Corporate Staff
Marcel Veronneau  CEO, President
John Stronkowski  Vice President
Ellen Longo  Chief Fiscal Officer

Administrative Staff
Louie Reyes  Director
John Stronkowski  Director
Karen McGrath  Financial Aid Director
Janice Shannon  Admissions/Placement Director
Kim Ngan Nguyen  Asst. Director/Distance Learning
Robert Kolb  Curriculum Development
Amanda McGee  Executive Assistant
Audrey Lyons  Attendance Coordinator
Jette Trueheart  Administrative Assistant
Lisa Jolly  Bookstore Manager

Instructors
Stephen Barnes
Michael Bouffard
Anthony Coppola Jr.
Donald Dest
Robert Galpin
Daniel Gorman
Larry Greene
Daniel Hayes
Robert Kolb
Shana Longo
Anthony Martin
John McCarthy
Richard Paoletto
Michael Petrocelli
Hugo Quintana
Louie Reyes
Richard Rose
Robert Sanford
C. Douglas Stram
John Stronkowski
Thomas Triscritti
Charles Veronneau
Mark Wade
John Zigadto

Table of Contents
Statement of Mission and Objective .................................................2
History ....................................................................................2
Attendance Policy ....................................................................3
Class Schedules ......................................................................3
School Facilities ......................................................................3
Make-up Work ........................................................................3
Student Services, Advising ......................................................4
Tardiness Policy .......................................................................5
Safety, Student Conduct .............................................................5
Dismissal from School ................................................................5
Graduation Requirements ............................................................6
Satisfactory Academic Progress ...............................................6
Grading System ........................................................................6
Admissions, Procedures, & Requirements .............................7
Placement Assistance .................................................................8
Approvals ..................................................................................9
Cancellation Policy ...................................................................9
Withdrawal ..............................................................................9
Leave of Absence Policy .............................................................9
Refund Policy ...........................................................................9
Tuition Cost .............................................................................9
Electrical Technician Program ......................................................10-11
HVAC Technician Program .........................................................12-13
Plumbing Program .................................................................14-15
Calendar ......................................................................................16
Course Descriptions .............................................................16-26
Resolving Student Concerns ....................................................26
Application for Admission .........................................................27

IMTI
233 Mill Street
Waterbury, CT  06706
Phone: 203.753.7910
IMTI.edu
History:
The Industrial Management & Training Institute is a coeducational technical institute founded in 1985 as Electrical Educators. In 1998 the school's name was changed to its current name and the curriculum was expanded to offer full apprenticeship programs for electricians, plumbers, and HVAC mechanics. The institute was approved by the state of Connecticut Commissioner of Higher Education in 1985 and was granted its most recent 5 year approval in February 2014. In 2002 the institute was accredited by the National Center for Construction Education & Research (NCCER). The school received initial accreditation from the ACCSC in 1989 and was granted its most recent renewal of accreditation in February 2014 for a period of five years. In September 2008 IMTI, through accreditation with NCCER, is offering students the ability to achieve college credits for their IMTI craft training when they enroll with PIMA College.

Philosophy:
IMTI is dedicated to giving men and women the best possible training and education in technical fields that will allow them to meet the job requirements of modern industry. IMTI provides the most up to date courses available and teaches industry’s methods through intensive classroom study and practical hands-on training. All IMTI programs are career oriented and our curriculum is an ongoing partnership between industry and education. IMTI prohibits discrimination of race, color, sex, religion, creed, age, and national origin in the admission and recruitment of students, the recruitment of faculty and staff and the operation of its programs and activities.

Statement of Mission:
IMTI has a primary mission to provide up-to-date professional training programs that will prepare our students for gainful employment or advancement in their chosen fields of technology. IMTI continuously evaluates student outcomes and institutional goal achievement and uses these evaluations to improve our efforts for our students, staff, employers and the community.

IMTI Objectives:
To provide programs that meet the career oriented needs and interests of our students for job demanding occupations. To establish the importance of theoretical knowledge and practical application used in industry today and in the future. To encourage our students to join and become active members in associations and organizations of their respective trade and obtain professional licensing when required.
General Information:

Physical Facilities –
The 19,800 square foot building allows for the following facilities: Financial Aid Office, library/bookstore, 8 lecture rooms, and 6 laboratories: Plumbing, Electrical, HVAC, Electronics, computer testing room, and a student lounge. IMTI is handicapped accessible. In 2011 IMTI added a 3,000 square foot classroom for Solar PV and Solar Thermal classroom and hands-on training including roof-top arrays and interior demonstration units.

Student Transportation –
IMTI is located just 1 mile south of Waterbury’s downtown business district. Located at the intersection of I-84 and Rt. 8, IMTI is easily accessible.

Class Hours –
Evening Programs meet three nights per week (Monday, Tuesday, and Wednesday) from 6pm - 10pm. Day Programs meet four days per week (Monday, Tuesday, Wednesday and Thursday) from 8am - 2:30pm.

Outside Studies –
The time required for outside studies varies depending on the individual student and the program of study. During each student’s period of enrollment they will be required to complete at least one library resource assignment per training level. The assignment will be clearly defined by the instructor and may be completed during classroom hours or assigned as an out of school project. Any questions or difficulties with these assignments should be addressed with either the instructor or school director.

Attendance –
IMTI has a required attendance of 95%. This means that a student must attend a minimum of 95% of each module, level and total program.

Make Up Work –
The student is responsible to notify their instructor prior to or after any absence in order to receive make up work. All make up work will be performed before or after normal class schedules in the school’s library. A student with 95% attendance or above in a module will not be required to make up time. If a student falls below 95% attendance in any module the student will have to make up the entire time shortage and bring his/her attendance to 100% for that module. Make up time should be completed before the end of each module but in no event should extend beyond two weeks after the end of that module. Any student that does not complete a module within the make up time frame will be required to take the entire module over and pay the current tuition rate. In order to be eligible to make up time in a module a student must have at least 50% attendance in that module.

Grades and Examinations –
You will be tested and quizzed periodically at the discretion of your instructors. Final examinations are required for each module. Finals are counted as a third of your final average.
Rules and Regulations:

Students are responsible for knowledge of all regulations as published in the schools catalog, posted on bulletin boards, or announced. A lack of knowledge of regulations does not exempt a student from penalties resulting in nonfulfillment of obligations.

Student Services –
The welfare of our students is our primary concern as it is directly related to the student’s ability to successfully complete the program. At IMTI, we provide a host of services to enhance the college experience of our students. Faculty and staff make a conscientious effort to know students as individuals and assist them in achieving their educational and personal goals. These services below provide critical support information and guidance to IMTI students.

- **Admissions and Records Office:** Application and enrollment processing, student records management, academic transcript services.
- **Financial Aid Office:** Our Financial Aid office will guide you through all available federal, state and local agency grants and loans. IMTI students may also be eligible for interest free institutional financing. Students that are having difficulty with payments should seek the guidance of the financial aid director.
- **Learning Resource Center/Bookstore – CTBI:** The Campus Store has it all: textbooks, educational materials, stationery supplies. Also contains much of the institutes library resources and is available to students currently enrolled and past graduates. LRC hours: M- W, 8 am – 7pm and Thurs – Friday 8am – 3pm. Saturday hours are available the second Saturday of every month – 8 am – 12 pm.
- **Computer Lab:** Computers, printers and software for class projects and assignments; computer in the library available for resume writing and job searches.
- **Counseling Services:** Counseling services are available to assist in attaining personal and educational goals through tutoring. Any student interested in tutoring or students experiencing transportation or personal problems should contact the school director or the scheduling coordinator.
- **Scheduling and Attendance Coordinator:** Advises students on academic probation to develop a plan to return to good academic standing by clarifying goals, objectives, interests and abilities to ensure that students are on the right track to succeed.

- **Student Employment:** The Admissions/Placement Director works with the student, to find a job that best suits his/her abilities and interests. All interested students should see the placement director to establish a resume and discuss their employment goals. A board with current job listings is also maintained in the foyer leading to the institutes shops.
- **Veterans Benefits:** IMTI will provide support and assistance to veteran students and those currently serving throughout their academic careers.
- **License Preparation:** A student upon graduation will be entitled to return and take the license review course for his journeyman’s exam free of charge for the first time he takes the exam. The student is responsible to pay for all course materials, books and exam fees.
- **College Credit:** College degrees have become increasingly more valuable in advancing careers in the construction and maintenance industries. Through IMTI’s accreditation with NCCER we are part of a program that allows students to earn college credits for successful completion of IMTI’s technical training through PIMA Community College. Students will receive information about this college credit program during the Core section of their curriculum or can make an appointment with the school president for an individual meeting.
- **Advising:** Students are encouraged to bring both educational and personal problems that may affect their training to the attention of their instructor and/or the school director. Every effort will be made to help our students resolve problems that could interfere with their educational success.

