrative skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum helps students to further develop the tactile and critical thinking skills necessary in today's healthcare setting.

SAH-018 Introduction to Allied Health for Phlebotomy (50 Hours)

This course introduces allied health students to core healthcare concepts including the history of healthcare, prevention, scope of practice, terminology, delivery models, insurance, HIPAA, The Affordable Care Act, interpersonal dynamics, diversity, telephone etiquette, teamwork, disease transmission, infection control, chain of infection, OSHA, compassion, ethics, Patient's Bill of Rights, medical records, professionalism, personal appearance, and professional development.

Healthcare

Medical Billing and Coding

Overview

A Medical Billing & Coding professional is one who likes the medical field, but prefers to work not with patients, but with patients' data. This type of individual is responsible, organized and can retain large amounts of information. They multi-task well, enjoy reading, and are skilled with computers.

NTI's Medical Billing and Coding 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 and basic pharmacology.

Curriculum

COURSE #	COURSE TITLE	HOURS
SAH-001	Introduction to Allied Health	50
SAH-002	Medical Terminology	75
SAH-003	Computer Skills for Allied Health *	75
SAH-006	Electronic Health Records *	75
SAH-004	Anatomy and Physiology I	75
SAH-005	Anatomy and Physiology II *	75
SAH-007	Pharmacology for Allied Health	50
SAH-012	Professional Development for Allied Health *	25
SAH-008	Medical Billing	75
SAH-009	Medical Coding I	100
SAH-010	Medical Coding II	125

Eligible for Hybrid Learning

The Medical Billing and Coding program is offered at all NTI campuses.

Healthcare

Medical Office Assistant

Overview

This program prepares students to perform a variety of duties including medical insurance, coding and billing, completing and submitting medical insurance forms, creating and maintaining electronic health records and medical charts, preparing reports and correspondence, scheduling appointments, and greeting patients. The program also provides students with a foundation in Anatomy & Physiology and basic Pharmacology in preparation for career advancement.

Curriculum

COURSE #	COURSE TITLE	HOURS
SAH-001	Introduction to Allied Health	50
SAH-002	Medical Terminology	75
SAH-004	Anatomy and Physiology I	75
SAH-005	Anatomy and Physiology II *	75
SAH-012	Professional Development for Allied Health *	25
SAH-006	Electronic Health Records *	75
SAH-008	Medical Billing	75
COURSE #	COURSE TITLE (Administrative Specialty)	HOURS
SAH-003	Computer Skills for Healthcare *	75
SAH-007	Pharmacology for Healthcare	50
SAH-017	Administrative Medical Assisting	100
COURSE #	COURSE TITLE (Pharmacy Tech)	HOURS
SAH-019	Pharmacy Technician Principles and Practice	100
SAH-020	Math Calculations for Pharmacy Technicians	75
SAH-021	Pharmacy Management Software for Pharmacy Technicians	50

Eligible for Hybrid Learning

The Medical Office Assistant program is offered at all NTI campuses.

Healthcare

Phlebotomy / EKG Technician

Overview

As the need for cross-trained healthcare professionals increases, NTI has created the
Phlebotomy and EKG Technician program. Successful students may become certified by a
national exam. The program places emphasis on the safe practice of collecting adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates. The second part of the program includes the correct and accurate obtaining of an EKG tracing and cardiac monitoring. The program consists of classroom instruction and clinical instruction provides hands on training of the procedures to develop the skills.

Curriculum

COURSE #	COURSE TITLE	HOURS
SAH-018	Introduction to Allied Health for Phlebotomy	50
SAH-013	Phlebotomy Skills	80
SAH-014	EKG Skills	20

Phlebotomy / EKG Technician program is offered at all NTI campuses.

Healthcare

Clinical Medical Assistant I
Clinical Medical Assistant II

Overview

NTI's Clinical Medical Assistant program combines classroom and laboratory instruction to provide students with a comprehensive learning experience. The program covers medical administration and clinical instruction. The medical administration portion of the training covers 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.

