



# Program Catalog 2023



**Instituto Politécnico IPT – Orlando Campus, LLC**

4765 Old Goldenrod Rd. Ste. 2 Orlando, FL 32822

<http://www.PolitecnicoIPT.com>

Tel. 407-860-0066

INSTITUTO POLITÉCNICO, IPT.

ORLANDO CAMPUS, LLC.

2023 CATALOG V.2

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Notice to The Student:

All students have the responsibility to read and acquaint themselves with this catalog and its contents. Doing so will guarantee that the student is aware of and complying with our current academic requirements and policies.

This is the most current institutional information as of this publication. However, it will be extremely important for IPT to make changes to this catalog from time to time. IPT always reserves the right to change any part of this catalog, including: procedures, courses, academic programs, tuition and fees, faculty and administrative staff listings, important dates in the Student Calendar, academic policies, etc. We also reserve the right to make changes to our academic programs including: combining classes, changes in equipment, class materials, curriculum modifications, cancelling classes, etc.

At the time of publication, this manual contains the most complete listing of the policies, procedures and rules of Instituto Politécnico, IPT – Orlando Campus, LLC. (IPT)

**Licensed by the Commission for Independent Education**

**Florida Department of Education**

Additional information regarding this institution  
may be obtained by contacting the Commission:

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-free number (888) 224-6684

**Institution I.D. #7680**

# A Small Welcome from IPT...



## INSTITUTO POLITÉCNICO, IPT ORLANDO CAMPUS, LLC.

*"Prestigio y Excelencia en Educación Técnica."*

Dear Entering Student,

WELCOME! Welcome! We are so excited to see you walking the hard steps of change. Change is a very scary reality for all of us, and it can sometimes take everything in our body to accomplish. The course of your future and that of your family is now on a different path because of the decisions you've made today. Your decision today to join our school is the beginning of that change. Let us lead you to your new tomorrow. Work hard, work smart and be disciplined. Your effort will tell us how high you'll go. The sky is our limit.

Something inside you knows that what you are doing right now in your life isn't your passion. Something inside you knows that there is a better life somewhere out there for you and your family. You are not happy with things as they are, that's why you're here with us. You see it every day when you go to work and when you come back home at night. Your mind is restless with a need to change your life. Let's take that raw energy and focus it to make a clean break from the day-to-day grind and start afresh on a new journey. That journey begins today. Let's go together! The new future awaits us!

Sincerely,

**Karlos F. Colón**

Director of Education

Instituto Politécnico, IPT  
Orlando Campus, LLC.

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# Mission & Philosophy

Our Mission: (1. & 16. Purpose of the Institution)

## **Our Mission:**

Instituto Politécnico, IPT – Orlando Campus, LLC. (IPT) is an institution focused on the empowerment and future employment of our students. Our mission is to develop entry-level training programs using the latest technology and industry information to foster a learning institution dedicated to education, commitment to excellence, diversity and progress.

## **Our Educational Philosophy:**

Instituto Politécnico, IPT – Orlando Campus, LLC. (IPT) is an institution dedicated to providing students with an education based on real-world knowledge, situations and scenarios. While building close partnerships with business leaders and other industry consultants in our community, we're constantly developing curriculum taking into account their needs and that of the industry in general. Growing these partnerships helps us to better tailor our programs to teach what employers really need in their future employees. We strive to always incorporate industry benchmarks that our students will need to meet and exceed going forward. We offer a quality education to our students by providing a faculty that are trained and experienced in their fields. These instructors are very motivated by a passion to educate and a willingness to always serve our student body.

# Ownership & Equal Opportunity

21. Legal Control (names of trustees, directors, and officers of Corp.)

## **Legal Control:**

Instituto Politécnico, IPT – Orlando Campus, LLC (IPT) is owned and controlled by its principal agent and founder: Pablo Colón.

## **Our Equal Opportunity Policy:**

IPT commits itself fully to the principles of equality and fair treatment under the law. We strive to always foster a learning environment free from any discrimination or harassment of any kind. We believe in a professional culture that is rich in diversity and that always respects all people and their beliefs. We prohibit any discrimination in both access to training or job placement based on religious beliefs, color, nationality, sexual orientation, race, etc. IPT is an equal opportunity employer.

46. Anti-Hazing Policy

## **Anti-Hazing Policy:**

IPT does not condone, tolerate, or encourage any act of hazing being conducted by or associated with the institution. We define hazing as: any action taken, or situation created, whether on or off school property, to produce mental or physical discomfort, pain, harm, embarrassment, moral degradation, harassment or ridicule, including any activities which are not consistent with federal, state or applicable local and institutional laws and/or regulations.

# Facilities

## 3. Description of Physical Facilities:

### Physical Description:

### Instituto Politécnico, IPT – Orlando Campus:

Instituto Politécnico, IPT – Orlando Campus LLC.  
- 4765 Old Goldenrod Rd. Ste. 2 Orlando, FL. 32822 -

Our Campus is located on the east side of Orlando, Florida near Orlando International Airport and the 528 tollway. It sits in the rear building of Caribay Plaza on the corner of Old Goldenrod Rd. and Narcoosee Rd. It is in Orange County and houses nearly 3,000sqft. of office, lab and class space. 5 classrooms, 2 labs, 1 media production studio and administrative space spread over 2 adjacent storefront suites with parking all around the building for our students and faculty.



- Orlando Campus -

## We Are Here To Serve You!

# Administrators

24. Full and Part Time administrators:

<b>Orlando Campus Administration</b>			
Executive Director	Pablo Colón	407-860-0066	PColon@PolitecnicoIPT.com
Recruitment Coordinator	Ines Maria Castillo	407-860-0066	ICastillo@PolitecnicoIPT.com
Admin. Secretary	Geidy Diaz Martinez	407-860-0066	GMartinez@PolitecnicoIPT.com
Recruiter	Genny Diaz	407-237-9771	GDiaz@PolitecnicoIPT.com
Technical Mentor Electrical	Helímenas Mencias	407-860-0066	HMencias@PolitecnicoIPT.com
Technical Mentor HVAC	Carlos Flautero	407-860-0066	CFlautero@PolitecnicoIPT.com
Director of Education	Karlos Colón	407-860-0066	KColon@PolitecnicoIPT.com

# Faculty

25. All Faculty Listing Degrees Held and Schools awarding the Credentials

## Orlando Campus Faculty

### **Prof. Carlos Flautero**

[cflautero@PolitecnicoIPT.com](mailto:cflautero@PolitecnicoIPT.com)

*HVAC Technology Helper*

Instructor

- 13 Años de Experiencia -

- University of Carabobo, Industrial Engineer, Valencia, Venezuela. (Didn't Finish)
- Carmen T. Rosales School, High School Diploma Guacara, Venezuela.
- EPA Universal 608 Certification
- EPA Certified 609 Certification
- EPA R410A Certification

### **Ing. Helimenas Mencias**

[hmencias@PolitecnicoIPT.com](mailto:hmencias@PolitecnicoIPT.com)