Loss of Property –
The Institute assumes no responsibility for loss of student property due to fire, theft or any other cause.

Class Size –
The size of theory/lab classes averages between 10-15 students per instructor. The maximum class size at IMTI is 20. This allows for a productive and interactive environment for all our students.
Rules and Regulations:

Early Dismissal –
Students requesting an early dismissal must present evidence to the School Director as to the reason for such requests. Only then will a request for Emergency Leave be issued.

Tardiness/Absenteeism –
Tardiness is marked 15 minutes after class start time. Students reporting late to class are charged with late reports which are recorded against their records. After 3 late recordings an absence will be charged. Classes must start on time and unless students have a very good reason for being late, they are required to be in their seat when attendance is taken. We want all students to feel that when they start their course of training, they have been hired for a job, and they should report on time to class as they would any job. Instructors will refuse a student entry into class if he/she frequently reports late to class.

Students must call the school if absent for more than one day.

Academic Standing –
In order to remain in good academic standing a student must maintain a 2.0 grade point average and fulfill all other requirements of IMTI. The institute reserves the right to require withdrawal, at any time, of a student who has failed to give satisfactory evidence of sincerity of purpose in his/her efforts.

General Student Conduct –
It is expected that all students will conduct themselves properly in an adult manner with respect to other students, staff and property of both the school and students. All students will be held responsible for their behavior at all times. Obscenity, vulgarity, use of alcoholic beverages and/or illegal drugs will not be tolerated and will be cause for dismissal. Cell Phone use is strictly prohibited during class time and violation will be cause for dismissal. Violation of accepted standards of conduct will be cause for referral to, and appropriate action by, the Director. Whenever, for any reason, students desire to appeal a ruling made by the Director, they will apply for such an appeal to the President of the Institute.

Student Attire/Safety –
All Students are required to wear long pants and closed toe shoes daily to comply with safety regulations in our shop area. No tank tops allowed.

Dismissal –
Students may be dismissed from IMTI for the following reasons:
1. The student is not satisfying the school’s minimum academic requirements.
2. The student is not satisfying the school’s minimum attendance requirement (95%).
3. The student enters the school under the influence of alcohol or illegal drugs, possess a weapon or is found gambling.
4. The student’s actions are harmful to either school staff or student body.
5. The student fails to meet his/her financial obligations to the school as outlined in the school enrollment agreement.

Re-entrance Procedure –
A student who withdraws from school in good standing will be allowed to re-register in the same program. A student who is dismissed from school may be allowed to re-register in the same program after a 90 day waiting period provided the Director or President feels the student has the capacity and sincere intention to complete the program. A student who is re-admitted to the institution after being dismissed will be notified that they will be enrolled on a probationary status. This process applies only to dismissals caused by lack of satisfactory progress and will be approved only one time. It does not apply to voluntary withdrawals. All work successfully completed prior to withdrawal may be granted. Students will be charged the current re-registration fee of $75 and pay the current tuition rate.

Appeal Procedure –
Students may appeal for one extra probationary period if they can demonstrate that the causes of the previous poor performance report will be eliminated and that they will show improvement during the probationary period. In this case the Director or President may determine that the student is making satisfactory progress towards his/her certificate despite the failure to conform within the minimum cumulative grade standards.

Required Completion Time –
The maximum time frame allowed for completion of a program is 1.5 times the total number of weeks in the program under normal matriculation.
Rules and Regulations:

Program Changes –
IMTI reserves the right to modify, withdraw, or add to any course or curriculum offered or to change the order or content of any program with the approval of the Department of Higher Education.

Graduation Requirements –
Each student must complete the required number of modules as described in the curricula for each program with a minimum grade point average of 2.0 and a cumulative attendance of 95% of each module. All financial obligations to the school must be fulfilled before a certificate can be awarded. Upon successful completion of a full-time program a certificate will be awarded.

Satisfactory Progress –
After the first level of a program any student with a grade point average of 1.5 or lower must meet with the school director in order to continue in the program. After the second level any student who is still at 1.5 or below will be placed on academic probation and must bring his/her overall average to 2.0 by the midpoint of the third level in order to complete the program. Any student who fails to bring his/her overall average to 2.0 by the midpoint of the third level will be academically dismissed. Students will receive their academic standing in writing at the completion of each level. In order to be removed from academic probation, a student must achieve grades high enough to yield an overall grade point average of 2.0.

Definitions:
1 Clock Hour = 50 minutes of instruction.

Academic Year: An academic year consists of 900 clock hours of instruction.

Grading System:
All grades are calculated by a numerical system and a corresponding quality point system. In order to successfully complete a module a minimum grade of 2.0 must be maintained and a minimum grade of 70 must be achieved for the module grade exam. Please note the grading chart below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>Superior</td>
<td>3.5</td>
</tr>
<tr>
<td>80-84</td>
<td>Excellent</td>
<td>3.0</td>
</tr>
<tr>
<td>75-79</td>
<td>Above Average</td>
<td>2.5</td>
</tr>
<tr>
<td>70-74</td>
<td>Average/Passing</td>
<td>2.0</td>
</tr>
<tr>
<td>65-69</td>
<td>Below Average</td>
<td>1.5</td>
</tr>
<tr>
<td>60-64</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>0-59</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

Students who withdraw prior to the halfway point of a module will receive a “W” and no numeric grade will be given. Students who withdraw after the halfway point of a module will have the grade of “59” used in the calculation of their grade point average. Incomplete grades will automatically convert to a “59” if the work is not made up in the time specified in the make up work policy. If a student repeats a module the most recent grade will replace the prior grade even if it is lower.
Programs:

<table>
<thead>
<tr>
<th></th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC Technician:</td>
<td>Day 917</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Nights 917</td>
<td>76</td>
</tr>
<tr>
<td>Electrical Technician:</td>
<td>Day 900</td>
<td>37.5</td>
</tr>
<tr>
<td></td>
<td>Nights 900</td>
<td>75</td>
</tr>
<tr>
<td>Plumbing Technician:</td>
<td>Day 905</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Nights 905</td>
<td>75.5</td>
</tr>
</tbody>
</table>

Steps for Admission:
Familiarize yourself with the description of the program you are interested in and write down any questions you have. When you meet with our admissions representative we will answer all of your questions. Call the Admissions Office to set an appointment to visit IMTI. If you would like to see classes in session or meet with the instructors, tell us when you call so that we can accommodate your request.

Your admissions representative will also evaluate your ability to complete the program and show the proper motivation to proceed with the application process. He/She will also explain the procedure for applying for financial assistance. All other questions on financial assistance must be directed to the Financial Aid Administrator.

You will be given a math aptitude test at the time of your interview. After the testing is complete, you will meet again with the admissions representative who will review your scores and answer any further questions. Your math scores are used to assist the instructors and evaluate your needs.

Admission Policy:
IMTI seeks qualified applicants whose goal is a career in the industrial technical fields. IMTI requires a High School Diploma, GED or equivalent. Every individual is given the opportunity to apply. We encourage all individuals interested in an outstanding technical education.

Transfer of Credits:
An applicant who has completed courses at an accredited school or college may transfer credits for similar courses at IMTI. Each request will be evaluated on an individual basis by the School Director. Any student requesting credit for a class must present a transcript to IMTI prior to starting their program. No credit will be given once enrollment is complete. Students considering continuing their education at or transferring to other institutions, must not assume that credits earned at IMTI will be accepted by the receiving institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

At a minimum, 25% of the clock hours/credits required to obtain a certificate from IMTI must be completed at IMTI.

IMTI will accept all previous NCCER modules from accredited training providers. The student must have successfully completed the module and performance test and have at least 90% attendance in each module.

Final Examination Make-Up:
If a student misses a final examination, he must receive the approval of the school director or attendance coordinator before arrangements can be made for the make-up.

Transcript of Record:
All student’s records are kept in a permanent file. Before a transcript is issued, the school must have written permission by the individual concerned. A student in good financial standing may obtain transcripts of his academic record for a fee of $2 per transcript.
Career Planning:
Career planning begins when each student chooses a program of study. However, each program offers various career avenues and a common complaint is, “I’m really not sure what career I want”. In order to help inform our students and alleviate this uncertainty IMTI students are made aware of important issues to be considered in a career decision:

1. Which technical and licensed fields are expanding.
2. Where other IMTI graduates have been placed successfully.
3. Average starting salaries.
4. Opportunities for advancement with local industries and company benefits.
5. Technical training’s role as a stepping stone to an engineering degree.
6. One-on-one discussions with counselors.

