Advanced Training Institute

School Catalog
2026-2028

Effective Date: July 1, 2026

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT **ANNUAL SECURITY REPORT** INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA) (See Addendum A, Page 87)

Accredited by ACCET
(Accrediting Council for Continuing Education Training)

5150 S. Decatur Blvd., Las Vegas, NV 89118 (702) 658-7900 www.atitraining.edu

Revision 1-2026, effective July 1, 2026

A Message from the President

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to Advanced Training Institute. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For over 15 years, ATI has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the professions, the latest instructional materials, and a faculty with real world experience. ATI curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail
President

Advanced Training Institute

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Academic Calendar

2026 Holiday & Break Schedule **ATI observes the following holidays and breaks:**	
Memorial Day	May 25, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Veteran's Day	November 11, 2026
Thanksgiving and the day after	November 26, 2026, to November 27, 2026
Winter Break (Students Only)	December 21, 2026 – January 1, 2027; First Day Back in Class is Monday, January 4, 2027
Memorial Day	May 31, 2027
Independence Day	July 5, 2027
Labor Day	September 6, 2027
Veteran's Day	November 11, 2027
Thanksgiving and the day after	November 25, 2027, to November 26, 2027

Introduction to ATI

Introduction to ATI

During the past two decades, the Las Vegas valley has led or maintained positions in the top ten fastest growing metropolitan communities in the United States. In a climatic zone where air conditioning is a near-survival necessity rather than a luxury or comfort choice, and a large city where business, tourism, and residential needs all drive the demand for electricians, HVAC/CR Professionals, automotive technicians and personal trainers, the need for skilled professionals is critical.

Brief History

The Air Conditioning Technical Institute was founded in October of 2002, by Jonathan Magel. The Institute held its first air conditioning classes in January of 2003. The school was purchased in June of 2003 by Fairway Inc. On February 26, 2007, Air Conditioning Technical Institute was acquired by the Advanced Training Institute Inc., (sometimes referred to in this catalog as either "ATI" or "School"). On December 15, 2009, ATI was granted national accreditation by the Accrediting Council for Continuing Education & Training (ACCET). On October 6, 2011, Advanced Training Institute, Inc. completed its name change to Mikhail Education Corporation doing business as Advanced Training Institute.

Mission Statement

The mission of ATI is to create an affordable and effective environment for students to obtain valuable skills that benefit them in their quest to become working professionals and aid them in achieving a new career.

Objectives

1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career fields in entry level jobs.
4. To assist graduates in becoming gainfully employed in their chosen career fields.
5. To maintain an organizational model that is responsive to its constituents.

Accreditation/Certification

Advanced Training Institute is nationally accredited through the Accrediting Council for Continuing Education & Training (ACCET). ATI also holds programmatic accreditation by HVAC Excellence and is licensed as a training facility for its HVAC/CR program. Automotive Technology holds programmatic accreditation through Automotive Service Excellence Educational Foundation (ASE EF), all programs including, HVAC, Automotive, Personal Fitness Trainer and Electrician are approved by the State of Nevada Commission on Postsecondary Education.

Campus Details

Our facility is approximately 78,000 square feet with approximately 36,000 square feet dedicated solely for our lab facilities which are equipped with the latest industry standard equipment.

ATI is located at 5150 S. Decatur Blvd, Las Vegas, Nevada 89118. The ATI phone number is (702) 658-7900 and the fax number is (702) 643-9333.

Business Office Hours

Monday - Thursday ..... 8:00 a.m. to 7:00 p.m.
Friday ..... 8:00 a.m. to 5:00 p.m.
Except Holidays

Ownership and Corporate Officers

Advanced Training Institute is owned by Mikhail Education, Corp.,
5150 S. Decatur Blvd. Las Vegas, NV 89118

Corporate Officers:
Peter Mikhail - CEO, and CFO
Sally Bemis – COO and Secretary

Admissions

The School offers programs on a clock hour basis using the module system with program starts and admissions conducted throughout the year. Please see our Academic Calendar Start Dates Schedule at the end of this catalog for the specific module starting dates.

Admissions Policy

The admission procedure requires an exchange of information between the applicant and the school, which maintains a staff of representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

To be considered for admission, the applicant must provide one of the following documents as evidence that they are a high school graduate or the equivalent:

- A copy of the student's high school diploma. (See footnote 1.)
- A copy of the student's final high school transcript that shows the date when the diploma was awarded. (See footnote 1.) Note: Transcripts are reviewed on a case-by-case basis and at times the school may require an official transcript.
- A copy of a General Educational Development (GED®) certificate or GED® transcript that indicates the student passed the exam.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State in which the student took the examination recognizes as the equivalent of a high school diploma. This includes tests similar to the GED® such as HiSET®, TASC®, as well as a State established examination.
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document, accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. high school diploma. (The School does not self-evaluate foreign secondary school credentials or other similar documents.)
- An academic transcript or credential from an accredited institution indicating that the student has successfully completed one of the following:
    1. An associate's degree;
    2. At least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
    3. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

[1] For all US-based schools, the school must be state approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Trans-Regional Accreditation).

A student who is unable to obtain the documentation listed above must contact the financial aid office. When documentation of high school completion is unavailable (e.g., the school has closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) ATI will accept alternative documentation, such as a military *DD Form 214 Certificate of Release or Discharge from Active Duty*.

If the school or the Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, then the matter will be referred to the Compliance Officer. The Compliance Officer, with assistance as needed from campus leadership, will assess the credentials. Criteria for this assessment will include but is not limited to: the issuing school's accreditation status, the length and rigor of the program the student completed, the issuing school's policy on grades and credit awarded, and whether or not the program meets the legal requirements for a high school diploma or equivalent in the state where the student completed their education.

Students that are still in high school at the time of application must also provide an official high school transcript or diploma upon completion of their senior year of high school and prior to enrollment at the School.

All material submitted to the School becomes the property of the School.
The School provides career training matched to its students' interests and abilities, and welcomes all students regardless of sex, race, religion, marital status, age, or national origin.

Admissions Procedures

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

- Provide documentation of high school graduation, GED®, or the equivalent, as described earlier in this section.
- Visit and tour the School.
- Be interviewed by an Admissions Representative;
- Complete an enrollment agreement and other required enrollment paperwork. Attend a financial aid interview and complete required financial aid paperwork; pay a registration fee of $75.
- Meet the state of Nevada immunization requirements for admissions, as described in ATI's Vaccination Policy later in this section.
- Students enrolling in the Automotive Technology, Electrician, and HVAC/CR Technologies programs must provide evidence that they have a valid, current driver's license. Potential employers in these fields require applicants to possess a valid, current driver's license. This admissions requirement can only be waived at the discretion of the President.
- Students at the time of enrollment in the Massage Therapy/Reflexology Program must pass a criminal background (fingerprinting) check.
- All applicants must take and pass the EduReady Admissions Assessment as an entrance exam. Minimum acceptable scores and other details are provided below:

  EduReady Admissions Assessment: The minimum acceptable score is minimum acceptable score of 75. If a minimum score is not achieved, three re-tests may be given within three months of the original test using an alternate test form. If a minimum score is not achieved within the maximum number of re-tests, prospective students must wait a year to attempt the EduReady Admissions Assessment again.

This entrance exam requirement is waived for students possessing an associate degree or higher from an accredited U.S. school. Degrees from non-U.S. schools must accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. credential and approved by the campus director.

Note: The President has the discretion to waive minimum score requirements for any entrance exam as deemed appropriate in his judgment. In such cases the President may require additional information from the student which may include but is not limited to the form of an interview, written statement, and/or other means of explaining the student's extenuating circumstances and/or demonstrating their aptitude for the program.

Prospective applicants should contact Admissions for information about the Institute, for touring the campus, and for arranging an interview. Admissions personnel assist applicants with all aspects of the admission process.

ATI administration will review the information and inform the applicant in writing whether they have been accepted for enrollment. If an applicant is not accepted, all monies paid by the applicant are refunded. If it is evident that admission requirements will be met when required documents are received, then the applicant will be accepted for enrollment conditioned upon receipt by ATI of the required documents.

Applicants utilizing VA educational benefits must submit copies of all previous postsecondary education transcripts including the Joint Services Transcript.

ATI will accept applicants who are beyond compulsory school age.

Interview and Tour
It is essential that the applicant visit the School for a personal interview to tour the facility and to discuss the selection of a program most suited to the applicant's needs and objectives. Admissions representatives are available for day and evening appointments. High school applicants should be accompanied by a parent or legal guardian.

Campus Technology Requirements for All Programs
In order to ensure that students succeed in their program of study and in their career, ATI requires all students to meet certain technology requirements established by the school. ATI may use software apps to help the student and the school successfully track attendance, participation, and progress through the student's program, including anti-plagiarism software, such as Turnitin or Respondus. All students are required to own a computer, tablet, or a smartphone (android or iPhone) that meets the school's minimum technology standards (as described below) and, as a condition of enrollment, may be required to download specific apps or programs provided by the school and/or set up set up specific electronic accounts, in order to fully utilize this electronic support system.

Minimum Technology Standards

Student computers, tablets or other electronic devices must meet the following requirements:

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

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

Mobile Operating System Native App Support
Android apps require version 5.0 or later and iOS apps require version 11 or later. All Android and iOS both support the two most recent versions of their respective operating systems.

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

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

Internet Speed
- Minimum of 512kbps

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

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

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

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

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

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

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

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

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

Re-Admission

Students who have withdrawn from the School, and who wish to be readmitted should contact the Academic Director for the student's program of choice to update their applications. Prior tuition balances and student loan status must be clear before re-admission application forms will be processed. Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled. Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

Facts for Veterans

Programs at ATI are approved for the training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-888-GIBILL-1. Applications can be completed on-line at www.gibill.va.gov. Please print out a copy of your application and bring it to the certifying official at ATI as far in advance of enrollment as possible. **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 Web site at http://www.benefits.va.gov/gibill.

Special Needs

ATI's intent is to provide students with equal access to the essential course content and to mitigate any impact of a disability on the student's learning and/or academic performance without compromising course or program integrity. When requested by the student in writing and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Please refer to the Disability Accommodation Procedure later in this catalog for details and procedures for requesting an accommodation. Students with disabilities should educate themselves on the physical job requirements before proceeding with training at ATI. US Department Bureau of Labor statistics will have an explanation of job requirements for the fields in which ATI provides training. Based on the US Department Bureau of Labor statistics employment opportunities may be restricted based on the ability of a student to meet employer specific requirements due to a disability.

Registration/Orientation

Orientation is scheduled for the Thursday prior to the first week of class. Orientation acquaints students with the policies and standards of the School, introduces services for assisting students, acquaints students with curriculum and grading standards, and assists students with completion of required forms and

documents. Students will also have the opportunity to register for classes, purchase textbooks and materials, receive student identification cards, and have any questions addressed. All newly admitted students are required to participate in the orientation.