Curriculum

COURSE #	COURSE TITLE	HOURS
SAH-001	Introduction to Allied Health	50
SAH-002	Medical Terminology	75
SAH-004	Anatomy and Physiology I	75
SAH-005	Anatomy and Physiology II *	75
SAH-006	Electronic Health Records *	75
SAH-008	Medical Billing *	75
SAH-013	Phlebotomy Skills	80
SAH-014	EKG Skills	20
SAH-015	Medical Assisting Skills	136
Clinical Medical Assistant II Also Includes:		
SAH-003	Computer Skills for Allied Health	75
SAH-007	Pharmacology for Allied Health	50
SAH-009	Medical Coding I	100
SAH-010	Medical Coding II	125
SAH-015	Administrative Medical Assisting	100

Eligible for Hybrid Learning

The Clinical Medical Assistant I and II programs are offered at all NTI campuses.

Information Technology

Academic Information

Successful graduates of the IT programs will be awarded either a 'Certificate' for Desktop Support Technician. Successful graduates of the Network Administration and Design receive a 'Career Diploma'.

Program Objectives

- Possess the knowledge and skills to critically review, synthesise and carry forward professional objectives

- Demonstrate competencies in program specific educational objectives.

- Employ the highest standards, ethical, and legal values in the Information Technology industry.

- Embody professional behaviors as defined by the discipline of the Information Technology profession.

Program Description & Delivery

Everyone learns differently. NTI's IT training was built from the ground up to address each student's individual learning style and rate. Our unique blended learning format was created especially for adult learners, and offers a high degree of flexibility. This innovative
and successful approach sets NTI apart from other schools. Here are just some of the benefits:

- Flexibility and Convenience - Our instruction allows you to custom design a schedule that works for YOU

- One-On-One Instruction

Robust and Interactive Courseware hosted on NTI's Learning Management System (LMS)

Hybrid Learning

The Network Administration and Design program is approved for *Hybrid Learning by our accreditor, the Council on Occupational Education. Hybrid Learning allows for a portion of the learning activities to be done off campus, reducing time spent in the classroom. Blending the best elements of in-class teaching with the convenience of off campus learning, hybrid learning promotes active, independent learning.

Hybrid classes are designed for learners who can demonstrate they will be successful with off campus learning while maintaining the value of personal contact with their instructors and other students. Hybrid classes are convenient yet require more dedication and time management skills than traditional classroom learning.

Information Technology

Course Outlines

SIT-001   Internet and Computing (50 Hours)
This course introduces students to fundamental internet and computing skills including the use of Microsoft Office applications. Topics include computer hardware, the Windows operating system, file management, networking, system updates, and using Microsoft Word, Excel, PowerPoint, and (optionally) Access.

SIT-002   CompTIA A+ Part 1 (110 Hours)
This course prepares students for the CompTIA A+ 220-901 Certification Exam which includes the following topics: hardware, networking, mobile devices, and troubleshooting.

SIT-003   CompTIA A+ Part 2 (110 Hours)
This course prepares students for the CompTIA A+ 220-902 Certification Exam which includes the following topics: Windows operating systems, other operating systems and technologies, security, software troubleshooting, and operational procedures.

SIT-004   CompTIA Network+ (100 Hours)
This course prepares students for the CompTIA Network+ N10-006 Certification Exam which includes the following topics: network architecture, network operations, network security, troubleshooting, industrial standards & practices, and network theory.

SIT-005   CompTIA Security+ (100 Hours)
This course prepares students for the CompTIA Security+ SY0-401 Certification Exam which includes the following topics: network security; compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identify management; and cryptography.

SIT-006   Windows Client (80 Hours)
This course prepares students for the Microsoft Windows 10 Exam 70-697 which assesses abilities to Manage identity; Plan desktop and device deployment; Plan and implement a Microsoft Intune device management solution; Configure networking; Configure storage; Manage data access and protection; Manage remote access; Manage apps; and Manage updates and recovery.

SIT-007   Windows Server 1 (150 Hours)
This course prepares students for the Microsoft Windows Server 12 Exam 70-740 which assesses abilities to Install Windows Servers in host and compute environments; Implement storage solutions; Implement Hyper-V; Implement Windows containers; Implement high availability; and Maintain and monitor server environments.

SIT-008   Windows Server 2 (150 Hours)
This course prepares students for the Microsoft Windows Server 12 Exam 70-742 which assesses abilities to Install and configure Active Directory Domain Services (AD DS); Manage and maintain AD DS; Create and manage Group Policy; Implement Active Directory Certificate Services (AD CS); and Implement identity federation and access solutions.

SIT-009   Cisco ICND 1 (110 Hours)
This course prepares students for the Interconnecting Cisco Networking Devices Part 1 exam which includes the following topics: Network Fundamentals, LAN Switching Fundamentals, Routing Fundamentals, Infrastructure Services, and Infrastructure Maintenance.

