



MTTI

Training The Trades Since 1985



SCHOOL CATALOG

Main Campus:

1241 Fall River Ave. Seekonk, MA

Satellite Campus:

54 Water St. East Providence, RI

508-336-6611

MTTI.edu

MTI
EDUCATION FOR EMPLOYMENT



One day can change the rest of your life.

www.mtti.edu

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MTTI

1241 Fall River Avenue

Seekonk, MA 02771

866-454-MTTI (6884)

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*"Life's much more fun
doing something you enjoy."*

- Ward Ring

OUR MISSION

At MotoRing Technical Training Institute our mission is Education for Employment.

MTTI provides its students with the skills, knowledge and competencies necessary to meet the entry-level needs of the labor market in their chosen technical field.

Objectives

1. To offer quality technical training programs.
2. To provide instructors who have extensive industry experience.
3. To provide both theoretical knowledge and hands-on applications.
4. To provide shops/labs that will simulate the workplace.
5. To provide up-to-date tools and equipment for student practice.
6. To work closely with business and industry to establish and update curricula.
7. To provide educational training in work readiness skills such as work habits and attitude.
8. To assist the students with the development of an "on the job" internship to help with school to work transition.
9. To provide the student with job search skills and assistance with job placement.

OUR MISSION, PHILOSOPHY AND HISTORY

PHILOSOPHY

Through quality technical education, MTTI will provide the trainee with skills, knowledge and competencies necessary to meet the entry-level needs of the labor market. MTTI seeks ongoing input from employers and manufacturers for the development of curriculum to ensure their instruction reflects the current state of technology.

MTTI's programs strive to recreate the workplace providing emphasis on good work habits, work productivity and supervisory evaluations in order to prepare graduates for expectations of future employers. Through learning a combination of technical skills, proper use of tools and instruments, and knowledge of how to access technical information, graduates will have the potential for growth and continued productivity. Students gain the ability to adapt to the changing needs of tomorrow's workplace.

HISTORY

MTTI is a private post-secondary school owned and operated by MotoRing Technical Services, Inc. Founded in 1985 by Ward and Sharon Ring, MTTI began as a workforce development program. Ward and Sharon identified a skills shortage in a career field and worked closely with business and industry to find out the entry-level skills they wanted in people they would hire. The employers drove the development of the curriculum and shops were established with the same tools and equipment that are found in that industry. Through this re-creation of the workplace and hiring of experienced teachers, students were properly trained to enter the workforce.

Ward has an extensive background teaching in both the public school systems and the national manufacturers level. He also has extensive technical skills in mechanics which led to many successes including a three-time national championship for a motorcycle endurance racing team. Sharon has a comprehensive background in the design and management of employment and training programs with the state of Rhode Island. She holds a Master's Degree in Holistic Counseling.

Together, Ward and Sharon worked closely with private industry to determine career fields that are in demand in the job market. With the input from the business community and through coordination with government agencies, MTTI was established.

In 1993, MTTI received approval to operate as a post-secondary career and technical school from the RI Board of Governors for Higher Education. In 1995, the school was awarded accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC) and was approved by the United States Department of Education for Title IV Financial Aid Programs.

Over the years MTTI expanded to occupy four buildings in East Providence, Rhode Island offering career training in eight career fields. In 2009, the main school moved to a facility with over 60,000 square feet located on Route 6 in Seekonk, Massachusetts. The school was licensed by the Division of Occupational Licensure, Office of Private Occupational Schools. MTTI continues to maintain a satellite location in East Providence, Rhode Island.

ACCREDITATION AND APPROVALS, CLASS SIZE & FACILITIES



Accrediting Commission of Career Schools and Colleges



ACCREDITATION AND APPROVALS

Accredited By

- Accrediting Commission of Career Schools and Colleges (ACCSC)
Accredited schools agree to follow standards of professionalism and integrity with regard to all aspects of their service.

Licensed By

- Massachusetts Division of Occupational Licensure, Office of Private Occupational Schools

Approved By

- Rhode Island Council on Postsecondary Education

Approved For

- US Department of Education Title IV Financial Aid
- Military and Veterans Benefits

Other Organizations We Collaborate With

- MTTI is a member of the CompTIA Authorized Partner Program. *CompTIA provides the school with access to a wide range of resources including discounted A+ and Network+ certification exam vouchers. CompTIA certifications are widely recognized IT industry credentials valued by many employers.*
- MTTI graduates are eligible to sit for the American Medical Technologist's Certification examination to earn the credential of Registered Medical Assistant (RMA) and Registered Phlebotomy Technician (RPT).
- MTTI HVAC/R students and graduates are eligible to take the exam to earn the Environmental Protection Agency (EPA) Certification.
- WIOA (Workforce Innovation and Opportunities Act)
- Office of Rehabilitation Services
- RI & MA Trade Globalization Adjustment Assistance Program
- RI Department of Human Services

CLASS SIZE

MTTI strives to maintain a class size that will permit close interaction between the students and the instructors. To maintain such a level of interaction, the class size is a maximum of 20 students per instructor in both the classroom and the shop/lab area. The ratio will not exceed 20 to 1.

DESCRIPTION OF FACILITIES

MTTI's main campus is located at 1241 Fall River Avenue in Seekonk, Massachusetts on Route 6 just off Interstate 195 at Exit 1. The main campus consists of over 60,000 square feet of classrooms and shop/lab space for its major career and technical areas. The campus has many lecture rooms and extensive shop/lab areas for each program that simulates an actual work environment. Each shop/lab area is fully equipped with the tools and instruments that are in a typical employer's work site. Students utilize the program learning resources through their classroom library and in MTTI's computer lab to access online program learning resources.

MTTI also has a satellite campus located at 54 Water Street in East Providence, Rhode Island. It is located on the Seekonk River just below the eastern end of the Interstate 195 below the George Washington Bridge.

Both campuses meet the requirements of the American with Disabilities Act. Ample parking is available.

CAREER PROGRAMS

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Ward & Sharon Ring

AUTOMOTIVE SERVICE TECHNICIAN

Days: 30-Week Program
900 Hours

Evenings: 75-Week Program
900 Hours



PROGRAM DESCRIPTION

Through a combination of classroom and hands-on skills training, students will be trained to work as entry-level Automotive Service Technicians. Graduates will be trained in diagnosing and repairing automotive systems in the areas of concentration listed below. Graduates receive a tool set upon verification of training-related employment.*

AREAS OF CONCENTRATION

- Introduction to the Industry
- General Shop / Lift Safety
- OSHA 10 Certification
- Hand Tools
- Fasteners
- Torch Use
- Preventive Maintenance Analysis
- Fluids, Lubricants and Sealers
- Reference Materials
- Automotive Design and Engine Operation
- Tire Service and Repair
- Cooling Systems
- Heating and Air Conditioning
- Exhaust Systems
- Mig Welding
- Hybrid Theory
- Customer Service Skills
- Precision Measuring Tools
- Brake Systems
- Suspension, Steering and Alignment
- Basic Electricity
- Batteries
- Charging Systems
- Starting Systems
- Ignition Systems and Tune-Up
- Basic Electronics
- Lighting and Accessories
- Fuel Systems
- Practice State Inspection
- Diagnosing Engine Condition
- Job Search Skills, Résumé, Interviewing Techniques and Internship**

***Students must pass all program courses to be eligible for internship.*

OVERVIEW

MTTI's automotive classes offer intensive hands-on training which will prepare you for various positions in automotive dealerships and specialty shops. MTTI's classes are small which allows for personal attention by the instructor and many opportunities to practice your automotive skills. Day and Evening classes are available. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students.

DIPLOMA

Students who successfully complete the 900-hour program will receive an Automotive Service Technician Diploma.

28 Credits by US Dept. Of Education Method

30.5 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit:
www.mtti.edu/programs/automotive-service-technician/auto-consumer-information

* See Admissions Representative for complete details on tool policy.