Vaccination Policy

Prior to enrollment at ATI, all prospective students under the age of 23 must demonstrate that they meet the Nevada State Board of Health requirements for post secondary students by providing proof of immunity to tetanus, diphtheria, measles, mumps, rubella and *Neisseria meningitides.* Proof of vaccination will satisfy this requirement. In the case of *Neisseria meningitides* specifically, proof of vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MCV4) on or after age 16 years, will satisfy this requirement.

A student may enroll at ATI conditionally if the student, or if the student is a minor, the parent or legal guardian of the student, submits a record of immunization stating that the student is in the process of obtaining the required immunizations, and that record shows that the student has made satisfactory progress toward obtaining those immunizations. The only exceptions to this rule are for students with religious beliefs or medical conditions which prevent them from being vaccinated to the extent required by law, in which the following rules apply:

- Exception for religious beliefs: The student must provide ATI with a written statement indicating that their religious beliefs prohibit immunizations. This statement must be maintained in the student's file in lieu of proof of immunity.
- Exception for medical conditions: The student must provide ATI with a written statement from a licensed physician stating that the student is unable to meet the vaccination requirement. This statement must be maintained in the student's file in lieu of proof of immunity.

For more information on vaccines and to find clinics that offer them, visit the website for the Southern Nevada Health District at: www.southernnevadahealthdistrict.org/

Articulation Agreements

ATI is not currently party to any articulation agreement with any other institution, college, or university.

Catalog Updates

This catalog is an official publication of ATI and is subject to revision at any time. ATI reserves the right to change, withdraw, supplement, or reissue this catalog or any addendum to this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the school catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference..

Curriculum Changes

Advanced Training Institute reserves to right to revise, lengthen or reduce the curriculum in its sole discretion.

Maximum Class Size

Class size is limited to provide adequate personal instruction in both classroom and lab and to allow access to special tools and equipment. The average class size is 24 students, with a maximum student-to-teacher ratio of 30:1 for lecture and 25:1 for labs. In the HVAC/CR program, the maximum student-to-teacher ratio is 25:1 for both lecture and labs. If any class exceeds those maximums, ATI will provide an additional lab assistant so that the maximum stated student-to-teacher ratio is maintained.

English as a Second Language

ATI does not currently offer ESL classes (English as a Second Language). All instruction is provided in English.

International Students

Advanced Training Institute is authorized to issue I-20s for eligible foreign students with M-1 and F-1 visas. International students seeking enrollment must meet the school's regular admissions requirements (listed under "Admissions Procedures" earlier in this section) and contact the school at international@ATItraining.edu for additional information and procedures.

Transfer/Challenge Course Credit

Students who have completed similar training modules/courses at another Mikhail Education Corporation (MEC) campus or third party institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Program Academic Director.
2. Provide official transcript(s) of all previous post-secondary education including any applicable military transcripts. Transcripts are required to post transfer credits. **Note:** Applicants utilizing VA educational benefits must submit copies of all previous postsecondary education transcripts including the Joint Services Transcript.
3. Completed modules from another Mikhail Education Corporation campus or courses from another accredited post-secondary training programs that correspond directly in content, scope and length to ATI modules will be considered for credit.
4. Only training courses/modules with a grade of 2.0 or above, which have been completed within the last 18 months for diploma programs or the last 24 months for an AAS degree program, will be considered for credit.
5. Credit by examination, prior work experience, internships or practicum is not accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the MEC school system.
7. All decisions made by the Program's Academic Director regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures. Students who wish to appeal the Academic Director's decision should contact the Campus Director within five calendar days from the date of notification.
8. ATI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
9. All Transfer of Credit must be reviewed, approved, and awarded within four weeks of commencement of a student's ATI program of study for that student to receive Transfer of Credit.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at ATI is at the complete discretion of an institution to which you may seek to later transfer. Acceptance of the diploma you earn at Advanced Training Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at ATI is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your

attendance at ATI will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ATI to determine if your credits or diploma will transfer.

The school will provide guidance, a transcript and catalog with course descriptions for any student interested in transferring to another institution.

Graduation Gift – Took Kit

As part of ATI's commitment to get students off to a great professional start, each student enrolled in the following programs will receive a starter tool set at the time of graduation: Automotive Technology, Electrician, and HVAC/CR Technologies. These tools will be specific to the student's chosen program. The tool kit is a graduation gift from ATI and may not be modified or traded in for its cash value, or used to offset tuition or other monies owed to the school. In order to receive the tool kit, candidates for graduation must either have a zero balance in their student accounts with ATI or have a monthly financial arrangement with the school, on which they have a minimum of 60% of tuition already paid and are current on their payment status, as of the date of their graduation.

At the School Director's discretion, under the following circumstances the tools may be released early if they are required for employment:

a) Must be in the last module of the program; and
b) Must be meeting Satisfactory Academic Progress in the last module.
c) Student must have a zero balance with the school; or
d) If on a monthly financial arrangement with the school, a minimum of 60% of tuition already paid, have a current payment status.
e) Must have a letter from the employer requesting the student have tools in order to begin work with company.

NO OTHER EXCEPTIONS WILL BE MADE.

Instructional Materials

The cost of original course books are included in the price for the Automotive Technology, Electrician, HVAC/CR, and Personal Fitness Trainer programs. Additional books or replacement books will be available for a fee.

EPA Certification for ATI Students

Under Section 608 of the Clean Air Act, an HVAC/R technician must be certified to work on stationary air conditioners and refrigeration systems. For Automotive under Section 609 of the Clean Air Act, all persons repairing or servicing motor vehicle air-conditioning (MVAC) systems for consideration must be properly trained and certified by a program authorized by EPA. Failure to comply can cost the individual, and the company he or she is working for, thousands of dollars.

OSHA 10 hour Construction Safety

Teaching students to work safely is more important than teaching any skill in any program. ATI has made passing the 10 Hour OSHA Construction Safety course a requirement for successful completion of its HVAC/CR and Electrician programs. This nationally recognized certification will go into the student's portfolio upon completion, and because safety is so important to employers these days, it gives our students an important advantage when applying for a job. Students will not receive their diploma or program completion if they do not successfully complete this test during the course of their program. **Note:** Students are required to take and pass the OSHA course as a requirement of their HVAC/CR or Electrician program even if they have acquired their OSHA 10 card at another training facility or through their enrollment in another ATI program.

Financial Information

Payment Plans

Tuition, fees, and book and supplies charges are due and payable in full at registration. Accepted methods of payment include cash, personal check and credit card. All payment arrangements must be discussed with the Business Office prior to registration. Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis, which may or may not include interest charges depending on the length of the student's program and the amount of the remaining debt. Late payment fees are applicable as solely determined by the school. Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet their financial obligation to the School even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use government loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the School. Working students who are eligible for company-sponsored tuition reimbursement should advise the Business Office.

Check Policy

In the event a student submits a check that is returned by the bank, ATI will charge a $35.00 service charge in addition to seeking immediate payment of the original amount in either cash or certified check.

Past Due Accounts

Any student who is delinquent in payments due to the School is subject to exclusion from School privileges including, but not limited to, continuing enrollment, attending class, receiving grade reports, awarding of course credit, being graduated, issuance of diploma, and using career placement services. Student accounts that are over ninety (90) days old may be referred to collection agencies at the discretion of the School. Collection costs and attorneys' fees will be added by the School to any outstanding balance.

Cancellation and Refund Policy

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded, including the registration fee. If a student accepted by the school never attends class (no show) or cancels prior to the start of class, the school will refund to the student all the money he/she has paid, minus the registration fee. For students whose program is cancelled by the school subsequent to a student's enrollment, the school shall refund all monies paid by the student.

a) **State of Nevada (NRS 394.441 Enrollment Agreement Cancellation) –** The State of Nevada provides that Student has the right to cancel this Enrollment Agreement not later than three (3) days after signing their Enrollment Agreement. Student is entitled to a 100% refund if their Agreement is cancelled no later than three (3) days after its signing.

b) The School provides a longer time for Student to cancel their enrollment at the start of their training Program as follows: Student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel their Enrollment Agreement and obtain a refund of charges paid at any time through the second Tuesday following the Student's scheduled start date.

c) The student's notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that Student no longer wishes to be bound by their enrollment agreement. Both the

State of Nevada and the School's cancelation policies do not include Books, Educational Supplies, and Equipment that Student uses or opens. All refunds due Student under the Enrollment Agreement shall follow the Nevada Student Refund Policy.

NEVADA STUDENT REFUND POLICY

(*NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions)*

(a) That if School has substantially failed to furnish the training Program agreed upon in the Enrollment Agreement, School shall refund to Student all the money Student has paid to School.

(b) That if Student cancels his or her enrollment before the start of the training Program, School shall refund to Student all the money Student has paid, minus 10 percent of the Tuition agreed upon in the Enrollment Agreement or $150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That if Student withdraws or is expelled by School after the start of the training Program and before the completion of more than 60 percent of the Program, School shall refund to Student a pro rata amount of the Tuition agreed upon in the Enrollment Agreement, minus 10 percent of the Tuition agreed upon in the Enrollment Agreement or $150, whichever is less.

(d) That if Student withdraws or is expelled by School after completion of more than 60 percent of the training Program, School is not required to refund Student any money and may charge Student the entire cost of the Tuition agreed upon in the Enrollment Agreement.

(e) If a refund is owed to Student by School for any of the reasons stated in (a) - (d) above, School shall pay the refund to the person or entity who paid the Tuition within 15 calendar days after:

(i) The date of cancellation by Student of his or her enrollment; or

(ii) The date of termination by School of the enrollment of Student; or

(iii) The last day of an authorized leave of absence if Student fails to return after the period of authorized absence; or

(iv) The last day of attendance of Student, whichever is applicable.

(f) Books, Educational Supplies or Equipment for individual use are not included in this Refund Policy. A separate refund will be paid by School to Student if those items were not used by Student as provided in the Enrollment Agreement. All refund disputes for Books, Educational Supplies or Equipment must be resolved by the Administrator of the Nevada Commission on Postsecondary Education on a case-by-case basis.

(g) For the purposes of this Refund Policy the following applies:

(i) The period of Student's attendance must be measured from the first day of instruction as set forth in the Enrollment Agreement through Student's last day of actual attendance, regardless of absences.

(ii) The period of time for a training Program is the period set forth in the Enrollment Agreement.

(iii) Tuition must be calculated using the Tuition and Fees set forth in the Enrollment Agreement and does not include Books, Educational Supplies or Equipment that is listed separately from the Tuition and Fees.

(h) As used in this Refund Policy, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(i) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of

placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(ii) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

Advanced Training Institute follow's the State of Nevada's refund calculation requirements as they are more favorable towards the student than the requirements of ATI's Accrediting body, ACCET.

BOOKS

The words "Books" used in this catalog and in any enrollment agreement with a student includes textbooks, ebooks, textbook supplemental materials, supplies, materials, tools, electrical appliances and devices, or other goods issued to a student for student's participation in her/his program of study. A student must return to School any unopened/unused Books within 30 days following the date of a student's withdrawal or notice of cancellation to School in order to receive credit on student's account for the returned items. If a student fails to return such items within this 30-day period, the School may charge the student for the Books and, if applicable, deduct it from any refund due to student. The School shall refund any amount exceeding the charges for the Books within 45 days after the period within which the Student is required to return the Books. Student agrees that any used or opened Books, including any used clothing issued by ATI, may not be returned for credit under any circumstances.