SIT-010   Cisco ICND 2 (110 Hours)
This course prepares students for the Interconnecting Cisco Networking Devices Part 2 exam which includes the following topics: LAN Switching Technologies, Routing Technologies, WAN Technologies, Infrastructure Services, and Infrastructure Maintenance.

SIT-011   CompTIA Linux+ (160 Hours)
This course prepares students for the CompTIA Linux+ LX0-103 Certification Exam which includes the following topics: System Architecture; Linux Installation and Package Management; GNU and Unix Commands; Devices; Linux Filesystems; and Filesystem Hierarchies

Information Technology

Network Administration & Design

Overview

In this program, students learn how to analyze the needs and requirements of a business infrastructure and implement solutions based on the Microsoft Windows Server or Network Platforms. Responsibilities include installing, configuring and maintaining a server environment. This program helps prepare students for many industry certifications, including CompTIA® Microsoft® and Cisco® for students with a Network concentration.

Curriculum

COURSE #	COURSE TITLE	HOURS
SIT-001	Internet and Computing	50
SIT-002	CompTIA A+ Part 1	110
SIT-003	CompTIA A+ Part 2*	110
SIT-004	CompTIA Network +	100
SIT-005	CompTIA Security +	100
COURSE #	COURSE TITLE (Windows Specialty)	HOURS
SIT-006	Windows Client	80
SIT-007	Windows Server 1	150
SIT-008	Windows Server 2*	150
COURSE #	COURSE TITLE (Cisco/Linux Specialty)	HOURS
SIT-009	Cisco |CND 1	110
SIT-010	Cisco |CND 2*	110
SIT-011	CompTIA Linux +	160

This program is offered at our Scarborough campus.

* Eligible for Hybrid Learning

Information Technology

Desktop Support Technician

Overview

Organizations need qualified entry-level professionals to support the Microsoft® Windows Desktop Operating System environment.

This comprehensive program covers a wide range of topics mapped towards helping the student attain CompTIA© certifications (A+, Network+) and a Microsoft© Windows certification. As its name implies, 'Desktop Support Technician' is intended for technical support staff to troubleshoot desktop applications.

Curriculum

COURSE #	COURSE TITLE	HOURS
SIT-001	Internet and Computing	50
SIT-002	CompTIA A+ Part 1	110
SIT-003	CompTIA A+ Part 2	110
SIT-004	CompTIA Network +	100
SIT-006	Windows Client	80

* Eligible for Hybrid Learning

This program is offered at our Scarborough campus.

Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)

Academic Information

Successful graduates of the HVAC/R program will be awarded a 'Career Diploma'.

Program Objectives

- Practice the highest standards of safety

- Develop skills with mechanical and electrical applications within residential & light commercial environments

- Perform preventive and corrective maintenance to electrical, gas, and oil furnaces

- Develop an understanding with the different types of air conditioning systems

- Be eligible for an externship program

- Be prepared to test for the *EPA Certification*

- Be prepared to test for *NORA 'Bronze' national certification for Oil Heat Technicians*

- Be prepared to test for the *CETP Gas Certification for Appliances*

Program Description & Delivery

The HVAC/R program develops students' skills and knowledge related to residential and commercial heating, ventilation, air conditioning, and refrigeration. As well as basic principles and practices of propane and natural gas service technicians for small appliance installation and service certifications recognized for licensing in the state of Maine. Topics covered include electricity, thermodynamics, combustion properties, principles of venting and ventilation, systems sizing and code interpretation, psychometrics, diagnostics, forced air furnaces, air distribution systems, and heating/cooling load analysis. This course provides students with a substantial skill and knowledge foundation typically required for Apprentice HVAC/R technicians. The course content prepares students for entry-level employment, advanced training in HVAC/R , and entry into post-secondary education.

Facilities and Equipment

The HVAC/R program includes classroom theory and hands-on lab instruction.

Students receive hands-on instruction in our HVAC/R lab which is equipped with a variety of industry multi-meters, pumps, refrigeration and air-condition units, fuel tanks, gauges, and tools. Students learn the fundamentals of electricity, types of motors, capacitors, controls, wiring diagrams, schematics, tubing, soldering, and brazing in our lab.

