



Student Catalog Addendum

This catalog addendum amends the Admissions Requirements and adds the following information to the Admissions section, Attendance Policy, Cancellation and Refund Policy, and Electrician Program description in the 2021-2022 Student Catalog:

Admissions Requirements

To qualify for admission to Advanced Training Institute, each applicant must meet the following general requirements:

- Provide documentation of high school graduation, GED[®], or the equivalent, as described earlier in the Admissions section.
- Visit and tour the School.
- Be interviewed by an Admissions Representative;
- Complete an enrollment agreement and other required enrollment paperwork. Attend a financial aid interview and complete required financial aid paperwork; pay a registration fee of \$75.
- Meet the state of Nevada immunization requirements for admissions, as described in ATI's Vaccination Policy later in this section.
- Students applying to programs offering distance education classes will complete an Online Readiness Assessment and will receive the Distance Education System/Technology Requirements (as set forth below).
- Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 13. If a minimum score is not achieved, three re-tests may be given within three months of the original test using an alternate test form. If a minimum score is not achieved within the maximum number of re-tests, prospective students must wait a year to attempt the Wonderlic Scholastic Level Exam (SLE) again.

Distance Education and Technology Requirements

ATI offers not only traditional in-classroom programs, but also hybrid online programs (otherwise known as blended), which are taught partially online and partially in-classroom. Students should refer to the program descriptions in this catalog and consult the Admissions Representative and their Academic Director for details and availability.

In a hybrid online program, part of the face-to-face on-site classroom instruction is replaced with online interaction to allow greater flexibility and to increase active learning. The online component of the program will be delivered completely through the school's learning management system with instructor support. All courses which include this type of distance education are supported with access to on-campus facilities and equipment during campus operating hours. ATI's Learning Resources Center, which includes access to 40 online databases and a digital collection of over 135,000 scholarly titles on a variety of subjects, is available both at the campus during regular business hours, and online at any time through a school-issued user name and password.

Instructors are available to students for additional assistance during their posted office hours, in person, over email accessed through the online directory in the student's school-issued account, and by phone. ATI staff, including financial aid, career services, and the campus registrar, are available to assist students in achieving their learning objectives in person, by phone and over email during the school's regular business hours.

ATI has specific technology requirements for students enrolling in hybrid online programs, which will be provided during the admissions process. These requirements include but are not limited to: students are required to own a computer, tablet, or a smartphone (android or iPhone) that meets the school's minimum technology standards (as explained during admission) and, as a condition of enrollment, are required to download specific apps or programs provided by the school for programmatic, attendance, and student services purposes, and/or set up specific electronic accounts, in order to fully utilize the electronic support system for their hybrid program. Please refer to the Technology Requirements list below for full details.

ATI Technology Requirements

Student computers, tablets or other electronic devices must meet the following requirements. Where applicable, any device issued by the school will meet these requirements.

Screen Size

The system is best viewed at a minimum resolution of 800x600.

Operating Systems

- Windows 10
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

As of January 5, 2019, Android apps require version 5.0 or later and iOS apps require version 11 or later. All Android and iOS both support the two most recent versions of their respective operating systems.

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 4GB of RAM
- 2GHz processor

Webcam and Microphone

Students will need access to a webcam and microphone. If the student's computer or other electronic device does not come equipped with a built-in webcam and/or microphone, any external webcam and/or camera that is compatible with their device will be compatible with the school's online learning systems.

Internet Speed

- Minimum of 512kbps

Internet Browser

The system supports the current and first previous major releases of the following browsers:

- **Chrome** 73 and 74
- **Firefox** 65 and 66 (Extended Releases are not supported)
- **Flash** 31 and 32 (used for recording or viewing audio/video and uploading files)
- **Internet Explorer** 11 (*Windows only*—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- **Edge** 42 and 44 (*Windows only*)
- **Respondus Lockdown Browser** (supporting the latest system requirements)
- **Safari** 11 and 12 (*Macintosh only*)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available. Some supported browsers may still produce a banner stating Your browser does not meet the minimum requirements. If you have upgraded your browser but you are still seeing the warning banner, try logging out of the system and deleting your browser cookies. The warning banner will display in versions of Firefox older than Firefox 60 and versions of Chrome older than Chrome 66.

Required Components

Flash is required for recording audio and video in the Rich Content Editor. Other than these features, Flash is not required to use most areas of the system. Please note that some browsers may no longer support Flash.

The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used. JavaScript must be enabled to run.

Mobile Devices

The system interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience. For the best user experience, please download the system's mobile applications.

Since the system uses small elements of Flash, not all features may be supported on mobile devices, especially on iOS. However, the system offers limited support for native mobile browsers on tablet devices. For additional details, please reference the limited-support mobile browser guidelines.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited system support)
- Chrome
- Photon Flash Player (supports Flash)

Android

- Chrome (default browser with limited system support)
- Internet
- Firefox

Campus Technology Requirements for In-Classroom Programs

In order to ensure that students succeed in their program of study and in their career, ATI requires all students, including those students enrolled in traditional in-classroom programs, to meet certain technology requirements established by academic and technology leadership. ATI uses software apps, such as CourseKey or similar, to help the student and the school successfully track attendance, participation, and progress through the student's program. All students are required to own a smartphone (android or iphone), tablet or laptop, and as a condition of enrollment, are required to download specific apps or programs provided by the school and/or set up set up specific electronic accounts, in order to fully utilize this electronic support system.