Refund Computation Example

As an illustration assume a student enrolled for 480 hours of total training; are scheduled to start their training on January 4th; and were scheduled for their program's training completion on June 18th, However, the student does not finish their training and their last day of attendance is February 26th. The student's Date of Determination based on the School's attendance policy would be established as February 26th. Assume further that the student's tuition is $7,500.00 for their training. Based on the above assumptions the refund calculation would be as follows:

Number of hours student attended:160 hrs	= 33.3%
Number of hours in program:	480 hours
Pro rata portion completed based on 160hrs (160 ÷ 480)	= 33.3%
33.3% of $7500 tuition (.333 X $7,500)	= $2,500
10% of tuition or $100 whichever is less (admin. fee)	= $100
Owed to institution ($2,500 + $100)	= $2,600
Refund to student by March 13th (if applicable)	= $4,900

If ATI substantially fails to furnish the training program agreed upon in the enrollment agreement, ATI shall refund to the student all monies that he/she has paid for that program.

Financial Aid – Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, the school provides this Student Disclosures Schedule as means to disseminate required student consumer and "Right-To-Know" Act information. The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School

catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

Financial Aid Office
The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

Student Financing Options

The School offers a variety of financing options and payment terms to help students finance their education.

Primary Financing Options

Cash Payment
The Cash option allows students to either pay their program costs in full prior to the start date of the program or in payment installments, with financing options to be discussed with the business office. Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements

Employer/Agency Contract Billing Program
Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or Vocational Readiness and Employment Services representative. The authorization form, voucher or Military form must be submitted to the school's Financial Aid Office prior to the first class session in order for the School's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

Financial Aid Programs
Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The School Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG is a grant for undergraduate students with exceptional financial need. The FSEOG program is administered directly by the financial aid office at ATI.

William D. Ford Direct Loan Program: The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half- time in school:

Direct Subsidized Stafford Loan: The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

Direct Parent Loans for Undergraduate Students (PLUS): For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

Admissions Disclosure Statement
(Only for Recipients of Stafford Student Loans)
The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution. Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. Student agrees that if Student obtains a loan to pay for a course of study, Student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees.

Disclosure National Student Loan Data System (NSLDS)
The School is required to disclose to all borrowers that any loan borrowed by the student or eligible parent will be submitted to the National Student Loan Data System (NSLDS). This information reported to NSLDS will be accessible by guarantee agencies, lenders, and institutions determined to be authorized users of the data system.

Borrowers may review their NSLDS history and information at any time at studentaid.gov. Documents required for students applying for any type of Federal Financial Aid are:

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds
- Title IV Credit Balance Authorization
- Other Documents as Required

Institutional Payment Plans
If one of the primary financing options does not fully cover the student's program costs, the School offers institutional payment plans that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient and affordable. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. (If the balance owed exceeds a certain cost, a down payment may be required during the first week of school.) In addition, where available, students may have their monthly payments automatically debited against a credit card or checking account. Consult the business office for availability.

Documents required are:

- Enrollment Agreement and Disclosure Statements

Other Sources of Financial Assistance

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

Corporate Reimbursement Programs
An employed student maybe eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

AmeriCorps
AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit www.americoprs.gov or call 1-800-942-2677.

The Division of Vocational Rehabilitation
The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

Work force Investment Act (WIA)
The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

State Grants and Scholarships
Many states provide grants and scholarship programs to promote post-secondary education. To find out which grants and scholarships are available, consult your state government's website.

Community Organization Funds
Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

Private Organizations
Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

Veterans Assistance

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

The school does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits as their primary financing option may be required to select a secondary financing option (including but not limited to cash or financial aid) to cover any educational costs and related expenses not covered directly by the VA. All payments to this secondary financing option must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-4551). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) http://www.benefits.va.gov/gibill/post911_gibill.asp
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB) http://www.benefits.va.gov/gibill/post911_transfer.asp
- Montgomery GI Bill ® – Active Duty (Chapter 30) http://www.benefits.va.gov/gibill/mgib_ad.asp
- Montgomery GI Bill ® – Selected Reserve (MGIB-SR / Chapter 1606) http://www.benefits.va.gov/gibill/mgib_sr.asp
- Veterans Educational Assistance Program (VEAP / Chapter 32) http://www.benefits.va.gov/gibill/veap.asp
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35) http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp
- National Call to Service Program (NCS) http://www.benefits.va.gov/gibill/national_call_to_service.asp
- Vocational Rehabilitation (Chapter 31) http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp

Financial Aid Process and Information

Applying for Financial Aid

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website https://studentloans.gov:

1. Create a federal student user ID and password
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance Counseling Session
4. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to

process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

Student Eligibility for Financial Aid
The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.
- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for the Federal Pell Grant
- Opportunity Grant (FSEOG) and Federal Pell Programs.

Note: For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

Submitting the FAFSA
Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student's (and/or spouse or parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

Determining Financial Need
The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

Cost of Attendance (COA) *(tuition, fees, books, supplies, room & board, transportation, & miscellaneous personal expenses)*
— The student's expected family contribution (EFC)

= The student's financial need

Each program within the school has a different student expense budget. The specific expense budget will depend upon the tuition, course length, books, fees, supplies, etc. for that program, as well as certain indirect costs. These indirect costs represent an estimated student budget for living expenses, including room and board, personal expenses and transportation, both for students living on their own and with their parents. Students will not be charged for these estimated indirect costs – the school does not offer housing, meal plans, or transportation for students – they will be used to determine a student's financial need only. Actual tuition, books, fees, and supplies for the program in which the student enrolls, as well the indirect costs used by the Financial Aid Office, can be obtained from the school's Financial Aid Office and are listed in the Tuition and Fees section of this catalog.

Verifying FAFSA Information

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household
- Number of family members attending post-secondary education as at least half-time students
- Any child support received
- Any food stamps received
- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

Receiving an Award Notification

After careful evaluation of a student's Financial Aid application, the student's eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student's estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school's Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledgement receipt of the Award Letter.

Maintaining Regular Enrollment Status and Satisfactory Academic Progress

After the student's eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student's (a) enrollment status and (b) ability to meeting satisfactory academic progress:

A. Maintaining Enrollment Status

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student's enrollment status. The School must administer federal aid in accordance with Federal regulations.
- A student's financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

B. Meeting Satisfactory Academic Progress

A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check Academic progress throughout the course of the student's program of study. Therefore, an eligible student applying for Financial Aid must maintain the School's standards of academic progress in order to be eligible to receive Financial Aid funds. Please refer to the Satisfactory Academic Progress policy in the Academic Resources, Policies and Procedures section of this catalog for academic progress standards, evaluation checkpoints, probation and other consequences of not meeting Satisfactory Academic Progress, and other policy details.

Disbursing Financial Aid Funds
Funds from the Direct Loan program will be utilized to cover institutional charges via a direct credit entry to the student's account. The student must authorize the institution (in writing) to credit their account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. Consistent with the school's attendance policy, payment periods for clock hour programs are determined based on a student reaching specific clock hour thresholds, inclusive of excused absences.

Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available; those funds will be paid directly to the student to cover additional education-related expenses (i.e., housing, transportation, etc.). Students will be required to sign a Promissory Note for any loan program received, stating their repayment obligations. All funds awarded to students are subject to the submission of required documentation, compliance with the school Satisfactory Academic Progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous eligibility of the student and the institution, as well to the continuous appropriations of funds from the U.S. Department of Education. Students should be and will be fully informed of loan obligations prior to authorizing the institution to credit their account with any available FSA funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided by the institution and assessed to the account; and a maximum of $200.00 for direct institutional charges incurred in the prior academic year/loan period. If any FSA disbursements from loan funds are considered late disbursement and post withdrawal disbursements, the student will be informed and requested to approve those disbursements. This institution does not provide room and board accommodations.

Receiving a Disbursement Notification
The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be receive due to loan fees and rounding differences.

Changing Enrollment Status after Receipt of Financial Aid
A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

Returning Title IV Funds (R2T4)
A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs

Institutional Refund Calculation
Please refer to the school's cancellation and refund policy earlier in this section.

Reapplying for Financial Aid
As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. Many programs can be completed within one academic year and will not need to reapply for financial aid. If a student is enrolled in a program which is longer than one academic year, however, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

Seeking Additional Information
Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites www.studentloans.gov or www.fafsa.ed.gov
- The School's Enrollment Agreement
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: www.studentaid.ed.gov, https://studentloans.gov or www.fafsa.ed.gov

Student Services and Regulations

Career Services Department

The Career Services Department assists graduates in finding entry level employment in their field of study. Neither the Career Services Department nor any ATI employees can guarantee graduates a job or a specific salary level. Much of the graduate's ability to find employment has to do with good grades and attendance, attitude, motivation, and working closely with the Career Services Department. The student's ability to pass a background check may also be a job qualifying factor, especially in the medical field.

The Career Services staff provides assistance for new graduates in finding related jobs and entry level employment in the student's chosen industry by:

- Developing and maintaining employer contacts.
- Collecting and reporting placement and salary statistics.
- Providing job search training.
- Providing resume preparation instruction, review, and assistance.
- Posting job postings at the School.
- Providing job counseling for students by appointment.
- Mentoring programs.
- Providing internship opportunities where available.
- Arranging employer recruitment on campus.

All candidates for graduation are required to complete a placement information form designed to assist the Career Services staff in matching graduates with job leads. Students are notified when a matching job is available and the Career Services staff assists the student in scheduling an interview. Graduates are also welcome to scan recent job announcements and job postings by visiting or emailing the Career Services Department. Note: If student does not wish to use the Career Services Department to obtain employment, they are still obligated to inform ATI of their place of employment.

Guidance and Advisement

The School tries to help students resolve problems that interfere with academic performance. When problems occur, students are encouraged to ask for a private conference with key staff, which is held in strict confidence. Personal counseling needs are referred to local agencies.

Disability Accommodation Procedure

ATI's disability accommodation procedure is a collaborative and interactive process between the student and the school. ATI designates the Campus Director as the school's Section 504/ADA Coordinator. The student will meet with the Campus Director or with their Academic Director on campus (or over the phone) for the student to request and submit the school's Accommodations Request form and discuss disability related needs. The Campus Director and Academic Director are available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will need to submit a completed Accommodations Request form and documentation of their medical condition to the Campus Director or their Academic Director who will submit it to the Compliance Officer for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. The requesting student will receive a Response to Reasonable Accommodation Request (the "Response") from the Compliance

Officer and will be requested to sign and date the Response acknowledging the student's agreement with the Response.

Learning Resources

Books, periodicals, videos, and other reference materials can be found in the classrooms used for each program and in the Learning Resources Center, where computers are housed and connected to the Internet.

Emergency Information

In the event of a fire or other disaster that requires evacuation of the School, students should vacate the building in an orderly fashion as soon as the alarm sounds or they receive other notification of an emergency, such a staff instructions. Student should gather at the designated locations so that instructors may take attendance. Re-entry into the building is not allowed until a school staff member gives the all-clear signal. Students will find evacuation routes posted in each classroom. A copy of the school's full emergency plan is available through Canvas under Announcements and on the school's website.