BUILDING & PROPERTY TRADES TECHNICIAN

Full-time Days
30-Week Program
900 Hours

OVERVIEW

Throughout MTTI's Building & Property Trades Technician Program, students will study and gain experience working in a variety of technical fields. Some graduates use many of the acquired skills in maintaining commercial buildings or residential properties. Jobs are available in various apartment complexes, hotels and condominiums. Some graduates enter apprenticeships in various trades including construction, electrical, plumbing and HVAC, etc. or obtain employment with remodeling crews. Students participate in internships at private employers during training to strengthen hands-on skills. Many graduates accept employment in a special trade that suits their personal interest including positions in the field of Green Technology. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students.

DIPLOMA

Students who successfully complete the 900-hour program will receive a Building & Property Trades Technician Diploma.

28 Credits by US Dept. Of Education Method

30.5 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit:
www.mtti.edu/programs/building-and-property-trades-technician/bpt-consumer-information

* See Admissions Representative for complete details on tool policy.

PROGRAM DESCRIPTION

Through a combination of classroom and hands-on training, students will be trained as entry-level workers in the Building & Property Trades. Graduates will be trained in performing a variety of residential and commercial services. Each student is issued a starter set of program-related tools to be used during enrollment in the. Upon successful completion of the program & employment verification* the starter set of tools will be awarded to the student.

AREAS OF CONCENTRATION

- Introduction to the Industry
- Shop Safety
- OSHA 10 Certification
- Hand Tools
- Standards of Measurement
- Power Tools, Portable
- Power Tools, Stationary
- Blueprint Reading
- Estimating
- Basic Carpentry
- Basic Electrical Installation and Repair
- Plumbing Installation and Repair
- Applied Maintenance
- Sheetrock Installation and Finish
- Interior Finish/Wallpaper/Paint
- Exterior Door/Window
- Heating, Ventilation and Air Conditioning
- Inventory and Cost Control
- Landscape Maintenance
- Roofing and Siding
- Building Demo
- Introduction to Green Technology
- Job Search Skills, Résumé, Interviewing Techniques and Internship**

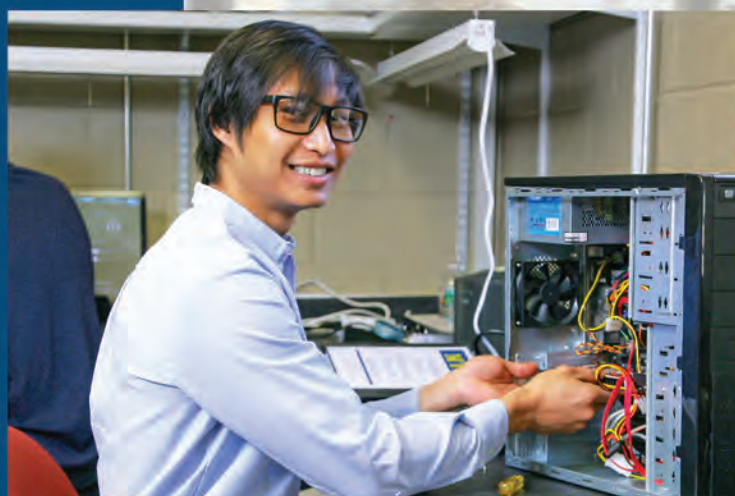
****Students must pass all program courses to be eligible for internship.**

COMPUTER SERVICE TECHNICIAN / NETWORK INSTALLER

Full-time Days

30-Week Program

900 Hours



PROGRAM DESCRIPTION

Through a combination of classroom and hands-on training, students will be trained as entry-level Computer Service Technicians and Network Installers. Graduates will be trained in repairing and servicing computer systems and networks and will gain skills in varied areas.

AREAS OF CONCENTRATION

- Introduction to the Industry
- PC Components and Assembly
- Installing, Configuring and Managing Modern Windows Clients and Servers
- Configuring and Managing Linux and Android, Chromebooks, Plus Apple iMac and iPads
- Installing, Configuring and Troubleshooting Hard Drives, SSDs, SATA, Optical Media, Motherboards, Memory, Firmware, Sound Cards, Cables, Connectors, Display Adapters, Monitors and Printers
- Installing, Configuring and use of Windows Applications, including Microsoft Office 365
- PC Upgrades and Maintenance
- Security, including Anti-virus, Anti-spyware and Firewalls
- VoIP hardware and software
- Virtualization
- Troubleshooting Methods and Resources
- Security Concepts, Securing Operating Systems and AWS Cloud Essentials
- Customer Service Fundamentals
- Introduction to Networking and Data Communications: LAN's, WAN's, Wireless Networking, Switches, Routers, Modems and the Internet
- Understanding Network Basics: Network Types, Topologies, Media Types, the OSI Model and Network Protocols
- Peer to Peer Networking: NIC Installation, NOS Configuration and CAT 5e/6 Cables
- Installing and Configuring Clients and Servers, Managing the Networked Environment, Active Directory, Using System Utilities and Command Line
- Intranets and TCP/IP Networking including DHCP, DNS and VPN.
- Job Search Skills, Résumé, Interviewing Techniques and Internship**
- A+ Certification Preparation

OVERVIEW

Information Technology is essential to business. Computer support specialists are needed to resolve problems as organizations continuously expand their use of increasingly complex technology.

Graduates are trained to work supporting PCs and networks for a variety of employers in both hands-on and help desk environments. Valuable A+ Certification exam vouchers are awarded to students upon qualification. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students. Graduates are also awarded the PC built during the class upon acceptance of training-related employment.*

DIPLOMA

Students who successfully complete the 900-hour program will receive a Computer Service Technician / Network Installer Diploma.

28 Credits by US Dept. Of Education Method

31.5 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit:
www.mtti.edu/programs/computer-service-technician/csnt-consumer-information

***Students must pass all program courses to be eligible for internship.*

** See Admissions Representative for complete details on tool policy.*



HVAC/R TECHNICIAN

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

Days: 30-Week Program
900 Hours

Evenings: 75-Week Program
900 Hours

OVERVIEW

HVAC/R technicians maintain heating and air-conditioning systems that control the temperature, humidity, and the total air quality in residential, commercial, industrial and other buildings. By providing a climate controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items. Heating, air-conditioning, and refrigeration mechanics and installers - also called technicians - install, maintain, and repair such systems. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students.

DIPLOMA

Students who successfully complete the 900-hour program will receive an HVAC/R Technician Diploma.

28 Credits by US Dept. Of Education Method

30.5 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit:
www.mtti.edu/programs/hvacr-technician/hvac-consumer-information/

* See Admissions Representative for complete details on tool policy.

PROGRAM DESCRIPTION

Through a combination of classroom and hands-on training, students will be trained to work as entry-level HVAC/R technicians. MTTI classes are small which allows for many opportunities to develop hands-on skills and prepare for the industry workforce. Additionally, students participate in a training-related internship to strengthen their skills and gain experience in the field. Graduates will be trained to troubleshoot, repair, and service residential and commercial heating, air conditioning, and refrigeration systems. Graduates will also receive a tool-set upon verification of training-related employment.*

AREAS OF CONCENTRATION

- Introduction to the Industry
- Introduction to the Systems of HVAC and their Major Components
- General Safety as Applied to the Industry
- Tools of the Trade
- Introduction to Thermodynamics
- Basic Refrigeration
- Refrigeration Maintenance
- Refrigeration Service and Troubleshooting
- Installation Methods
- Domestic Refrigeration
- Air Conditioning
- Troubleshooting Air Conditioning Systems
- Air Conditioning Installation
- Oil Fired Heating Systems
- Gas Fired Heating Systems
- Internship
- Computer Skills
- Customer Service Skills
- Job Search Skills, Résumé, Interviewing Techniques and Internship**

****Students must pass all program courses to be eligible for internship.**

MEDICAL ASSISTANT

Days: 30-Week Program
900 Hours

Evenings: 75-Week Program
900 Hours



PROGRAM DESCRIPTION

Utilizing a combination of classroom and hands-on skills training, students will learn the professional communication skills, and a series of clinical skills required for entry-level positions in health care settings. Medical Assistants also file patients' medical records, fill out insurance forms, answer telephones, and schedule patient appointments.

