



January 1, 2022 - December 31, 2022

# CATALOG

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**Technical Employment Training, Inc.**  
*Keeping America Great*



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# WELCOME LETTER

Dear Applicants and Future Students:

Welcome to Technical Employment Training (TET) in San Bernardino, California.

I am happy to be a part of your future by introducing you to the training facility, equipment, programs and staff that will become a part of your life as you start a new career.

Our classrooms, equipment, technology and faculty will soon become familiar to you as you embark on a manufacturing program. You will be trained in obtaining national credentials in the National Institute for Metalworking Skills (NIMS). Not only will you be trained for the credential exam, but our job development professionals will work hard to place graduates with jobs in manufacturing occupations.

We also take pride in our Employability Skills Training that prepares you to write an effective resume, answer questions for job interviews, and learn how to be a successful and contributing employee.

By enrolling at TET, you are choosing a brighter future to educate yourself with a set of skills that leads to a sought-after career. Our staff is readily available to assist you with information and counseling to help you succeed.

Welcome! I look forward to seeing your progress at TET.



William R. Clarke, Ed.D.  
CEO & President, Technical Employment Training



# TECHNICAL EMPLOYMENT TRAINING SCHOOL CATALOG

Let's meet some of the individuals who are dedicated to your success.

## TET BOARD OF TRUSTEES

- Mike Gallo, Chair
- Dr. Donald F. Averill, Secretary
- Bill Waddingham, Treasurer
- Kimberly Clarke, Member-at-Large
- Michael Gialluly, Member-at-Large
- Jason Flejter, Member-at-Large
- David Dragnich, Member-at-Large
- Gary Hill, Member-at-Large

## ADMINISTRATION

- Dr. William Clarke, CEO/President
- Virginia Martinez, Vice President of Operations
- Dr. Troy Sheffield, Director of Academic Student Services
- Monica Lache, Director of Administration
- Laiken Reyes-Carrillo, Student Support Specialist
- Laila Delgado, Administrative Assistant

## LOCATION OF TRAINING AND CONTACT INFORMATION

Technical Employment Training, Inc.  
194 N. Leland Norton Way  
San Bernardino, CA 92408

Phone: (909) 382-4141  
Fax: (909) 382-4242  
Email: [info@technicalemploy.org](mailto:info@technicalemploy.org)  
Website: [www.technicalemploy.org](http://www.technicalemploy.org)

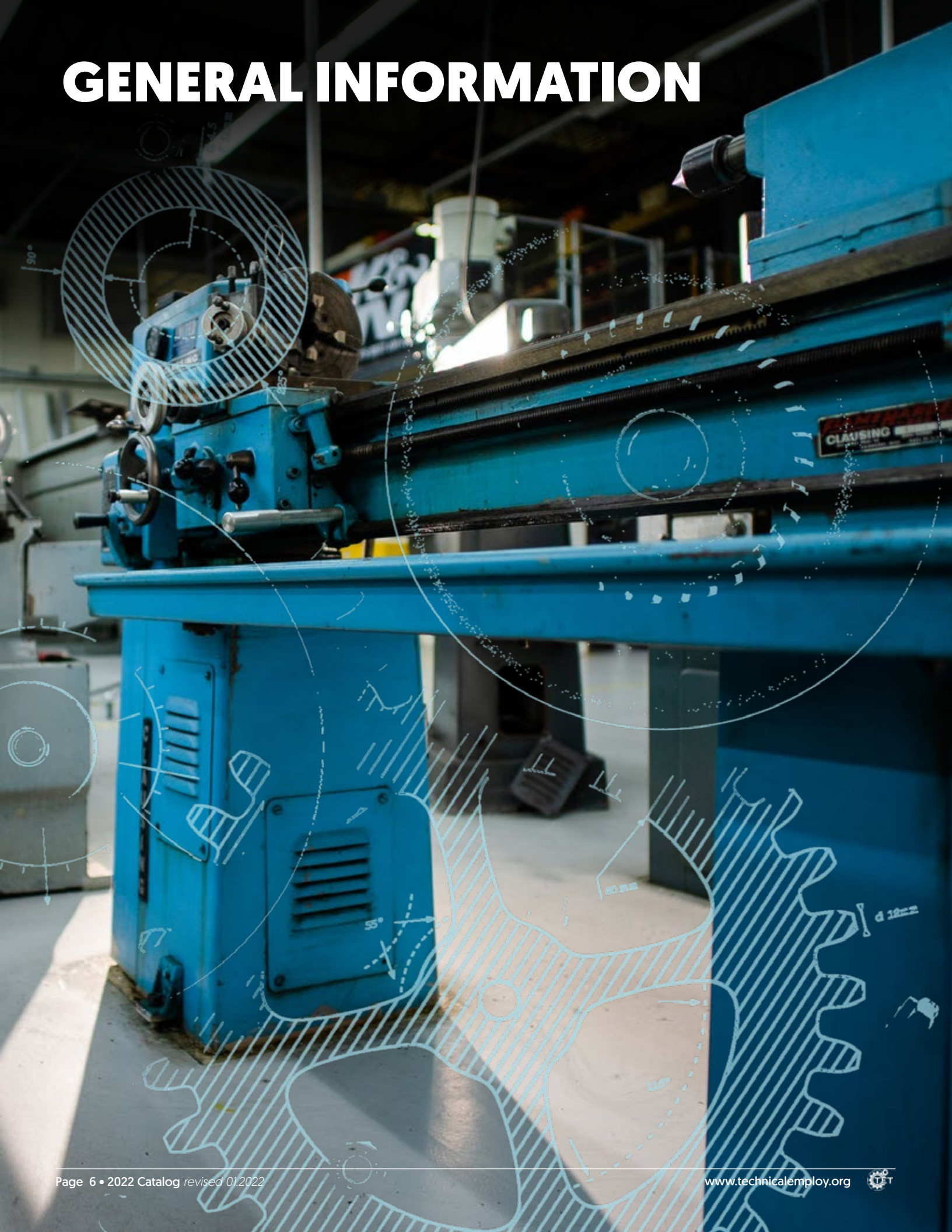
As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

# TECHNICAL EMPLOYMENT TRAINING SCHOOL CATALOG





# GENERAL INFORMATION



# GENERAL INFORMATION

## OWNERSHIP

Technical Employment Training, Inc. is a 501(c)(3) non-profit led by Chief Executive Officer, Dr. William Clarke, with oversight by the Board of Directors which includes Mike Gallo, Chair, Dr. Donald F. Averill, Secretary, Bill Waddingham, Treasurer and Members-at-Large, Kimberly Clarke, Michael Gialluly and Jason Fletcher.