Scarborough Students:
Classroom theory is taught at our 2nd floor classroom at 51 US Route 1, Scarborough, ME
Hands-On Lab instruction is taught at 5 Industrial Road, South Portland, ME

Bangor Students:
Classroom theory and Hands-On Lab instruction taught at 1435 Broadway, Bangor, ME

Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)

Course Outlines

HVACR – 01AC   Introduction to Air Conditioning/Charging and Recovery

This course begins with an introduction to the HVAC/R industry including, air conditioning, tools, safety, equipment and pip-
ing.   The course then progresses to Air Conditioning fundamentals, applications and terminology. The Course covers SI Units,
Heat load calculation, equipment selection, Air Conditioning systems and cycles, components, controls, charging and recovery.

HVACR – 02RC   Refrigeration and Controls

The Refrigeration and Controls course introduces the student to basic refrigeration concepts and electric motors; and will also
cover the EPA 608 Refrigerant certification process and test.

HVACR – CETP   Gas & Propane (CETP)

this course covers basic principles and applications in propane, vapor distribution systems, appliance installation, and basic elec-
tricity for the installation and maintenance of gas/propane systems. The course also prepares the student for the nation's premier
Gas certification through the Certified Employee Training Program (CETP).

HVACR – 04NORA   Oil Technician (NORA)

Students develop their knowledge and skills related to residential and commercial oil heating. Upon completion of this
course students can receive NORA Bronze certification.   Topics covered include; heating oil and its properties, oil tanks and
piping, fuel units, nozzles, combustion chambers, drafting & venting, combustion properties, basic electricity, ignition systems,
motors controls, thermostats, hydronic and forced air systems, maintenance and service.   This course provides students with
the skills to pass the NORA Bronze certification upon the completion of the program.

HVACR – PD   Professional Development for HVAC Technicians

This course covers the concepts of professional customer relations and service aimed at enabling the highest level of success based
on customer satisfaction and retention; addresses how to cope with difficult co-workers and manage stress in the workplace, and
perform as a team member in the organization.

HVACR-EXT   HVAC/R Externship *(Not required to graduate - optional)*

Upon successful completion of selected modules, students may be eligible for a 2 week (80 hours) externship program. Students
will gain valuable on-the-job work experience Performing various HVAC/R job duties in both residential and commercial settings.

HVAC/R Technician

Curriculum

Course #	Course Title	Hours
HVACR – 01AC	Introduction to Air Conditioning/Charging and Recovery	142
HVACR – 02RC	Refrigeration and Controls	150
HVACR – CETP	Gas & Propane (CETP)	300
HVACR – 04NORA	Oil Technician (NORA)	202
HVACR – PD	Professional Development for HVAC Technicians	16

(Offered at Scarborough & Bangor Campuses)

Commercial Driver Training

Academic Information

The CDL-A program has built its reputation 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 . Graduates of this program will be awarded a 'Certificate'.

Program Objectives

- Posses the knowledge and skills required for safe operation of tractor-trailer and/or straight trucks.

- Demonstrate competencies in program specific educational objectives.

- Employ the highest standards, ethical, and legal values in the transportation industry.

- Embody professional behaviors as defined by the discipline of the driving profession.

Program Description & Delivery

NTI's CDL A truck driver training is designed to teach students safe operation of trucks and a working knowledge of the industry and its regulations. This real world training begins with 78 hours of classroom instruction and covers safety, rules and regulations, permit testing and more. In addition, there are 25 hours of lab time and 44.5 hours of behind-the-wheel time (which includes a minimum of 12 hours over the road). The balance of the 200 hour program consists of general training and observational learning.

Program Topics Include:

- Pre-Trip Inspection

- Truck Engines, Transmissions

- CDL Examination

- Safety for CDL Drivers (FMCC)

- Rules of the Road

- Professional Development for CDL Drivers

- Log Books and Trip Planning

- Straight Backing

- Alley Docking

Endorsements: Air Brakes, Hazardous Materials (optional), Tankers (except for NH students), Doubles/Triples

Commercial Driver Training

Course Outlines

CDL-001 Introduction to Commercial Driving   **Hours: 78**

Classroom instruction includes commercial motor vehicle driving basics, defensive driving logbook maintenance and hours of service, general knowledge, air-brake systems, combination vehicles, HAZMAT, vehicle inspection, tanker/doubles/triples, vehicle familiarization, coupling and uncoupling, and backing.