Attendance Policy

ATI is committed to the principle that class attendance is an essential part of its educational programs and of its goal to prepare all students for the responsibilities of their chosen career fields. Regular attendance is mandatory for all classes and lab work projects and will be monitored and recorded according to the same rules and procedures, whether the student is attending the class session in a campus classroom or online. Attendance is recorded for every regularly scheduled class/lab and all students are expected to adhere to the following rules:

Notify the School

For absences of more than two consecutive days, students should notify the Academic Director or designee of the reason and the expected date of return.

Cumulative Absences

A student will fail and be required to repeat any module in which absences, including the time tallied for tardies and early departures, exceed **10%** of the scheduled participation hours for that module. Students who fail a module due to attendance issues will also be dropped from school under the consecutive absences rule noted below if they do not continue to attend that module. See Satisfactory Academic Progress Policy for additional information.

Consecutive Absences

Students who are absent fourteen (14) or more consecutive calendar days will be withdrawn from the School. If this occurs, the fourteenth (14th) day then constitutes the date of withdrawal.

Enrollment in a Module

Students who are scheduled for a module but do not attend class during the first two days cannot continue.

Tardy/Early Leave Policy

Tardies and early departures are recorded in 15-minute increments and are added to the total hours of absence for the course.

Attendance Tracking

ATI uses "CourseKey", a third-party application which is integrated with the academic database to record attendance. During orientation, all students will be instructed how to download the CourseKey app to their phones or tablets and how to use their school-issued email address and password create their CourseKey account.

In order to record their attendance, students will use the following procedure:

- Each class session, students will be provided with a QR code. For students attending class on-ground at the ATI campus, the QR code will be displayed on the classroom projector or in the lab. For students attending class online, the QR code will be posted in Canvas.
- At the beginning of class, students will activate their CourseKey app and point it at the QR Code. Once the CourseKey app registers the QR code, the student is logged in.
- At the end of their class session, students will activate their CourseKey app and point it at the QR Code again. Once the CourseKey app registers the QR code, the student will be logged out.
- The difference between each student's log-in time and log-off time, recorded in minutes, is the attendance recorded by that student for that class session.

The CourseKey app reports all attendance information to the academic database where it will be tracked by the student's instructors and the school registrar. Absences, tardies, and early departures will not be excused regardless of the reason. Students will receive a progress card after each module with their grade and attendance results.

Make-Up Work

ATI is open on Wednesdays and Fridays to finish assignments and make up attendance. Additionally, hybrid online students may be able make up missed lectures by watching the lecture recording online. In all cases, students requiring make-up work must consult their instructors for details and permission.

Students may make up hours up to, but not exceeding, 10% of the total clock hours for any module, and may only make up those hours required to meet that module's attendance requirement.

For example, in a 120-hour module:

- A student missing up to 12 hours (10%) will meet the attendance requirement for that module and is not eligible for make-up hours.
- A student missing more than 12 hours but no more than 24 hours (20%) is eligible for make-up hours **AND** must complete sufficient make-up hours to achieve the 90% attendance requirement in order to pass that module.
- A student missing more than 24 hours (20%) cannot complete sufficient make-up hours to achieve the 90% attendance requirement for that module. He or she is ineligible for make-up hours and must repeat the module.

Under special circumstances following an absence, students may be allowed to turn in assignments late provided the absence was prearranged for medical reasons. Late work will have 20% of its value deducted for being late. Missed lab work requires arrangements with the instructor to re-setup the lab. *This may not always be possible, so attendance is crucial.* All make-up work must be turned in by the last day of class. **Note:** Watching a recorded lecture can only be counted as make-up work, not as actual attendance, because a student watching a video is unable to participate in discussions or ask questions.

New Program Description

Electrician*

Electrician – IDL (Interactive Distance Learning)*

Diploma Program – 720 Hours

***Note: This program is available as either a traditional in-classroom program or as a hybrid online program. Both versions of the program have the same curriculum and time commitment. (Consult Admissions Department for details.)**

Vocational Objective:

Available as either a traditional in-classroom program or as a hybrid online program, ATI's Electrician program prepares students for entry-level residential and commercial electrician positions. Through this program, students will gain a basic understanding for properly using various tools and equipment of the trade, the ability to read and interpret building plans, and apply basic math, as well as a fundamental knowledge of electricity, including Ohm's law, magnetism, AC and DC current, multi-phase power and electrical motors. Students will learn to describe the types of electrical motors and their power connections, know the general principles of motor control, including how to assemble, disassemble, and connect wiring to equipment.

A student will be able to understand, identify, install, and repair various types of luminaries, lighting ballast, and three-way and four-way switches. Also the student should be able to locate and identify various requirements in the

National Electrical Code (“NEC”), and be able to draw and design circuit requirements after performing electrical load calculations.