Through the use of training aids as well as "live" skills training, students will be instructed on blood draws, CPR, EKGs and other clinical skills. Classes will also train on the use of electronic medical records, patient confidentiality and medical documentation procedures.

AREAS OF CONCENTRATION

- Introduction to the Medical Industry
- Legal/Ethical Issues of Medical Assisting and HIPAA Training
- Anatomy and Physiology
- Office Administration
- Neurology and Orthopedics
- Cardiology, Urology, Gastroenterology and Pulmonology
- Dermatology, Ophthalmology and Otolaryngology
- Endocrinology, Oncology and Immunology
- Male and Female Reproductive Systems
- Insurance, EHR (Electronic Health Records), Medical Coding and Claims
- Aseptic Procedures
- Laboratory Collection and Testing
- Emergency Response: CPR
- EKG
- Phlebotomy
- Pharmacology
- Nutrition
- Job Search Skills, Résumé, Interviewing Techniques & Internship***

***Students must pass all program courses to be eligible for internship.

OVERVIEW

MTTI students practice hands-on skills on actual volunteers in our clinical lab setting. Students have the opportunity to earn Certificates of Completion for EKG, Phlebotomy, EHR, Keyboarding, HIPAA training plus Basic Life Support (BLS) Certification in CPR & First Aid, upon successful completion of the program. Graduates who qualify are eligible to sit for the Registered Medical Assistant* (RMA) and Registered Phlebotomy Technician (RPT) Examination offered by the American Medical Technologists (AMT). The RMA and RPT are highly respected credentials, recognized by medical practices throughout the United States. MTTI will pay for the Registered Medical Assistant test for students who meet the qualifications**. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students.

*Certifications may require testing fees and additional hours of preparation outside the classroom.

** See Admissions Representative for complete details on qualifications.

DIPLOMA

Students who successfully complete the 900-hour program will receive a Medical Assistant Diploma.

27 Credits by US Dept. Of Education Method

31 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit: www.mtti.edu/programs/medical-assistant/ma-consumer-information



MEDICAL BILLING & CODING / OFFICE ADMINISTRATION

Full-time Days
30-Week Program
900 Hours

OVERVIEW

The healthcare profession is constantly seeking trained individuals who have expertise in medical billing and coding, as well as other medical office administrative tasks. With the continuous changes in insurance regulations, compliance, Electronic Medical Records and codes, it has become a fast-growing field. Our program is designed to prepare you to be well-positioned for a career as part of this professional team.

The classroom experience combined with participation in a 120 hour internship and job placement assistance within the healthcare industry will help get students started in a rewarding healthcare career. Employment opportunities are available in medical and dental offices, hospitals, insurance companies and other healthcare-related organizations.

MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students.

DIPLOMA

Students who successfully complete the 900-hour program will receive a Medical Billing & Coding/Office Administration Diploma.

27 Credits by US Dept. Of Education Method

30 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit: www.mtti.edu/programs/medical-billing-and-coding/mbcoa-consumer-information

PROGRAM DESCRIPTION

Using a combination of classroom and hands-on training, students will be trained in business and administrative skills required to manage Protected Health Information (PHI) in today's healthcare industry.

The comprehensive Medical Billing/Coding and Office Administration program at MTTI is focused on providing graduates with the specific skills and capabilities they will need to succeed as office support or billers or coders in doctors' offices, home healthcare services, outpatient care centers, hospitals, and nursing and residential care facilities. This includes a strong understanding of anatomy & physiology and different coding programs and procedures.

After completing the course, graduates are eligible to sit for the Certified Professional Coder certification exam. A graduate passing the exam will be certified as a Certified Professional Coder Apprentice (CPC-A®). MTTI will pay for the CPC® exam for students who meet the qualifications*.

AREAS OF CONCENTRATION

- Orientation and Introduction to the Medical Industry
- HIPAA, Legal & Ethical Issues in Healthcare
- Patient Processing & Scheduling
- Introduction to Computers & Keyboarding
- Microsoft Office
- Customer Service, Communications & Interpersonal Skills
- Professionalism
- Practice Management
- Professional Medical Coding (CPT, ICD-10-CM, HCPCS)
- Hospital Coding (ICD-10-PCS)
- Medical Records Management
- Health Information Management Systems (EMR)
- Health Insurance
- Financial Management
- Anatomy and Physiology
- Medical Terminology
- Job Search Skills, Résumé, Interviewing Techniques and Internship**

***Students must pass all program courses to be eligible for internship.*

* See Admissions Representative for complete details on qualifications.

MOTORCYCLE / POWER EQUIPMENT TECHNICIAN

Full-time Days

30-Week Program

918 Hours

PROGRAM DESCRIPTION

Through a combination of classroom and hands-on skills training, students will be trained to work as entry-level Motorcycle/Power Equipment Mechanics. Students will learn to perform general service, rebuilding and routine maintenance on foreign and domestic vehicles including on and off road motorcycles, mopeds, ATV's, side-by-sides, chain saws, lawn mowers, personal watercraft and generators.

AREAS OF CONCENTRATION

- Introduction and Orientation to the Industry
- Precision Tools and Measurement
- General Shop, Hand and Power Tool Safety
- Tools and Equipment
- Fasteners and Hardware
- Engine Configuration and Design
- Principle of Operation - Two Stroke Cycle
- Principle of Operation - Four Stroke Cycle
- Basic Electricity
- Ignition Systems
- Charging Systems
- Starting Systems
- Miscellaneous Electrical Systems
- Dealer Operation - Service, Parts and Sales
- Lubrication Systems
- Cooling Systems
- Fuel Systems/Carburetion and Fuel Injection
- Exhaust Systems and Emission Controls
- Engine Overhaul - Two-Stroke Cycle
- Engine Overhaul - Four-Stroke Cycle
- Transmission and Secondary Drive Systems
- Brake Systems
- Tire and Wheel Service
- Suspension and Service
- Clutches and Primary Drives
- Set-Up/Pre-Delivery Techniques
- Tune-Up Procedures
- Engine Diagnosis
- Fluids, Lubricants and Sealers
- Batteries
- Fabrication, Torch and MIG Welding
- Job Search Skills, Résumé, Interviewing Techniques and Internship**

***Students must pass all program courses to be eligible for internship.*



OVERVIEW

After the completion of the program, you will have the knowledge and ability to obtain entry-level employment as a Motorcycle/Power Equipment Mechanic for various motorsports dealers such as Honda, Suzuki, Yamaha, Kawasaki. Graduates may also find employment in small engine shops and equipment rental facilities. A majority of our graduates successfully obtained careers with these employers as well as other companies. MTTI's Career Services staff will assist students in obtaining an internship with local employers. Job placement assistance is available to all graduating students. Graduates will receive a tool set upon verification of training-related employment.*

DIPLOMA

Students who successfully complete the 918-hour program will receive a Motorcycle/Power Equipment Diploma.

29 Credits by US Dept. Of Education Method

33 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit: www.mtti.edu/programs/motorcycle-power-equipment-technician/mpp-consumer-information

* See Admissions Representative for complete details on tool bonus.



RESIDENTIAL AND COMMERCIAL ELECTRICIAN

Days: 30-Week Program
900 Hours

Evenings: 75-Week Program
900 Hours

OVERVIEW

The primary objective of MTTI's Residential and Commercial Electrician program is to provide classroom and hands-on learning experiences that will enable students to develop the skills and knowledge to become entry-level electricians. MTTI's classes are small, which allows for more personal attention by the instructors and many opportunities to practice electrical skills. MTTI's Career Services staff will assist students in obtaining an internship / apprenticeship with local electricians and electrical groups. Job placement assistance is available to all graduating students. Graduates will also receive a tool set upon verification of training-related employment.*

For information about electrical apprenticeships and licensing requirements, see an Admissions Representative.