Information on Gainful employment can be obtained through the following links:
http://www.imti.edu/students.aspx
http://onetononline.org
http://nces.ed.gov/collegenavigator/?s=CT&zc=06706&zd=0&of=3&id=415057

Student Placement:
The first position a graduate takes is an extremely important step in developing a successful career path. IMTI dedicates a great amount of time matching a student’s interest and abilities with the most desirable job opportunity available. The placement process begins immediately for evening student’s who are in need of apprenticeship positions in their chosen fields. The goal for all evening students is to begin accumulating experience and on the job time towards their apprenticeship the entire time they are enrolled at IMTI. The Admissions/Placement Director develops resumes and begins, with the student, to find a job that best suits his/her abilities and interests. IMTI does not guarantee employment but does offer placement assistance to help graduates locate positions in their specialty. To further prepare students for employment areas of communication skills and employability skills specific to the construction trade are thoroughly covered in the Core section of each curriculum.

Financial Assistance for Those Who Qualify:
A meeting with our Financial Aid Office will be scheduled following the submission of your admissions application. Information and assistance filling out all necessary forms for receiving awards will be discussed at this time. The financial aid director will also explain IMTI’s interest free payment plan for interested students and parents.

IMTI CAN HELP YOU REACH ALL YOUR CAREER GOALS

Alumni: An alumni of over 4500 students from many different courses and seminars who are now in a position to assist you when you graduate.

Experienced Faculty: A faculty with substantial industrial experience and background.

Hands-on Training: Well equipped labs and shops to give you hands on training to prepare you for work in the field.

Easy Access: Convenience of location in Central Connecticut makes it easily accessible by car, bus or train.

Concentrated Programs: Most Day Programs can be completed in 37.5 weeks, Night Programs in 75 weeks.

Placement Assistance: IMTI offers placement assistance to all graduates.

Library Resource Center & Technical Bookstore: A complete line of technical materials for all trades.

MEMBERSHIPS
• Building Officials Code Administration
• International Association of Electrical Inspectors
• National Association of Plumbing, Heating & Cooling Contractors
• National Fire Protection Association
• National Safety Council
• American Society for Training & Development
Tuition and Expenses:

Tuition:
Tuition and other costs are explained in the enclosed insert which is an integral part of the catalog. Absence from class does not constitute withdrawal or reduce the financial obligation. Tuition does not include books and tools.

Cancellation and Refund Policies:
When a student is denied access to an IMTI program all advance money is refunded. A student who cancels enrollment before the beginning of class will receive all advanced monies back with the exception of the $75.00 application fee. All refund and exchanges on books, tools and materials purchased at the CTBI Technical Bookstore are subject to the refund policy of the Bookstore. The percentage of refund to a student is prorated based on the number of school hours remaining in the student’s program. The US Dept. of Education Federal Return of Funds Policy may be obtained in the IMTI of CT’s Financial Aid Office.

IMTI’s Institutional Refund Policy:
*A student who has completed 1-10% of the program hours will receive a 90% refund less a $100 administrative fee

*A student who has completed 11 - 25% of the program hours will receive a 75% refund less a $100 administrative fee

*A student who has completed 26 - 50% of the program hours will receive a 50% refund less a $100 administrative fee

*A student who completes 51 - 100% of the program hours will not receive a refund. If more than one refund policy should apply the refund would be the one that most benefits the student.

a.) Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school’s facilities and inspection of equipment, training and services are provided.

b.) All monies paid by the applicant must be refunded if requested within three days after signing the enrollment agreement and making initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making initial payment, but prior to the entering of school is entitled to a refund of monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.

Withdrawal:
Any student withdrawing from a program is expected to notify IMTI in writing of their intent to withdraw. All refunds will be made within 30 days of the date of determination of withdrawal from the program. When written notice is not given by the student the date of determination of withdrawal will be no more than 14 days from the last date of attendance. The refund calculation will be based on the student’s last day of verifiable attendance.

Payment:
Check or money orders should be made payable to IMTI. Visa, Master Card, Discover, and American Express are also accepted. Company PO’s are acceptable upon approval of the school’s President.

Leave of Absence:
If a student is forced to interrupt his/her course for reasons of serious illness, accident, or other circumstances deemed justifiable by the School Director, he/she will be permitted to repeat the phase in whole or part without any additional charge. A leave of absence can be no longer than 30 days unless specially approved by the School Director. After this point a student must withdraw and reenroll when they are able to return to class on a fulltime basis. Such an interruption would also affect a student’s Financial Aid and must be discussed with the Financial Aid office immediately.

Books and Supplies:
Textbooks, supplies and equipment are required for each program and may be purchased through Construction Training Bookstore Inc. These items are mandatory and must be purchased by the student.

Accreditation:
ACCSC - Accrediting Commission for Career Schools and Colleges
NCCER - National Center for Construction Education and Research

Approvals:
• State of Connecticut Office of Higher Education
• Department of Labor Apprenticeship Training
• State of Connecticut Approving Agency for Veterans Education Benefits.
• Connecticut Worker’s Compensation Commission
• Connecticut Division of Rehabilitation Services

Industrial Management & Training Institute has been approved by the Connecticut State Approving Agency to train eligible veterans and their dependents. Please contact the VA hotline with any questions at 1-888-442-4551.
The Electrical Technician Program is specifically designed to meet the needs of companies requiring individuals with skills in residential, commercial and industrial electrical wiring. In addition, the student will attain knowledge of the communication field and burglar/fire alarm systems. As the population creates more demand for electrical service the need for well trained electrical technicians continues to increase. Throughout the program students will receive a combination of theory and practical “hands-on” training. Graduates of the Electrical Program have many entry level career options: Electrical apprentice, residential, commercial or industrial, telecommunications technicians, burglar/fire alarm installation and repair, many students find a career as a cable installer, motor repair service technician or a maintenance electrician for manufacturers and large commercial buildings. Connecticut graduates of IMTI often complete the program to pursue self employment as an Electrical Contractor.
Electrical Technician Program continued

Day Program
900 Hours: 37.5 Weeks
Evening Program
900 Hours: 75 Weeks

<table>
<thead>
<tr>
<th>Name</th>
<th>Hrs</th>
</tr>
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<tbody>
<tr>
<td><strong>Electrical Level Three</strong></td>
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<tr>
<td>26301-14 Load Calculations -</td>
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<tr>
<td>Branch and Feeder Circuits</td>
<td>22.0</td>
</tr>
<tr>
<td>26302-14 Conductor Selection and Calculations</td>
<td>18.0</td>
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<tr>
<td>26303-14 Practical Applications of Lighting</td>
<td>16.0</td>
</tr>
<tr>
<td>57101-14 Intro to Solar Photovoltaic</td>
<td>40.0</td>
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<tr>
<td>26304-14 Hazardous Locations</td>
<td>18.0</td>
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<tr>
<td>26305-14 Overcurrent Protection</td>
<td>27.0</td>
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<td>26306-14 Distribution Equipment</td>
<td>13.0</td>
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<tr>
<td>26307-14 Transformers</td>
<td>15.0</td>
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<td>26308-14 Commercial Electrical Services</td>
<td>10.0</td>
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<tr>
<td>26309-14 Motor Calculations</td>
<td>15.0</td>
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<tr>
<td>26310-14 Voice, Data and Video</td>
<td>12.0</td>
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<tr>
<td>26311-14 Motor Controls</td>
<td>19.0</td>
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<tr>
<td><strong>Total Hours 225.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td><strong>Electrical Level Four</strong></td>
<td></td>
</tr>
<tr>
<td>26401-14 Load Calculations - Feeders and Services</td>
<td>23.0</td>
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<tr>
<td>26402-14 Health Care Facilities</td>
<td>10.0</td>
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<tr>
<td>26403-14 Standby and Emergency Systems</td>
<td>10.0</td>
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<tr>
<td>26404-14 Basic Electronic Theory</td>
<td>10.0</td>
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<tr>
<td>26405-14 Fire Alarm Systems</td>
<td>15.0</td>
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<tr>
<td>26406-14 Specialty Transformers</td>
<td>12.0</td>
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<tr>
<td>26407-14 Advanced Controls</td>
<td>24.0</td>
</tr>
<tr>
<td>26408-14 HVAC Controls</td>
<td>18.0</td>
</tr>
<tr>
<td>26409-14 Heat Tracing and Freeze Protection</td>
<td>10.0</td>
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<tr>
<td>26410-14 Motor Operation and Maintenance</td>
<td>12.0</td>
</tr>
<tr>
<td>26411-14 Medium-Voltage Terminations and Splices</td>
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<tr>
<td><strong>Electrical Advanced Classes</strong></td>
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<tr>
<td>33209-10 Wire &amp; Cable Terminations</td>
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<td>33301-11 Buses and Networks</td>
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<td>33302-11 Fiber Optics</td>
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</table>
The HVAC Technician program is structured to provide the technician with the skills, knowledge and techniques necessary for employment as an apprentice in the refrigeration, heating and air conditioning service industries. IMTI comprehensive program of theory combined with extensive “hands on” training impress upon the student the importance of accepting individual responsibility for the proper diagnosis and repair of various units. Focus on low voltage electrical and electronic systems gives our students the knowledge they need to wire low voltage HVAC systems. IMTI of Connecticut graduates will have learned the technical skills for an entry level apprenticeship position as a general service person installing or servicing heating, air conditioning and refrigeration systems. Other career options include maintaining and monitoring major installations in: hospitals, large offices and industrial buildings, or manufacturing HVAC equipment as a field technician or troubleshooter. Many graduates at IMTI complete the program to pursue self-employment as an HVAC Contractor.