Academic Resources, Policies and Procedures

Attendance Policy

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

Notify the School

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

Cumulative Absences

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

For the purposes of recording attendance, no distinction is made between excused and unexcused absences. Students cannot be given attendance for either excused or unexcused absences, which are defined as follows:

> Excused Absences – All absences up to and including 10% of the length of module are defined as excused absences with or without documentation. Excused absences cannot be made up.
>
> Unexcused Absences – All absences over 10% of the length of module are considered unexcused, regardless of the reason for the absence. Students will be required to make-up unexcused absences to ensure 90% attendance. See "Make-Up Work" section of catalog for further information on make-up hours rules and requirements.

Consecutive Absences

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

Tardy/Early Leave Policy

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

Attendance Tracking

Instructors record attendance every class session, including all absences, tardies, and early departures. Attendance may be taken manually**,** digitally**,** or students may be provided with instructions on how to record their attendance electronically. All attendance is recorded in the student information system (SIS) where it will be tracked by the school registrar.

Make-Up Work

It is the policy of the school to allow students to complete make-up hours, at times provided by the instructors, prior to the end of that module in which time is missed. Students may make up hours up to, but not exceeding, 10% of the total clock hours for any module, and may only make up those hours required to meet that module's attendance requirement.

For example, in a 120-hour module:

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

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record – students missing scheduled class time are not eligible for perfect attendance awards.

In all cases, students requiring make-up work must consult their instructors for details and permission. Note: Watching a recorded lecture can only be counted as make-up work, not as actual attendance, because a student watching a video is unable to participate in discussions or ask questions.

All tests must be taken when scheduled. If you are absent, you will not be allowed to make up any test or quiz unless prior arrangements have been made. If a student can provide a documented reason demonstrating that the absence occurred due to extenuating circumstances (doctor's excuse, jury duty notice, etc.) no points will be deducted from the test or quiz grade for the absence. Homework should be turned in daily or at the instructor's discretion. Assignments turned in late will have a decrease in value reflected on the participation grade at the instructor's discretion.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary break in a student's attendance in which the student is still considered to be continuously enrolled. Because a student on LOA will not attend any classes until they return from LOA, this pause in attendance will automatically move their expected graduation date to a later date in time. An LOA may be granted for unforeseen or emergency situations, including but not limited to a serious illness, a debilitating injury, military deployment, or an immediate family member's debilitating injury, serious illness, or death. No additional charges are assessed for a student on an authorized a Leave of Absence.

A student must make an LOA request in writing in advance of the LOA start date unless unforeseen circumstances prevent the student's timely request. If the student's leave request is not within the time frame of the consecutive days of absence policy, the student's enrollment will be terminated instead. An LOA, together with any additional leaves of absence, must not exceed a total of 180 days, or one-half the program length, whichever is shorter, in any 12–month period. Multiple leaves may be permitted provided the total days of leave do not exceed this limit which begins on the first day of the student's initial LOA and must be reasonable within the context of the School's curriculum. **Please Note:** A leave of absence granted to international students enrolled on M-1 and F-1 visas must be limited to five months, during which time the students must be out of the United States.

For an LOA to be approved by the School there must be a reasonable expectation that the student will return from an approved LOA. By signing the School's LOA request form the student will confirm their understanding of the procedures and the impact of returning or failing to return to their course of study. The school will provide the student with their new expected graduation date on their LOA paperwork. Additionally, if a student requesting an LOA has a Title IV loan, the School, prior to granting an LOA, shall explain the effects that the student's failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

In order for the School to authorize an LOA, the student must request the LOA in writing, to include the reason for the student's request, the date the LOA will begin, and the return date from the LOA, and must date and sign the School's LOA request form.

There may be unforeseen circumstances preventing a student's timely request. For example, but not by way of limitation, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. The School may grant an LOA under such circumstances provided the School documents the reason for its decision and collects the request from the student at a later date. In such cases, the beginning date of the approved LOA would be the first day the unforeseen circumstances prevented the student from attending school.

Collecting the request from the student at a later date due to unforeseen circumstances may be accomplished by:

1. The student completing, dating and signing the School's LOA request form specifying the reason for the LOA request and the return date; or
2. As a substitute for using the School's LOA request form, the School may, at the campus director's discretion, approve a student's LOA request from written communications received from a student's email(s), letter(s), fax(es), or text(s), provided that these communications confirm the student's identify by use of the student's first and last name and specify the student's reason for the LOA and expected return date.

For an LOA approved due to unforeseen circumstances where the School's LOA request form is not used, the School as soon as reasonably practicable, will provide the student written confirmation of the student's LOA status and return date. In the same confirmation or in another writing, the School shall explain the effects that the student's failure to return from an LOA may have on any Title IV loan repayment terms, including the expiration of the grace period as well as procedures and impact of returning or failing to return to their course of study. Such confirmations by the School may be accomplished by letter, email, fax, or text.

An approved LOA can be extended for an additional time period provided that the extension request meets all of the above requirements and the total days of leave do not exceed a total of 180 days or one-half the program length, whichever is shorter, in any 12–month period. Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return on or before their scheduled return date will be considered to have withdrawn from the School.

Withdrawal Procedures

To withdraw from an individual course or all courses, students are requested to contact their Academic Director or the Campus Director to obtain the necessary forms and procedures for official withdrawal. Students who leave the School either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished module. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a module and completes his or her courses prior to deployment, then the tuition for that module will not be refunded, the credits will be earned, and the student's Satisfactory Academic Process will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future modules. Deployed students who choose to return to the School following completion of the deployment can re-apply as returning students. In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for fourteen (14) consecutive

calendar days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for fourteen (14) consecutive calendar days, the fourteenth (14th) day then constitutes the date of withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.

Grade Reports

Final grade reports are available in Canvas under announcements and from the student's instructors the week following the conclusion of the module.

Graduation of Students

To graduate, a student must complete all required coursework in their program and achieve the following:

- Obtain an overall 2.0 cumulative GPA (CGPA)
- Complete required coursework within 1. 5 times the contracted length of the program
- Complete 90% of each module's scheduled hours of attendance

Note: In order to receive their diploma, students who have graduated must have a zero balance in their ATI student account.

Graduation Ceremony

The School conducts graduation ceremonies to honor its graduates and confer awards for outstanding academic and other meritorious achievements.

Transcripts

Students may receive an unofficial transcript at no cost, at any time, by requesting it from the Registrar. ATI provides transcripts for students, employers, and institutions of higher education at no cost upon written request from the student. Students can request their transcript by contacting the Registrar Office for assistance. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. However, a student must have no remaining financial obligation ($0.00 balance due on their student account) to the campus in order to receive their diploma.

ATI retains all student records required by NAC 394.640 for up to 5 years. After that period of time, the school is required to retain only copies of the students' transcripts.

Graduate Refresher Courses

Graduates have the opportunity to retake any course they have completed, provided there is space available, and with the approval of the Campus Director and instructor at no charge, except for books and supplies. The costs of books and supplies are the responsibility of the student. Graduates taking a refresher course must be current on any debts owed to the school and will be subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Campus Director at least thirty (30) days prior to the beginning of the desired course. Graduates may enroll concurrently for and complete up to a maximum of two refresher courses at any one time before they may enroll for any additional refresher courses.

The School's technical course curriculum is constantly updated to reflect the changes in industry. Graduates are encouraged to return to the school to take updated modules in their field of study when space is available. However, students who graduated more than three years prior to the date of their request to take a refresher course may be asked to demonstrate industry participation via job history, or to pass a school administered knowledge test or lab safety exam prior to beginning refresher courses. Students who graduated more than 10 years prior to the date of their request are not eligible to take updated modules in their field of study. The President may make exceptions at his sole discretion.

Grading Procedure

Coursework Grading

Grades will be earned by accumulating the following scores:

Automotive Technology

- 20% Daily Performance/Attendance
- 25% Homework / Class Assignments
- 30% Lab Objectives
- 19% Testing
- 6% Web Based Training

HVAC/CR, Electrician & Personal Fitness Trainer

- 25% Daily Performance/Attendance
- 25% Homework / Class Assignments
- 25% Lab Objectives
- 25% Testing

Daily Performance. Each day will be given a value of 5 points. You must be here to earn points. Due to different challenges that may arise during class activities, grades in this category will be earned (not given) on the basis of effort and quality of the work completed rather than the quantity of work.

Course Work / Homework. This is a lab-based course but many times the principles learned in the lab will be reinforced through lab assignments and/or homework assignments. Four styles of homework are generally given. They are:

- Vocabulary: To increase knowledge of the terms used in industry.
- Out of Class Assignments: Chapter questions and reading assignments which tie theory and actual operation together.
- Technical Reports: To remain current with the industry trends.
- Skill Practicing: Lab assignments designed to improve job skills.

Lab Objectives. The lab work in this program is vital to the student's success. This provides a practical approach to real-life/real-time situations.

- Safety. Maintains awareness of safety.
- Skills Practicing. Lab assignments designed to improve job skills.
- Instrument Proficiency. Recognize and utilize the various tools required for this career.

Tests. Tests are regularly given to determine the students' level of understanding. These exams will be a combination of practical and written examinations. They will be graded with a percentage score according to the Grading Scale.

Grade	Description	Scale	Points
A+	Excellent	98-100%	4.0
A	Excellent	93-97%	3.8
A-	Excellent	90-92%	3.6
B+	Good	87-89%	3.2
B	Good	83-86%	3.0
B-	Good	80-82%	2.8
C+	Fair	78-79%	2.6
C	Fair	73-77%	2.4
C-	Fair	70-72%	2.0
F	Failing	0-69%	0
N	Audit		
W	Withdrawal		
WL	Withdrawal Due to Leave of Absence		

TC	Transfer Credit		
EC	Exam Credit		
TO	Transfer Out		

Calculation of GPA

ATI uses clock hours only. The overall GPA is determined with a weighted average of the clock hours times the earned points for each course. The table below shows the points used per grade.
Students earn Grade 'Points' for Grades "A+" through "C-". Students need a "C-" grade or better in each module to graduate. A module graded with an "F" must be retaken. When a module is retaken, only the retake grade is counted as credit attempted and used in the cumulative GPA calculation. Repeated weeks will be used in the computation of any refund.

If a student drops or withdraws from their program before the end of a module, they will earn a "W" or "F" grade for that module as determined by the student's SAP status in their program and their academic progress within the current module. If a student goes on a leave of absence from their program before the end of a module, they will earn a "WL" grade for that module. If, however, the student was failing the module (due to attendance or coursework) at the time their leave begins, the student may receive an "F" for that module.

Grades of "W", "WL", "N", "TC" and "EC" are not used to compute the GPA but show on the transcript.

Satisfactory Academic Progress (SAP) Policy

All students must meet the following standards of academic achievement and successful course completion while enrolled at ATI. ATI's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid or other forms of financial assistance including VA educational benefits. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the classroom and hands-on lab environment.