*Electrical Technology Helper*

Instructor

- 50 years of Experience -

- Certified Expert Electrician (Perito Electricista) – Escuela Tecnica Industrial Cabimas – Cabimas, Zulia, Venezuela
- Diploma – Electrical Technician – Escuela Tecnica Industrial Ing. Luis Caballero – Caracas, Venezuela
- Degree – Electrical Engineer – Universidad de Carabobo – Valencia, Carabobo, Venezuela

### **Ing. Andres Caballero**

[acaballero@PolitecnicoIPT.com](mailto:acaballero@PolitecnicoIPT.com)

*Electrical Technology Helper*

Instructor

- 25 Años de Experiencia -

- Degree – Industrial Engineer – Universidad de Yacambú – Cabudare, Lara, Venezuela
- Degree – Master's in Management – Universidad de Yacambú – Cabudare, Lara, Venezuela
- Degree – Doctorate in Management – Universidad de Yacambú – Cabudare, Lara, Venezuela

### **Ing. Jose Andrade**

[jandrade@PolitecnicoIPT.com](mailto:jandrade@PolitecnicoIPT.com)

*Electrical Technology Helper*

Instructor

- 37 years of Experience -

- Degree – Electrical Engineer – Universidad de Los Andes – Estado Mérida, Venezuela
- Diploma – Electrical Technology Program – Instituto Politécnico, IPT Orlando Campus – Orlando, FL.
- Diploma – High School – Rafael Rangel School, Valera, Estado Trujillo, Venezuela

### **Ing. Roberto Rodriguez**

[rrodriguez@PolitecnicoIPT.com](mailto:rrodriguez@PolitecnicoIPT.com)

*HVAC Technology Helper*

Instructor

- 27 Años de Experiencia -

- Degree – Mechanical Engineer – University Center Jose Antonio Echevarria – Havana, Cuba
- EPA – 608 Universal Certification
- EPA – 609 MVAC Certification
- EPA – R410A Refrigerant Certification

### **Ing. Hecker Nava**

[hnava@PolitecnicoIPT.com](mailto:hnava@PolitecnicoIPT.com)

*HVAC Technology Helper*

Instructor

- 19 Años de Experiencia -

- MBA – University of Zulia, Venezuela
- Degree – BS – Petroleum Engineering – University of Zulia, Venezuela
- Degree – BS – Mechanical Engineering – University of Zulia, Venezuela
- Diploma – HVACR – Souther Tech College, Sanford.
- Diploma – Industrial Technician – Humbolt Univ.
- EPA Universal 608 Certification
- EPA R410A Certification



## Lic. Yoandry Nieves

[ynieves@PolitecnicoIPT.com](mailto:ynieves@PolitecnicoIPT.com)

HVAC Technology Helper

Instructor

- 25 Años de Experiencia -

- HS Diploma – Felix Sotolongo HS, Camagüey, Cuba
- Associate Degree – Computer Science Technician – Maximo Gomez Technical School, Camagüey, Cuba
- Degree – BS – Contabilidad y Finanzas – Ignacio Agramonte University, Camagüey, Cuba
- Diploma – HVAC Technology Program – IPT Orlando Campus, Orlando, FL.
- EPA Universal 608 Certification
- EPA 609 MVAC Certification
- EPA R410A Certification

## Ing. Guillermo Cartaya

[GCartaya@PolitecnicoIPT.com](mailto:GCartaya@PolitecnicoIPT.com)

HVAC Technology Helper

Instructor

- 41 Años de Experiencia -

- HS Diploma – Polytechnic Institute Lazaro Cardenas, Cuba
- Higher Polytechnic Institute Jose A. Echevaria Cuba
- Degree – BS – Mechanical Engineering – Institute of Refrigeration and Air Conditioning, Cuba
- EPA Universal 608 Certification
- EPA 609 MVAC Certification
- EPA R410A Certification

# Tools & Equipment

42. Description of Equipment:

HVAC Tools, Equipment & Materials		
CODE	Amount	DESCRIPTION
IPT-001	15	Safety Goggles
IPT-002	1	Oxyacetylene Soldering Kit
IPT-003	1	Oxyacetylene Soldering Kit
IPT-004	1	Multimeter UEI-G2 Phoenix
IPT-005	3	Multimeter Fieldpiece SC66
IPT-006	1	Multimeter Fieldpiece SC53
IPT-007	1	6-Piece Serpentine Comb Set
IPT-008	1	Capitester for capacitors
IPT-009	1	Turbo 200 (Capacitor)
IPT-010	1	Leak Detector Inficon Tex-Mate (SAEJ1627)
IPT-011	1	Sub-Cooling & Superheat Meter (Thermocouple)
IPT-012	1	Thermometer Laser CASON CA-380 (Infrared Thermometer)
IPT-013	1	Puller (Extractor Ventilator Centrifuge)
IPT-014	1	Inert Gas Regulator (Nitrogen)
IPT-015	1	Compressor Terminal Repair Kit
IPT-016	1	Pipe Bender
IPT-017	1	Flaring Kit QE QUALITY OFT-278
IPT-018	5	110 V Socket
IPT-019	1	1-1/2 Kerfing Tool 90 degree "V" 1084 RED (Duct Knife)
IPT-020	1	Schrader Valve Extractor
IPT-021	1	Copper Pipe-cutter (Normal Size)
IPT-022	1	Copper Pipe-cutter (Small Size)
IPT-023	1	Ratchet Service Valve 127-C Imperial 1/4"-3/8" (Flat)