### HVAC Technician Program

#### Day Program
917 Hours: 38 Weeks
Evening Program 917 Hours: 76 Weeks

<table>
<thead>
<tr>
<th>HVAC Technician Program</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Core Curriculum and OSHA 30</td>
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<tr>
<td>00101-15 Basic Safety</td>
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<td>00102-15 Introduction to Construction Math</td>
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<td>00106-15 Basic Rigging</td>
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<td>00109-15 Introduction to Material Handling</td>
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<td>70101-09 Your Role in A Green Environment</td>
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#### HVAC Level One

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<td>03101-13 Introduction to HVAC</td>
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<td>03102-13 Trade Mathematics</td>
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<td>03108-13 Introduction to Heating</td>
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<td>03107-13 Introduction to Cooling</td>
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<td>03109-13 Introduction to Air Distribution Systems</td>
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<td>03103-13 Copper and Plastic Piping Practices</td>
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<td>03104-13 Soldering and Brazing</td>
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<td>03302-13 Compressors</td>
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<tr>
<td>03301-13 Refrigerants and Oils</td>
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<tr>
<td>03205-13 Leak Detection, Evacuation, Recovery and Charging</td>
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<tr>
<td>214 EPA Science</td>
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<tr>
<td>03303-13 Metering Devices</td>
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<td>03211-13 Heat Pumps</td>
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<td>03215-13 Basic Maintenance</td>
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<td>03202-13 Chimneys, Vent and Flues</td>
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<td>03213-13 Sheet Metal Duct Systems</td>
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<td>03214-13 Fiberglass and Fabric Duct Systems</td>
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<td>03201-13 Commercial Airside Systems</td>
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<td>03204-13 Air Quality Equipment</td>
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<td>03203-13 Introduction to Hydronic Systems</td>
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</table>
# HVAC Technician Program

## Day Program 917
**Hours:** 38 Weeks

## Evening Program
**917 Hours:** 76 Weeks

<table>
<thead>
<tr>
<th>Name</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>HVAC Level Three</td>
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<tr>
<td>03313-13 Fasteners, Hardware, and Wiring Terminations</td>
<td>10.0</td>
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<tr>
<td>03314-13 Control Circuit and Motor Troubleshooting</td>
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<td>03210-13 Troubleshooting Cooling</td>
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<td>03311-13 Troubleshooting Heat Pumps</td>
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<td>03310-13 Troubleshooting Oil Heating</td>
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<td>03312-13 Troubleshooting Accessories</td>
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<td>03315-13 Zoning, Ductless and Variable Refrigerant Flow Systems</td>
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<td>03305-13 Commercial Hydronic Systems</td>
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<td>03306-13 Steam Systems</td>
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<td>03304-13 Retail Refrigeration Systems</td>
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<td>03316-13 Customer Relations</td>
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<tr>
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<tr>
<td>03308-13 Water Treatments</td>
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<td>03403-13 Indoor Air Quality</td>
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<td>03404-13 Energy Conservation Equipment</td>
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<td>03405-13 Building System Management</td>
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<td>03402-13 Air System Balancing</td>
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<td>03406-13 System Start-Up and Shut-Down</td>
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<td>03401-13 Construction Drawings &amp; Specifications</td>
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<td>03407-13 Heating and Cooling System Design</td>
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<td>03408-13 Commercial and Industrial Refrigeration Systems</td>
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<td>03409-13 Alternative Heating and Cooling Equipment</td>
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<td>HVAC Level Five</td>
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<tr>
<td>04101-08 Introduction to the Sheet Metal Trade</td>
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<td>04102-08 Tools of the Trade</td>
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<tr>
<td>04103-08 Introduction to Sheet Metal Layout and Processes</td>
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<td>04106-08 Installation of Ductwork</td>
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<td>26408-08 HVAC Controls</td>
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<tr>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>
The Plumbing Technician Program is designed to give the technician the skills to install, fit, repair, and maintain residential, commercial, and industrial plumbing. The student is taught to properly finish a job while maintaining the highest sanitary standards possible. Throughout the program students will receive a combination of theory and practical "hands-on" training.

There are three distinct plumbing systems that work together to achieve the desired result in a sanitary and safe manner. These systems are: the supply water brought into the building and piped through the system under pressure; the fixtures – lavatories, bathtubs, toilets, drinking fountains, washing machines, etc… and the drain – water leaving the system usually by means of gravity.

Graduates of the Plumbing Technician program will have learned the necessary skills for an entry level apprenticeship position in residential, commercial, and industrial plumbing applications. Many IMTI graduates complete the program to pursue self-employment as a plumbing contractor.

### Plumbing Technician Program

**Core Curriculum and OSHA 30**

- 00101-15 Basic Safety: 15.0 hours
- 00102-15 Introduction to Construction Math: 10.0 hours
- 00103-15 Introduction to Hand Tools: 6.0 hours
- 00104-15 Introduction to Power Tools: 5.0 hours
- 00105-15 Introduction to Construction Drawings: 10.0 hours
- 00106-15 Basic Rigging: 10.0 hours
- 00107-15 Basic Communication Skills: 6.0 hours
- 00108-15 Basic Employment Skills: 6.0 hours
- 00109-15 Introduction to Material Handling: 4.0 hours
- 70101-09 Your Role in A Green Environment: 15.0 hours

**Total Hours 102.0**

**Plumbing Level One**

- 02101-12 Introduction to the Plumbing Profession: 6.0 hours
- 02102-12 Plumbing Safety: 10.0 hours
- 02103-12 Tool of the Plumbing Trade: 12.0 hours
- 02104-12 Introduction to Plumbing Math: 15.0 hours
- 02105-12 Introduction to Plumbing Drawings: 20.0 hours
- 02106-12 Plastic Pipe and Fittings: 15.0 hours
- 02107-12 Copper Pipe and Fittings: 15.0 hours
- 02108-12 Cast-Iron Pipe and Fittings: 15.0 hours
- 02109-12 Carbon Steel Pipe and Fittings: 15.0 hours
- 02110-12 Introduction to Plumbing Fixtures: 10.0 hours
- 02111-12 Introduction to Drain, Waste, and Vent Systems: 12.0 hours
- 02112-12 Introduction to Water Distribution Systems: 12.0 hours

**Total Hours 157.0**

**Plumbing Level Two**

- 02201-13 Plumbing Math Two: 20.0 hours
- 02202-13 Reading Commercial Drawings: 25.0 hours
- 02203-13 Structural Penetrations Installations and Fire Stopping: 22.0 hours
- 02204-13 Installing and Testing DWV Piping: 25.0 hours
- 02205-13 Installing Roof, Floor and Area Drains: 8.0 hours
- 02207-13 Types of Valves: 8.0 hours
- 02206-13 Installing and Testing Water Supply Piping: 23.0 hours
- 02208-13 Installing Fixtures and Valves: 24.0 hours
- 02210-13 Basic Electricity: 24.0 hours
- 02209-13 Installing Water Heaters: 16.0 hours
- 02211-13 Fuel Gas Systems: 24.0 hours