## VISION

Technical Employment Training, Inc. (TET) will transform how education and technical training are delivered to support a viable and compelling workforce from early education to career, which leads to personal and economic growth within the local community, state and nation.

## MISSION

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 21st century.

## HISTORY

Technical Employment Training was established in 2009 by Mike Gallo, CEO of Kelly Space and Technology and Dr. William Clarke, a professor at San Bernardino Valley College in San Bernardino, California. TET's main objective was to develop a training program that was more flexible in implementing curriculum—less restrictive to the timelines of traditional state and college mandates that normally impede quick-start programs—and directly aimed at addressing supply and demand training in an educational setting.

In 2010, the company leased the former Norton Air Force Base Exchange, now known as San Bernardino International Airport. A memorandum of understanding with San Bernardino County Schools brought in equipment from local technical school programs that had been closed. TET partnered with the San Bernardino County Regional Occupation Program (ROP) to establish a cooperative between county schools and skilled industry personnel who would provide the training and skills needed for manufacturers in our region.

TET consists of 10,000 square feet. More space,

under the same roof and adjacent to the current facility will be added in the near future. The structure includes a classroom, machine shop, and administrative offices specifically designed as an operational machine shop with a training overlay. The training area is divided into a work shop, tool room, break area, and a model HAAS Technical Equipment Center (HTEC). The classroom has a maximum capacity of 35 students with teaching and technology support to meet your educational needs.

The following business model objectives were implemented to:

- Provide a comprehensive curriculum geared for up-to-date industry skills.
- Educate and train students for nationally recognized credentials and certifications tailored to industry standards and requirements.
- Co-locate students, instructors and machinists within a real-work learning environment.
- Provide immediate job placement assistance upon program completion.
- Articulate the program with county ROP to ensure instructors are credentialed to meet state guidelines.

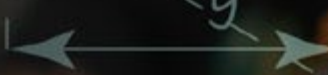
TET's success is that the curriculum was developed to offer nationally recognized industry credentials in manufacturing. At the same time, the program facilitated career growth opportunities for individuals who are under-skilled or displaced workers. The 630 hour manufacturing program also does private contract work for local manufacturing companies in order to create a real world learning experience.

Currently, the school is supported by many local manufacturers. For example, it serves as a HAAS Technical Education Center, sponsored by HAAS Corporation, one of the largest machine builders in the nation.

Required information by BPPE: It should be noted that TET has NO pending petition in bankruptcy or is operating as a debtor in possession. TET has also not filed a petition since its inception or has had a petition in bankruptcy filed against it within the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. ■



# ENROLLMENT AND APPLICATION







# ENROLLMENT AND APPLICATION

## ADMISSION REQUIREMENTS AND APPLICATION

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.

## APPEAL PROCEDURE

An applicant who has been denied admission may within ten days appeal in writing to the Vice President of Operations. In the event that the applicant is not satisfied with the result, the applicant may file a grievance as detailed in the Grievance Policy stated in this catalog.

## SPECIAL NEEDS ACCOMMODATION

TET does not discriminate against individuals with a disability. Qualified individuals with a disability



may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. All special needs students must meet the age and education requirements for enrollment into any program.

Qualified students with reasonable accommodations requests should contact the administrative office. They can make their request to the Vice President of Operations. Once the request has been made, the Vice President will review the request. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the request accommodation. The Vice President will then coordinate a meeting with the student to determine what reasonable accommodation is necessary to allow the student fully participate in the training.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the TET Grievance's Policy.

## **ENROLLMENT AGREEMENT**

Students may enroll on any day that school is in session for the subsequent scheduled start date. Class dates are in a separate addendum of this catalog and also online.

Prior to signing the enrollment agreement, students will be given an opportunity to review the catalog and TET Student Performance Fact Sheet. In addition, the catalog and School Performance Fact Sheet are also reviewed during orientation which occurs on the first day of class. Technical Employment Training is not accredited at this time and students enrolled at TET are not eligible for federal financial aid.

This catalog will be updated on a yearly basis. Any changes after the printing of the catalog will be made available by a dated addendum included in the catalog or distributed during class. Students will be asked to acknowledge the receipt of changes.

## **VETERANS**

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Transcripts and evidence of evaluation will be kept in the student's file. "This institution is approved by the California State Approving Agency to enroll veterans and other eligible persons."

## **TRANSFER OF CREDITS EARNED FROM ANOTHER INSTITUTION**

Our manufacturing program is based on achieving National Institute of Metalworking Skills (NIMS) credentials and our curriculum is aligned with established

and recognized industry standards, whereas other institutions may base their machining program on obtaining a degree/certification from an institution where national certifications may or may not be required. It is for this reason TET does not accept credits earned at another institution or prior experiential learning.

## **"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

### **TRANSFERABILITY OF CREDITS**

The transferability of credits and or acceptance of the certificate you earn at TET is at the complete discretion of an institution to which you may seek to transfer. If the certificate, credentials, or credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer, after attending TET, to determine if your credits, certificate, or credentials transfer. If an institution offers more than one educational program, the education program may be inserted.

### **ARTICULATION**

TET and San Bernardino County Superintendent of School Regional Occupational Program (SBCSSROP) have partnered to offer best training practices. As a student of TET you are also co-enrolled into a SBCSSROP program. SBCSSROP is an articulated training program with San Bernardino Valley College (SBVC) Machine Trades program. Students who successfully pass the TET Manufacturing program with a "B" or higher can obtain 9 college credits in Machine Trades at SBVC. Please see the administrative office for an SBCSSROP form for articulation credit.

### **ORIENTATION**

A comprehensive orientation is held the first day of class by staff members and the course instructor. Each school receives a syllabus that details the content for the program, pertinent dates, and important safety information. In addition, students sign their computer user agreement, have an opportunity to review the catalog, Student Performance Fact Sheet and their Enrollment agreement again with staff and ask questions.

### **ADVISEMENT**

Academic advisement is also provided for the students who have questions about the program or in need of



intervention strategies. The goal is to see students succeed and address challenges as soon as they occur. Students may make an appointment with the on-site counselor, if needed. The Student Support Specialist is also available for employability and placement concerns.

## **ASSESSMENT**

All students are assessed during the application process to determine their potential for success in both math and mechanical skills. TET has used a basic math test to determine whether or not a student can succeed in its program. Students must receive a passing score of at least 70% or higher to be eligible for admissions.

## **LANGUAGE**

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.

## **STUDENTS FROM OTHER COUNTRIES**

Currently, TET does not accept students from other countries and does not provide visa services.