IPT-024	1	Ratchet Service Valve UNIWELD 1/4"-5/16"
IPT-025	1	IPTO 26-1 Pipe-cutter DE 3/8"
IPT-026	2	Expander UNIWELD 70006 (Copper Tube)
IPT-027	2	Best Tech Refrigeration Manifold
IPT-028	2	Workbench Vise
IPT-029	1	Vacuum Pump. Unweld HVP 6CFM PART # HVP6
IPT-030	15	Black Folding Chairs 14-716 BLK1W
IPT-031	1	Recovery Machine Gen Tech GT MM1-SN 12003000002962
IPT-032	1	GTE Electric Refrigerant Charging Scales Gen Tech
IPT-033	1	Blue Duct Board Cutter Marva AMCRAFT
IPT-034	6	Small Oxygen Tank
IPT-035	6	Small Acetylene Tank
IPT-036	2	Nitrogen Tank
IPT-037	1	Starting Capacitor (Hard Start Kit)
IPT-038	1	Duct Knife
IPT-039	1	Nylon Band Tensing Tool – Malco TYG4
IPT-040	1	Supco. Digital Vacuum Gauge. VG64
IPT-041	1	Spring Bender (Spring Pipe Bender)
IPT-042	1	SuPC Humidity Meter DSP-1000
IPT-043	1	Suction Line – Filter Drier (GTSLD 16555)
IPT-044	3	GEM Tech Run Capacitor 35 + 5 MicroFarads
IPT-045	3	Run Capacitor 45 + 5 MicroFarads
IPT-046	1	1/4" Compact Ball Valve 3 pack Adapter Set
IPT-047	1	Ritchie Stick Thermometer (Butcher Thermometer)
IPT-047	4	Flaring Kit QE QUALITY
IPT-048	1	1" Kerfing Tool, 90 degree "V" (AMCRAFT)
IPT-049	1	1" Kerfing Tool, End Cut-Off (AMCRAFT)
IPT-050	1	Full Set of Tools (Black Tool Box)
IPT-051	1	VIZI-VAPR CHARGER Mod. 7701
IPT-052	1	Stapler Markwele G-Series Tacker
IPT-053	1	Measuring Tape
IPT-054	1	AC Clamp Meter Commercial Electric
IPT-055	1	Wireless 4 port Manifold + Vacuum Gage with hoses
IPT-056	1	WGTC (Weksler Glass Thermometer Corp.)
IPT-057	1	Acetylene Regulator (Uniweld)
IPT-058	1	Variable-Speed Zebra Model VZ-7
IPT-059	1	Piercing Valve (Adjustable Line Tap Valve)
IPT-060	1	30lb Recovery Tank
IPT-061	1	A/C Training Lab Module Straight Cool
IPT-062	1	A/C Training Lab Module Heat Pump
IPT-063	1	Rheem 2-Ton Air Handler with TXV, for practice
IPT-064	1	Rheem 2-Ton Air Handler con TXV con piston, Electric Heat, for Practice
IPT-065	1	Carrier 2-Ton Air Handler Heat Pump
IPT-066	1	Dual Training Unit Module Electrical, Condenser Air Handler
IPT-067	1	Work Bench with Heavy Duty Bench Vise
IPT-068	1	Apartment-Style 2 Ton Air Handler with Piston
IPT-069	1	Package Unit with TXV and Electric heater

IPT-070	1	3-Ton Gas Furnace with Piston
IPT-071	1	Dehumidifier with Capillary Tube
IPT-072	1	Package Unit - 2 1/2 Ton, Water Condenser, Capillary Tube
IPT-073	1	3-Phase Refrigerator Condenser Unit
IPT-074	1	Miscellaneous Compressors
IPT-075	1	Rheem Cube A/C Unit – 2 Ton – Straight Cool
IPT-076	1	Heat Pump Condenser Unit
IPT-077	1	Rheem AC Unit – 3 Ton – Straight Cool
IPT-078	6	Electrical System Practice Modules for A/C Straight Cool Units
IPT-079	2	Electrical System Practice Modules for A/C Heat Pump Units

# Electrical Tools, Equipment & Materials

<u>CODE</u>	<u>Amount</u>	<u>DESCRIPTION</u>
IPT-001	20	Electrical Circuit Practice Modules
IPT-002	1	Tri-Phase Transformer
IPT-003	2	Electric Motors
IPT-004	4	Multimeters
IPT-005	3	MC Cutter
IPT-006	1	Architect Scaling
IPT-007	1	Engineer Scaling
IPT-008	1	Interior Electrical Panel for Practice
IPT-009	1	Exterior Electrical Panel for Practice
IPT-010	5	Conduit bender 1/2" EMT
IPT-011	1	Conduit bender 3/4" EMT
IPT-012	40	Electrical boxes
IPT-013	50	Electrical Switches
IPT-014	60	3 Way Switches
IPT-015	30	4 Way Switches
IPT-016	300'	EMY Conduit
IPT-017	40	Lamp Holders
IPT-018	60	Electrical Breakers
IPT-019	6	Work Stations
IPT-020	10	Wire rolls
IPT-021	250'	MC Wire
IPT-022	10	Klein Heavy Duty Cutting Pliers
IPT-023	12	Flat Screwdrivers
IPT-024	12	Philips Screwdrivers
IPT-025	12	#10 Torx Screwdriver
IPT-026	12	#15 Torx Screwdriver
IPT-027	12	1/4 in. nut driver
IPT-028	12	3/16 in. nut driver
IPT-029	12	Needle Nose Pliers
IPT-030	12	Long Nose Pliers
IPT-031	12	Side-Cutting Pliers
IPT-032	12	5/16 in. nut driver
IPT-033	12	1 Square Recess Bit Driver
IPT-034	12	2 Square Recess Bit Driver
IPT-035	20	T-Stripper Wire Stripper
IPT-036	20	Reflex Wire Stripper
IPT-037	10	Fiberglass Fish Wire Tape
IPT-038	5	Fiberglass Fish Wire Pole Kit
IPT-039	1	Fiberglass Glow Fish Wire Pole Kit
IPT-040	15	Klein Measuring Tape
IPT-041	1	Brady IDXPert Handheld Labeling Tool
IPT-042	4	DeWalt Impact Drills
IPT-043	4	DeWalt Cordless Drills

IPT-044	3	Craftsman Cordless Battery Charger
IPT-045	6	Craftsman Cordless Batteries
IPT-046	4	Makita Impact Drills
IPT-047	4	Makita Cordless Drills
IPT-048	4	Craftsman Impact Drills
IPT-049	4	Craftsman Cordless Drills
IPT-050	3	Makita Cordless Battery Charger
IPT-051	6	Makita Cordless Batteries
IPT-052	2	DeWalt Handheld Reciprocating saw
IPT-053	2	Makita Hole Saw
IPT-054	1	Craftsman Portable Band Saw
IPT-055	2	Sawzall Reciprocating Saw
IPT-056	14	Klein Tools Voltmeter
IPT-057	4	Craftsman Flashlight
IPT-058	4	Stanley Fiberglass Hammer
IPT-059	4	Stanley 30' Measuring Tape
IPT-060	4	Stanley Small Level
IPT-061	8	Stanley Utility Knife
IPT-062	6	Multi-Size Allen Wrench Set (Standard)
IPT-063	6	Multi-Size Allen Wrench Set (Metric)
IPT-064	5	Artas Tongue and Groove Pliers
IPT-065	10	Klein Tools Non-Contact Voltage Tester
IPT-066	8	Klein Tools Linesman Pliers
IPT-067	4	Diagonal Cutting Pliers
IPT-068	8	Wire Connector Multi-Size (250-Pack)
IPT-069	10	3M Electrical Tape (5-Pack)
IPT-070	3	Metal Hacksaw
IPT-071	4	DeWalt Cordless Battery Charger
IPT-072	6	DeWalt Cordless Batteries
IPT-073	18	Safety Goggles
IPT-074	2	500 ft. 14 Gauge Black Solid CU THHN Wire
IPT-075	2	500 ft. 14 Gauge Green Solid CU THHN Wire
IPT-076	2	500 ft. 14 Gauge Red Solid CU THHN Wire
IPT-077	2	500 ft. 14 Gauge White Solid CU THHN Wire
IPT-078	2	500 ft. 14 Gauge Yellow Solid CU THHN Wire
IPT-079	1	AFC Cable Systems 12/2 x 100 ft. BX/AC-90 Armored Electrical Cable
IPT-080	1	AFC Cable Systems 14/2 x 100 ft. BX/AC-90 Armored Electrical Cable