At ATI, SAP is monitored at the end of each module. In order to meet SAP, each student enrolled at ATI must meet the following criteria:

1. Grades: Achieve a minimum cumulative G.P.A. of 2.0 by the conclusion of the program. Note: Students who have not achieved a minimum cumulative G.P.A. of 1.5 by their program's midpoint are mathematically unable to achieve the required 2.0 by the end of their program and will be dismissed (see full policy and appeals procedures below for more details); and
2. Attendance: Maintain an attendance level of 90% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

NOTE: Students that fail two (2) consecutive modules, due to either poor grades or poor attendance, will be terminated from their program of study.

Probation and Module Repeats Due to Poor Grades

If a student at the end of a module does not receive at least a C- for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met by the student bringing their cumulative G.P.A. above 2.0. Probation will be evaluated at the end of each module and at the program midpoint.

If a student at the end of a module receives an F for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that failed module AND must repeat the failed module for a passing grade.

If the failed module is not available to repeat immediately, the student may take a different module in his or her program prior to repeating the same failed module. However, the student must retake the failed module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress.

EXAMPLE: If a student was attending Module A and received a grade of F for Module A, the student is automatically placed on probation and must repeat the module. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

ATI will allow a student, while on probation for grades, to repeat a failed module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the failed module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress, then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA. Note: A student may not repeat a module that he or she has already passed.

Probation due to Poor Attendance

Attendance is extremely important to the success of the student at ATI. If at the end of a module a student has not maintained an attendance level of at least 90% for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met by the student bringing their cumulative G.P.A. above 2.0. Probation will be evaluated at the end of each module and at the program midpoint.

EXAMPLE: if a student was attending Module A and did not maintain at least 90% attendance for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student dismissed from the School.

ATI will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then

that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress, then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the Campus Director. Please see section under **Satisfactory Academic Progress "Appeal Process**" for further information.

Satisfactory Academic Progress (SAP) "Appeal Process"

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress due to poor grades and/or poor attendance may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress, such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the Campus Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

Module Repeat

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module will incur a charge for a new course book and any course supplies required for each repeated module. Unless approved otherwise by the President, students repeating a course more than once will be charged applicable tuition and fees for that course.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of ATI, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

Maximum Time Frame

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

Financial Aid Warning
In addition to the above, for students receiving Title IV funding, failure to meet Satisfactory Academic Progress by maintaining a minimum cumulative G.P.A. of 2.0 will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid. **Note for Students Receiving VA Educational Benefits:** The school must report failure to meet Satisfactory Academic Progress to VA as well, who will terminate the student's VA educational benefits.

Financial Aid Appeal/Probation
If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter of the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

Limit on Reinstatement Appeals
Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

Evaluation Checkpoints
For academic purposes, Satisfactory Academic Progress is evaluated at the end of every module (See SAP criteria at the beginning of this SAP policy for full details). Title IV Evaluation of Satisfactory Academic Progress will be made at the following checkpoints (Note: An academic year is 900 clock hours):

Automotive Technology	Electrician (720 Clock Hours, for starts before 9/21/2026)	Electrician (840 Clock Hours, for starts on or after 9/21/2026)
450 Clock Hours	360 Clock Hours	420 Clock Hours
900 Clock Hours	720 Clock Hours	840 Clock Hours
1050 Clock Hours		

HVAC/CR Technologies	Personal Fitness Trainer
420 Clock Hours	400 Clock Hours
840 Clock Hours	800 Clock Hours

Other Policy Considerations
The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or Campus Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

Maximum Time Frame/Maximum Program Length:
A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma. If a student feels that there was an error in the calculation of his or her ability to graduate within the Maximum Time Frame, the student may discuss it with the registrar and appeal the calculation through the appeal process as described elsewhere in this section.

A review of Maximum Time Frame will occur after every course attempt. Maximum Time Frame calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The Maximum Time Frame is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

The Maximum Time Frame for programs measured in clock hours will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time Frame for programs measured in clock hours, take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

Example:
48 Published Program Length x 1.5 Maximum Time Frame
72 Maximum Weeks permitted to Complete Program Clock Hours or

1200 Published Clock Hours
X1.5 Maximum Timeframe
1800 Maximum Clock Hours attempted permitted to complete the program

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

Programs of Study

Diploma Programs (Traditional In-Classroom)**:**

Automotive Technology

HVAC/CR Technologies

Electrician (840 Clock Hours, for all starts on or after 9/21/2026)

Electrician (720 Clock Hours, for all starts before 9/21/2026)

Massage Therapy/Reflexology

Personal Fitness Trainer

All required disclosure information regarding Advanced Training Institute and its programs is available online at https://atitraining.edu/student-consumer-information/.

Automotive Technology

Diploma Program – 1200 Clock Hours – Traditional In-Classroom Program

Vocational Objective:

ATI's Automotive Technology program will prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the complete automotive mechanical and electrical systems, and make all necessary repairs and replacements. Students will learn how to test parts and systems to ensure that they are working properly, identify mechanical problems, often by using computerized diagnostic equipment, perform basic care and maintenance, including oil changes, tune-ups, and tire rotations, repair or replace worn parts, such as brake pads and wheel bearings, disassemble and reassemble parts, and use testing equipment to ensure that repairs and maintenance are effective, as well as the customer service skills to explain automotive problems and repairs to clients. Additionally, students will earn their Section 609 certification and learn how to maintain EPA regulations when troubleshooting and repairing Automotive and light commercial equipment.

Successful completion of this program will prepare you for entry-level work with: automotive repair facilities, auto dealerships, tune up facilities, manufacturers, corporate/ in-house facility, or public transportation facilities.

Course Requirements

Course Description		Hours
AT201	Automotive Industry and Basic Engines	120
AT202	Basic Electricity For Automotive	120
AT203	Brakes	120
AT204	Chassis	120
AT205	Automotive Heating and Air Conditioning	120
AT206	Clutch, Drive Train, and Transmissions	120
AT207	Engine Performance 1	120
AT208	Engine Performance 2	120
AT209	(Elective 1) Automotive & light truck Diesel Engine Technology I	120
AT210	(Elective 1) Automotive & light truck Diesel Engine Technology II	120
AT211	(Elective 2) Advanced Engine Performance	120
AT212	(Elective 2) Hybrid and Alternative Fuel Vehicles	120

In-Classroom Time Commitment:

Normal program length is 60 weeks–Maximum Time Frame is 90 weeks.
All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	7am-12 noon	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:30pm-10:30pm	5	Mon-Thurs

Equipment used in this program

- Post Hoists
- Alignment Machines
- Tire Machines
- Computerized Wheel Balancers
- Simulated Trainers

- Automotive A/C Servicing System
- Bi -Directional diagnostic scan tool
- Brake Lathe
- Fuel System Testing Kit
- Cooling System diagnosis and Service machine
- Engine Stands
- Compression testers
- Oil pressure tester
- Networked Computer Lab

Entry-Level Job Descriptions

The graduate of the Automotive Technology program is qualified for positions with the following title:

*Standard Occupational Classification (SOC)	Employment Position
49-3020	Entry-Level Auto Technician
49-3023.02	Automotive Air-Conditioning Repairers
49-3023	Brake Repairers
49-3023	Front-End Mechanics
49-3023	Drivability Technician

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

The entry-level Service technician will work on traditional mechanical components, such as engines, transmissions, belts, and hoses. However, they must also be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.

Other integrated electronic systems, such as accident-avoidance sensors, are becoming common as well. In addition, a growing number of technicians are required to work on vehicles that run on alternative fuels, such as ethanol and electricity. Service technicians use many different tools, including computerized diagnostic tools and power tools such as pneumatic wrenches, lathes, welding torches, and jacks and hoists. These tools usually are owned by their employers.

Service technicians also use many common hand tools, such as pliers, wrenches, and screwdrivers, which generally are their own. In fact, experienced workers often have thousands of dollars invested in their personal tool collection.

Service technicians sometimes specialize in a particular type of repair that may be subject to specific regulations or procedures. For instance, those focused on air-conditioning system repairs must follow federal and state regulations governing the handling, recycling, and disposal of refrigerants.

Course Descriptions

AT201 Automotive Industry and Basic Engines

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces the beginning Automotive Technology student to the history of the automotive industry, tools and safety, and basic engine repairs. Students will learn the basic engine, including types, measurements, lubrication and cooling systems. Students will learn the importance of timing including belt replacement and engine mechanical diagnosis. They will be able to use precision measuring tools and determine the necessity of replacement of engine parts. Also this course will provide instruction on the various types of automotive engines and their applications. Students disassemble, test and reassemble an engine. Student will learn the operation and function of intake and exhaust systems. Student will explain turbo and super chargers and their usage. **Prerequisite:** None

AT202 Basic Electricity for Automotive

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces Basic Electrical systems used in automobiles; it includes understanding DC voltage and the basic theory of electricity. Students will learn the lighting system and wiring of an automobile. They will be able to explain the construction and operation of the Battery, charging and starting systems. Students will be able to aim headlights, and diagnose and repair automotive wiring and accessory circuits. Supplemental Restraint Systems are also covered. **Prerequisite:** None

AT 203 Brakes

120 Clock Hours (72 Lecture + 48Lab)

This course introduces the brake systems, from base brake to antilock. We will also cover traction control and stability control. Students will be measuring drums and rotors and be able to diagnosis common brake problems. Also they will cover bearings and seals used in front wheel and rear wheel drive vehicles. Student will be able to safely use all of the equipment and be able turn rotors including using the on car brake lathe and machining drums. **Prerequisite:** AT201 and AT202

AT204 Chassis

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of suspension theory, application, and steering. They will be able to diagnose, repair and service suspension system. They will be able to diagnose, and repair steering systems, including rack-and-pinion systems. They will learn the importance of alignment on a vehicle, and be able to perform proper alignments. Students will learn to mount, dismount tires from various tire changing machines and repair tires. This course covers the importance of static and dynamic wheel balance. **Prerequisite:** AT201 and AT202

AT205 Automotive Heating and Air Conditioning

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of heating and air conditioning systems. They will inspect diagnosis and repair air conditioning and heating systems. Students will learn the cooling system of the vehicle and how it relates to the proper operation of the heating and A/C system in a vehicle. Student will learn to recover, recycle and charge systems correctly. The will know how to properly handle refrigerant as dictated by the EPA. Students will be able to diagnose the electrical systems used in heating and A/C of vehicles. Student will be able to diagnosis and repair belts, and hoses. **Prerequisite**: AT201 through AT202

AT206 Clutch and Drive Train and Transmission

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose Clutch and drive train problems. The will learn to remove repair and replace clutch components, drive axles, manual transmissions and transaxles. Students will learn FWD operation and repair, including driveshaft and joints used. They will learn about 4WD application, operation and repair that include unlocking hubs. Students will be able to determine whether repair or replacement of components is necessary and perform those tasks. Students in this course will also learn the operation of automatic transmissions and transaxles. Students will be able to properly service automatic transmissions and perform in car repairs. **Prerequisite:** AT201 through AT202