## **NON-DISCRIMINATION**

TET is proud of its history in treating all students and staff equally. TET does not discriminate on the basis of race, sex or gender (including gender identity or expression), color, race or ethnic origin, age, religion, disability, or sexual orientation. TET has zero tolerance for any form of discrimination.

## **DRUG TESTING & FELONY CONVICTION DISCLOSURES**

Although it is not the practice of TET to conduct drug testing for admissions, enrolling into this program may subject the student to a drug test by a potential employer as part of placement assistance. In addition to drug testing, some employers may run background checks as required by state, federal or local law for employment purposes or to restrict employment based on criminal history. Students who enroll in any machining program should be aware that some employers will run a background check on you when you are applying for a job. If you have been convicted of a misdemeanor or felony, you should discuss the effect this may have on your ability to be employed in the machining industry with the Student Support Specialist and/or Student Case Manager prior to enrolling.

## **FINANCIAL AID & SCHOLARSHIPS**

TET does not currently offer any type of Federal or State Financial aid. However, as part of community engagement, occasionally, TET donates a fully paid tuition scholarship to other advisory manufacturing groups. Applicants must meet admission requirements and apply through the agency in which the scholarship has been donated.

On occasion donations have been made to TET to be used specifically as tuition scholarships for current and potential students. When this happens an announcement is made both on-line and in print detailing the application procedures and deadlines. Applications are typically reviewed by the executive committee to ensure applicants meet specific criteria and recipients are chosen. The recipient is then notified by letter within 10 business days of the application deadline.

## **STATE APPROVAL**

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.

## **ACCET ACCREDITATION**

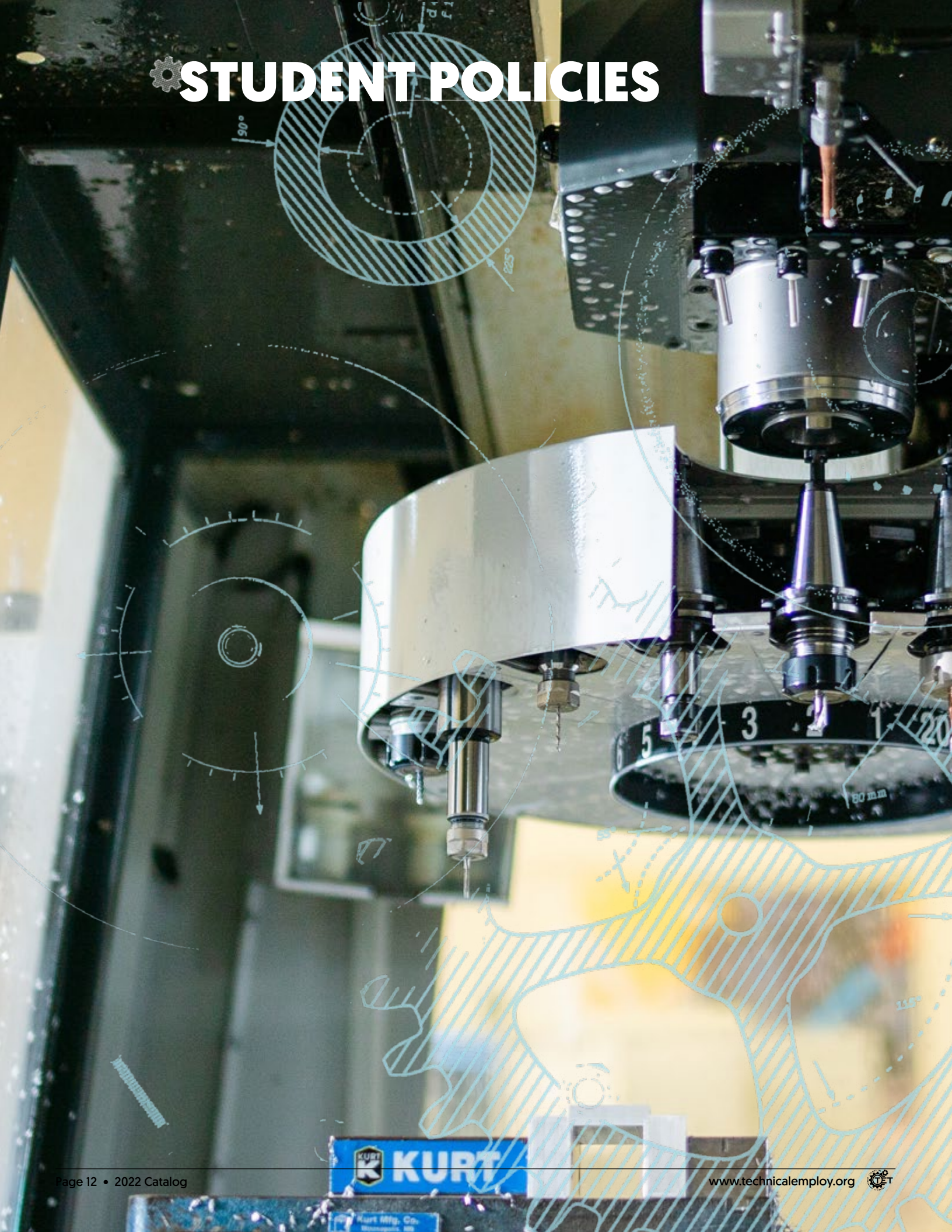
TET is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability, and overall management of the institution according to the accrediting agency's standards and guidelines. TET was granted initial accreditation on April 30, 2021.

ACCET, Chair Complaint Review Committee  
1722 N. Street NW, Washington, DC 20036  
Phone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306  
www.accet.org  
Email: complaints@ACCET.org





# STUDENT POLICIES







# STUDENT POLICIES

## COURSEWORK/HOMEWORK

Students will be expected to complete all assigned coursework, projects, ToolingU's, and pass credential requirements. Homework may be necessary from time to time in order to complete assignments. Computer access is highly recommended. If you do not have access to a computer at home, TET computer lab will be accessible during class or with prior permission for after class hours.

## SAFETY

All students are required to follow ALL safety procedures, without exception. Safety tests will be administered and students must pass these with a 100% score before being allowed to train on the equipment. Safety glasses will be issued to each student at the beginning of class. Safety glasses are to be worn at all times while in the shop, without exception. If a student “forgets” or loses his/her glasses, they may either purchase another pair from TET or they may provide their own “OSHA approved” safety glasses in order to continue training.

## INJURIES

While enrolled in the TET program, you are a registered trainee and not an employee. In the event of an injury, TET will not provide “worker’s compensation” insurance coverage for injuries that occurred during class. Students are responsible for maintaining their own medical coverage. In case of an accident or serious illness or injury, the administration will follow appropriate procedures and call for medical assistance as needed.