# Admissions

8. Admissions:

## **Registration & Enrollment:**

Instituto Politécnico, IPT – Orlando Campus follows a rolling admissions program schedule. The programs will end and begin depending on space and availability. Please check with the administrators for the next start date of the program you desire. (HVAC or Electrical) **All staff who recruit prospective students or who participate in the admission of prospective students have completed an approved Admissions Training Program.**

28. Admissions Requirements:

## **Entrance Requirements Or Prerequisites:**

IPT requires that all students be 18 or older to begin a technical training program. IPT requires they be domestic students, no international students accepted. They must be safety-oriented and able to follow explicit directions in a dangerous industrial work environment. IPT highly recommends a High School Diploma or its recognized equivalent (GED) when our students begin their programs, but they are not required. We do expect all of our students regardless of prior educational experience to be able to read, write, problem solve and troubleshoot.

# Tuition & Fees

6. Fee Schedule: (ALL Fees including non-refundables)

## **HVAC Technology Helper:**

*40 Weeks – 312 Hours - Total Cost – \$4,800  
2 Sessions per Week (1 lecture, 1 lab)  
Registration Fee (non-refundable) – \$150  
Books, Supplies and Lab Materials – All Included  
Graduation Ceremony Cap and Gown Rental – All Included  
Weekly Payment Plan Available – \$120/Week (0% Interest)*

## **Electrical Technology Helper:**

*40 Weeks – 304 Hours - Total Cost – \$4,800  
2 Sessions per Week (1 lecture, 1 lab)  
Registration Fee (non-refundable) – \$150  
Books, Supplies and Lab Materials – All Included  
Graduation Ceremony Cap and Gown Rental – All Included  
Weekly Payment Plan Available – \$120/Week (0% Interest)*

## **Methods of Payment:**

- 1. Paid in full at Signing.*
- 2. Registration Fee paid at Signing with remaining balance paid before 1<sup>st</sup> class.*
- 3. Registration Fee paid at Signing with remaining balance paid in payment plan before graduation.*

7. Transferability of Credits: (29. Granting of old Credit?)

## **Credit Transfers:**

IPT does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution. IPT does not accept any credit from any another institution.

# Financial Assistance

9. Student Financial Assistance:

## **Financial Assistance:**

We strive to always support our students in their scholastic journey. To make the dream of training and success more attainable for all, we have set up our 0% Financing Program. It makes our tuition payable in small weekly sums. This helps our many students to better adapt their home budget to the cost of the program and guarantees that more of our students reach graduation day.

## **Questions About Payment/Financial Matters:**

Students are always free to contact our main office number with any questions or concerns about financial matters and payment arrangements. Our doors are always open and we're ready to help you accomplish your goals and be successful.

## **Methods of Payment:**

1. Paid in full at Signing.
2. Registration Fee paid at Signing with remaining balance paid before 1<sup>st</sup> class.
3. Registration Fee paid at Signing with remaining balance paid in payment plan before graduation.

# Refund Policy

Refund Policy: (10. & 41. Student Refund Policies)

## **For All Students The Following Refund Policy Will Apply:**

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the (3rd) business day, but before the first class, will result in a refund of all monies paid with the exception of the Registration Fee.
4. Cancellation after attendance has begun through 50% of the program will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier notice is received.
7. Refund will be made within 30 days of termination or receipt of the cancellation notice.

# Student Services

11. Employment Placement Services:

## **Student Employment Placement Services:**

Although IPT will provide placement assistance, it does not guarantee job placement to graduates upon program completion or upon graduation. Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. Upon successful completion of the program, IPT will assist each graduate with job placement; however, IPT does not ever guarantee employment.

43. Student Counseling Services:

## **Student Mediation/Counseling:**

Student Counseling is available to all students no matter their length in the program. Our administrators are available for any concern or observation. Please feel free to walk into our office and make yourself at home. We are here to protect, serve and support our students. If the student is going through a situation be it financial, emotional, mental, physical, health, family-related, etc. We are ready to help find a solution and make a plan of action to better the situation. **Let's find a better way together!**

## **Academic Advising:**

Academic Advising is paramount to student success. We are here to help you best navigate our programs and the challenges they bring. Life/work balance is a lifelong journey and we're here to help you accomplish your goals despite the many challenges life brings. **Together, we can be better!**



- Photo For Illustrative Purposes Only -



# Academic Calendar/Holidays

27. Academic Calendar - Holidays – Other Important Significant Days:

## **Academic Program Enrollment Periods:**

IPT uses a rolling admission method in scheduling our programs. The programs will end and begin depending on space and availability. Please check with the administrators for the next start date of the program you desire. (HVAC or Electrical)

## **Christmas Break:**

The Days off are the following: Christmas Eve (Dec. 24<sup>th</sup>) and Christmas Day (Dec. 25<sup>th</sup>). New Year's Eve (Dec. 31<sup>st</sup>) and New Year's Day will all be days off!

## **Independence Day:**

The 4<sup>th</sup> of July is an important day for our families and us! It's a day off to celebrate this great nation!

## **Thanksgiving Break:**

The 4<sup>th</sup> Thursday in November plus the next day (Black Friday) are off, but we restart classes the day after (Saturday.)

**\*\* Instituto Politécnico IPT does not follow the holiday calendar of Orange County or any other County and only observes the days printed on this page! \*\***



- Photo For Illustrative Purposes Only -

# Complaint Policy

14. Complaint Procedure: (47. Complaint Policy)

## **Student Complaint/Grievance Procedure:**

If any student has a complaint or if any policy or procedure has been unfairly applied in their particular case, or if there is a particular complaint about a staff/faculty member's conduct in the line of duty such a complaint will be handled as follows:

### **Informal Resolution:**

Students should first attempt to deal directly with the Faculty or Staff member with whom the complaint first started. If this initial attempt does not lead to a resolution or if such a dialogue is inappropriate then the student may submit an informal complaint in an email or note or file a formal complaint in a written letter.

### **Informal Complaint:**

An informal complaint may be submitted within thirty (30) days of the triggering event. A better resolution is always more likely if the student begins communication as early as possible. Academic complaints will be submitted to the Director of Education. Behavioral, conduct, or any complaint will also be submitted to the Director of Education. Email, in person or over the phone, all complaints will be dealt with professionally and with all seriousness. A response will be made to the student in 20 days of the receipt of the complaint. A formal complaint may be submitted next, if the response was not satisfactory to the student.