AT207 Engine Performance I

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose electronic systems, using scan tools and electrical meters. They will explain, diagnose and repair ignition systems. They will be discussing petroleum fuels and some other fuel technologies. Student will be able to diagnosis and repair fuel systems including fuel pumps and gasoline direct injection. Students in this course will also learn the eight step diagnostic process, they will be able to pull trouble codes and explain their meaning. Students will diagnosis computer

controlled systems used in the automotive industry. Students will identify computer controlled sensors and outputs. They will be able to explain how the different sensors effect the computer controlled engine. **Prerequisite:** AT201 through AT204

AT208 Engine Performance II

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose electronic systems, using scan tools and electrical meters. They will be discussing petroleum fuels and some other fuel technologies. Student will be able to diagnosis and repair fuel systems. Student will diagnosis and repair EVAP systems as well as exhaust recirculation, air injection systems and catalytic converters. Students in this course will also learn the eight step diagnostic process, they will be able to pull trouble codes and explain their meaning. Students will diagnosis computer controlled systems used in the automotive industry. They will explain CAN and NETWORK communications. They will understand OBD and mode $06 systems. They will be able to explain and use oscilloscopes and graphing multi-meters. Students will identify computer controlled emission systems. Students will cover the state of Nevada 1G emissions inspector preparatory certification. **Prerequisite:** AT201 through AT204

AT 209 (Elective 1) Automotive & Light Diesel Engine Technology I

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair and development of automotive diesel engines. Student will be able to explain compression ignition combustion. Explain the diesel engine components, including design and construction of the cylinder heads, block and internal components. Students will be able to discuss the emissions and standards that are presently used in the industry. Students will explain the diesel engine cooling and oiling systems and various differences with that of gas engines. Students will be able to recommend reconditioning or repairs of the various diesel engine components. Student will be able identify types of high-pressure injection systems found in light duty diesel applications. **Prerequisite:** AT201 through AT204

AT210 (Elective 1) Automotive & Light Diesel Engine Technology II

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair of diesel fuel systems. Student will be able to explain the Common Rail High Pressure Fuel Injection System. We will also discuss the theory and repair of fixed, wastegate and variable vane turbochargers. Students will also be able to explain and use onboard diagnostics for diesel engines. Exhaust Gas Recirculation and exhaust after treatments systems are also covered. **Prerequisite:** AT201 through AT204

AT211 (Elective 2) Advanced Engine Performance

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of Advanced Engine Performance. The students will inspect and diagnose engine performance related symptoms. Also perform emission failure diagnosis. Testing OBD systems using multiple scan tools and use bi-directional controls. Oscilloscope use on ignition and fuel systems. Use of multiple meters and methods to trace wiring problems such as opens and shorts. **Prerequisite:** AT201 through AT204

AT212 (Elective 2) Hybrid and Alternate Fuel Vehicles

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair information that is needed for students to work safely and effectively on these types of vehicle. This includes first responder safety tips when dealing with these vehicles and the high voltage that they use. Student will also complete a compressive skills review of the automotive program. **Prerequisite:** AT201 through AT204

HVAC/CR Technologies

Diploma Program – 840 Clock Hours – Traditional In-Classroom Program

Vocational Objective:

ATI's HVAC/CR Technologies program will prepare students for entry-level residential air-conditioning and heating technician and commercial refrigeration technician positions. Students will learn mechanical and electrical troubleshooting and circuit repair on residential and light commercial equipment; residential and light commercial condensing unit, compressor and evaporator fan motor replacement; installation and repair on residential and light commercial gas heating systems; service and repair of electric and hydronic heating systems; and how to calculate and measure airflow on a/c equipment, as well as service and repair of ice machines, walk-in coolers/freezers and reach-ins. Additionally, students will earn Section 608 certification and learn how to maintain EPA regulations when troubleshooting and repairing residential and light commercial equipment.

Successful completion of this program will prepare you for entry-level work with: air conditioning/heating companies, hospitals, hotels, manufacturers, mechanical contractors, and schools.

Course Requirements

Course Description		Hours
HV301	Mechanical Principles	120
HV302	Applied Electricity for HVAC	120
HV303	Gas Fired Heating Systems & Boiler Operation	120
HV304	Air Conditioning Systems	120
HV307	Heat Pump Systems	120
HV305	Commercial Refrigeration & Ice Machines	120
HV306	Troubleshooting, Start-Up & Installation	120

In-Classroom Time Commitment:

Normal program length is 42 weeks–Maximum Time Frame is 63 weeks.
All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	7am-12 noon	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:30pm-10:30pm	5	Mon-Thurs

Equipment used in this program

- Air Conditioning Units
- Heat Pumps
- Welding Lab
- Simulated Trainers
- Ice Machine Trainers
- Natural Gas Furnaces
- Networked Computer Lab

Entry-Level Job Descriptions

The graduate of the HVAC/CR Technologies program is qualified for positions with the following title:

*Standard Occupational Classification (SOC)	Employment Position
49-9021.01	Entry-Level Residential Air-Conditioning and Heating Technician
49-9021.02	Entry-Level Commercial Refrigeration Technician

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

The entry-level commercial and refrigeration technician is one who performs installation and start-up, preventive maintenance, and/or service and repair. The technician understands system design principles. He/she can do installation, start-up and preventive maintenance with relatively minor supervision, if any. The entry-level technician is supervised when servicing equipment.

Commercial and refrigeration equipment includes display cases, walk-in boxes, reach-in boxes, coolers, ice cream machines, ice machines, air conditioners, etc.

Course Descriptions

HV301 Mechanical Principles

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces the student to the field of refrigeration and air conditioning. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. In this course the student will also learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC/CR technicians. The practices for oxy acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field. **Prerequisite:** None

HV302 Applied Electricity for HVAC

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces the beginning HVAC/CR student to basic electrical concepts. It establishes a thorough understanding of electron theory, voltage, current, resistance, ohms law, magnetism, mathematical concepts and common units of electrical measurement. It also covers basic circuit design of series, parallel and combination circuits. This course also introduces the student to the different electrical symbols used in electrical wiring. Through these symbols, the student will able to interpret, read electrical diagrams and the use of different types of meters for troubleshooting. Also this course will provide instruction on the various types of electric motors and their applications. Topics consist of single and three-phase motors, capacitor start/run motors, and variety of different controls to start and stop these motors application. **Prerequisite:** None

HV303 Gas Fired Heating Systems & Boiler Operation

120 Clock Hours (72 Lecture + 48Lab)

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service. **Prerequisite:** HV302

HV304 Air Conditioning Systems

120 Clock Hours (72 Lecture + 48 Lab)

This course covers Air Conditioning split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and their various components. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation, and specialized system components. Upon completion the student should be able to service and repair residential air conditioning systems. **Prerequisite:** HV301 and HV302

HV307 Heat Pump Systems

120 Clock Hours (72 Lecture + 48 Lab)

Instruction received in this course centers around the basic theory and application of heat pump systems and components. The student will learn how the reverse cycle for air conditioning units is applied in heat pump and their various components. The student also learn what is C.O.P., E.E.R., S.E.E.R rating. This course teaches the student various defrost methods including time, temperature, demand, air switch and other defrost integrated circuit board controls. Upon completion, students will be able to install and service heat pumps in wide variety of applications. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques, electrical wiring diagrams interpretation, and specialized system components. Electric heat and control sequencers for auxiliary and emergency heat are covered. The student will be able to describe how sequencers operate in an electric furnace and troubleshoot their electric circuitry. **Prerequisite:** HV301, HV302 and HV304

HV305 Commercial Refrigeration & Ice Machines

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. This course covers the installation and start up of common commercial refrigeration systems. Topics include display/storage boxes or cases, walk-in systems, supermarket racks. In addition to that this course introduces the students to commercial ice machines. Emphasis is placed on dispensing machines, ice-making equipment, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures using variety of refrigerants and blends. **Prerequisite**: HV301 through HV304

HV306 Troubleshooting, Start-Up & Installation

120 Clock Hours (72 Lecture + 48 Lab)

This course provides instruction on general service and installation of all HVAC systems. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. The student will be able to perform an actual service call and diagnose a simulated real life troubleshooting call. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs. Also this course introduces the students to residential and commercial air conditioning systems installation procedures. Emphasis is placed on proper installation techniques required by code, and duct installation. Upon completion the student should be able to properly install and start up an air conditioning unit. **Prerequisite:** HV301 through HV304

Electrician

Diploma Program – 840 Clock Hours – Traditional In-Classroom Program

Please Note: This updated 840 clock hour version of the Electrician program replaces the previous version of the Electrician program at 720 clock hours, effective for all starts on or after 9/21/2026.

Vocational Objective:

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

A student will be able to understand, identify, install, and repair various types of luminaries, lighting ballast, and three-way and four-way switches. Also the student should be able to locate and identify various requirements in the National Electrical Code ("NEC"), and be able to draw and design circuit requirements after performing electrical load calculations. Additionally, students will study solar photovoltaic system design, implementation and installation.

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

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

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

Course Requirements

Course Description		Hours
EL-501	Introduction to National Electrical code and Blueprint Reading	120
EL-502	Introduction to Electrical Theory	120
EL-503	Electrical Design (Residential) & Lighting Concept	120
EL-504	Commercial Wiring & Flexible Cables and Conduit Bending	120
EL-505	Service Entrance Equipment & Service Panels	120
EL-506	Electric Motors & Industrial Motor Control	120
EL-507	Solar Photovoltaic System Design and Implementation and Installation	120

In-Classroom Time Commitment:

Normal program length is 42 weeks–Maximum Time Frame is 63 weeks.

All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	7am-12 noon	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:30pm-10:30pm	5	Mon-Thurs

Equipment used in this program

- Residential House
- Motor Control Lab
- Simulated Trainers
- Low Voltage Trainers
- High Voltage Trainers
- Complete Solar Trainer
- Solar Panels 2X4
- Networked Computer Lab

Entry-Level Job Descriptions

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

*Standard Occupational Classification (SOC)	Employment Position
47-2111	Entry-Level Residential Electrician
47-2111	Entry-Level Commercial Electrician
47-2231	Solar Panel Installer

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

The entry-level electrician performs installation, service and repair of residential and commercial electrical parts and equipment. Reads blueprints or technical diagrams before doing work, Installs and maintains wiring and lighting systems, Inspects electrical components, such as transformers and circuit breakers, Identify electrical problems with a variety of testing devices, Repair or replace wiring, equipment, or fixtures using hand tools and power tools, Follow state and local building regulations based on the National Electric Code.