## CLOTHING

You are to follow certain dress codes for safety and/or professional reasons. The following are not allowed:

- No dangling jewelry
- No loose articles of clothing
- No shorts, tank tops, cutoff shirts
- No bare midriff
- No open toe shoes
- No high-heeled shoes
- No clothing that is sexually explicit or advertises drugs, alcohol, tobacco products or other illegal substances
- Items inappropriate for school and/or distracting to the learning environment or posing a health or safety risk, such as torn clothing, pajamas, etc., are not permitted



## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The student has a right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the Administrative Coordinator a written request that identifies the record(s) the student wishes to inspect. The Administrative Coordinator will make arrangements for access and notify the student of the time and place where the records may be inspected. Records may not be removed from school grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Administrative Coordinator.

The student has a right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the Administrative Coordinator, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing 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.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student.

A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

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 Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202-5901

## **PROBATION**

If, at the end of any month, the student's attendance falls below 80% of the scheduled program hours, the student will be placed on probation for the following month. If, by the end of the probation period the student's overall attendance is not raised to at least 80% of scheduled hours, some agencies such as the Veteran's Administration will be notified and benefits may be interrupted.

## **CLASS ATTENDANCE**

Call 909-382-4141 to report an absence. After two (2) consecutive days of absence, a staff member will call for follow-up. After five (5) consecutive days of absence with no call no show, a student will automatically be considered withdrawn. Class attendance is an important factor in a student's potential for success. As a result, students are counseled when there is a concern. Also, attendance is an important requirement for future employment, industry credentials, and for accountability purposes.

Attendance hours are required for certifying completion of the Manufacturing course with 80% of the 630 hours [504 hours minimum attendance]. Attendance is tracked in Praxi. Poor attendance and habitual tardiness are unacceptable in school, work and in life. An instructor and counselor will address the tardiness with the student and make every effort to resolve the problem.

## **STUDENT ATTENDANCE POLICY**

Students are expected to attend all classes as scheduled. Class attendance is an important factor in a student's success. Students must adhere to the following attendance requirements:

1. Attendance is taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.
2. Tardiness and early departures may affect a student's attendance and grades. Chronic or excessive tardiness may lead to disciplinary action up to an including withdrawal from the program. Students are expected to be on time to each class and stay until the class has been dismissed. Punctuality is the responsibility of the individual student and will be encouraged at all times.
3. Students must attend at least 80% of the 630 hours [504 hours minimum attendance] scheduled class hours.

4. After five (5) consecutive absences with no call no show, a student will automatically be withdrawn from the program.
5. Students are required to clock in and out on the biometric time clock, when arriving to school, leaving for lunch, returning from lunch and leaving for the day. Students are to notify their instructor right away if they forget to clock in or out.

Students who fail to attend in a consistent manner will be subject to the following remediation policy:

The remediation policy serves to ensure that students who have been counseled on issues regarding performance, attendance and/or behavior, are provided the opportunity to demonstrate improvement in the cited areas of deficiency in a timely manner in order to progress through the program. If a student is placed on academic probation, remediation is mandatory.

#### *Remediation Process for absenteeism*

1. The student will be given a **Verbal Warning** by the instructor or a member of administration when they have reached four (4) total absences.
2. If the cited area of deficiency is not corrected and the student reaches eight (8) absences, a **Written Warning** will be issued.
3. If there continues to be a lack of progress in the cited area of deficiency by a student reaching twelve (12) absences, a **Counseling Session** with the student, caseworkers, and a member of administration will be conducted.
4. If the deficiency continues and the student reaches sixteen absences (16) the student will meet with the Vice President of Operations and president and be placed on **Academic Probation**. A customized plan for remediation will be developed for each student subject to Academic Probation.
5. If the student does not successfully adhere to the terms of his or her academic probation, the student will be dropped from the program.

#### **MAKE-UP WORK / MAKE-UP ATTENDANCE**

While students are expected to attend all classes and complete all assignments as scheduled, TET does allow students to receive both academic and attendance credit for made up assignments and time. Make-up must be comparable to the content, time and delivery of the classes missed. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day of returning to class.

In order to maintain the 80% minimum attendance

standard, students may receive attendance credit hours for time spent in the classroom/workshop after normal scheduled course hours. Make-up attendance is allowed on a “space available” basis and the student **MUST** make prior arrangements with their instructor to schedule make-up time. Students may only make-up a maximum of 20% percent of the scheduled program hours.

#### **EXCUSED ABSENCES**

Students will be given an excused absence for the following: illness, medical, dental, optometrical, or chiropractic appointments, attending the funeral services of the students’ immediate family, jury duty, court appearances or authorized at the discretion of a school administrator. The student must notify his or her instructor of any appointments prior to missing class and bring in documentation on the day of return. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

#### **LEAVE OF ABSENCE**

Students who plan to be absent for an extended period of time due to emergency situations such as serious illness, debilitating injury, death in the family or military orders may apply for a Leave of Absence by filing out a “Leave of Absence Request Form”. A Leave of Absence is granted by the Vice President of Operations on an individual basis and must be requested prior to the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The total cumulative length of time that a student may take for a Leave of Absence must not exceed 180 days or ½ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student has completed at least 1 module and TET can reasonably expect the student to return and resume their program at or prior to the point of instruction where they left off.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from the course. No additional charges will be assessed to a student’s account during a Leave of Absence.

#### **CHANGE OF ADDRESS**

Students are required to notify the administration office immediately if their home address, telephone numbers, and/or emergency contacts change.

#### **RE-ENROLLMENT**

Re-enrollment or re-entrance may be approved only after evidence is shown to the site administrator, that conditions that caused the interruption for unsatisfactory progress has been rectified.



## SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress (SAP) while attending TET.

SAP is measured by both qualitative and quantitative measurements calculated at the end of each module and conclusion of the program at the time both the Grade Point Average and the Rate of Progress/Passed Measurement calculated.

Students must demonstrate SAP by maintaining a minimum cumulative grade point average of 2.00 and progress academically at a rate that allows them to complete the program within 1 ½ times the length of the program. Progress is measured at the midpoint of each module and at the conclusion of each module, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated.

## REQUIRED COMPLETION RATE

Students must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. For example, if the program consists of two modules the student must complete the program within three attempted modules. To maintain SAP, a student must have sufficient progress in the program to assure that it can be completed within the maximum time frame of 1.5 times the normal program length.

Time taken for an approved leave of absence will not be included in the calculation of a student's maximum time to complete the program.

Students dropped for lack of SAP MAY apply for re-admission after waiting a minimum of 30 days.