**Total Hours 219.0**

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Plumbing Technician Program

**Day Program**

905 hours: 38 Weeks

**Evening Program**

905 hours: 75.5 Weeks
Plumbing Technician Program

continued

Day Program
905 hours: 38 Weeks

Evening Program
905 hours: 75.5 Weeks

Name | Hrs
--- | ---
**Plumbing Level Three** | 22.0
02301-14 Applied Math | 22.0
02312-14 Sizing and Protecting the Water Supply System | 36.0
02303-14 Potable Water Supply Treatment | 20.0
02305-14 Types of Venting | 24.0
02306-14 Sizing DWV and Storm Systems | 24.0
02307-14 Sewage Pumps and Sump Pumps | 15.0
02308-14 Corrosive-Resistant Waste Piping | 8.0
02309-14 Compressed Air | 12.0
02311-14 Service Plumbing | 30.0
**Total Hours 191.0**

**Plumbing Level Four**
02401-14 Business Principles for Plumbers | 16.0
46101-11 Fundamentals of Crew Leadership | 20.0
02403-14 Water Pressure Booster and Recirculation Systems | 16.0
02404-14 Indirect and Special Waste | 20.0
02405-14 Hydronic and Solar Heating Systems/Solar Thermal | 20.0
02406-14 Codes | 24.0
02408-14 Private Water Supply Systems | 12.0
02409-14 Private Waste Disposal Systems | 10.0
02410-14 Swimming Pools and Hot Tubs | 8.0
02411-14 Plumbing for Mobile Homes and Travel Trailers | 8.0
02412-14 Introduction to Medical Gas and Vacuum Systems | 20.0
213 Solar Thermal | 26.0
214 National Fuel Gas Code | 36.0
**Total Hours 236.0**
Core Curriculum and OSHA 30

00101-15: Basic Safety - 30.0 hours
Provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint.

00102-15: Introduction to Construction Math - 10.0 hours
Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect’s and engineer’s scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

00103-15: Introduction to Hand Tools - 6.0 hours
Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

00104-15: Introduction to Power Tools - 5.0 hours
Provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrate show power tools used in on-the-job settings.

00105-15: Introduction to Construction Drawings - 10.0 hours
Familiarizes trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimension. Four oversized drawings are included.

00106-15: Basic Rigging - 10.0 hours
Explains how ropes, chains, hoists, loaders, and cranes are used to move material and equipment from one location to another on a job site. Describes inspection techniques and load-handlings safety practices. Also reviews American National Standards Institute (ANSI) hand signals.

00107-15: Basic Communication Skills - 6.0 hours
Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

00108-15: Basic Employment Skills - 6.0 hours
Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem-solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress, and substance abuse.

00109-15: Introduction to Material Handling - 4.0 hours
Recognizes hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment, and identifies appropriate equipment for common job-site tasks.

70101-09: Your Role in A Green Environment - 15.0 hours
Featuring a comprehensive vocabulary list, this module brings together the expertise of industry and higher education in defining a topic of growing international importance: green building. Geared to entry-level craft workers, this module provides fundamental instruction in the green environment, green construction practices, and green building rating systems.
Electrical Technician Program
Electrical Level One

26101-14: Orientation to the Electrical Trade – 3.0 hours
Covers safety rules and regulations for electricians. Trainees learn the necessary precautions to take for various electrical hazards found on the job. Also teaches the OSHA-mandated lockout/tagout procedure.

26102-14: Electrical Safety – 10.0 hours
Covers safety rules and regulations for electricians. Teaches the necessary precautions to take for various electrical hazards found on the job. Also covers the OSHA-mandated lockout/ tagout procedure.

26103-14: Introduction to Electrical Circuits – 10.0 hours
Offers a general introduction to the electrical concepts used in Ohm’s law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations.

26104-14: Electrical Theory – 10.0 hours
Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff’s voltage and current laws, and circuit analysis.

26105-14: Introduction to the National Electrical Code® – 8.0 hours
Provides a navigational road map for using the NEC®. Introduces the layout of the NEC® and the types of information found within the code book. Allows trainees to practice finding information using an easy-to-follow procedure.

26106-14: Device Boxes – 10.0 hours
Covers the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. Covers NEC® fill and pull requirements for device, pull, and junction boxes under 100 cubic inches.

26107-14: Hand Bending – 13.0 hours
Provides an introduction to conduit bending and installation. Covers the techniques for using hand-operated and step conduit benders, as well as cutting, reaming, and threading conduit.

26108-14: Raceways, Boxes, and Fittings – 22.0 hours
Introduces the types and applications of raceways, wireways, and ducts. Stresses the appropriate NEC® requirements.

26109-14: Conductors and Cables – 14.0 hours
Focuses on the types and applications of conductors and covers proper wiring techniques. Stresses the appropriate NEC® requirements.

26110-14: Basic Electrical Construction Drawings - 8.0 hours
Focuses on electrical prints, drawings, and symbols. Teaches the types of information that can be found on schematics, one-lines, and wiring diagrams.

26111-14: Residential Electrical Services – 16.0 hours
Covers the electrical devices and wiring techniques common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed.

26112-14: Electrical Test Equipment – 5.0 hours
Focuses on proper selection, inspection, and use of common electrical test equipment, including voltage testers, clamp-on ammeters, ohmmeters, multimeters, phase/motor rotation testers, and data recording equipment. Also covers safety precautions and meter category ratings.

Electrical Technician Program
Electrical Level Two

26201-14: Alternating Current – 20.0 hours
Focuses on forces that are characteristic of alternating-current systems and the application of Ohm’s law to AC circuits.

26202-14: Motors: Theory and Application – 20.0 hours
Covers AC and DC motors, including the main components, circuits, and connections.

26203-14: Electric Lighting – 15.0 hours
Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures.

26204-14: Conduit Bending – 18.0 hours
Covers all types of bends in all sizes of conduit up to 6 inches. Focuses on mechanical, hydraulic, and electrical benders.

26205-14: Pull and Junction Boxes – 13.0 hours
Driven by the NEC®. Explains how to select and size pull boxes, junction boxes, and handholes.

26206-14: Conductor Installations – 14.0 hours
Covers the transportation, storage, and setup of cable reels; methods of rigging; and procedures for complete cable pulls in raceways and cable trays.
26207-14: Cable Tray – 8.0 hours
Focuses on NEC® installation requirements for cable tray, including cable installations.

26208-14: Conductor Terminations and Splices – 12.0 hours
Describes methods of terminating and splicing conductors of all types and sizes, including preparing and taping conductors.

26209-14: Grounding and Bonding – 17.0 hours
Focuses on the purpose of grounding and bonding electrical systems. Thoroughly covers NEC® requirements.

26210-14: Circuit Breakers and Fuses - 17.0 hours
Describes fuses and circuit breakers along with their practical applications. Also covers sizing.

26211-14: Control Systems and Fundamental Concepts

covers various types of contactors and relays along with their practical applications.

26301-14: Load Calculations – Branch and Feeder Circuits – 22.0 hours
Explains how to calculate branch circuit and feeder loads for various residential and commercial applications.

26302-14: Conductor Selection and Calculations – 18.0 hours
Covers the various factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop.

26303-14: Practical Applications of Lightings – 16.0 hours
Covers specific types of incandescent, fluorescent, and HID lamps, as well as ballasts, troubleshooting, and various types of lighting controls.

57101-14: Intro to Solar Photovoltaic - 40.0 Hours

26304-14: Hazardous Locations – 18.0 hours
Covers the NEC® requirements for equipment installed in various hazardous locations.

26305-14: Overcurrent Protection - 27.0 hours
Explains how to size and select circuit breakers and fuses for various applications. Also covers short circuit calculations and troubleshooting.

26306-14: Distribution Equipment – 13.0 hours
Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements.

26307-14: Transformers – 15.0 hours
Discusses transformer types, construction, connections, protection, and grounding.

26308-14: Commercial Electrical Services - 10.0 hours
Covers the components, installation considerations, and NEC® requirements for various commercial services.

26309-14: Motor Calculations – 15.0 hours
Covers calculations required to size conductors and overcurrent protection for motor applications.

26310-14: Voice, Data, and Video – 12.0 hours
Covers installation, termination, and testing of various voice, data, and video cabling systems.

26311-14: Motor Controls – 19.0 hours
Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic.

26401-14: Load Calculations – Feeders and Services – 23.0 hours
Topics include basic calculation procedures for commercial and residential applications.

26402-14: Health Care Facilities – 10.0 hours
Covers the installation of electric circuits in health care facilities, including the requirements for life safety and critical circuits.

26403-14: Standby and Emergency Systems – 10.0 hours
Explains the NEC® requirements for electric generators and storage batteries.

26404-14: Basic Electronic Theory – 10.0 hours
Explains the function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors.