Course Descriptions

EL-501 Introduction to National Electrical Code and Blueprint Reading

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

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

EL-502 Introduction to Electrical Theory

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

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

EL-503 ELECTRICAL DESIGN (RESIDENTIAL) & LIGHTING CONCEPT

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

This course will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load

calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols and prints. It also provides instruction on the identification and installation of various residential and commercial luminaires (lighting fixtures). Specifications regarding type and style, electrical code requirements, and switching arrangements utilizing three-way and four-way switching are also detailed. **Prerequisite:** EL-501 and EL-502

EL-504 COMMERCIAL WIRING &FLEXIBLE CABLES AND CONDUIT BENDING

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

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

EL-505 SERVICE ENTRANCE EQUIPMENT & SERVICE PANELS

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

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

EL-506 ELECTRIC MOTORS & INDUSTRIAL MOTOR CONTROL

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

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

EL-507 SOLAR PHOTOVOLTAIC SYSTEM DESIGN AND IMPLEMENTATION AND INSTALLATION

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

Student will study basic of solar electricity, PV application and system components. Also, included are solar site analysis, utility-interactive PV systems, component specification and system cost and economics. Student will research and evaluate cases studies and real life systems/application. Prerequisites: EL-501, EL-502

Electrician

Diploma Program – 720 Clock Hours – Traditional In-Classroom Program

Please Note: The Electrician program will be updated to an 840-clock hour program (see previous program description) and this 720-clock hour program will no longer be available for starts on or after 9/21/2026.

Vocational Objective:

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

A student will be able to understand, identify, install, and repair various types of luminaries, lighting ballast, and three-way and four-way switches. Also the student should be able to locate and identify various requirements in the National Electrical Code ("NEC"), and be able to draw and design circuit requirements after performing electrical load calculations.

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

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

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

Course Requirements

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

In-Classroom Time Commitment:

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

All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	7am-12 noon	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:30pm-10:30pm	5	Mon-Thurs

Equipment used in this program

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

Entry-Level Job Descriptions

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

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

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

The entry-level electrician performs installation, service and repair of residential and commercial electrical parts and equipment. Reads blueprints or technical diagrams before doing work, Installs and maintains wiring and lighting systems, Inspects electrical components, such as transformers and circuit breakers, Identify electrical problems with a variety of testing devices, Repair or replace wiring, equipment, or fixtures using hand tools and power tools, Follow state and local building regulations based on the National Electric Code.

Course Descriptions

EL-501 Introduction to National Electrical Code and Blueprint Reading

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

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

EL-502 Introduction to Electrical Theory

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

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

EL-503 ELECTRICAL DESIGN (RESIDENTIAL) & LIGHTING CONCEPT

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

This course will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols and prints. It also provides instruction on the identification and installation of various residential and

commercial luminaires (lighting fixtures). Specifications regarding type and style, electrical code requirements, and switching arrangements utilizing three-way and four-way switching are also detailed. **Prerequisite:** EL-501 and EL-502

EL-504 COMMERCIAL WIRING &FLEXIBLE CABLES AND CONDUIT BENDING

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

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

EL-505 SERVICE ENTRANCE EQUIPMENT & SERVICE PANELS

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

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

EL-506 ELECTRIC MOTORS & INDUSTRIAL MOTOR CONTROL

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

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

Massage Therapy/Reflexology

Diploma Program – 880 Clock Hours– Traditional In-Classroom Program

ATI's Massage Therapy/Reflexology program prepares students to sit for the Massage & Bodywork Licensing Examination (MBLEX), a nationally recognized exam for massage therapy licensure. Students passing the MBLEX will be eligible to apply as a Licensed Massage Therapist (LMT) in the state of Nevada.

Program Objective:

The Massage Therapy/Reflexology program will prepare students with the knowledge to demonstrate and perform a variety of massage therapy modalities and reflexology (ear, hand, and foot) techniques. Successful graduates will gain a working knowledge of the human body as well as an understanding of the physical, emotional, and physiological benefits of massage therapy/reflexology. Course modules will cover common pathologies of the different anatomical systems and how to appropriately identify the correct massage therapy/reflexology modalities and techniques to address them.

Students will alternate giving and receiving massage/reflexology sessions on each other in order to demonstrate learned modalities and techniques by performing assigned massage therapy/reflexology protocols. Students will learn how to plan routines, and choose different modalities for each client, depending on an individual's needs and limitations and to evaluate individuals' abilities, needs, and physical conditions, and develop suitable session plans to meet any special requirements. In their final module, students will conduct massage/ reflexology sessions on clients with faculty supervision in ATI's on-campus Massage Therapy/Reflexology Clinic.

Students will also be instructed in the ethics, law, and scope of practice of a professional in the Massage Therapy and Reflexology fields, as well as learning the basics of business and sales. Course content reflects, demonstrates, and enforces industry safety rules and regulations.

Vocational Objective:

Upon successfully completing this program, passing the MBLEX, and obtaining required state licensure, students will be prepared for entry-level work as a Massage Therapist in various environments, such as massage studios and clinics, mobile massage, corporate environments, medical clinics, and resorts and spas.

This program prepares students to sit for the MBLEX and for eligibility to apply as a Licensed Massage Therapist (LMT) which is required by the state of Nevada. However, a graduate of this program, at their election, may also apply to become a Licensed Reflexologist (LRF) in the state of Nevada if they complete the state's additional requirements for licensure, which include passing the American Reflexology Certification Board (ARCB) exam (additional information available at https://arcb.net/take-the-arcb-exam/) and such additional work hour requirements as is required by the state of Nevada.

Course Requirements

Course Description		Lecture Hours	Laboratory Hours	Clinical Hours	Total Clock Hours
MTR101	Fundamentals of Massage Therapy & Reflexology	40	40	0	80
MTR102	Anatomy, Physiology & Pathology	50	30	0	80
MTR103	Assessment & Documentation	60	20	0	80
MTR104	Medical/Clinical Massage/Kinesiology	30	50	0	80
MTR105	Therapeutic Somatic Techniques & Special Populations	30	50	0	80
MTR106	Traditional Chinese Medicine & Meridian Systems	30	50	0	80
MTR107	Eastern Practices & Complimentary Alternative Medicine	30	50	0	80
MTR108	Reflexology & Zone Therapy	30	50	0	80
MTR109	Health, Wellness & Spa	30	50	0	80
MTR110	Business & Career Planning	50	30	0	80
MTR201	Massage Therapy & Reflexology Clinic	0	0	80	80
	Total Clock Hours	380	420	80	880

Normal program length is 44 weeks–Maximum Time Frame is 66 weeks.

Session	Class Time	Hours/Day	Days
AM*	8:00am – 1:00pm	5	Mon-Thurs
EVE*	5:20pm – 10:20pm	5	Mon-Thurs

Note: During their last module, MTR201 Massage Therapy & Reflexology Clinic, students will also be scheduled for participation in onsite clinicals on Fridays and weekends.

Massage Therapy/Reflexology Equipment used in this Program

Massage On-site Chairs (Portable)
Massage Tables (Portable)
Massage/Reflexology Chaise Sofa Chairs (Stationary)
Reflexology Chairs (Portable)
Foot Soak Tubs - (Reflexology)
Exam room rolling stools
Various Sizes Sheets, Blankets, Towels, Pillows/ Bolsters
Hot Towel Cabinet & Hydrocollator
Refrigerator – Hydrotherapy & Spa Supplies
Various Stones & Warmer
Anatomy & Physiology / Massage Posters
Various Massage, Spa & Reflexology Tools & Supplies
Sink w/ Hot and Cold water
Various Oil, Lotions, Crème, Gels
Various Aromatherapy (Essential Oils)
Full Scale Skeleton and other Anatomy parts model
Networked Computer Lab
Safety and Sanitation products (Soaps, Bleach, Rubbing Alcohol)

Massage Therapy/ Reflexology Entry-Level Job Descriptions and Career Opportunities

After obtaining licensure, graduates of the Massage Therapist/Reflexology Program are eligible for entry-level positions with the following title:

*Standard Occupational Classification (SOC)	Employment Position
31-9010	Massage Therapist
31-9011	Massage Therapist (e.g., Mobile Massage Therapist; On-site Massage Therapist; Clinical/Medical Massage Therapist; Integrated Massage Therapist)
31-9099	Other Health Care Support Occupations

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

Such positions can be found in a variety of locations and settings, including massage therapy clinics; spas; salons; health and wellness centers; medical offices/clinics; chiropractic and acupuncture offices; athletic, sport and fitness clubs; and hotels and casinos.

Course Descriptions

MTR101: Fundamentals of Massage Therapy & Reflexology

80 Clock Hours (40 Lecture + 40 Lab) **Prerequisite:** NONE

Instruction Includes: Overview of Massage Therapy and the industry (Theory, history, principles, ethical behavior, legal issues, and basic professional practices). Introduction to the anatomy, physiology, pathology, and medical terminology of the musculoskeletal system. Proper use of massage equipment, draping, body positioning, and use of oils and lotions. Students will study for and complete HIPAA and OSHA Training as well as CPR and 1st Aid Training and Certifications. Basic Swedish Table and Chair massage protocol. Introduction of Reflexology, personal hygiene, and safety and sanitation practices.

MTR102: Anatomy, Physiology & Pathology

80 Clock Hours (50 Lecture +30 lab) **Prerequisite:** NONE

Instruction includes overview about human anatomy, physiology, pathology, and kinesiology, including the nervous, endocrine, reproductive, integumentary, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bony landmarks and joints, the muscular system (Spine & Thorax) to include origin and insertion and function of the major muscles of the body. MBLEX Review. This applies for both Massage Therapy and Reflexology.

MTR103: Assessment & Documentation

80 Clock Hours (60 Lecture + 20 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Nervous System), Medical Terminology, Pathology, the muscular system (shoulder & arm) to include origin and insertion and function of the major muscles of the body, Appointment scheduling, Session Interview, S.O.A.P. Notes, Gait Assessment, Postural Analysis (Visual, Stimulation & Palpation), Documentation abbreviations, Intake forms, Progress Notes, Introduction to basic Insurance billing and coding (ICD/CPT), coverage and claims. Record Filing and Storage. Understand basic knowledge of Electronic Health records (EHR), Typing, HIPAA and OSHA Certifications. MBLEX Review. This applies for both Massage Therapy and Reflexology.

MTR104: Medical/Clinical Massage/Kinesiology

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Cardiovascular System), Medical Terminology, Pathology, the muscular system (Forearm & Hand) to include origin and insertion and function of the major muscles of the body, Kinesiology, Biomechanics & Movement, Clinical, Pain & Micro Trauma, Oncology, Medications, Hydrotherapy, Craniosacral, Lymphatic Drainage, and Myofascial Release. MBLEX Review. This mostly applies to Massage Therapy and some Reflexology.

MTR105: Therapeutic Somatic Techniques & Special Populations

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Respiratory System), Medical Terminology, Pathology, the muscular system (Pelvis & Thigh) to include origin and insertion and function of the major muscles of the body, Kinesiology, Biomechanics & Movement, Deep Tissue, Sports (pre, post, maintenance, rehabilitation), Special Populations, Pregnancy (Prenatal/Postpartum), Infant, Geriatric, Trigger points, Neuromuscular Therapy, and Muscle Energy Techniques. MBLEX Review. This mostly applies to Massage Therapy and some Reflexology.

MTR106: Traditional Chinese Medicine & Meridian Systems

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Endocrine & Lymphatic Systems), Medical Terminology, Pathology, the muscular system (Leg & Foot) to include origin and insertion and function of the major muscles of the body, TCM (Traditional Chinese Medicine) History, Meridian System, Body Clock assessment tool. Eastern vs. Western theory, Yin/Yang & 5 elements relationship. MBLEX Review. This mostly applies to Reflexology and some Massage Therapy.