### **Formal Complaint:**

Submitted to the Director of Education in writing, a formal complaint is the next level in the process. It must be submitted within sixty (60) days of the triggering event. This written document must clearly state the original nature of the problem as well as recap the steps taken by the student to mediate the conflict so far. The outcome the student is seeking should also be included in the complaint. Formal complaints must be acknowledged as received by the administration within fifteen (15) days. A review by the appropriate administrator will occur and a final written resolution will be sent to the student within thirty (30) days of receiving the formal complaint. A complete record of all complaints will be kept by the Director of Education. A centralized database will house all the outcomes of all formal complaints. A copy will be kept in the student's electronic file. If the formal complaint still has not resolved the issue to the satisfaction of the student, the complaint may be sent to the commission:

**Commission for Independent Education**  
**Florida Department of Education**  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-free number (888) 224-6684

# Course Numbering System

## **Course Numbering System:**

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty and the institution's director of Education.

# Educational Programs

2. Educational Programs and Curricula.

17. & 31. Curricula Description and all details:

## HVAC Technology Helper

### Program Objective:

The objective of this entry-level training program is to prepare students for employment in the Heating, Ventilation and Air-Conditioning industry. The graduate of this program will be ready to assist their team with a basic knowledge of the most essential aspects of the profession. The curriculum contains elements of management, finance, planning, production and technical knowledge and also the core principals of environmental conservation, hazard minimization, health and professional ethics, etc.

### Program Description:

This program was designed to train and develop competent, employable individuals for the HVAC industry. It contains the most essential and relevant knowledge that employers need in their new hires. The content includes: basic HVAC maintenance, unit testing, troubleshooting, basic field repairs, job safety, common industry tools, electrical essentials, intro to refrigeration theory, the refrigeration cycle, basics of thermodynamics, change of state theory, etc. Included in the program tuition is on-site testing for the EPA 608 and EPA R-410a certification. Upon passing the tests, the student can be employed as a Helper assisting Certified Technicians. They can complete repairs on existing machines but cannot pull permits or do new installations yet like General Contractors. Without these extra certifications, the graduate is limited to entry-level employment working for a refrigeration company or under the guidance of a general contractor. The student will however obtain EPA certifications prior to leaving school and can be employed in any job that requires work with refrigerants. The certificate we provide is issued by ESCO Institute®.

**Completion Award:** Diploma

**Program Duration:** 40 Weeks – 312 hours – 2 Sessions/Week (*1 lecture, 1 lab*)

**Books:** The cost of books is included in tuition

**Lab Materials:** The cost of raw material for practical lab is included in tuition.

**Graduation:** The cost of cap and gown rental and the ceremony is included in tuition.

### Entrance Requirements Or Prerequisites:

IPT requires that all students be 18 or older to begin a technical training program. IPT requires they be domestic students, no international students accepted. They must be safety-oriented and able to follow explicit directions in a dangerous industrial work environment. IPT highly recommends a High School Diploma or its recognized equivalent (GED) when our students begin their programs, but they are not required. We do expect all of our students regardless of prior educational experience to be able to read, write, problem solve and troubleshoot.

## PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
ACR-0101C	STUDENT SUCCESS FOUNDATIONS	8	N/A	N/A
ACR-0110C	FOUNDATIONS OF REFRIGERATION: THE HISTORY & SCIENCE OF HVAC - PART-1	24	N/A	N/A
ACR-0120C	FOUNDATIONS OF REFRIGERATION: THE HISTORY & SCIENCE OF HVAC - PART-2	24	N/A	N/A
ACR-0201C	HVAC TECHNICIAN FUNDEMENTALS I	32	N/A	N/A
ACR-0210C	HVAC SYSTEMS I	40	N/A	N/A
ACR-0250C	HVAC TECHNICIAN FUNDEMENTALS II	40	N/A	N/A
ACR-0301C	ELECTRICAL CONCEPTS IN HVAC - PART-1	32	N/A	N/A
ACR-0310C	ELECTRICAL CONCEPTS IN HVAC - PART-2	32	N/A	N/A
ACR-0350C	HVAC SYSTEMS II	40	N/A	N/A
ACR-0401C	BASICS OF HVAC INSTALLATION	24	N/A	N/A
ACR-0410C	TROUBLESHOOTING HVAC SYSTEMS	24	N/A	N/A
ACR-0450	EPA CERTIFICATION SEMINAR AND EXAMS	32	N/A	N/A
ACR-0465	REVIEW FOR FINAL WEEK	N/A	N/A	N/A
ACR-0480	FINAL	N/A	N/A	N/A
<b>TOTAL:</b>		352	N/A	N/A



- Photo For Illustrative Purposes Only -

# HVAC Technology Helper

## Course Descriptions

### **ACR-0101C**

#### STUDENT SUCCESS FOUNDATIONS

An introduction to the Overall Program and includes a brief history of the school, as well as a refresher on the Learning Process, Studying/Memorizing techniques, Organization and Preparation, and a how-to on studying efficiently. The course also establishes our Safety Standards and the conduct that will be expected of each student in the Workshop/Lab.

### **ACR-0110C**

#### FOUNDATIONS OF REFRIGERATION: THE HISTORY & SCIENCE OF HVAC - PART-1

This is a course crafted as an introduction into the world of Refrigeration and Heating. Beginning with the history of refrigeration. The science of matter and its many states, Michael Faraday's crucial experiment, heat, temperature, BTU and temperature scales are all included. Many demonstrations on the physics of heat will be conducted in the labs.

### **ACR-0120C**

#### FOUNDATIONS OF REFRIGERATION: THE HISTORY & SCIENCE OF HVAC - PART-2

This course provides a continuation of Part-1 and covers many concepts already established in the prior class. Subjects include: Pressure, Pascal's Principles, Torricelli's Experiment, The Refrigeration Cycle, The basic parts of an HVAC system, important units of measurement and more.

### **ACR-0201C**

#### HVAC PROFESSIONAL FUNDAMENTALS I

This course is an introduction into how to be an HVAC professional. It includes topics such as conduct, behavior, terminology, ethics,

tools, equipment and its care, safety, attitude, presentation, etc. It ends with an all-important basics of refrigerants and their safe handling.

### **ACR-0210C**

#### HVAC SYSTEMS I

This course is the beginning of a deep dive into HVAC systems. Topics include: Compressors, proper lubrication and the correct types, Condensers and their types, Evaporators and their basic functions, expansion devices and valves, different types of piping and their uses, etc. This is a fundamental course that establishes the base knowledge needed for the next courses.

### **ACR-0250C**

#### HVAC TECHNICIAN FUNDAMENTALS II

This course is a continuation of/builds on the first installment of this course. The topics include: welding and its techniques, Refrigeration and A/C accessories, Dehydration and Refrigerant Recharging, establishing a proper vacuum in the system, Refrigerant recovery and its different methods, etc.

### **ACR-0301C**

#### ELECTRICAL CONCEPTS IN HVAC - PART-1

This course is an introduction into Electricity and how it pertains to HVAC and Refrigeration. Topics include: basics terms of Electricity, Magnetism and it's role in Electricity, Ohm's Law, building basic circuits, using a multimeter, finding Electric Potential, Transformers and Relays, basic electrical diagnostics, heating coils and checking delivery of BTUs, Electric motors and their role in a circuit, single phase and tri-phase units, connecting capacitors and their use and multi-speed motors, etc.

