

Technical Employment Training, Inc.

# 2020 Catalog Addendum

September 2020



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The updates listed in this addendum apply to the **January 1, 2020- December 31, 2020** Technical Employment Training Catalog. This catalog addendum contains new and updated information, as well as corrections of errors in the original catalog.

Technical Employment Training  
(909) 382-4141  
[www.technicalemploy.org](http://www.technicalemploy.org)

**GENERAL INFORMATION**

*Changes to Pages 5-7*

**TET BOARD OF TRUSTEES**

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Mike Gallo, Chair

Dr. Donald F. Averill, Secretary

Bill Waddingham, Treasurer

Michael Gialluly, Member-at-large

Kimberly Clarke, Member-at large

Jason Fletcher, Member-at-large

**MISSION**

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Technical Employment Training offers education, training and national certifications in career education to a diverse group of learners who will be better prepared to enter the emerging job market for the 21<sup>st</sup> century.

**ENROLLMENT AND APPLICATION***Changes to Pages 9-11***ADMISSION REQUIREMENTS AND APPLICATION****Page 9**

TET has an open enrollment policy, which means students may start a program at the beginning of the next module with a few exceptions. Please check with a member of administration for the start dates of all modules. New modules start approximately every 11 weeks.

To be eligible for admissions to TET a prospective student must meet the following requirements:

- Applicants must be at least 18 years of age
- Complete an application
- Provide a High School Diploma, GED or equivalent or applicants will be required to pass the TET Placement Assessment with a 70 percent or higher
- Interview with a member of administration

The ability to read and solve mathematical problems at the 9th grade level is strongly recommended.

TET does not discriminate on the basis of sex, race, ethnic origin or religion.

All prospective students will complete the following admission process to ensure all required information can be reviewed and discussed:

1. Application for admission shall be submitted to the Administrative Office.
2. Applicants will take an assessment test to determine success in the program.
3. Applicants will go through an information session including a tour of the facility to discuss the requirements of the program.
4. Applicants will be interviewed by a member of administration and provided all information pertinent to the program.

**LANGUAGE****Page 11**

All instruction at TET is in English and there is no ESL accommodation. Students must be proficient in their understanding and ability to communicate in English at the level equivalent of a high school

diploma/general education development. There are a number of employees who are Spanish speaking and can assist, but the instruction program is solely in English.

**STATE APPROVAL****Page 11**

Technical Employment Training is a private non-profit institution and is approved to operate by the Bureau for Private Postsecondary Education and is in compliance with state standards as set forth in the California Education Code and the California Code of Regulations. TET is in the process of submitting its self-study for accreditation by a major accrediting agency. Updates will be posted on the TET website.

**STUDENT POLICIES***Changes to Pages 13-19***STUDENT TUITION RECOVERY FUND (STRF)****Page 16**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (888) 370-7589 or (916) 574-8900.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

#### **REPAYMENT OF AN EDUCATIONAL LOAN**

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If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

#### **COMPLAINTS/GRIEVANCES**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:

1747 N. Market Blvd., Ste. 225, Sacramento, CA 95797-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s:

(888) 370-7589 or by fax (916) 263-1897

(888) 574-8900 or by fax (916) 263-1897

**STUDENT SUCCESS AND SUPPORT PROGRAMS***Changes to Pages 21-22***HOUSING****Page 21**

The city of San Bernardino has many housing opportunities available. It is one of the least expensive counties in the state in which to find housing. TET, however, has no responsibility to find or assist in the housing search for a student. The school does not provide transportation or childcare for students. It does not have dormitory facilities under its control. Depending on the type of housing, renting a room, apartment, condo or single family home, the costs range from \$600 for a single room to \$2,200 for a 3 bedroom, 2 bath home.

**RETENTION OF STUDENT RECORDS****Page 22**

Privacy is important in any educational institution in the state. TET maintains files on students that are kept in a safe place with restrictions on how information may be disseminated, both internally and externally. No one, outside of TET, other than the individual student (who is over 18 years of age) or a governmental agency, may request a students' records. Records are kept for a minimum of three years in hard copy at TET. After three years the hard copies are also moved to a storage facility for an additional three years. Student transcripts are maintained permanently electronically at TET.



**FACULTY AND STAFF***Changes to Page 28***FACULTY AND STAFF****Page 28**

TET faculty members are hired to provide students with a classroom extension of what is needed to be successful in the manufacturing industry. TET faculty members have met the minimal and/or preferred requirements of manufacturing experience, NIMS credentials and/or Career and Technical Education California Teaching Credentials.