CDL-002 Commercial Driving Theory and Practice   **Hours: 110**

This Course enables students to develop their pre-trip inspection, drop and hook and backing maneuvers under careful supervision in a controlled environment. Most of this course is hands-on and behind the wheel (60-70 Hours) and some time consists of observational learning.

CDL-003 Supervised Commercial Driving   **Hours: 12**

During this course, students develop over-the-road driving skills on all types of roads including city, country, state, and interstate highways. Students gain valuable experience in handling a tractor-trailer in all types of traffic situations.

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 pos-

CDL-A Training

Curriculum

COURSE #	COURSE TITLE	Hours
CDL-001	Introduction to Commercial Driving	78
CDL-002	Commercial Driving Theory and Practice	110
CDL-003	Supervised Commercial Driving	12

Manufacturing

Manufacturing Technician

Academic Information

Successful graduates of the Manufacturing Technician program will be awarded a 'Certificate'.

Program Objectives

- Prepare students with the workplace skills including safety, manufacturing math, concepts, tools/bench skills that are needed for entry- level positions in the manufacturing industry.
- Prepare students for entry-level employment with manufacturers, contractors, and other Maine businesses that may lead to a position as machine operator, sheet metal fabricator, production technician, team leaders/ supervisor, and more.
- Give students a thorough grounding in the fundamentals of professional development and customer service.
- Emphasis is also placed on lean manufacturing throughout the program, proper safety practices and procedures, in the lab and the workplace.

Program Description & Delivery

The Manufacturing Technician (MT) program is part of a larger, statewide curriculum that is widely recognized by manufacturing employers. The MT program provides students with competencies in core areas: bench-work, precision measurement, print reading, industrial safety, technical math and workplace skills and communication. Students then have the opportunity to select an area of concentration in the manufacturing industry upon successful completion of the program. Course work covers blueprint reading, technical mathematics, safety, tools, and communication/ professional development. This Certificate program is part of the manufacturing career pathway which prepares students for a wide variety of manufacturing careers, as well as continued study in other programs offered at NTI.

Curriculum

COURSE #	COURSE TITLE	HOURS
MT-L2	Manufacturing Math	60
MT-L3	Workplace Skills and Communication	25
MT-L4	Introduction to Blueprint Reading	30
MT-L5	Manufacturing Concepts	50
MT-L6	Measurement	40
MT-L7	Introduction to Lean Manufacturing	25
MT-L8	Safety in the Workplace	20
MT-L9	Mechanical Fabrication	30

Manufacturing Technician

Course Outlines

BMT-L2 | Manufacturing Math | 60 Hours
This course reviews the math operations and concepts commonly used on the job in the production environment. The student hones addition, subtraction, multiplication, division, fraction, decimal, percentage, and averaging, ratio, and geometry skills. This course exposes the student to basic linear problem solving and geometric operations, such as calculating surface area and volume. Student will add, subtract, multiply, and divide whole numbers; convert values simple word problems; convert units and use dimensional analysis to set up, solve and check tolerances on prints; creating a tolerance band (+/- zone) around a nominal measurement/dimension; add, subtract, multiply, and divide fractions and decimals; convert fractions to decimals; and understand percentages.

BMT | L3 | Workplace Skills and Communication | 25 Hours
Communication skills explains the importance of effective communication, listening skills, and feedback. Upon completion, the student will be able to identify the roles of the sender and receiver and explain the effects of encoding and decoding. The student also learns to identify the barriers to effective communication and appropriate types of communication to use in various situations. Conflict resolution defines conflict and identifies the strategies used to manage it. The student learns to identify the sources of the conflict and categorize the conflict as positive or negative. Also covers active listening skills and strategies to minimize negative effects of conflict. Working in groups provides an overview of groups and group decision-making. The student studies group types, group formation, and the components and attributes of working effectively in a group. The student also learns about the advantages and disadvantages of group decision-making, as well as the best decision-making strategies for any situation.

BMT-L4 | Introduction to Blueprint Reading | 30 Hours
Blueprint reading introduces reading and interpreting blueprints with a focus on reviewing common elements, the alphabet of lines, and the differences between types of drawings. This course provides dimension definitions for height, width, and depth, and reviews dimension and geometric symbols and datum's. Introduction to blueprint reading strives to enhance the learner's math and geometry knowledge through practical application.