DIPLOMA

Students who successfully complete the 900-hour program will receive a Residential & Commercial Electrician Diploma.

28 Credits by US Dept. Of Education Method

30.5 Credits by ACCSC Method

(Credit hours are measured by semester type)

For information on graduation rates, median debt of graduates completing this program and other important information, visit:
www.mtti.edu/programs/residential-and-commercial-electrician/rce-consumer-information

* See Admissions Representative for complete details on tool bonus.

PROGRAM DESCRIPTION

Through a combination of classroom and hands-on training, students will be trained as entry-level electricians. Graduates will be trained in both residential and commercial electrical installation and repair.

AREAS OF CONCENTRATION

- **Orientation / Electrical Industry Intro**
Orientation to the Electrical Trade and working conditions - Unions, OSHA 10 & safety application of specialty tools & equipment, basic installation of electrical hardware.
- **Basic Electrical Theory**
Understanding Volts, AMPS, OHMS, AC/DC / electronics and digital intro to meters, parallel/series circuits, reading blueprints, specifications and symbols, and intro to residential code and its application.
- **Electrical Circuits and Measurements**
The installation of various circuits including: Series, parallel, combination and branch circuits; application, testing and troubleshooting the use of AWG, voltmeters, AMP & OHM meters.
- **Components of Planning a Residential System** - Installing electrical main and sub panels, breakers, grounding, fuses, etc. and wiring new construction, old construction, codes, blueprints, special situations, arc fault and ground fault protection.
- **Wiring Variations & Low Voltage Wiring** - Practicing rough in, drilling, snaking, stripping, attaching codes/bench wiring various circuits, cat 5 wiring, low voltage transformer wiring and various low voltage systems.
- **Residential & Basic Installation**
Installing main panel circuits and cable & data, lights, door bells, alarms, baseboard electrical heating.
- **Commercial Wiring**
Understanding code, installing conduit, commercial lighting and equipment, steel studs, running strand and installing MC cable.
- **Solar Wiring**
Solar panel installation DC string wiring, inverter installation and building solar supports.
- **Customer Service**
Understanding the importance of communication, attitude, ethics, work habits.
- **Career Services**
Résumé, professionalism, interview skills, job search.
- **Internship/Apprenticeship****
Working in the trade - supervised by a Licensed Tradesperson.

****Students must pass all program courses to be eligible for internship.**

THE EDUCATION PROCESS

CLASSROOM INSTRUCTION

In the classroom, the instructor presents information through a variety of sources focused on learning through observation and participation. Instructors make use of demonstration, lecture, discussion and on-line resources, industry simulation and computer software presentations.



HANDS-ON LEARNING

In the shop/lab area, students have an opportunity to practice skills they have learned. This segment of the program is designed to recreate the workplace. The shops/labs are well equipped with many of the same tools and instruments that will be found in a training-related business including:

- Various brands of motorcycles, mopeds, power equipment and all terrain vehicles
- Cars and related vehicles
- Computer and telecommunications equipment
- Simulated building trades projects such as carpentry, plumbing, electrical, roofing, siding, supplies and equipment
- Fully equipped HVAC/R shop with high-efficiency gas furnaces, heat pumps, air conditioning units, oil furnaces, gas and oil hydronic systems
- Medical office and clinical equipment and computer software

While students are participating in the shop/lab, they will complete repairs and work orders, draw plans and complete material estimates, and work in a simulated medical office and lab setting. MTTI recreates the workplace, by having students run through “real-life” job scenarios using the tools and equipment used in the workplace.

INTERNSHIPS

The last course in each program at MTTI is internship. Students work with career services to seek out and secure an internship site. Internship takes place at local businesses and is a valuable approach to making the transition from school to work. This is a positive experience that allows students to further develop their skills in an actual job setting. Students must successfully pass all prior courses to be eligible for Internship.

TEACHING METHODS

- Classroom Instruction
- Hands-On Learning in the Shop/Lab
- Internship at an Employer’s site



FINANCIAL AID



OVERVIEW

We understand that your education is an investment in yourself, your future, your goals and your dreams.

At MTTI, we know that it takes only “One Day” to change your life and financing your education is a big part of that.

During our admissions process each applicant will have an individual meeting with a Financial Aid Administrator to assist you in trying to make those goals and dreams a reality. We also understand that the financial aid process can be confusing and stressful. As part of this meeting, the Financial Aid Administrator will go over documentation, explore Financial Aid options that you may qualify for and review an estimated award package for each applicant.

ELIGIBILITY / APPLICATION REQUIREMENTS

MTTI accepts many sources of funding to make it possible for you to finance your education. Some of those are (if you qualify) Title IV funding through the US Department of Education in the form of Grants, Direct Subsidized Loans and Direct Unsubsidized Loans, Parent Plus Loan, Veteran's Benefits, State Assistance and cash payments. Applicants interested in applying for Title IV funding are required to complete a Free Application for Federal Student Aid form (FAFSA) that will either be given to them during the

enrollment process at MTTI or they can go online to studentaid.gov to complete the FAFSA form. In order to continue to be eligible for financial aid, students must maintain Satisfactory Academic Progress as defined on Page 22.

PAYMENT PLAN OPTIONS

In an effort to help students finance their education, MTTI offers affordable interest-free payment plans paid directly to the school. There are four payment plan options to choose from. These payment plan options are offered to students who have financial needs that require additional time for payment to allow them to receive their education at MTTI. If a payment plan is needed, the Financial Aid Administrator will go over each option during your financial aid appointment. Processing fees may be incurred if a student chooses a payment plan option. These processing fees range from \$0-\$100. If you are late with your payment, you will be charged a \$25 late fee.

MASSACHUSETTS 230 Mass. Reg. 15.04 *Enrollment Contracts and Student Refunds*

After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less:

- (a) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and
- (b) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to:
 - 1. Programs not subject to division approval; and
 - 2. Programs 80 hours or less in duration and \$2,000 in total cost.

SOURCES OF FINANCIAL AID

TITLE IV FUNDING THROUGH THE US DEPARTMENT OF EDUCATION (IF YOU QUALIFY)

- Grants
- Direct Loans
- Parent Plus Loans

SCHOLARSHIPS AND STATE GRANTS

- MTTI offers a \$1,000.00 High School Senior Scholarship. One scholarship is available in each of our 8 programs per year.
- MTTI also accepts scholarships that students have earned on their own.
- MTTI also participates in Massachusetts State Grant Programs.

STATE ASSISTANCE

MTTI works in cooperation with local agencies that assist candidates in financing their education. The following resources are available depending on eligibility and availability of funds.

- WIOA (Workforce Innovation and Opportunities Act)
- TRA (Trade Reinvestment Act)
- ORS (Office of Rehabilitation Services)
- NRI (Network Rhode Island)
- DHS (Department of Human Services)
- MassHire (Department of Career Services)



FINANCIAL AID RESOURCES

Your Financial Aid package (if you qualify) may include numerous ways of financing your education.

This is why we have professional Financial Aid Administrators who are experts in the entire process to assist you in funding your education.

WHAT TO BRING TO YOUR FINANCIAL AID APPOINTMENT

- FSA ID Username and Password
- Previous and/or current year's Federal Income Tax Return(s) (IRS Form 1040, including all schedules) and W-2 and 1099 forms.
- Parents/Guardian Federal Income Tax Return(s) (IRS Form 1040, including all schedules) and W-2 and 1099 Forms, if applicable
- Unemployment statement, for student and/or parent, if applicable
- Social Security/Disability Benefits statement for student and/or parent, if applicable
- Copy of Alien Registration Card (if not a US Citizen) and/or Passport

VETERANS BENEFITS

VETERANS / MILITARY BENEFITS

MTTI recognizes the dedicated service military veterans have given to ensure the safety and security of our country. We believe the work skills, personal discipline and leadership qualities developed during military service make veterans highly desirable candidates in today's competitive workforce. MTTI is committed to assisting and supporting all applicants who are eligible for veterans/military benefits.