## QUANTITATIVE/QUALITATIVE

A student is measured on grade point average and attendance and the completion of attempted module academic progress this is evaluated on a module basis, which is referred to as the evaluation period. To achieve SAP; students are required to maintain a minimum cumulative grade point average of a minimum of 70% or 2.0 and a cumulative 80% attendance.

In order to be assured of making satisfactory progress toward completion of these educational goals, all students must complete their program within 1.5 times the normal length of time. All modules attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of "W" or "I".

All students must maintain these minimum standards to be considered as maintaining SAP. Failure to maintain these standards may result in the termination of their enrollment. All students will be evaluated at the end of each module

to assure adherence to the SAP requirements and remain eligible.

## GRADING POLICY

All students must maintain these minimum standards to be considered as maintaining SAP. Most grades have a quantitative aspect however some projects are assessed as meets or does not meet.

A =	Excellent	90-100
B =	Above Average	80-89
C =	Average (Passing Grade)	70-79
D =	Below Average (Not passing)	60-69
F =	Unsatisfactory	59 or below

All students will be evaluated during their program to assure adherence to the SAP.

## STUDENT TUITION RECOVERY FUND (STRF)

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 noncollection 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**

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 monies not paid from federal financial aid funds.

## **REFUND AND CANCELLATION**

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this agreement, if notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you have given written notice of cancellation to the TET administrative office. The notice of cancellation, if sent by mail, should be forwarded to the address: 194 N. Leland Norton Way, San Bernardino, CA 92408. The notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this agreement.

If you cancel this agreement, the school will issue a refund, less any non-refundable fees within 45 calendar days after your notice of cancellation is received.

### **CANCELLATION DUE TO:**

#### **REJECTION OF APPLICANT:**

If an applicant is rejected for enrollment by TET, or if a prospective international student has his/her visa application rejected, a full refund of all monies minus the nonrefundable registration fee of two hundred dollars (\$200) paid will be made to the applicant.

#### **PROGRAM CANCELLATION:**

If TET cancels a program subsequent to a student's enrollment, TET will refund all monies paid by the student.

#### **CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:**

If an applicant cancels prior to the start of scheduled classes or never attends class (no-show), TET will refund all monies paid, less the non-refundable registration fee of two hundred dollars (\$200) for the program.

#### **CANCELLATION AFTER THE START OF A CLASS:**

A student who has attended classes may cancel this enrollment agreement on or before the seventh day following the first day of scheduled class. TET will refund any money paid, less the non-refundable



registration fee of two hundred dollars (\$200), within 45 calendar days of the notice of cancellation being received.

**The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.**

### WITHDRAW FROM THE COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, TET will provide a prorated tuition refund, less the non-refundable registration fees within 45 calendar days of your withdrawal.

- IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 CALENDAR DAYS OF WITHDRAWAL.
  - IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.
- \*\* Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of intent to withdrawal.
- The school terminates your enrollment.
- For failure to attend classes in violation of the TET attendance policy (5 consecutive days no call no show). In this case, the date of withdrawal shall be deemed to be the last day of attendance.

## REFUNDS

**A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later.**

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to TET or the date TET terminates the student, by applying attendance, conduct, or Satisfactory Academic

Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

### CALCULATION OF AMOUNT OF TUITION REFUND

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

1. Deduct a non-refundable registration fee not to exceed \$200 from the total tuition charge.
2. Divide this figure by the number of days in the program.
3. The quotient is the daily charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction plus the amount of the non-refundable registration fee specified.
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Refund amounts are based on a student's last day of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount will be paid to you.

**\*\* Students who attend 60% or more of the total program hours will be charged 100% tuition and fees.**

### ADDITIONAL COST DISCLOSURE

Per California regulations governing the operation of TET, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

#### 1. Housing Costs

TET does not offer housing to any student. You will be responsible for your own housing.

#### 2. Travel Expenses

TET does not provide transportation services to

students. You will be responsible for any travel expenses that will result from traveling to and from school.

### 3. Incidental School Supplies

TET does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalog. You will be responsible for paying for these items separately.

### 4. Textbook Rental Disclosure

TET equipment, materials and textbooks can be checked out to the student free of charge. Students must return all checked item(s) before the completion of the program. Students who fail to return check items, or return the item(s) damaged will be charged the full replacement cost of the said item(s). Failure to pay will result in a hold placed on the student's account which may prevent the student from receiving transcripts and/or completion documents.

[5] A copy of the complaint will be retained in the student's file.

Grievances will be addressed in a timely manner. Students should receive a response no later than two weeks after a formal complaint is made. Although time is of the essence, the institution will make every attempt to contact all parties involved very quickly. Extenuating circumstances sometimes occurs in obtaining the necessary information.

Why two weeks? Depending on the severity of the complaint—ranging from a minor offense to arguments or assault for example—determines the amount of investigation needed. Counseling may be suggested, but also the result may be that a student will be dismissed from the program. If a student is a danger to himself/herself or others, he/she will be removed immediately. The incident will be investigated by TET and other applicable agencies to make a determination.

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 95834  
P.O Box 980818, West 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  
(916) 574-8900 or by fax (916) 263-1896

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888.370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).”

### **ACCET COMPLIANT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. ACCET Document 49.1- Notice to Students: Complaint Procedure, can be found on TET's website under “STUDENT DOCUMENTS” and/or a printed copy shall be supplied upon request to administration office. ■

## **COMPLAINTS/GRIEVANCES**

Complaints may be addressed internally, at TET, or externally with the State of California by any student or a member of the public. In addition, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution, may be directed to the Bureau of Post-Secondary Education with the contact information at the end of this section.

Complaints/grievances are taken seriously and every effort will be made to rectify a student's complaint. Student complaints/grievances contain a formal and informal process. The purpose of a two-step process is to resolve the complaint at the lowest level before it escalates to a written concern.

**Step 1 Informal Process:** Meet with Administrative Personnel. The administrative representative will attempt to rectify the grievance. If this student disagrees with the solution, he/she may follow step 2.

**Step 2 Formal Process:** Document the grievance in writing using the “Complaint/Grievance Form” in the Main Office. The form includes the following:

- (1) The approximate date(s) the problem(s) occurred
- (2) The names and titles/positions of all individual(s) involved in the problem(s) such as instructors, staff and/or other students.
- (3) State what was previously done to resolve the complaint.
- (4) Submit complaint to the Vice President of Operations.







# STUDENT SUCCESS AND SUPPORT PROGRAMS

## STUDENT SUCCESS AND SUPPORT PROGRAMS

### COUNSELING/ADVISEMENT

Students may avail themselves of on-site advisement services to help them deal with educational, personal and employment goals. In addition, the Student Support Specialist is also available for assistance.