### **ACR-0310C**

#### **ELECTRICAL CONCEPTS IN HVAC - PART-2**

This course is a continuation of Part-1 and builds on many of the ideas introduced in that class. Topics include: A/C Controls, Relays in potential and control circuits, starting capacitors, finding the terminals of a Compressor, Thermostats and low-voltage circuits and their assembly in central air systems, reading General Electrical Diagrams, interpreting General Electrical Diagrams, using a multimeter to trace circuits and its role in troubleshooting potential problems, etc.

### **ACR-0350C**

#### **HVAC SYSTEMS II**

This is the crucial sequel of the first course. It builds on every concept established in the first level. Topics include: the foundation of air conditioning, using the psychometric chart to find the characteristics of the air entering the evaporator and the air exiting the ducts, a broad survey of Air Conditioning systems and their make up, how to disassemble Air Conditioning systems, Straight Cool Systems, Heat Pump Systems, the function of the Heat Pump, checking the defrost card, Auxiliary heat, the Reversing Valve and its thermostat connections, replacing a compressor, replacing an evaporator, adding a filter drier by welding or flare, etc.

### **ACR-0401C**

#### **BASICS OF HVAC INSTALLATION**

This course deals with the proper way to install, maintain and measure efficiency of an HVAC system. Topics include: a Basic run-through of the procedure, installation of a heat pump condenser, technical maintenance of equipment, preventive steps to extend the system's lifetime, a beginner's breakdown of Ducts and Ductwork, Thermal Loading, Airflow

Calculations, Reading air pressure in Ducts, etc.

### **ACR-0410C**

#### **TROUBLESHOOTING HVAC SYSTEMS**

This course is a culmination of all the training in the program and uses all applied knowledge from past courses to begin to tie together all the concepts of what could possibly go wrong with a system. Only after you know the connections between the various subsystems can you really start to diagnose and solve real world problems. We present various mechanical and electrical problems, diagnose and solve them using clues and time tested weak points.

### **ACR-0450**

#### **EPA CERTIFICATION SEMINAR AND EXAMS**

An 8-week hyper-focus on attaining the coveted EPA certifications that allow you to be federally certified to handle the refrigerants and work with them. We drill and re-drill questions and advanced subjects like refrigerant mixtures, history of international legislation/accords and the damaging effects of ODS (Ozone Depleting Substances) such as CFCs, HFCs and HCFCs.

### **ACR-0465**

#### **REVIEW FOR FINAL WEEK**

This session is one last look back at all the experiences and the lessons from our program. Preparing you for your biggest challenge yet.

### **ACR-0480**

#### **FINAL**

This represents our last chance to really measure your depth of knowledge and to see if you're ready to walk out into the real industry. This will be the final punctuation on your time with us... Make it an exclamation!

# Electrical Technology Helper

## **Program Objective:**

The objective of this entry-level training program is to prepare students for employment in the Electrical field and to begin the great journey of learning and knowledge it calls for. The program prepares the student with the skills to start the future work towards an eventual electrician license. Whether it is planning, installing, or troubleshooting, the student will be empowered to assist his team in the day-to-day challenges of the job.

## **Program Description:**

This program gives you the necessary training to begin working as an entry-level helper in the residential electrical field. Your future begins here. Our curriculum teaches you how to install, repair and troubleshoot the most common electrical connections, fixtures, wiring and equipment. It contains the basic principles of occupational safety, blueprint reading, common industry tools, essential electrical theory and application, common electrical wiring techniques, etc. It also prepares the student with an introductory knowledge of basic electrical codes and industry norms. Once graduated from our program, the student should know that their employment will be limited to working as a helper apprentice under the guidance of a Master Electrician who will help them grow and learn on their way to attain the next level of their career: the Journeyman License. The test for this license requires several more years of on-the-job experience to qualify for and accomplish.

**Completion Award:** Diploma

**Program Duration:** 40 Weeks – 304 Hours – 2 Sessions/Week (*1 lecture, 1 lab*)

**Books:** The cost of books is included in tuition

**Lab Materials:** The cost of raw materials for practical lab is included in tuition.

**Graduation:** The cost of cap and gown rental and the ceremony is included in tuition.

## **Entrance Requirements Or Prerequisites:**

IPT requires that all students be 18 or older to begin a technical training program. IPT requires they be domestic students, no international students accepted. They must be safety-oriented and able to follow explicit directions in a dangerous industrial work environment. IPT highly recommends a High School Diploma or its recognized equivalent (GED) when our students begin their programs, but they are not required. We do expect all of our students regardless of prior educational experience to be able to read, write, problem solve and troubleshoot.

## **Examinations:**

Examinations will always occur during the scheduled time and day of the class as designated in the class outline provided by the instructor. Any exception to this policy must be approved by the instructor. All classroom examinations are subject to this policy.

# PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
EEV-0101C	STUDENT SUCCESS FOUNDATIONS	8	N/A	N/A
EEV-0110C	FOUNDATIONS OF ELECTRICITY I	32	N/A	N/A
EEV-0150C	INTRO TO ELECTRICAL CIRCUITS	32	N/A	N/A
EEV-0201C	INTRO TO ELECTRICAL CONDUCTORS	32	N/A	N/A
EEV-0210C	ELECTRICAL BOX FUNDAMENTALS	32	N/A	N/A
EEV-0250C	INTRO TO AMPACITY	32	N/A	N/A
EEV-0301C	INTRO TO RESIDENTIAL ELECTRICAL APPLICATIONS	40	N/A	N/A
EEV-0310C	INTRO TO COMMERCIAL ELECTRICAL APPLICATIONS	40	N/A	N/A
EEV-0401C	FOUNDATIONS OF ELECTRICITY II - PART-1	32	N/A	N/A
EEV-0410C	FOUNDATIONS OF ELECTRICITY II - PART-2	32	N/A	N/A
EEV-0450C	INTRO TO READING PLANS AND UNDERSTANDING BUILDING CODES	40	N/A	N/A
EEV-0465C	REVIEW FOR FINAL WEEK	N/A	N/A	N/A
EEV-0480C	FINAL	N/A	N/A	N/A
<b>TOTAL:</b>		352	N/A	N/A



- Photo For Illustrative Purposes Only -



# Electrical Technology Helper

## Course Descriptions

### **EEV-0101C**

#### STUDENT SUCCESS FOUNDATIONS

An introduction to the Overall Program and includes a brief history of the school, as well as a refresher on the Learning Process, Studying/Memorizing techniques, Organization and Preparation, and a how-to on studying efficiently. The course also establishes our Safety Standards and the conduct that will be expected of each student in the Workshop/Lab.