MTTI has School Certifying Officials on campus who will guide you through the process of utilizing your veterans/military benefits. Please contact MTTI's School Certifying Officials at 508-336-6611 for assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://benefits.va.gov/gibill>

Tool bonus awards are not charged to the VA. Tool bonus awards are awarded to graduates upon verification of training-related employment within 90 days of graduation. Each program has different tool bonus awards, which are subject to change.

EXTENSION CAMPUS

MTTI's 78 Leavitt Street, Seekonk, MA 02771 location is recognized by the VA as an extension campus. An extension campus is defined by the VA as a location of an educational institution that is geographically apart from, and is operationally dependent on, the main campus or a branch campus of the educational institution.

THE VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT OF 2014

- For courses, semesters, or term beginning after July 1, 2017 MTTI must charge qualifying veterans, dependents, and eligible individual's tuition and fees at the rate for in-state residents. If MTTI does not meet this requirement MTTI will be disapproved by the US Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill and the Montgomery G.I. Bill.
- For courses, semester, or terms beginning after March 1, 2019, public institutions of higher education must charge individuals using education assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) the in-state residential rate.

VETERANS BENEFITS AND TRANSITION ACT OF 2018 S.2248 SECTION 103.1.(b)

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI benefits.
- MTTI ensures that our educational institution will not impose a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement finding form VA under chapter 31 or 33.
- MTTI's policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides MTTI a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "Certificate of Eligibility (COE)" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes and ending on the earlier of the following dates:
 - The date on which payment from VA is made to MTTI, or
 - 90 days after the date MTTI certified tuition and fees following the receipt of the COE.
- Veteran students that are covered at 100% will not be required to make payments prior to the start of classes so long as a COE is on file. Veteran students covered at less than 100% will be required to apply for financial aid or create a payment plan for the remaining balance in order to begin classes. Financial aid is available for those who qualify.

GI BILL® TRADEMARK POLICY

- The GI Bill trademark will not be incorporated or included in MTTI or MTTI product names, trademarks, logos or internet domain names.
- The term "GI Bill" is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- MTTI will not use the GI bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

ADMISSIONS

ADMISSIONS REQUIREMENTS

The entrance requirements for each program is as follows:

1. A completed application for enrollment
2. A minimum of 18 years of age upon graduation*
3. A valid driver's license*
4. The ability to read, write and speak English
5. A high school diploma or its equivalent, or a high school transcript verifying high school graduation. Documentation verifying a college degree can be accepted in lieu of a high school diploma (or equivalent)
6. Demonstrate program suitability through a personal interview

The applicant must possess a desire to become employed and an aptitude in the skill area in which they wish to enroll. Such interest and aptitude may be demonstrated through employment history, referral recommendations, a valid vocational assessment and/or applicant's interview. MTTI reserves the right to refuse admission to any student for whatever the reason other than race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability and genetic information.

*Under special circumstances, these requirements may be waived if approved by the school director or designee.



ADMISSION PROCEDURES

1. Schedule a visit with a school admissions representative.
2. Submit a completed application. Applications are available at MTTI.
3. Provide a copy of your High School Diploma or its equivalent, or a High School Transcript verifying High School graduation.
4. Submit \$50.00 application fee, as well as any other requested information pertinent to enrollment.
5. Complete a personal interview to determine program suitability.

TITLE IX COORDINATORS

Title IX Coordinator: Ali Thompson
Director of Students & Faculty
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 111
Email: athompson@mtti.edu

Title IX Coordinator: Jen Morin
Director of Education
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 124
Email: jmorin@mtti.edu

Title IX Coordinator: Alicia Keshjian
Director of Financial Aid / Registrar
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 118
Email: akeshjian@mtti.edu

TITLE IX, HARRASSMENT & DISCRIMINATION

MTTI Statement of Non-Discrimination:

MTTI;

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equality in all aspects of its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

Sexual harassment may be committed by any person upon any other person regardless of the sex, sexual orientation, gender and/or gender identity of those involved. Sexual harassment, which includes sexual assault and sexual coercion, is a form of gender-based discrimination prohibited by Title IX.

Reporting: Any person who feels that they may have been the target of or witness to sexual harassment, including sexual violence or sexual assault can report the incident by contacting the Title IX Coordinators listed. MTTI's Title IX Non-Discrimination and Grievance Process policy is located at: <https://www.mtti.edu/student-resources>



OVERVIEW

MTTI's Career Services team offers a full range of internship and employment assistance resources to students and the employment community.

STUDENT RESOURCES

MTTI has a career services center equipped with computers with internet access, fax, private area for telephone interviewing and career services assistance for every program.

Consistent with its mission, Education for Employment, MTTI has high expectations for each student's employment outcome; students are expected to fully participate in internship and job search. The career services staff encourages students to begin the job search process from early in the program and provides support and assistance throughout the process until the graduate obtains training-related employment.

INTERNSHIP AND EMPLOYMENT ASSISTANCE

In keeping with MTTI's goal of Education for Employment, career development begins early and continues beyond each student's program completion until he/she obtains training-related employment. Career Services for students includes:

- Assisting with résumés and cover letters
- Submitting résumés directly to employers
- Advocating for candidates to prospective employers
- Assisting with development of internship and job site opportunities
- Providing students with job leads
- Scheduling interviews with employers and industry professionals
- Presenting strategies for successful job search and interviewing
- Coordinating visits by guest speakers
- Planning career exploration activities
- **MTTI does not guarantee or promise employment to graduates.**

EMPLOYER SERVICES

Career Services connects employers with candidates that match their internship and hiring needs by:

- Contacting graduates to assess their availability and interest in open positions
- Submitting résumés of candidates that match job requirements
- Providing information about each individual candidate's grades, attendance and work maturity skills
- Visiting employers' worksites to discuss internship and hiring needs
- Organizing Program Advisory Committee meetings at which employers review facilities, equipment and program curricula
- Facilitating on-campus tours, visits to employers' sites and interviews whenever an employer requests

STANDARDS FOR SUCCESS

SATISFACTORY ACADEMIC PROGRESS POLICY

In order to be eligible to continue to receive Federal Student Aid (FSA) students must meet satisfactory academic progress (SAP) toward achieving and completing their program of study through measurement of qualitative (grade-based) and quantitative (time-based) standards.

Qualitative Standard

Students are required to maintain a 75% combined average in the related theory/content and competency in the shop/lab.

Quantitative Standard

The Quantitative Standard measures a student's academic pace, or maximum timeframe allowed to complete the program.

Academic Pace

Academic Pace is calculated by dividing the total completed credit hours by the total attempted credit hours. At the midpoint evaluation, students must have earned a minimum of 70% of credits attempted in order to meet academic pace required for SAP. Credit hours attempted include completed credits, incompletes, withdrawals, repeated or failed classes, and transfer credits.

Maximum Timeframe

Students must complete all program graduation requirements within 143% of the original length of the program. The student is responsible to keep pace with the program as delivered by the planned schedule. If a student withdraws and re-enrolls to complete the coursework, both periods of enrollment will be calculated in assessing the 143% maximum timeframe. (MTTI's credit hours by program and coinciding time frame are posted on MTTI's web site

<https://www.mtti.edu/financial-aid/satisfactory-academic-progress>)

FREQUENCY OF SATISFACTORY ACADEMIC PROGRESS REVIEWS

The 30-week day programs and the 75-week part time evening programs are divided into two payment periods. The full-time day programs are standard-term. The midpoint occurs when half of the program credits have been offered. The part-time evening programs are considered non-term. A second disbursement will be withheld until the student has successfully completed the coursework and half of the weeks of instructional time.