### LIBRARY AND TECHNOLOGY

Most of the library resources are online. ToolingU is the program most widely used at TET for its training program. There are manuals for each of the machines used in the program. These are reference documents and may not be removed from the library.

The Technology Lab is equipped with 35 computers and the latest curriculum in web-based manufacturing, namely Tooling U.

Students have access to the computers during class and as needed. Students sign a computer user agreement during orientation on the first day of class. Students can access computers in the computer lab anytime during TET working hours. A student who would like to access the computer lab outside of classroom instruction may check in the front office for a computer.

### DISABILITY SERVICES

Qualified students with disabilities have equal access to school programs and services. Due to the nature of the programs offered, limitations and accommodations are evaluated through the admission process.

### FOOD SERVICES

A variety of food and beverage services are available in the local area. It is recommended that students bring a lunch since the lunch break is only 30 minutes.

### HOUSING

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 child-care 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.

### **PLACEMENT AND EMPLOYABILITY SERVICES**

TET is proud of its success in placing students in their field of training. Although, TET does not guarantee employment, the School Performance Fact Sheet attests to a high percentage of students being placed in manufacturing. Not only does the training, equipment and materials meet the level for students to pass his/her credential with industry standards, but the curriculum for employability skills ensures that students have not only the skills of their trade, but essential-skills to make them employable.

TET provides employment assistance upon successful completion of training, however, employment is not **guaranteed**.

### **MANUFACTURING**

Manufacturing involves the ability to perform various tasks utilizing equipment such as conventional engine lathes and mills. Students will utilize the solid modeling programs to design, generate tool paths to enter into a Computer Numeric Control (CNC) machine. Programming on three-axis machines will be demonstrated. On-the-job training will be provided on CNC equipment to promote job learning opportunities in CNC Set-Up, CNC Operating and CNC Programming.

The US Department of Labor cites the following job classification in manufacturing that match the training at TET.

- 51-4031 Cutting, Punching, Press Machine Setters, Operators, and Tenders, Metal and Plastic
- 51-4032 Drilling and Boring Machine Tool Setters, Operators and Tenders, Metal and Plastic
- 51-4033 Grinding, Lapping, Polishing and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- 51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- 51-4035 Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic

Major Group: 51-0000 Production Occupation.

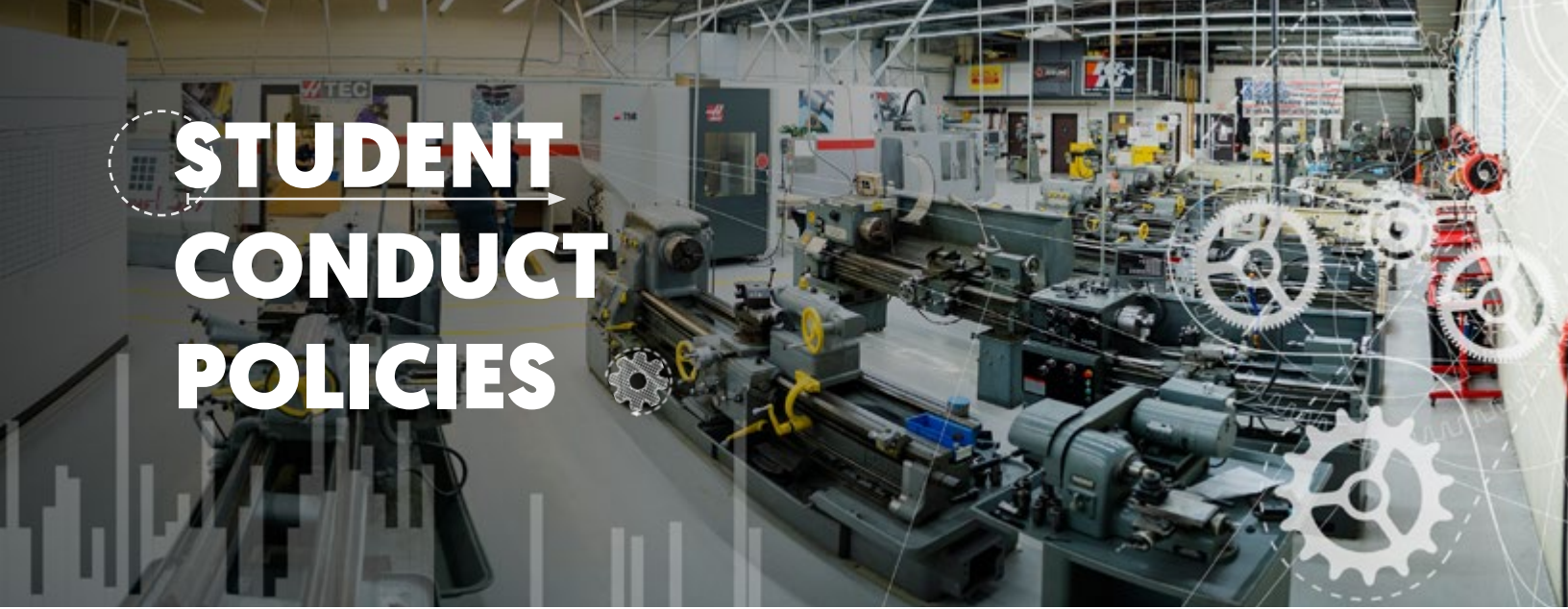
### **RETENTION OF STUDENT RECORDS**

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.

### **PARKING**

Parking is provided to all students at no charge in the designated spaces in the TET parking lot. Overnight parking is not permitted. TET does not accept responsibility for damage or theft of students' personal belongings in or on campus or vehicles while parked in TET's parking areas. Students are to park at their own risk. ■



# STUDENT CONDUCT POLICIES

## STUDENT CONDUCT POLICIES

### PERSONAL PROPERTY

For a safe and professional environment, electronic devices of any type must be on vibration mode during class and in laboratory training. These devices should not be left at TET. Personal property, brought to TET by a student, will be the sole responsibility of that student. TET will not be held liable should the property be damaged and/or stolen.

### SMOKING

Smoking, including e-cigarettes, vaping and chewing tobacco, is not permitted inside the facility. Smoking is only permitted beyond 20 feet from the building in the designated smoking area. All cigarette butts are to be picked up and placed in the appropriate containers.