The student will be able to discuss OSHA safety requirements; know and install metal and non-metallic conduit, connectors and fittings; be able to discuss NEC requirements for flexible conduits and cables; perform and install bends in rigid metal and non-metallic conduit; and perform wire-pulling techniques.

The student will be able to identify a service as overhead, underground, single phase, three phase, service or sub-panel, the components of each, and the main service disconnect. In addition the student should be able to perform the calculations for the proper sizing of equipment, be able to install GFCI and AFCI breakers in a panel, and identify and connect three phase transformers.

Successful completion of this program will prepare you for entry-level work with: electrical contractor, warehouses, building maintenance, installation, and electrical part houses.

Course Requirements

Course Description	Hours
EL-501 Introduction to National Electrical code and Blueprint Reading	120
EL-502 Introduction to Electrical Theory	120
EL-503 Electrical Design (Residential) & Lighting Concept	120
EL-504 Commercial Wiring & Flexible Cables and Conduit Bending	120
EL-505 Service Entrance Equipment & Service Panels	120
EL-506 Electric Motors & Industrial Motor Control	120

In-Classroom and Hybrid Online Time Commitment

Normal program length is 36 weeks–Maximum Time Frame is 54 weeks.

Whether students enroll in this program as a traditional in-classroom program or as a hybrid online program, which is taught partially online and partially in-classroom, the curriculum and the time commitment are the same. All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. However, hybrid online students will attend some or all of their scheduled lectures live online. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	7am-12 noon	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:30pm-10:30pm	5	Mon-Thurs
Make-up Work	8am-5pm	Voluntary	Wednesday or Friday

Equipment used in this program

- Residential House
- Motor Control Lab
- Simulated Trainers
- Low Voltage Trainers
- High Voltage Trainers
- Networked Computer Lab

Entry-Level Job Descriptions

The graduate of the *Electrician* program is qualified for positions with the following title:

*Standard Occupational Classification (SOC)	Employment Position
47-2111	Entry-Level Residential Electrician
47-2111	Entry-Level Commercial Electrician

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

The entry-level electrician performs installation, service and repair of residential and commercial electrical parts and equipment. Reads blueprints or technical diagrams before doing work, Installs and maintains wiring and lighting

systems, Inspects electrical components, such as transformers and circuit breakers, Identify electrical problems with a variety of testing devices, Repair or replace wiring, equipment, or fixtures using hand tools and power tools, Follow state and local building regulations based on the National Electric Code.

Course Descriptions

EL-501 Introduction to National Electrical Code and Blueprint Reading

120 Clock Hours (84 Lecture + 36 Lab/Shop)

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes **Prerequisite:** None

EL-502 Introduction to Electrical Theory

120 Clock Hours (84 Lecture + 36 Lab/Shop)

This course offers instruction on the fundamentals of electrical power and lighting circuits. Students receive instruction in the proper use of electrical hand tools and the installation practices for boxes, cables and electrical devices to create the most common types of branch circuits. An interpretation of wiring diagrams and symbols enables the student to install circuits according to a given plan. It also provides instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. **Prerequisite:** None

EL-503 ELECTRICAL DESIGN (RESIDENTIAL) & LIGHTING CONCEPT

120 Clock Hours (72 Lecture + 48 Lab/Shop)

This course will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols and prints. It also provides instruction on the identification and installation of various residential and commercial luminaires (lighting fixtures). Specifications regarding type and style, electrical code requirements, and switching arrangements utilizing three-way and four-way switching are also detailed. **Prerequisite:** EL-501 and EL-502

EL-504 COMMERCIAL WIRING & FLEXIBLE CABLES AND CONDUIT BENDING

120 Clock Hours (72 Lecture + 48 Lab/Shop)

This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. The course will provide hands-on applications in the installation of conduits in both metallic and nonmetallic types, together with other raceways commonly used in commercial electrical wiring. Students will perform the mechanics of bending utilizing hand benders, mechanical benders, and heat benders to form different types of bends. **Prerequisite:** EL-501, EL-502

EL-505 SERVICE ENTRANCE EQUIPMENT & SERVICE PANELS

120 Clock Hours (60 Lecture + 60 Lab/Shop)

This course will provide instruction on the assembly and installation requirements of service entrance equipment. The components of overhead and underground service equipment are detailed along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment. This course will provide instruction on the installation of main service disconnects, service panels, and sub-panels. Students will install single-phase load centers, three-phase panel-boards, and over current devices (circuit breakers and fuses) within these panels that will serve a variety of branch circuits and feeder circuits. **Prerequisite:** EL-501, EL-502

EL-506 ELECTRIC MOTORS & INDUSTRIAL MOTOR CONTROL

120 Clock Hours (60 Lecture + 60 Lab/Shop)

This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. This course will provide students with a working knowledge of industrial motor controls. Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include, pressure, temperature, and flow sensors, automatic and manual controls along with many others that challenge today's electricians and instrumentation technicians. **Prerequisite:** EL-501, EL-502