26405-14: Fire Alarm System – 15.0 hours
Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance.
26406-14: Specialty Transformers – 12.0 hours
Covers various types of transformers and their applications. Also provides information on selecting, sizing, and installing these devices.

26407-14: Advanced Motor Controls – 24.0 hours
Discusses applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures.

26408-14: HVAC Controls – 18.0 hours
Provides a basic overview of HVAC systems and their controls. Also covers electrical troubleshooting and NEC® requirements.

26409-14: Heat Tracing and Freeze Protection – 10.0 hours
Covers various heat tracing systems along with their applications and installation requirements.

26410-14: Motor Operation and Maintenance – 12.0 hours
Covers motor cleaning, testing, and preventive maintenance. Also describes basic troubleshooting procedures.

26411-14: Medium-Voltage Terminations and Splices – 12.0 hours
Offers an overview of the NEC® and cable manufacturers’ requirements for medium-voltage terminations and splices.

26412-14: Special Locations – 20.0 hours
Describes the NEC® requirements for selecting and installing equipment, enclosures, and devices in various special locations including places of assembly, theaters, carnivals, agricultural buildings, marinas, temporary installations, wired partitions and swimming pools.

46101-14: Fundamentals of Crew Leadership - 20.0 hours
Teaches the basic leadership skills required to supervise personnel. Discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

Advanced Electrical Classes

33209-10: Wire and Cable Terminations - 25.0 hours
Provides information and detailed instructions for selecting, installing, and testing connectors and other terminating devices on the various cables used in low-voltage work, including telecommunications, video and audio, and fiber optics.

33301-11: Buses and Networks - 25.0 hours
Provides information on connecting computers and components, including various methods for connecting computers in a network, information on connecting controls and equipment in a control system, and information on how data is transferred between nodes in a network.

33302-11: Fiber Optics - 25.0 hours
Introduces the types of equipment and methods used in fiber-optic cable installation.
HVAC Technician Program

**HVAC Level One**

**03101-13: Introduction to HVAC – 8.0 hours**
Covers the basic principles of heating, ventilating and air conditioning, career opportunities in HVAC, training, and apprenticeship programs.

**03102-13: Trade Mathematics – 10.0 hours**
Explains how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. Also introduces scientific notation, powers, roots, basic algebra and geometry.

**03106-13: Basic Electricity – 13.0 hours**
Teaches power generation and distribution, electrical components, DC circuits, and electrical safety.

**03108-13: Introduction to Heating – 17.0 hours**
Covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces.

**03107-13: Introduction to Cooling – 32.0 hours**
Covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes the components and accessories used in air conditioning systems.

**03109-13: Introduction to Air Distribution Systems – 15.0 hours**
Describes air distribution systems and their components, air flow measurement, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity.

**03103-13: Copper and Plastic Piping Practices – 10.0 hours**
Covers the selection, preparation, joining, and support of copper and plastic piping and fittings.

**03104-13: Soldering and Brazing – 12.0 hours**
Covers tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping.

**03105-13: Ferrus Metal Piping Practices – 8.0 hours**
Covers various types of iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping.

**HVAC Technician Program

**HVAC Level Two**

**03206-13: Alternating Current – 12.0 hours**
Covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. Also reviews electrical safety.

**03302-13: Compressors - 18.0 hours**
Explains the operating principles of the different types of compressors used in comfort air conditioning and refrigeration systems, along with basic installation, service, and repair procedures for these compressors.

**03301-13: Refrigerants and Oils – 13.0 hours**
Covers characteristics and applications of the current generation of refrigerants, including both pure and blended refrigerants. Also provides extensive coverage of lubricating oils used in refrigeration systems.

**03205-13: Leak Detection, Evacuation, Recovery, and Charging – 30.0 hours**
Covers the basic refrigerant handling and equipment servicing procedures to service HVAC systems in an environmentally safe manner.

**214: EPA Science - 20.0 hours**
This course will enable the student to apply the scientific principles of EPA science in their daily work including that vapor-compression refrigeration cycle and common service equipment and procedures. The student will prepare for and take the EPA refrigerant certification test. All students who pass the independent exam will receive the

**03303-13: Metering Devices- 12.0 hours**
Covers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices used in air conditioning equipment.

**03211-13: Heat Pumps – 24.0 hours**
Covers the principles of reverse cycle heating, describes the operation of the various types of heat pumps, and describes how to analyze heat pump control circuits. Includes heat pump installation and service procedures.

**03215-13: Basic Maintenance – 10.0 hours**
Describes common tasks associated with basic maintenance. Specific tasks, such as lubrication and belt installation, are reviewed in detail. Provides detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems.
03202-13: Chimneys, Vents, and Flues – 8.0 hours
Describes the principles of furnace venting of fossil-fuel furnaces and the proper methods for selecting and installing vent systems for gas-fired heating equipment.

03213-13: Sheet Metal Duct Systems – 10.0 hours
Covers layout, fabrication, installation, and insulating sheet metal ductwork. Also includes selection and installation of registers, diffusers, dampers, and other duct accessories.

03214-13: Fiberglass and Fabric Duct Systems – 8.0 hours
Covers the layout, fabrication, installation, and joining of fiberglass ductwork and fittings. Describes the proper methods for attaching and supporting flex duct.

03201-13: Commercial Airside Systems – 13.0 hours
Describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations, such as constant volume single-zone and multi-zone, VVT, VAV, and dual-duct VAV.

03204-13: Air Quality Equipment – 8.0 hours
Covers the basic principles, processes, and devices used to control humidity and air clean-lines, as well as devices used to conserve energy in HVAC systems.

03203-13: Introduction to Hydronic Systems – 14.0 hours
Introduces hot water heating systems, focusing on safe operation of the low-pressure boilers and piping systems commonly used in residential applications.

03311-13: Troubleshooting Heat Pumps – 15.0 hours
Reviews heat pump operation and heat pump control circuits, including how to isolate and correct faults in the heating, cooling, auxiliary heat, and defrost functions of heat pumps.

03209-13: Troubleshooting Gas Heating – 16.0 hours
Covers tools, instruments, and techniques used in troubleshooting gas heating appliances, including how to isolate and correct faults.

03310-13: Troubleshooting Oil Heating – 14.0 hours
Covers how to identify the common causes of problems in oil furnaces and offers hands-on experience in isolating and correcting oil furnace malfunctions.

03312-13: Troubleshooting Accessories – 12.0 hours
Provides hands-on lab sessions on how to troubleshoot humidifiers, electronic air cleaners, economizers, zone controls, and heat recovery ventilators.

03315-13: Zoning, Ductless and Variable refrigerant flow Systems - 13.0 Hours
Introduces the information and skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems.

03305-13: Commercial Hydronic Systems – 20.0 hours
Covers the various types of boilers, components, and piping systems used in commercial heating applications. Also introduces chilled water systems and their components.

03306-13: Steam Systems – 14.0 hours
Covers operating principles, piping systems, components, and preventive maintenance requirements of steam systems and steam traps.

03304-13: Retail Refrigeration Systems - 22.0 hours
Introduces the product refrigeration components and systems, such as the reach-in coolers and freezers commonly used in markets.

03316-13: Customer Relations - 5.0 Hours
Presents the importance of establishing good relations with customers and provides guidance on how to achieve that goal. Focuses on ways for a technician to make a good first impression and describes how to communicate in a positive manner with customers. The elements of a service call and dealing with different types of problem customers are also covered.
**HVAC Technician Program**

**HVAC Level Four**

**03308-13: Water Treatment – 13.0 hours**
Covers the kinds of water problems encountered in heating and cooling systems and identifies various water treatment methods and equipment.

**03403-13: Indoor Air Quality - 17.0 hours**
Defines the issues associated with indoor air quality and its affect on the health and comfort of building occupants. Provides guidelines for performing an IAQ survey and covers the equipment and methods used to monitor and control indoor air quality.

**03404-13: Energy Conservation Equipment – 12.0 hours**
Covers the various heat recovery/reclaim devices, along with other energy recovery equipment used to reduce energy consumption in HVAC systems.

**03405-13: Building Management Systems – 20.0 hours**
Explains how computers and microprocessors are used to manage zoned HVAC systems. This module has been updated to reflect new system architecture, advances in network protocols and systems controllers, and communication via Internet and wireless.

**03402-13: Air System Balancing – 24.0 hours**
Covers air properties and gas laws, as well as the use of psychrometric charts. It covers the tools, instruments, and methods used in balancing an air distribution system.