### DRUG AND ALCOHOL PREVENTION/AWARENESS POLICY

TET is committed to maintaining a Drug and Alcohol free environment for its students and employees. Our culture, driven by a commitment to excellence, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following:

- Reporting to class under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to class under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession,

distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

- Reporting to class under the influence of marijuana. TET recognizes that marijuana has become legal in the state of California for recreational use. However, TET has a zero tolerance policy for use of marijuana in any form. The use of marijuana creates impaired judgment which is a safety hazard for all students while in training.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Separate from any legal requirements, our school is concerned with the health and well-being of members of our campus community. Students may contact the Student Case Manager, for available resources on legal sanctions and prevention. In confidence you may receive referrals or information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs. We ask for your help in keeping our campus free of substance abuse. Please notify administration if you become aware of any alcohol or drug-related activity in violation of this Policy.

### CONDUCT AND TERMINATION

It is a privilege to obtain this training. Success is student-driven. Immediate action will occur to resolve any problems should they arise. TET has zero tolerance for any type of unproductive behavior. Students who engage in fights, verbal confrontations, and threats or harassment may be subject to discipline up to and including dismissal from the program.

## SEXUAL HARASSMENT POLICY

TET is committed to providing an environment for our students, volunteers, faculty and employees that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

Harassment can take many forms. It can be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conducts creates an intimidating environment or prevents an individual from effectively performing the duties of a student, explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

Everyone is responsible for helping keep our campus environment free of harassment. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it or encountering an incident of harassment yourself, you must report it to administration immediately. When TET becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants TET to do so.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation to take other subsequent necessary action.

## COPYRIGHT INFRINGEMENT POLICY

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally TET may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S copyright law is subject to civil damages and criminal punishment including fines and imprisonment

## MAKING A COMMITMENT TO SUCCESSFUL STUDENT ACHIEVEMENT

TET's commitment is to provide:

- Orientation to the school's programs and services
- Counseling/advisement to develop a student's skill level and follow-up evaluation of each student's progress in meeting that goal
- Thorough preparation for credentials in the student's chosen field

The standard for successful student achievement includes:

- Attend class regularly
- Engage in safe practices

- Work diligently to complete course assignments
- Demonstrate an effort to attain an educational goal
- Grow in the knowledge of not only job skill preparation, but also the personal traits to succeed once a student is hired
- Demonstrate the ability to be hired by a manufacturing or construction company based on the knowledge in that type of work and the employability skills to work successfully in that environment

## FACILITIES: TRAINING EQUIPMENT, ADMINISTRATIVE, AND INSTRUCTIONAL AREAS

The school consists of 10,000. square feet. Part of the space (1000 square feet) is administrative offices. The shop, model HAAS Technical Equipment Center (HTEC), tool room, break room, and restrooms comprise the remaining 9,000 square feet. The largest portion of the shop/lab contains the following equipment:

- Computer Lab
- 3D Printer
- Tool Grinders
- CNC Simulators
- Cut-Off Saws
- Horizontal Band Saw
- Vertical Band Saw
- Surface Grinders
- Pedestal Grinders
- Radial Drill Master Gauge Arms
- Belt/Disc Sanders
- Vertical Mills
- Lathes
- CNC Mills
- CNC Lathes ■



# SCHOOL AND INSTRUCTIONAL SCHEDULE

## SCHOOL AND INSTRUCTIONAL SCHEDULE

The TET Office will be closed on the following holidays, however, individual instructors and programs may vary the vacation days that are used. Students are advised to follow the syllabus for the class. Also, updated information can be found on the TET website.

### HOLIDAYS

New Year's Day	Independence Day
Dr. Martin Luther King Jr. Day <i>[Observed Jan. 17, 2022]</i>	Labor Day
Abraham Lincoln's Birthday <i>[Observed Feb. 14, 2022]</i>	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
	Christmas Eve
	Christmas Day

### ADDITIONAL CLOSURE DATES

Spring Break: March 28 - April 1, 2022  
 Summer Break: July 25 - July 29, 2022  
 Winter Break: December 23, 2022 - January 6, 2023

Additional days may be added. Information on dates can be found on the website. [www.technicalemploy.org](http://www.technicalemploy.org).

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 the school calendar or with a member of administration for the start dates of all modules. New modules start approximately every 11 weeks.

## 2021 SCHOOL CALENDAR

Module 1		
	Start Date	End Date
Class A	January 4, 2022	March 16, 2022
Class B	February 1, 2022	April 20, 2022
Class C	March 1, 2022	May 18, 2022
Class D	April 5, 2022	June 15, 2022
Class E	May 3, 2022	July 13, 2022

Class F	May 31, 2022	August 17, 2022
Class G	June 28, 2022	September 14, 2022
Class H	August 2, 2022	October 12, 2022
Class I	August 30, 2022	November 10, 2022
Class J	September 27, 2022	December 14, 2022
Class K	November 1, 2022	February 2, 2023
Class L	November 29, 2022	February 23, 2023

Module 2		
	Start Date	End Date
Class A	March 17, 2022	June 3, 2022
Class B	April 21, 2022	July 1, 2022
Class C	May 19, 2022	August 5, 2022
Class D	June 16, 2022	September 2, 2022
Class E	July 14, 2022	September 30, 2022
Class F	August 18, 2022	October 28, 2022
Class G	September 15, 2022	December 2, 2022
Class H	October 13, 2022	January 17, 2023
Class I	November 15, 2022	February 14, 2023
Class J	December 15, 2022	March 14, 2023
Class K	February 3, 2023	April 25, 2023
Class L	February 24, 2023	May 16, 2023

## MANUFACTURING TECHNOLOGY DAYS AND TIMES

Monday	No Class	—
Tuesday	Class in Session	8:00am-4:00pm
Wednesday	Class in Session	8:00am-4:00pm
Thursday	Class in Session	8:00am-4:00pm
Friday	Class in Session	8:00am-4:00pm

# COURSE REQUIREMENTS

## COURSE REQUIREMENTS

### MANUFACTURING — COURSE REQUIREMENTS = 630 HOURS

The complete course curriculum consists of the following required classroom, hands-on, and laboratory experiences in the following training modules.

	DESCRIPTION	Hours
TRAINING MODULE 1	• Orientation and career opportunities	11
	• Applied Mathematics and Machinery's Handbook	Weeks
	• Basic blueprint reading and green manufacturing	190
	• Metrology and Inspection	Lecture Hours
	• Introduction to various conventional lathe/mills and operations	+ 125
	• Introduction and exam preparation	Lab Hours
	• Preparation for the benchwork and layout NIMS credential	
	• Effective communication	<b>315</b>
	• Essential Skills	<b>Total</b>
	• Safety	<b>Hours</b>
TRAINING MODULE 2	• Introduction to Lean Manufacturing	11
	• Workplace safety and personal wellness	Weeks
	• Legal, Ethical and Environmental Considerations	80
	• CAD/CAM software	Lecture Hours
	• Leader and teams roles in industry	+ 235
	• Leader and team roles in advanced manufacturing	Lab Hours
	• Effective communication and safety	
	• Introduction to programming set-up	
	• Basic Toolpath creation from solids and 2D files	
	• CNC lathe programming	<b>315</b>
	• CNC mill programming	<b>Total</b>
	• Process Planning	<b>Hours</b>
	• Preparation for NIMS Credentials	

In order to successfully complete TET's program and be recognized as a TET graduate, you must attend at least 80% of the class hours and pass both modules with a C or better.