### **EEV-0110C**

#### FOUNDATIONS OF ELECTRICITY I

This course provides the bedrock of the program and is crucial to build the foundation upon which the rest of the knowledge is built. Topics include: Basic Principles of Electricity, Static electricity, Dynamic Electricity, Effects of Electricity, Matter and its components, the periodic Table of elements, Ohm's law, Voltage, Amperage, resistance and it's importance and finally how to wire a 3-way, 4-way, GFCI switch, etc.

### **EEV-0150C**

#### INTRO TO ELECTRICAL CIRCUITS

Using the elements learned in the last course, this course builds on using new knowledge and concepts. Topics include: The Electrical Circuit and its components, measurement tools, Series Circuits, Parallel Circuits, Potent Electricity, etc. You'll also learn how to: wire a half and half outlet, how to wire parallel, series and combined circuits.

### **EEV-0201C**

#### INTRO TO ELECTRICAL CONDUCTORS

Now, that we've delved into the world of circuits we expand on the road they use: Conductors. In this course you'll find: Electrical Circuits and their

theory, EMTs (article 38), Rigid Metal Conduits – RMCs (item 348), PVCs (Article 352), Flexible Metal Conduits (Item 348), Non-Metallic Electrical Pipes - ENT (Article 362), Liquidtight Flexible Nonmetallic Conduits LFNC (Artic. 356), NM Cables (Romex), (Article 334), Liquidtights (LFMC) (Item 350) and Metal Clad Cables (MC) (Item 330). You'll also learn: how to bend conduits, 3-point and 4-point saddles, compensation folds, etc.

### **EEV-0210C**

#### ELECTRICAL BOX FUNDAMENTALS

This course covers one of the most important elements in the electrical world: Electrical boxes and their correct filling. Topics include: Box Filling (Cubic Volume) (Item 314), Selection of boxes for conductors up to # 6 AWG, Calculating box volume with real-world examples, Selection of conduit boxes # 4 or larger, Conductors Pulled straight, Conductors Pulled at an angle, Conductors Pulled in "U", Conduit Filling (Number of conductors in a conduit), Theory and Tables to determine the conductor's area, Calculating capacity (# of conductors) of a conduit and real-world examples. You'll also learn how to do Back-to-Back Bends, how to wire combined circuits including: GFCI plug ½ outlet, and 3-way and 4-way, and how to install a photography Dark Room.

### **EEV-0250C**

#### INTRO TO AMPACITY

This course is an introduction into Ampacity and its importance in properly balancing circuits. Topics covered are: the Ampacity Table 310.15 (B) (16), the Definition of Ampacity, Continuous Loading and its uses, Table # 5. Types of Insulation, Ampacity Table 321.15 (B) (16), Breaker Protection (75'), Correction factors for temperature and Correction factors for 3+ conductors. You'll also learn how to install a 2-button Doorbell and how to combine circuits for lights and receptacles.

**EEV-0301C**  
INTRO TO RESIDENTIAL ELECTRICAL  
APPLICATIONS

This course is an introduction to Residential Electrical applications. It covers many important subjects including: Residential Electricity and its challenges, dealing with Electric Utility workers, Aboveground services, Underground services, "Meter Can" installations, Ground bar installation (Grounding & Bonding), Main Panel Installation (outside), Subpanel Installation (Inside), GFCI and AFCI Breakers, Electrical Circuit Layout/Designs for both Kitchens and Bedrooms and Residential Wiring Best Practices and Installations. You'll also get lab drills on Residential wiring, Residential electrical circuits, panel wiring, etc.

**EEV-0310C**  
INTRO TO COMMERCIAL ELECTRICAL  
APPLICATIONS

This course builds on the Residential Electrical applications and adds the Commercial complications. It covers the following topics: Commercial Panels in both 120v/208v, 1 and 3 phase, High Voltage Panels including 277v/480v, 1 and 3 phase, Open Delta Connections, Commercial Wiring Best Practices and Commercial Electrical Installations. You'll also receive lab drills on: Commercial Wiring, Commercial Circuits, Installing 3-phase transformers, and a review on Commercial Wiring do's and don'ts.

**EEV-0401C**  
FOUNDATIONS OF ELECTRICITY II - PART-1

This course is a continuation of the fundamentals learned in the first class. Part-1 covers the following concepts: Magnetism and Electromagnetism, Transformers and their Definition, Construction of a transformer and it's Operation: Step-up, Step-down and Booster, Transformation ratios, the different types of and Sizes including: "PT" Potential Transformers and "CT" Current Transformers, Star Connection Transformers, Delta connection and Delta-open connection (Open Delta). You'll also learn how to locate the terminals: Primary side, "Hi Side", H1, H2, H3,

Secondary Side, "Low Side, X1, X@, X3 and X0. You'll also receive lab drills on: Motor Wiring and run experiments on Magnetism and Electromagnetism.

**EEV-0410C**  
FOUNDATIONS OF ELECTRICITY II - PART-2

This course is the continuation of Part-1. Part-2 brings more knowledge and discoveries. This course covers: Electric motors, Split Phase Engines and their Parts, Rotation changes the Most common breakdowns, troubleshooting, Transformer connections: Star, "Low" and "Hi" and Delta, "Low" and "Hi". The class will also include: Controls and Relays, Parts of a Relay and their Proper Operation with real-world Examples: idle system and System-activated and finally, Generators. You'll also receive lab drills on: Relay Wiring in two parts and Generator Wiring.

**EEV-0450C**  
INTRO TO READING PLANS AND  
UNDERSTANDING BUILDING CODES

This course is an introduction into reading architectural plans and applying building codes. The course covers: Plan Reading, intro to Architectural and Engineering Scales, advanced Plan Reading and further techniques using Architectural and Engineering Scales. The course also begins the lifelong path to Understanding the NEC in two Parts 1 and 2. You'll also receive various hours of drills involving Plan reading, using scales and various Electrical Codes.

**EEV-0465C**  
REVIEW FOR FINAL WEEK

These sessions are one last look back at all the experiences and the lessons from our program. Preparing you for your biggest challenge yet.

**EEV-0480C**  
FINAL

This represents our last chance to really measure your depth of knowledge and to see if you're ready to walk out into the real industry. This will be the final punctuation on your time with us... Make it an exclamation!

# Licenses, Credit, Language

4. & 22. Licensure and Accreditation Status:

## **Testing Licensure/Authority:**

IPT is licensed and authorized to proctor and execute the following exams (all campus):

EPA 608 by ESCO Institute (EPA Certified)

EPA 410a by ESCO Institute (EPA Certified)

## **Optional Licensure Available:**

EPA 609 by ESCO Institute (EPA Certified)

HVACR Certification by NATEX Certification Training

35. A definition of the unit of Credit:

## **Clock Hour Definition:**

Our academic programs are non-credit bearing and do not provide or accept credit by prior learning or examination. That said, the transfer of credits, certificates or contact hours earned at Instituto Politécnico, IPT – Orlando Campus LLC. (IPT) is at the discretion of the institution accepting. Our academic programs are based on the clock hour system. It is defined as one clock hour is 60 minutes and equals to 50 minutes of instruction in the presence of an instructor. IPT does not accept any credit or clock hours from any another institution.