**03406-13: System Start-Up and Shut-Down – 24.0 hours**
Covers procedures for the startup of hot water, steam heating, chilled water, and forced-air distribution systems. Emphasis is on startup after initial equipment installation or after an extended period of shutdown. Includes procedures for preparing these systems for extended shutdown.

**03401-13: Construction Drawings and Specifications – 27.0 hours**
Covers how to interpret the various drawings used in commercial construction, including mechanical drawings, specifications, shop drawings, and as-built and to perform takeoff procedures for equipment, fittings, ductwork and other components.

**03407-13: Heating and Cooling System Design – 29.0 hours**
Identifies and explains the factors that affect heating and cooling loads, describes the process by which heating and cooling loads are calculated, and shows how load calculations are used in the selection of heating and cooling equipment. Covers types of duct systems and their selection, sizing, and installation requirements.

**03408-13: Commercial and Industrial Refrigeration – 25.0 hours**
This module expands the study of product and process refrigeration begun in Level 3. It deals with the type of systems used in cold storage and food processing facilities, as well as transportation refrigeration.

**03409-13: Alternative Heating and Cooling Equipment – 10.0 hours**
Covers the variety of alternative devices that are used to reduce energy consumption, including wood, coal, and Pellet fired systems, waste-oil heaters, geothermal heat pumps, solar heating, in-floor radiant heating, and direct-fired makeup units.

**46101-11: Fundamentals of Crew Leadership - 20.0 hours**
Teaches the basic leadership skills required to supervise personnel. Discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

**213: Solar Thermal - 25.0 Hours**
This module covers the fundamentals of design & installation of solar water heating systems, including the use of site-assessment tools for solar sytem design. The student will learn the basics of Solar Thermal heating, including: rooftop collectors, hot water tanks and computerized control panels and pumps.

**HVAC Technician Program**

**HVAC Level Five**

**04101-08: Introduction to the Sheet Metal Trade – 5.0 hours**
Summarizes the history and development of the sheet metal trade, explains the benefits of apprenticeship training, and identifies career opportunities in the trade.
**04102-08: Tools of the Trade – 5.0 hours**
Describes the hand and power tools used in the sheet metal trade, including layout tools and cutting, bending, and forming machines. Includes safety and maintenance guidelines.

**04103-08: Introduction to Sheet Metal Layout and Processes – 8.0 hours**
Introduces parallel line development, radial line development, and triangulation. Covers selection and use of layout, hand, and machine tools. Discusses how to transfer patterns, and how to cut, form, and assemble parts.

**04106-08: Installation of Ductwork – 15.0 hours**
Addresses ductwork assembly, use of different types of sealants, using lifts, and installation of ductwork. Describes the types of fasteners (screws, nuts, bolts, and rivets), and supports used in an air distribution system. Discusses proper spacing of hangers, load ratings, and installation of hangers and support systems.

**26408-11: HVAC Controls – 16.0 hours**
Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements.

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**Plumbing Technician Program**

**Plumbing Level One**

**02101-12: Introduction to the Plumbing Profession – 6.0 hours**
Introduces trainees to the many career options available in today’s plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations that make up the modern plumbing profession. Also reviews human relations and safety skills.

**02102-12: Plumbing Safety – 10.0 hours**
Discusses the causes of accidents and their consequences including delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Instructs trainees in the use of critical safety information conveyed in hazard communication (HazCom), safety signs, signals, lockout/tagout, and emergency response. Covers confined-space safety, and reviews safety issues related to hand and power tools.

**02103-12: Tools of the Plumbing Trade – 12.0 hours**
Instructs trainees in the care and use of the different types of hand and power tools they will use on the job. Gives trainees the information they need to select the appropriate tools for different tasks, and reviews tool maintenance.

**02104-12: Introduction to Plumbing Math – 15.0 hours**
Reviews basic math concepts, such as whole numbers, fractions, decimals, and squares, and demonstrates how they apply to on-the-job situations. Teaches trainees how to measure pipe using fitting tables and framing squares and how to calculate 45-degree offsets.

**02105-12: Introduction to Plumbing Drawings – 20.0 hours**
Introduces trainees to the different types of plumbing drawings they will encounter on the job and discusses how to interpret and apply them when laying out and installing plumbing systems. Discusses the symbols used in plumbing and mechanical drawings and reviews isometric, oblique orthographic, as well as schematic drawings. Requires trainees to render plumbing drawings and to recognize how code requirements apply to plumbing drawings.

**02106-12: Plastic Pipe and Fittings – 15.0 hours**
Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, PE, EX, and PB. Describes how to measure, cut, join and support plastic pipe according to manufacturer’s instructions and applicable codes. Also discusses pressure testing of plastic pipe once installed.

**02107-12: Copper Pipe and Fittings – 15.0 hours**
Discusses sizing, labeling, and applications of copper pipe and fittings and reviews the types of valves that can be used on copper pipe systems. Explains proper methods for cutting, joining and installing copper pipe. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements.

**02108-12: Cast-Iron Pipe and Fittings – 15.0 hours**
Introduces trainees to hub-and-spigot and no-hub cast-iron pipe and fittings and their applications in DWV systems. Reviews material properties, storage, and handling requirements, and fittings and valves. Covers joining methods and installation and testing.
02109-12: Carbon Steel Pipe and Fittings – 15.0 hours
Discusses threading, labeling and sizing of steel pipe and reviews the differences between domestic and imported pipe. Covers the proper techniques for measuring, cutting, threading, joining and hanging steel pipe. Also reviews corrugated stainless steel tubing.

02110-12: Introduction to Plumbing Fixtures – 10.0 hours
Discusses the proper applications of code-approved fixtures in plumbing installations. Reviews the different types of fixtures and the materials used in them. Also covers storage, handling, and code requirements.

02111-12: Introduction to Drain, Waste, and Vent (DWV) Systems – 12.0 hours
Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps, and vents, work. Reviews drain and vent sizing, grade, and waste treatment. Also discusses how building sewers and sewer drains connect the DWV system to the public sewer system.

02112-12: Introduction to Water Distribution Systems – 12.0 hours
Identifies the major components of water distribution systems and describes their functions. Reviews water sources and treatment methods and covers supply and distribution for the different types of systems that trainees will install on the job.

Plumbing Technician Program
Plumbing Level Two

02201-13: Plumbing Math Two – 20.0 hours
Explains the Pythagorean theorem and reviews methods for laying out square corners. Discusses the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe.

02202-13: Reading Commercial Drawings – 25.0 hours
Explains how to identify and interpret civil, architectural, structural, HVAC/mechanical, plumbing, and electrical drawings. Discusses how to ensure accurate dimensions, generate RFIs, and locate plumbing entry points, as well as how to establish piping routes and fixture locations. Isometric drawings, material takeoffs, approved submittal data, and Building Information Management (BIM).

02203-13: Structural Penetrations, Insulation and Fire Stopping – 22.0 hours
Introduces methods for adjusting structural members, insulating pipe and installing fire-stopping. Covers reinforcement techniques for modified structural members; how to measure, cut, and install fiberglass and flexible foam insulation; and how to identify walls, floors, and ceilings that require fire-stopping.

02204-13: Installing and Testing DWV Piping – 25 hours
Explains how to locate, install, connect and test a complete drain, waste, and vent (DWV) system. Discusses how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures and test a DWV system.

02205-13: Installing Roof, Floor and Area Drains - 8.0 hours
Covers the proper techniques for locating, installing, and connecting roof, floor, area drains and floor sinks according to code. Also discusses waterproof membranes and flashing, drain components, shower pans, trap primers and proper drain applications.

02207-13: Types of Valves – 8.0 hours
Reviews the types of valves, their components, and applications. Also covers valve servicing.

02206-13: Installing and Testing Water Supply Piping – 23.0 hours
Explores the proper techniques for locating, installing and testing complete water service and distribution systems, including meters, water heaters, water softeners and hose bibs. Introduces trainees to basic backflow prevention and water hammer prevention, and discusses the installation of shower and tub valves, ice maker and washing machine boxes, and pipe stubouts and supports.

02208-13: Installing Fixtures and Valves – 24.0 hours
Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, water closets and urinals. Reviews the installation of associated valves, faucets and components. Also discusses how to connect appliances such as dishwashers, food-waste disposers, refrigerators and icemakers, and washing machines.

02210-13: Basic Electricity – 24.0 hours
Introduces electrical, the principles of electricity, including voltage, current, resistance and power. Includes important electrical formulas, circuitry and common plumbing-related electrical applications.

02209-13: Installing Water Heaters – 16.0 hours
Discusses gas-fired, electric, tankless, heat pump and indirect water heaters, components, and applications. Reviews proper installation and testing techniques and covers the latest code requirements for water heaters.