Each module is conducted with a maximum ratio of 35 students to one instructor.

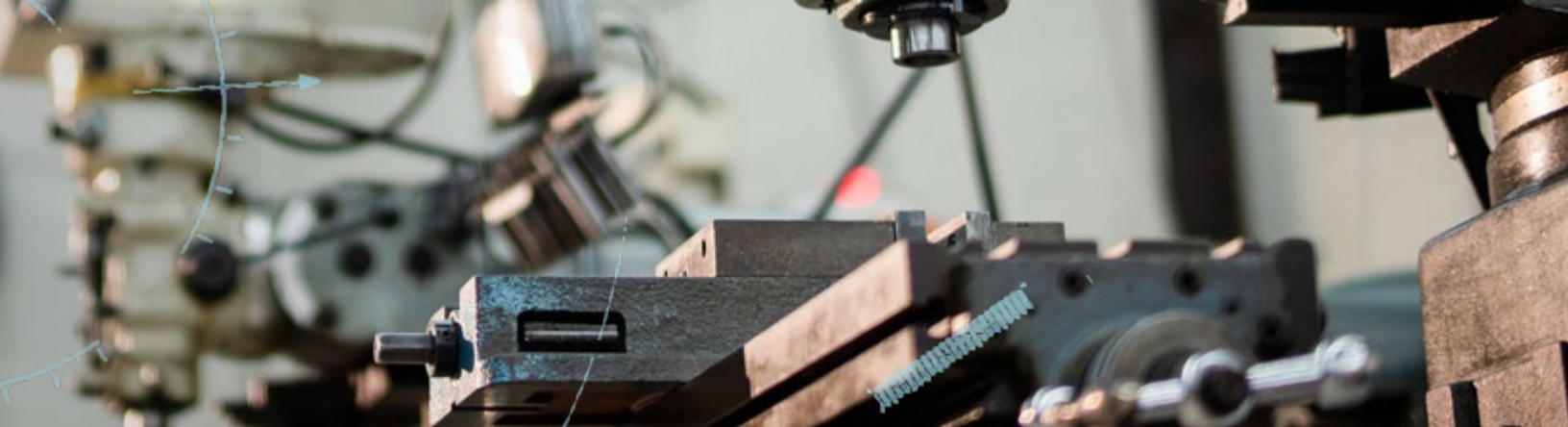
### ELIGIBILITY FOR LICENSURE—CREDENTIAL IN MANUFACTURING

The National Institute of Metalworking Skills Credential (NIMS) is a credential program to certify individual skills with national standards. A NIMS credential program requires that the candidate meet both performance and theory requirements. These are industry-designed and industry-driven. Test preparation and review for NIMS Level One credentials are built into the current curriculum. Based on a student's skill set and individual training plan, a TET instructor will choose up to two of the following credential exams for a student to attempt:

- CNC Lathe Operations
- CNC Mill Operations
- Drill Press I
- Grinding I
- Job Planning, Benchwork & Layout
- Measurement, Materials & Safety
- Milling I
- Turning I (Between Centers)
- Turning I (Chucking Skills)

Credentialing examinations are completed on-site and conducted by a certified NIMS proctor. Testing fees for two examinations are included in a student's tuition costs. A student may elect to take additional examinations, with the recommendation of their instructor, at a cost of \$25 per test. While NIMS credentialing is recommended, obtaining these credentials are not a requirement for a student to complete the program.





## MANUFACTURING—COURSE FEES

The costs for equipment, lab supplies, tools, kits, textbooks and other learning media are included in the total tuition price. Students are charged for the entire program upon enrollment unless a payment plan is requested.

Itemization of all institutional charges and fees including:

DESCRIPTION	COSTS
Tuition	\$7,480.00
Registration fee (non-refundable)	\$200.00
Equipment	N/A
Lab Supplies, tools, or kits	N/A
Textbooks or other learning media	N/A
Uniforms or other special protective clothing	N/A
In-resident housing	N/A
Tutoring	N/A
Assessment Fees for Transfer of credits	N/A
Fees to Transfer Credits	N/A
<b>Student Tuition Recovery Fund Fee \$2.50 per \$1000 (non-refundable)</b>	<b>\$20.00</b>
Additional Fees, as applicable: Module Repeat Fee                   \$200.00 Additional NIMS Testing Fee       \$25.00 Official Transcript Fee               \$5.00	
Any Charges paid to an entity other than an institution that is specifically required for participation in the education program	
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: 630 hour Manufacturing training program</b>	<b>\$7,700.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</b>	<b>\$7,700.00</b>

## COLLECTION PROCEDURES

TET accepts checks, cashier's checks, money orders and all forms of major credit cards for payment. If a payment plan is requested, an installment contract will be calculated to pay off the balance due by means of monthly payments for the length of the student's enrollment period. No

interest will be assessed on an installment contract during the term of instruction. Students will receive a payment schedule upon execution of the installment contract and monthly statements will be given directly to the student or mailed at the end of each month. Tuition payments are due on the 1st day of each month and may be made by any of the above stated forms of payment. Checks are to be made payable to Technical Employment Training, Inc.

A late fee of \$10.00 will be charged if payment is not made by the 15th of each month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by credit card or cashier's check only. Any student that remains past due for over 30 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion
- Denial of transcript requests
- Suspension of placement services
- Termination from the program

## FINAL GRADES AND COMPLETION

A = Excellent	90-100
B = Above Average	80-89
C = Average (Passing Grade)	70-79
D = Below Average (Not passing)	60-69
F = Unsatisfactory	59 or below

TET students are awarded a Certificate of Completion upon graduation.■

# FACULTY AND STAFF

## ACADEMIC ADMINISTRATION

- ⚙️ Dr. William Clarke, CEO/President
- ⚙️ Virginia Martinez, Vice President of Operations
- ⚙️ Dr. Troy Sheffield, Director of Academic Student Services
- ⚙️ Monica Lache, Director of Administration
- ⚙️ Laiken Reyes-Carrillo, Student Support Specialist
- ⚙️ Laila Delgado, Administrative Assistant

## INSTRUCTORS

- ⚙️ Duane Fuller
- ⚙️ Rubelio Mendoza

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.

# FACULTY AND STAFF