BMT-L5 | Manufacturing Concepts | 50 Hours
This course introduces principles of advanced manufacturing introduce advanced manufacturing through study of the technologies, processes, performance objectives, and personnel employed in modern manufacturing. Includes examination of computer technologies, such as CNC, PLC, automation, and software. The student learns how to calculate critical performance objectives, as well as common physical plant layouts and the typical organization of manufacturing personnel and their responsibilities. Manual Machine Tools provides an overview of the operation, function, and uses on many common tools used in manufacturing.

BMT-L6 | Measurement | 40 Hours
Measurement is a cornerstone of all technical career paths and a major part of quality assurance. This course covers basic measurement, precision measurement, direct gauging, indirect gauging, and dimensional measurements using both the U.S. customary system and the SI metric system. This course includes an introduction to the history, principles and system of measurement and exposure to the variety of measuring tools used by the industry to assure quality at the source. Students will finish this course with an understanding of the construction, use and proper care of the basic measuring tools; an ability to apply the basic measuring tools to a variety of sample parts and produce an inspection report; and an ability to understand and use direct measuring tools and comparison measuring tools.

BMT-L7 | Introduction to Lean Manufacturing | 25 Hours
Introduction to lean introduces the concepts, terms, and application of lean manufacturing principles and practices in the manufacturing process. It provides an overview of the history and evolution of lean, the benefits of lean process, and the role of management in the lean process. Lean overview and workplace organization provides understanding of the context and vocabulary of lean manufacturing, including: the history and purposes of lean manufacturing, the Toyota Production System, principles of workplace organization, and 5S workplace organization process: Sort, Straighten, Shine, Standardize, and Sustain.

BMT-L8 | Safety in the Workplace | 20 Hours
This course reviews basic workplace safety concepts and practices. Focus is placed on the common causes of workplace accidents and injuries, the role of OSHA and other federal and state agencies in regulating safety, and workplace safety initiatives. The section on hazardous communication reviews the definitions, uses, and standards related to hazardous materials. The student learns how to use and understand a Material Safety Data Sheet (MSDS), hazardous chemical labels, and the Hazardous Material Identification System (HMIS), and the HMIS color bar. This course includes hazards involved in entering and working in a confined space and OSHA's requirements for entry permit programs.

BMT-L9 | Mechanical Fabrication | 30 Hours
Mechanical This course grounds learned in the basic knowledge needed for assembly. The student focuses on the proper and safe application of hand tools. Mechanical fabrication builds knowledge in the many types of bolts, wrenches and other fittings commonly used in the industry and how to properly apply them, including pneumatic fabrication fittings. The course focuses on proper techniques for checking connections and testing fittings with an emphasis on safety. A focus is placed on proper tool use and how it helps in many ways, including injury avoidance, fewer product quality issues, and lower took breakage costs. A section of fasteners provides excellent application knowledge regarding bold types, size, and grades as well as screws, washers, locking nut devices, pins, and keys.

Enrichment Programs

Individual Information Technology, Medical and HVAC/R 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 IT (page 33) medical (page 23) and HVAC/R (page 36) courses.

Schedule & Fees

Call Admissions for scheduling and pricing at 800.447.1151. Certificates awarded upon successful completion of the course(s).

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*Faculty credentials are published on our website: ntinow.edu/faculty

Additional Information

OWNERSHIP

In 1995, Northeast Technical Institute was founded and incorporated by Chris Liponis, who has been in the career education field since 1962. The school is now owned by its president, James Liponis who has worked in the family business since 1990.

AVAILABILTY OF EMPLOYEES FOR INFORMATION FOR DISSEMINATION PURPOSES

Northeast Technical Institute is required to designate an employee or department to assist enrolled or prospective students in obtaining pertinent information related to academic programs, school policies/procedures, enrollment statistics, retention statistics, graduation rates, demographic data related to the student population, campus safety and summary of financial information and financial aid information. Information may be obtained online at ntinow.edu/consumer-information, or by contacting;

Kristy Lank
51 US Route 1
Suite K
Scarborough, ME
TEL: 207.883.5130
Email: klank@ntinow.edu

Other employees, such as admissions advisors, financial aid counselors, Student Success Committee Members, and the Director of Education may also provide information regarding their specific areas of responsibility. If a student needs a paper copy of information, he/she may contact the office of admissions, financial aid, or the office of the Registrar for assistance.

The contact information for each staff member and their department can be found on the NTI staff directory in this catalog.

EMERGENCY CONTACT INFORMATION

If you are unable to contact NTI, please call | Cell Number:

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.

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