32. All Classes are administered in Spanish: 49. Employability.

## **Language of Instruction:**

IPT conducts all of its training classes in the Spanish language. Our academic programs all contain the industry terms in English so that the graduate can be better able to navigate the workplace. They are not taught in full English but they are encouraged to develop their English skills throughout the length of their program.

**“COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH  
MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.”**

# Grades & Marking System

34. Explanation of the grading and marking system:

## Grades:

All grades will be awarded based upon the level of effort shown by the student at satisfying the course requirements. A diploma of graduation is presented to the student when the required class materials are accomplished with a minimum average grade of 70% and the program hours are fulfilled in accordance with the printed requirements. Also, students in the "Satisfactory" and "Incomplete" level will be ranked using grade point average using a scale of 1-4. 100% will be a perfect 4.0 grade point average. 90-93% will be 3.7 GPA. 80-82% will be 2.7 GPA. 70-72% will be 1.7 and those in the "incomplete" level will be ranked from 1.3 down with below 65% being 0.0 GPA.

Students will receive a grade based on the class requirements. A diploma of graduation is awarded for completing 95% of class hours and required materials and when receiving an average course grade of 70% or higher.

S	Satisfactory	70% - 100% Course Average Grade
I	Incomplete	50% - 69% Course Average Grade
U	Unsatisfactory	40% - 49% Course Average Grade
W	Withdrawal	0% - 60% Attendance and/or 0% - 39% Course Avg. Grade

The grade of "I" (incomplete) is a temporary grade given conditionally to students who are currently almost passing the course but have not completed an insignificant part of the hours for non-academic reasons. Sometimes those reasons are beyond their control and are up to the judgment of the instructor. The grade of "I" will allow the student 2 weeks to consult with the instructor and salvage the grade and the course. If the missing work is not completed in that window, the student will receive a "U" (unsatisfactory) final mark for the program. At that point, the student will have a chance to attempt the class again within the following 1 calendar year. IPT will waive the registration fee and the tuition for the class as long as the student has completed paying off the un-passed program. Before allowing the student a second chance at the course, the student will receive a counseling session to best organize and refocus goals and strategies.

## Student Re-application:

As stated above, the student has 1 year to reapply to IPT after having been dismissed from the program. The school will waive the registration fee and the tuition as long as the student is in good standing with all financial matters pertaining to their program and all conduct issues have been discussed and a counseling session has been received. If the reason for dismissal was conduct-related, a 30-day probationary period will be followed and the student will be carefully monitored for the safety and well being of the student body and our faculty. **Once a student signs an Enrollment Agreement, the tuition and fees should not change. If he/she signs a new Enrollment Agreement, the student can be bound to the new tuition and fees.**

# Graduation & Conduct

37. Description of Certificates Awarded and requirements to graduate:  
(36. Standards of Satisfactory Academic Progress, Minimums, Conditions for Re-Entrance)

## **Graduation:**

To successfully graduate and receive a diploma from IPT, the student must successfully complete all classroom and lab exams with a 70% minimum average. Also, they must successfully fulfill 95% of the clock hours set forth for their program in the catalog and in their Student Enrollment Agreement. Finally, the student must fully complete their financial commitments under the Student Enrollment Agreement.

44. Policy of Correct Conduct and Dismissal:

## **Conduct:**

Behavior unbecoming of a professional will not be tolerated in our classrooms. If a student has disrupted the learning environment and derailed the experience of others, they may be dismissed by the instructor for being uncooperative. If dismissed, the details surrounding the incident will be discussed before the next class session and a determination will be taken as to whether the student should be allowed to continue or be withdrawn completely from the program. If withdrawal should occur, then the normal refund policy will be followed.

# The Appeal System

45. Policy for Appeals:

## **Academic or Disciplinary Appeal:**

Whenever a student is subject to either disciplinary or academic punishment, the student can appeal the action to the administration. The limit on such an appeal is 14 days from the infraction. The appeal will be submitted in writing. It shall include the background on the situation concerning the appeal and all the important contact information and details. The administration has 5 business days to send back a reply with a date and time regarding a meeting to discuss the appeal. The student will have a final chance to submit further info and to plead their case. Following the meeting, a final decision will be rendered in 3 days. If unsatisfied with the outcome the student can further make their case to:

### **Commission for Independent Education**

### **Florida Department of Education**

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-free number (888) 224-6684

# Confidentiality

## **Steps to Inspect Student Records:**

A student may inspect their records and issue a challenge as to the veracity of their make up at any time. To exercise this right, a written request to review records must be submitted to 4765 Old Goldenrod Rd. Ste. 2 Orlando, FL. 32822. The student must make clear what they need to inspect and an appointment to review will be scheduled at the nearest convenience.

## **Student Records:**

All students of IPT have the right to request copies of their student records. These records will be held indefinitely in our offices for your use and will be maintained in a climate-controlled environment. The following do apply:

1. Students have the right to inspect and review their education records within 45 days of the day the School receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the School denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records.
4. Students have the right to file a complaint following our official Complaint Policy. If the student feels the need to escalate the matter he/she may contact:

### **Commission for Independent Education**

#### **Florida Department of Education**

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-free number (888) 224-6684



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# Attendance Policy

Attendance in all scheduled classes is essential for academic achievement. Regular attendance and punctuality develops within a student a sense of responsibility that will have a positive impact upon his or her professional career. Attendance is taken each day at IPT. Students should notify the school if they are going to be absent. In addition, students should plan appointments at times that will not conflict with scheduled classes.

Appeals related to the attendance policy may be submitted to the Executive Director. Failed courses must be repeated at the expense of the student unless otherwise noted by the Executive Director.

- ☒ Four (4) absences in a class may result in a failing grade and possible withdrawal from the School.
- ☒ Students who arrive late or leave early will have the time recorded. Students who are not in attendance for at least 95% or more of the class may receive a failing grade and possible withdrawal from the School.
- ☒ Students who are absent from all classes for eight (8) consecutive days in which classes are scheduled, and who do not notify the School, may be dismissed from the School for non-attendance.
- ☒ Students in Clock Hour programs, must complete all hours required by the course. Mandatory attendance is taken hourly at the beginning of each hour. All time absent must be completed as make-up hours.

## Leave of Absence Policy

If a student requires an extended period of absence, he or she may postpone the continuation of his or her education until that course is offered again during a future term. The deadline to request a Leave of Absence is the end of the first week of the course, and any exception to this rule is at the discretion of the Executive Director. A Leave of Absence will not be extended beyond one academic year without approval from the Executive Director. There is no additional charge; however, scheduling depends on seating availability. A request for Leave of Absence should be directed to the Executive Director; the student should provide a reason and state the length of the requested leave and the projected date of return. If the student does not re-enter the program within the projected time frame, the student's enrollment may be terminated and he or she may be subject to a refund in accordance with the school's refund policy.

# Student Library

The following titles are available as part of our student library.

## HVAC Titles:

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