02211-13: Fuel Gas Systems – 24.0 hours
Introduces the techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. Reviews fuel gas and fuel oil safety precautions and potential hazards, applications, systems installation, and testing.
## Plumbing Technician Program
### Plumbing Level Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02301-14</td>
<td>Applied Math</td>
<td>22</td>
<td>Reviews math concepts including weights and measures, area and volume, temperature, pressure and force. Also describes the six simple machines: inclined planes, levers, pulleys, wedges, screws and wheels and axles.</td>
</tr>
<tr>
<td>02312-14</td>
<td>Sizing and Protecting the Water Supply System</td>
<td>36.0</td>
<td>Teaches techniques for sizing water supply systems, including calculating system requirements and demand, developed lengths, and pressure drops. Also reviews the factors that can reduce efficiency of water supply piping. Introduces the different types of backflow prevention devices and explains how they work, where they are used, and how they are installed in water supply systems.</td>
</tr>
<tr>
<td>02303-14</td>
<td>Potable Water Supply Treatment</td>
<td>20.0</td>
<td>Explains how to disinfect, filter and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system</td>
</tr>
<tr>
<td>02305-14</td>
<td>Types of Venting</td>
<td>24.0</td>
<td>Reviews the different types of vents that can be installed in DWV system and explains how they work. Also teaches design and installation techniques.</td>
</tr>
<tr>
<td>02306-14</td>
<td>Sizing DWV and Storm Systems</td>
<td>24.0</td>
<td>Explains how to calculate drainage fixture units for waste systems. Reviews how to size drain, waste and vent (DWV) systems; storm drainage systems; and roof storage and drainage systems.</td>
</tr>
<tr>
<td>02307-14</td>
<td>Sewage Pumps and Sump Pumps</td>
<td>15.0</td>
<td>Discusses the installation, diagnosis and repair of pumps, controls, and sumps in sewage and storm water removal systems.</td>
</tr>
<tr>
<td>02308-14</td>
<td>Corrosive-Resistant Waste Piping</td>
<td>8.0</td>
<td>Discusses corrosive wastes and reviews related safety issues and hazard communications. Discusses how to determine when corrosive-resistant waste piping needs to be installed, as well as how to correctly select and properly connect different types of piping.</td>
</tr>
<tr>
<td>02309-14</td>
<td>Compressed Air</td>
<td>12.0</td>
<td>Explains the principles of compressed air systems and describes their components and accessories. Reviews installation and periodic servicing of air compressor systems.</td>
</tr>
<tr>
<td>02311-14</td>
<td>Service Plumbing</td>
<td>30.0</td>
<td>Covers troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines. Explains how to diagnose and repair water supply and drainage piping, water heaters, and other appliances and fixtures. Describes the effects of corrosion, freezing, and hard water on plumbing systems.</td>
</tr>
</tbody>
</table>

## Plumbing Technician Program
### Plumbing Level Four

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02401-14</td>
<td>Business Principles for Plumbers</td>
<td>16.0</td>
<td>Introduces concepts and practices that are essential for competitive, successful plumbing businesses. Covers basic business accounting and project estimating, as well as techniques for cost control and task organization</td>
</tr>
<tr>
<td>46101-11</td>
<td>Fundamentals of Crew Leadership</td>
<td>20.0</td>
<td>Introduces trainees to the knowledge and skills required for team leadership. Covers practical information about today’s construction industry; basic leadership skills; safety responsibilities of a supervisor; and a detailed survey of project control techniques.</td>
</tr>
<tr>
<td>02403-14</td>
<td>Water Pressure Booster and Recirculation Systems</td>
<td>16.0</td>
<td>Builds on trainee’s previous experience with pumps, storage tanks, controls, and pipes and fittings by explaining how to assemble those components into systems that boost water pressure and provide hot water.</td>
</tr>
<tr>
<td>02404-14</td>
<td>Indirect and Special Waste</td>
<td>20.0</td>
<td>Explains the code requirements and installation procedures for systems that protect against contamination from indirect and special wastes.</td>
</tr>
<tr>
<td>02405-14</td>
<td>Hydronic and Solar Heating Systems</td>
<td>20.0</td>
<td>Introduces basic hydronic and solar heating systems and their components. Reviews hydronic and solar heating system layout and installation. Also discusses methods inhibiting corrosion in solar heating systems.</td>
</tr>
<tr>
<td>02406-14</td>
<td>Codes</td>
<td>24.0</td>
<td>Discusses the different codes used by plumbers across the country and explains how those codes are written, adopted, modified, and implemented.</td>
</tr>
<tr>
<td>02408-14</td>
<td>Private Water Supply Systems</td>
<td>12.0</td>
<td>Explains the operation of pumps and well components. Reviews the qualities of good wells and how to assemble and disassemble pumps and components.</td>
</tr>
</tbody>
</table>
Resolving Student Concerns

The administration and faculty of Industrial Management and Training Institute are interested in seeing that every student enrolled receives the education and training that is outlined in this catalog. Students should follow the steps outlined below if they do not have their concerns addressed by the School Advisor:

1. Make an appointment to meet with the Director.
2. Be prepared to present to the Director a written list of specific concerns which you feel need to be resolved.
3. If you feel that the school has not satisfactorily answered or resolved School Calendar your concerns within 15 working days you should file an inquiry or complaint with the CT. Department of Higher Education - 61 Woodland Street, Hartford, CT 06105 Tel: (860) 947-1816.
4. Once a complaint has been made with the Department of Higher Education IMTI will make a response in writing to the State within twenty days. A copy of the response will be mailed to the student. A response will be made to the Accrediting commission within 10 days and a copy sent to the student.
5. After a complaint has been resolved the student and the Director will sign a statement of complaint resolution.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
ACCCSC.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the School Director.
Directions To Industrial Management & Training Institute:

East - Take I-84 to exit 22. Turn right at light; left at next light; left at the bottom of hill. IMTI is the only building on the right.

West - Take I-84 to exit 22. Turn left at the light; left at the 3rd light; left at the next light; left at the bottom of the hill. IMTI is the the only building on the right.

Detach and mail to IMTI, 233 Mill Street, Waterbury, CT 06706:

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**Application For Admission:**

I hereby make application to enroll in Industrial Management & Training Institute, Inc. in accordance with the conditions and terms of this application form, and the rules and regulations in the current catalog. Please complete all items.

First Name: _____________________________________________ Last Name: ____________________________________________
Address: ______________________________________________________ City: _________________ St: _______ Zip: ___________
S.S.#: _____-____-______ Date of Birth: _____/____/_______ Phone (H) : (____) ______-______ Phone (C) (____) ______ -________
E-Mail: ___________________________________________________________________________________
Citizenship Status: U.S. Citizen ________ Other ________ Alien #: ___________________________

<table>
<thead>
<tr>
<th>Program Desired</th>
<th>Day Program</th>
<th>Evening Program</th>
</tr>
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<tbody>
<tr>
<td>Electrical</td>
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<td>HVAC</td>
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<tr>
<td>Plumbing</td>
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</table>

Program Start Date: _____/_____/_______

Are you being sponsored by a State Agency? Yes______ No______ If yes, which Agency?
Counselor: _________________________________________________________ Phone: (_______) __________-___________

**Ethnicity Information**

*This Section is optional and used for a U.S. Department of Education Survey*

Nonresident Alien
Black, non-Hispanic
American Indian/Alaska Native
Asian
Pacific Islander
Hispanic
White, non-Hispanic

Are you interested in meeting with the Financial Aid Dept.? Yes________ No________
High School Graduate? Yes_______ No _________ Year Graduated? ______________
High School Attended
Did you receive your GED? Yes_____ No_______ Year Received? ______________ State that awarded GED?
Do you presently have a job? Yes_____ No_______ Full time _________ Part time _________
Are you currently working in the field?_______
If yes, employer name:________________________________________________
Address:___________________________________________________________
City: _______________________ State: __________ Zip: _______________

Are you interested in Part time work?   Yes_________  No__________

In connection with my application with the school, I understand that a consumer report which may contain public records information is being requested. This report may include the following types of information: names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, etc. from federal, state and other agencies which maintain such records. I have reviewed and accept the terms and conditions in this catalog; I agree to set forth payment when due and as later billed; I agree to comply with all the rules and regulations as printed in this catalog, or other rules and regulations of IMTI.

Date:_______________ Signature:______________________________________________________________________________

Date:_______________ Parent Signature (if applicant is under 18):____________________________________________________

There is a $75 Non-Refundable Administrative Fee for This Application