The instructor enters all academic and practical skills grades into MTTI's campus management software program. Students will have access to their grades, attendance, and course schedule through the campus management software. This gives students access to their information in real-time throughout the duration of the program. A progress report is generated at the midpoint and end of the program, this summarizes the students grades in the academic and skills portions of each course and the corresponding credits awarded. At the midpoint and completion of the program the student meets with their instructor to review their progress report.



SCHOOLS GRADING / ASSESSMENT SYSTEM(S)

Students are graded/assessed through a combination of methods. The written classroom grade is determined through administration of written quizzes and tests, worksheets, homework and class participation. The skills grade is assessed by the instructor observing and evaluating the completion of skills in the shop component.

GRADING

MTTI uses the following grade scale:

Classroom Theory / Shop / Lab

90-100	Superior
80-89	Good Quality
75-79	Average Quality
0-74	Failing

Each student receives a written progress report at the midterm and end of program.

CLOCK HOURS/CREDIT HOURS

A clock hour is defined as 55 minutes of instruction plus 5 minutes of break time.

According to U.S. Department of Education standards, credit hours are calculated on a 30-hour to 1-credit conversion rate.

According to the ACCSC standards, a credit hour is awarded upon the completion of 45 units. The method for awarding units is detailed in the chart below.

The credits earned per individual programs, calculated by both the U.S. Department of Education and the ACCSC methods, are listed at the bottom of the program descriptions found on pages 8 through 15.

1 Semester Credit Hours (SCH) = 45 Units

- 1 Clock Hour Didactic = 2 units
- 1 Clock Hour Supervised Lab = 1.5 units
- 1 Clock Hour Externship = 1 unit
- 1 Clock Hour Outside Work = 0.5 units

STANDARDS FOR SUCCESS

REVIEW RESULTS

There is a section on the Progress Report that will be automatically populated with a “YES” for any student in satisfactory progress and a “NO” for any student who is not, certifying whether the student has met the Standards of Academic Progress (SAP). The Financial Aid Administrator looks here to determine if the student is in satisfactory progress.

When the Financial Aid Administrator reviews the student's SAP, it will result in one of the following:

SATISFACTORY

Students are placed on satisfactory status upon review that determines the student is achieving the qualitative and quantitative standards required for satisfactory academic progress.

FINANCIAL AID WARNING

All students will be reviewed at the end of each payment period since MTI's programs of study are less than or equal to an academic year per Sec. 668.34(a)(3)(i).

At each SAP review, students are required to meet the minimum qualitative and quantitative measures and be able to complete their program within the maximum timeframe allowed.

Students who do not meet the minimum SAP standards will be placed on Financial Aid Warning of Unsatisfactory Progress for their next term. The student's status and the reason(s) they are not in satisfactory academic progress are discussed between a team including the Instructor, the Director of Financial Aid, the Director of Education and the Director of Students & Faculty.

After the student has been issued a Financial Aid Warning of Unsatisfactory Progress, an academic plan of action will be developed to support the student's return to satisfactory progress. The Director of Financial Aid or designee will meet with the student to review his or her progress.

They are eligible to continue to receive Title IV Funds and/or Veterans Education Benefits while on warning. If, after that term, they are meeting the standards, they will automatically come off of financial aid warning. If, after their next term, they do not meet the standards, they will be put into Financial Aid Suspended status and lose their eligibility to receive Title IV Funds and/or Veterans Education Benefits.

FINANCIAL AID SUSPENSION

Failure to meet either the qualitative or quantitative standards for satisfactory academic progress after the Financial Aid Warning period has ended will result in the student being dismissed from the school. The student is no longer eligible to receive financial aid.

The Director of Financial Aid will meet with the student and review their terminated status and explain the process to file an appeal, if the student chooses to do so. The Financial Manager will complete the termination paperwork and will return any money back, if appropriate, to Title IV and/or VA per the USDOE mandated R2T4 calculation.

SAP APPEAL PROCESS

A student may appeal a notice of termination to the Director upon the existence of extenuating circumstances:

- Death in the Family
- Illness
- Personal Reasons
- Other Reasons at the Discretion of the Director

The student must disclose what has changed about the student's extenuating circumstances that will allow them to return and complete the program and make satisfactory academic progress by the end of the program. A review committee will review the written appeal from the student and will reach a determination if the extenuating circumstances exist and if the student's appeal is accepted or rejected. The Director of Financial Aid and the Director of Education or designee will meet with the student to explain the committee's decision. If the student's appeal is accepted, the student will be placed on financial aid probation.

continued on next page...

FINANCIAL AID PROBATION

Students who have been initially placed on unsatisfactory status but have an approved appeal are placed on financial aid probation will have their Title IV aid eligibility reinstated.

To support the student's return to SAP, an "Academic Performance Plan with Additional Conditions" will be developed. The probationary status cannot be lifted until the student meets the "standards of progress" at the next evaluation.

TRANSFER OF CREDITS / PRIOR LEARNING EXPERIENCE

The school's policy and process will require the following:

Students provide an official transcript and course description from the school they are requesting the transfer of credit. The faculty member from the course makes an assessment of the similarity of coursework.

The student takes MTTI's unit test to demonstrate proficiency in the specific coursework being requested as transfer credits. The credits will be listed as allowed on the student's progress report but this will be on a pass basis only and will not be calculated into the student's grade average.

Transfer of credits will be allowed at the school's discretion.

MTTI does not allow students to transfer credits in excess of 30 percent of the total program's credit hours. Transfer credits that are accepted will count as both credits attempted and credits earned in the calculation. The student's grade from the transfer credit will not affect the student's average in the 75% combined average in the related theory/content and overall skills in the student's areas of study.

MAKE UP POLICY

- **Incomplete (I)** - If a student receives an incomplete in any unit, the student will be given until the end of the marking period to make up this grade. If the grade is not made up within this timeframe, the incomplete will change to a failure (F).
- **Failed Grade** - If a student receives a failing grade in any unit, the student will be given until the end of the marking period to retake the test. The student will not be awarded above 75% for a grade on a re-test.
- **Withdrawal** - If a student withdraws and re-enrolls to complete the coursework, both periods of enrollment will be calculated in assessing the maximum timeframe. If a student is out for 14 consecutive calendar days, the school will withdraw the student from the program. If a student withdraws from a program and returns within 1 year, all credits previously earned will be honored. Continuation in the program will be granted contingent on availability and re-acceptance.
- **Tutoring** - If it is determined that a student is falling behind in regular course work due to poor attendance or academic deficiency, MTTI will attempt to make tutors available upon the student's request, however, there may be further cost for these services.
- **Repetition** - Any student receiving an F in a unit at the end of a course may be offered an opportunity to make up this grade the next time the course is offered. This will be reviewed on a case by case basis, depending on availability, and at the school's discretion. The F grade will be changed to the new grade obtained. If a student repeats a failed course, both courses will be included in the maximum time frame calculation and the student will be notified by administration of the change in their graduation date. Students repeating a course will be charged on a per-credit basis for that re-taken course.

HOW A STUDENT OFFICIALLY WITHDRAWS FROM MTTI

1. Student needs to talk to the Director of Financial Aid/Registrar
2. Student needs to decide on the official withdrawal date
3. Student may fill out an Official Withdrawal Request form
4. Student needs to be informed about any money they have in loans and what will be owed to the school

Note: Please see Financial Aid link on www.mtti.edu for more information on the termination process and SAP.

MASSACHUSETTS STATE LAW ON WITHDRAWALS (230 CMR 15.04)

- (7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:
- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
 - (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

MTTI does not offer independent study in any of the programs offered.



POLICIES AND PROCEDURES

ATTENDANCE POLICY

An 85% attendance rate is required for graduation which includes all absences, documented and undocumented. Documented absences are those granted in advance following the student's request and/or documented (i.e., funerals, illness or court). Work missed as a result of an undocumented absence is graded as incomplete and must be made up by the end of the marking period. Absences totaling more than 15% of the total program hours will be considered cause for termination.

While the attendance policy allows for 15% absence for individual circumstances that occur, 100% attendance is strongly encouraged to achieve the highest standards of success.

Absences of more than two days per month are considered excessive and may result in a verbal warning that could lead to probationary status or termination if the problem remains uncorrected.

If the student is not eligible to graduate due to excessive absences which exceed 15% of the total program hours, the student may request a meeting with the Director or designee and give cause for their ability to graduate. If the student has made up the missing work and has been able to maintain a minimum 75% combined average in the related theory/content and overall skills and has completed all credits attempted, the Director may waive the 85% attendance requirement for graduation, based on extenuating circumstances and at MTTI's discretion.

TARDINESS

Excessive tardiness (being late to class at the start of day or after breaks more than 3x per month) will result in a verbal warning which could lead to probationary status or termination if the problem remains uncorrected.

LEAVE OF ABSENCE

A leave of absence may be granted to a student, based upon a verified reason (i.e., illness) or upon the demonstration of a serious personal issue. The leave of absence period will not exceed 180 calendar days or the start of the next scheduled class. The student must request it in writing and sign an official Leave of Absence Request Form within 10 days of the last day of attendance.

In the event that a student does not return from an official leave of absence, the last date of physical attendance at the institution is considered the student's date of withdrawal. If a student received a Federal Student Loan, the student's grace period (six months) begins from the date of physical attendance and not from the date the student was scheduled to return from their leave of absence. Students will be notified when signing the official leave of absent request form, if their expected graduation date will change as a result of the leave of absence.

SEVERE WEATHER

In the event of School Cancellation or Delay, MTTI will post all announcements on our Social Media (Facebook, Instagram) as well as submit to NBC10 at (turnto10.com/weather/closings) and WPRI (wpri.com/weather/closings)

If there is a delay or closing for the day programs, this does not necessarily effect the evening programs and vice versa. We will make separate day/evening announcements as needed.

When classes are cancelled due to severe weather, it will be up to the discretion of the instructor, in conjunction with administration, to determine if additional time will be made up.

EMERGENCY INFORMATION

MTTI safety and security information is reviewed with all students during orientation and saved on the MTTI website under Student Resources at mtti.edu/student-resources

MAKE-UP POLICY DUE TO UNEXPECTED CLASS CANCELLATIONS

MTTI reserves the right to schedule make-up classes, for time missed due to snow or other unexpected school cancellations, at times outside of the normally scheduled class hours, such as evenings or weekends.

POLICIES AND PROCEDURES

STUDENT CONDUCT

Students are enrolled in MTTI to gain the skills and competencies necessary for entry-level employment. The development of good work habits and attitudes is emphasized to help graduates prepare for employer expectation. The student is expected to act with the same degree of professionalism, courtesy, cooperation and consideration at MTTI as he/she would in the workplace. Failure to do so may result in termination. MTTI is a drug-free, substance-free workplace, and the possession of drugs, alcohol, firearms and/or other dangerous weapons on the MTTI premises is strictly forbidden and is grounds for termination. A student may also be suspended or terminated for the following:

- | | |
|--|---|
| 1. Disruption of classes | 11. Sexual harassment |
| 2. Disrespect for others | 12. Theft |
| 3. Destruction of MTTI or other's property | 13. Verbal or physical abuse of staff or fellow students |
| 4. Excessive absences / tardiness | 14. Cheating |
| 5. Failure to report bodily injuries | 15. Possession of weapons |
| 6. Failure to report property damage | 16. Bullying of students or staff on or off school premises and / or social media |
| 7. Falsification of records | 17. Refusal to participate or complete assigned coursework / skills. |
| 8. Fighting | |
| 9. Violation of the drug-free workplace policy | |
| 10. Repeated violation of classroom / lab (shop) rules | |

PRIVACY OF STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. The full FERPA disclosure is located on the MTTI website at: <https://mtti.edu/student-resources/>

GRADUATION REQUIREMENTS

In order to satisfactorily complete any technical education program at MTTI, the student must maintain 75% combined average in the related theory / content and overall skills, must achieve all credits attempted in the program and maintain an overall program attendance rate of 85%.

MTTI's commitment to its mission, responsibility to its students and responsiveness to the regions employers demand such standards. Successful graduates will be awarded a MTTI diploma of graduation, stating their area of training. Students must complete the program in a period not to exceed 1.43 times the original length of the program.



MTTI'S POLICY ON WARNING / TERMINATION / PROBATION

The disregard for any of MTTI's general rules will be grounds for immediate termination. Failure to follow attendance and punctuality policies may result in:

- First Occurrence: Verbal Warning
- Second Occurrence: Written Warning
- Third Occurrence: Termination from the Program

A student may appeal a notice of termination to the Director upon the existence of extenuating circumstances, within 3 calendar days, by submitting a written letter of appeal.

Students may be put on probation at any time due to academic, attendance or conduct related reasons. If a student is put on probation, their progress will be closely monitored to ensure they are meeting the necessary requirements. If the student continues not to meet MTTI's required standards they may be terminated from the program consistent with MTTI's Standards of Progress, attendance, and student conduct requirements.

This process may be altered based on the severity of the situation. Any situation where the student poses a threat to other students or the MTTI community will result in immediate suspension which may lead to termination.

STUDENT SERVICES



ACCSC STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges**
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org
complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

STUDENT SERVICES

The school offers a student services program designed to support students during their educational experience. Services are designed to help individuals maintain satisfactory progress and successfully graduate from the program. Instructors maintain daily attendance and monitor the attendance closely, bringing any problems to the attention of both the student and the support staff. Individual counseling and academic advising is

available on an "as needed" basis to assist our students in overcoming any barriers that may exist to their successful completion. Students who require information concerning referrals for housing, transportation, child care, drug or alcohol counseling, or other supportive services can speak with the Director of Student Services. The school offers career advising and job placement assistance services through both its instructional staff and career services staff. Academic skills improvement is offered by the instructional staff on an "as-needed" basis. MTTI is a small school with a supportive environment. Individual needs can be addressed through various school personnel and students who have a special need are encouraged to consult the Director of Student Services or Director of Education for assistance. Students also have access to resources on the MTTI website under Student Resources. These include online student portal access, general institutional information, and health and safety, which includes access to MTTI's Safety and Security Manual.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students who have concerns of any kind are urged to consult with the Director. The Director or designee will hear the student's complaint and meet with any other school personnel to try to resolve the complaint. If a student has a formal complaint against another student, staff/faculty member of MTTI or school itself, they are instructed to submit a written formal complaint to the Director of Operations and/or the Chief Financial Officer.

The school will respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

A hearing or meeting may be required to take place with all personnel concerned, including the student. Following the hearing or meeting, the final outcome will be determined by the Director, and the student will be informed of the outcome. A student will be notified of any complaint against him or her and will be afforded the opportunity to respond to the complaint.

The student may also at any time file a complaint with the Rhode Island Council on Postsecondary Education, 560 Jefferson Boulevard, Warwick, RI 02886, 401-736-1100, proprietary@riopc.edu or the Massachusetts Division of Occupational Licensure Office of Private Occupational School Education, One Federal Street, Suite 600, Boston, MA 02110-2012; 617-701-8719; FAX: 617-701-8612; occupational.schools@mass.gov

REFUND LAWS

REFUND LAW - RHODE ISLAND

1. If the student requests the cancellation and/or refund within three (3) business days after signing the contract, the school will cancel the contract and refund all monies paid to the school by the student.
2. Enrolled students who have not visited the school prior to enrollment have the opportunity to withdraw without penalty within three (3) days of their first visit to the school facilities.
3. If the student cancels after three (3) business days but before classes start, all monies paid to the school will be refunded except the \$50.00 application fee. If a student withdraws or is terminated after the classes begin, the school will retain the \$50.00 application fee. Refunds will be calculated by the method described below:
 - (a) During the 1st quarter of the program, 75% of the tuition, less an application fee not to exceed \$100.00.
 - (b) During the 2nd quarter of the program, 50% of the tuition, less an application fee not to exceed \$100.00.
 - (c) During the 3rd quarter of the program, 25% of the tuition, less an application fee not to exceed \$100.00.
 - (d) During the 4th quarter of the program, the student may be considered obligated for full tuition and fees.
4. All refunds to students who cancel, withdraw or are discontinued shall be made within thirty days of such action to the person paying the original tuition.
5. When financial aid is involved, refunds are paid directly to the source of the aid and not paid to the students.
6. All refunds are calculated based on the student's last day of attendance.
7. In no case shall the amount refunded exceed the amount remitted.
8. If the student withdraws from the training program because of circumstances beyond student's control, the student may request reinstatement within a 1-year period with no loss of credit for successfully completed training.
9. A leave of absence may be granted to a student, based upon verified reason (e.g., illness) or upon the demonstration of a serious personal issue. The leave of absence period will not exceed 180 calendar days or the next scheduled class.

This school is licensed by the Rhode Island Council on Postsecondary Education. Any comments, questions, or concerns about this school's license should be directed to proprietary@riopc.edu or 401-736-1100.

REFUND LAW - MASSACHUSETTS

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five (5) days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent (75%) of the tuition, less the actual reasonable administrative costs in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent (50%) of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent (25%) of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars (\$50.00) or five percent (5%) of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school of your decision to withdraw, which will become effective on the same day.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

This school is licensed by the Massachusetts Division of Occupational Licensure's Office of Private Occupational Schools. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@mass.gov or 617-701-8719.

RETURN OF THE TITLE IV FUNDS SECTION 484B OF THE HEA AND INSTITUTIONAL REFUND POLICY

1. The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula is as follows:
 - (a) The institution will determine the date of withdrawal and then determine the percentage for the payment period attended by the student.
 - (b) The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
 - (c) The institution will determine the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV must be returned.
 - (d) The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been disbursed directly to the student once institutional charges were covered.
 - (e) The institution and/or the student must then distribute the aid back to the unearned Title IV programs.
2. If the return of Title IV funds results in a student tuition balance, the student will be responsible for payment of the balance to MTTI.
3. If you want to withdraw from MTTI, see the Registrar/Director of Financial Aid, located in the main building. For additional information, please go to the website at <https://www.mtti.edu/financial-aid/>

RETURN OF THIRD PARTY FUNDS

Refunds to third party funding agencies will be made consistent with the State refund policy.

SUCCESS STORIES



"Going to school at MTTI was well worth it; it was everything I expected and more. I 'brag' when asked about MTTI, that Ms. Courtney gave us a real-world experience. I've met Medical Assistants that completed programs at schools similar to MTTI, and who have not had nearly as much hands-on training. When I tell them that we practiced stitching on pig ears, they say, 'Oh, wow, really? We didn't get to do that.' Or they tell me that they didn't get to draw blood from actual people. Then I brag, 'Wow! In the Medical Assistant program at MTTI, we do a little bit of everything.'"

- Brittany Wray, 2021 Medical Assistant Graduate
Medical Assistant at Atmed Primary Care in Johnston, RI

"Ken made us look forward to each day. Orientation was fun; but the second day, when we began building a computer, was a blast. Ken outlined what we would cover throughout the program. I was relieved that I had picked the right course. Every day after that was something new. Everyone in my class was on the same team; it made the entire experience really great. I met really good, hard-working people from a variety of backgrounds and who had different personalities."

- Guillison 'Jason' Boco, 2022 Computer Service Tech / Network Installer Graduate
IT Support Specialist at eClinical, LLC



"Friends ask me all the time about MTTI's Automotive Service Technician program. If you really enjoy working on cars, and you want to learn how to diagnose, repair and maintain them professionally, go to MTTI. You could work at a dealership, but you could also choose to work at small shops or performance shops. Be confident and follow your heart. If you are passionate about working in the automotive field, and willing to keep learning every day, you will be successful."

- Shawn Cornely
2022 Automotive Service Technician Graduate
Service Technician at Herb Chambers Lexus, Sharon, MA

SUCCESS STORIES



"I can't imagine where I'd be today if I hadn't gone through the powersports program. I'd probably be at an office job somewhere, sitting behind a desk—and that's really not my style. I like working with my hands. Sitting behind a computer all day would probably drive me crazy. If you are passionate about putting in the time and effort to build a lifelong powersports career, I definitely recommend MTTI's Motorcycle/Power Equipment Technician program. Going to MTTI changed my life—it will definitely change yours."

- Austin Amaral

**2019 Motorcycle/Power Equipment Graduate
Technician at Motorsports Nation, Seekonk, MA**

"You have to take a risk to earn the reward. Everyone has their personal struggles. There's always going to be a reason why you think you can't go back to school or change careers. The hardest part for me was just deciding to do it. Making the call. Taking the tour. Getting past worrying about the money or whether the course might be too difficult for me. Finally saying, 'Yes, this is what I want to do!' No one is going to do it for you. If you don't make the change, you'll be stuck where you are. You owe it to yourself to make your life better and make yourself happier."

**- Brian Lechan, 2022 Electrician Graduate
Electrical Apprentice at S&W Electrical Contractors**



"People ask all the time about MTTI; I tell them the program is not easy. The instructors cram a lot of information into a short period of time; the program moves forward fast. If you are serious about learning a trade, I definitely recommend the school. It's a great environment—and a lot less expensive than other schools in the area. Most important, they make sure you thoroughly understand what they are teaching. I love what I'm doing as an HVAC Apprentice. I'm excited to continue working and learning, so I can advance in my career and build a good future."

**- Javier Crespo, 2022 HVAC/R Technician Graduate
HVAC Apprentice at High Tech Engineering, Inc.**



"I feel fortunate that I chose to attend MTTI. When I was researching schools, I wasn't aware of how much Medical Assistants do for healthcare practices. During internship at an urgent care, I needed to use all of the skills I learned in school. It helped that during the program, I completed the 50 live venipuncture sticks and 25 capillary punctures; I got lots of practice and earned an additional phlebotomy certificate. Everyone at MTTI cares about you and wants you to succeed. Enrolled in the Medical Assistant program at MTTI, I felt—and as a graduate continue to feel—part of their family."

- Cassandra James, 2021 Medical Assistant Graduate
Registered Medical Assistant at Dermatology Professionals

"Training at MTTI to start a new career has been life changing. I feel a level of motivation and confidence in myself that I've never felt before. I'm making more money. I have a new outlook on my future and look forward to earning more certifications. I definitely recommend MTTI to anyone. You don't need to have prior knowledge coming in. Everyone I dealt with—Ms. Roc, Shawn, Alicia in Financial Aid and Amy—has been so encouraging; they make you feel you want to be there, and be part of the school."

- Kelley Schwartz,
2020 Medical Billing & Coding Graduate
Electronic Data Interchange (EDI) Admin at PMG



"When I toured the shop at MTTI, I was all in. On the school's website, the Building Trades program looked almost too good to be true. When I saw everyone in the shop, working and learning, I knew this was what I wanted to do. The program would expose me to several different trades so that I could learn a little about a lot, and from that choose what I wanted to do. My career as a Property Maintenance Technician is life-changing for my family. We're doing a lot better financially."

- Jonathan Cooney
2022 Building & Property Trades Graduate
Maintenance Technician at Picerne Real Estate Group

**CHECKOUT MORE
SUCCESS STORIES >**



***“Life’s much more fun
doing something you enjoy!”***

- Ward Ring

MTTI
EDUCATION FOR EMPLOYMENT

MTTI.edu