MTR107: Eastern Practices & Complementary Alternative Medicine

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Integumentary) Medical Terminology, Pathology, Chakras, Reiki, Polarity, Qi gong, Meditation and Breathing Exercises, Introduction to Clinical Aromatherapy, M Technique, Traditional Thai Massage, Ayurveda, Shiatsu. MBLEX Review. This mostly applies to Reflexology and some Massage Therapy.

MTR108: Reflexology & Zone Therapy

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (The Senses Systems), Medical Terminology, Pathology, Reflexology History, Reflexology Techniques applied to the Ear, Hand & Foot, understanding Zone Therapy and effects when reflexology is applied. MBLEX Review. This mostly applies to Reflexology and some Massage Therapy.

MTR 109 Health, Wellness & Spa

80 Clock Hours (30 Lecture + 50 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy& Physiology (Digestive & Urinary Systems), Medical Terminology, Pathology, the muscular system (Head, Neck & Face) to include origin and insertion and function of the major muscles of the body, Spa History, Spa Sanitation, Hydrotherapy, Aromatherapy, Stone Therapy, Dry Brush/Loofah, Wraps, Scrubs, Paraffin, Nutrition and Dietary Principles, Self- Care Exercises, and Stretching Techniques. MBLEX Review. This mostly applies to Massage Therapy and some Reflexology.

MTR110: Business & Career Planning

80 Clock Hours (50 Lecture + 30 Lab) **Prerequisite:** MTR101, MTR102

Instruction Includes: Anatomy & Physiology (Reproductive System), Medical Terminology, Pathology, On-site Chair massage, The Pacific Institute, Business Development and Career Planning, Professional Practices, Scope of Practice, State laws and regulations, Understanding the different characteristics of the therapeutic relationship, Code of ethics, principles and standards, Ethics and Sexual Harassment Certifications. MBLEX Review. This applies for both Massage Therapy and Reflexology.

MTR201: Massage Therapy & Reflexology Clinic

80 Clock Hours (80 Clinical Hours) **Core requisite:** MTR101 through MTR110

After successfully completing the required classroom centered coursework, students will be allowed to proceed to our onsite campus clinic. The clinic provides the student with a simulated work environment in which to apply the skills learned in the classroom. Students will perform their work under the supervision of assigned faculty personnel. Students must complete all clinic hours of supervised experience in our campus massage clinic to graduate. Timesheets and student evaluations will be signed and submitted to the supervising instructor to track and document attendance and successful skills competency review. This applies for both Massage Therapy and Reflexology.

NOTICE: RULES AND CONDITIONS ABOUT MASSAGE THERAPY & REFLEXOLOGY CLINIC AT THE SCHOOL

The final module of the Massage Therapy/Reflexology program requires students to complete four weeks of hands-on applied training during onsite clinicals. Students beginning their Massage Therapy & Reflexology Clinic module must plan and prepare to be available at the times required by their instructor and/or the School's clinic coordinator. The student understands that all clinicals are performed without payment of compensation or any other benefit. The student understands that the student is never an employee or independent contractor of the School at any time. The student is and always remains a student at the School. The student further understands that the clinical module is provided solely for the benefit of the student as a part of their Program of

Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the clinical module as a hands-on classroom setting, to attend all required clinical hours, and to abide by the rules and regulations of the school's clinical site. Hours at the School's clinical site can vary from day to day and from week to week depending on the needs, rules, regulations, and scheduling of the School. Excessive absences from the clinical module may result in failure of the Course and the Program and the inability to graduate at the planned time. The student understands that the School does not guarantee, represent, or warrant that the student can apply, be considered for, will obtain or be entitled to any job position at the School or with any other employer.

Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Certain Programs

Students enrolling in certain programs should understand that ATI will require the Student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams, and proof of immunizations (collectively Student's "Personal and Medical Information"). If the Student does not pass or provide their Personal and Medical Information then the Student may be disqualified from continuing their Program with the School and may be dismissed, failed, or withdrawn from their Program of Study as solely determined by the School. Upon signing their Enrollment Agreement, ATI students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student's Personal and Medical Information to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination. Student understands that, in accordance with their own internal procedures and policies, the state of Nevada and potential employers may also require a student to pass a criminal background check, and/or drug test, and provide proof of immunization, and/or pass a required physical by a doctor.

Personal Fitness Trainer

Diploma Program – 800 Clock Hours – Traditional In-Classroom Program

Vocational Objective:

ATI's Personal Fitness Trainer program will prepare students for entry-level personal trainer positions with the basic knowledge and skills required to assist their customers in reaching their fitness goals. Students will learn how to plan routines, choose different movements for each set of muscles depending on participants' capabilities and limitations, as well as evaluate individuals' abilities, needs, and physical conditions, and develop suitable training programs to meet any special requirements. The entry-level Personal Trainer will demonstrate how to carry out various exercises and routines, watch clients do exercises and show or tell them correct techniques to minimize injury and improve fitness, give alternative exercises during workouts or classes for different levels of fitness and skill, monitor clients' progress and adapt programs as needed, explain and enforce safety rules and regulations on sports, recreational activities, and the use of exercise equipment, give clients information or resources about nutrition, weight control, and lifestyle issues, and give emergency first aid if needed.

Personal fitness trainers design and carry out workout routines specific to the needs of their clients. In larger facilities, personal trainers must often sell their training sessions to members. They start by evaluating their clients' current fitness level, personal goals, and skills. Then, they develop personalized training programs for their clients to follow, and they monitor the clients' progress. Fitness trainers and instructors in smaller facilities often do a variety of tasks in addition to their fitness duties, such as tending the front desk, signing up new members, giving tours of the fitness center, writing newsletter articles, creating posters and flyers, and supervising the weight-training and cardiovascular equipment areas. In some facilities, a single trainer or instructor may provide individual sessions and teach group classes. Gyms and other types of health clubs offer many different activities for clients. However, trainers and instructors often specialize in only a few areas.

Students completing this program will be eligible to take a certification exam from one of the major certifying organizations: National Academy of Sports Medicine (NASM), American Council on Exercise (ACE), National Strength and Conditioning Association (NSCA), and American College of Sports Medicine (ACSM). Personal Fitness Trainer program students will take practice exams for the NASM Certified Personal Trainer and Certified Nutrition Coach exams throughout the program. Students will officially take these NASM Certified Personal Trainer and Certified Nutrition Coach exams during the modules as shown below. Passing these NASM exams is not a condition for graduation from the PFT program. It is important to note that while NASM certification (or other industry certifications) is not an industry requirement for employment as a Personal Fitness Trainer, it is highly desired by most employers such that a lack of certification may limit employment opportunities for graduates.

Course Requirements

Course Description		Hours
PFT101	Anatomy & Physiology	80
PFT102	Kinesiology	80
PFT103	Exercise Nutrition	80
PFT104	Exercise Assessment and Prescription	80
PFT105	Certified Nutrition Coach	80
PFT106	Exercise Physiology	80
PFT107	Strength and Conditioning	80
PFT108	Corrective Exercise Laboratory Techniques	80
PFT109	Biomechanics	80
PFT110	Introduction to Business and Sales	80

In-Classroom Time Commitment:

Normal program length is 40 weeks–Maximum Time Frame is 60 weeks.

All students will have a weekly time commitment of 20 hours of lecture and lab on one of the schedules included in the table below. The course outline for each module will explain the specific lab and lecture schedule for that module.

Session	Class Time	Hours/Day	Days
AM	8am-1pm	5	Mon-Thurs
AFT	12:15pm-5:15pm	5	Mon-Thurs
EVE	5:20pm-10:20pm	5	Mon-Thurs

Fitness Equipment used in this program

- Cardio Equipment
- Hammerstrength Machines
- Stationary plyometric Trainers
- Medicine Balls
- Kettle Bells
- Resistance Trainers
- Free Weights
- Synergy Multilayer
- Skeletal Models
- Muscular Diagrams
- CPR Training Aids
- Networked Computer Lab

Fitness Entry-Level Job Descriptions

Successful completion of this program will prepare students for entry-level work with: fitness or recreation facilities, gyms, country clubs, hospitals, universities, and resorts. A graduate of the Personal Fitness Trainer program is qualified for entry-level positions with the following title:

*Standard Occupational Classification (SOC)	Employment Position
39-9031	Personal Trainer Fitness
29-1031	Nutritional Specialist
39-9031	Group Personal Trainer
29-1128	Weight Loss Specialist
39-9031	Performance Enhancement Specialist
29-9091	Corrective Exercise Specialist

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

Course Descriptions

PFT101: Anatomy & Physiology

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bony landmarks and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies. **Prerequisite:** None

PFT102: Kinesiology

80 Clock Hours (48 Lecture + 32 Lab)

Students will learn about the study of anatomy, biomechanics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Furthermore, students will learn the origin, insertion, and action of the skeletal muscles. Students will consider various exercise techniques to understand the kinetics of human motion. **Prerequisite:** None

PFT103: Exercise Nutrition

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn about the basics of wellness and nutrition. Students will be able to describe the function of macronutrients, micronutrients and hydration concepts. Students will be able to discuss Dietary Guidelines for Americans, calorie consumption, laws of thermodynamics and pros and cons of nutritional supplements. **Prerequisite:** None

PFT104: Exercise Assessment and Prescription

80 Clock Hours (48 Lecture + 32 Lab)

Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses. Students will take the National Academy of Sports Medicine (NASM) Certified Personal Trainer exam during this module. **Prerequisite:** None

PFT105: Certified Nutrition Coach

80 Clock Hours (48 Lecture + 32 Lab)

In this course, students will develop a functional understanding of nutrition as it applies to personal training. Students will learn the scope of practice of a nutrition coach, professional and ethical practices of nutrition professionals, and business tactics. Modules include macronutrient and micronutrients metabolism, special populations, and the basics of nutrition for goals such as weight loss, muscle gain, health and performance, etc. Students will also be introduced to sports specific nutrition and energy metabolism for specific goals. Students will take the National Academy of Sports Medicine (NASM) Certified Nutrition Coach exam during this module. **Prerequisite:** None

PFT106: Exercise Physiology

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course learn about factors that regulate ventilation and influence the cardiovascular system and its role in maximum oxygen uptake, as well as the integrity of the neuromuscular system. Course content will define exercise physiologist and examine the discipline of exercise physiology and the difficult issues that challenge the profession Additional topics covered include: principles of training and adaptations that result from aerobic and anaerobic training; ethical thinking, sports nutrition concerns, and various agents used to enhance athletic performance; complex and basic elements essential to the practice of exercise physiology; role of biomechanics plays in performance and its effects on well-being; and understanding of the muscular system and anatomy of human movement. Basic concepts are examined, together with the science of levers and biomechanical equations. **Prerequisite:** None

PFT107: Strength and Conditioning

80 Clock Hours (48 Lecture + 32 Lab)

Students learn practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, OPT™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of integrated training to help clients achieve their established goals. **Prerequisite:** None

PFT108: Corrective Exercise Laboratory Techniques

80 Clock Hours (48 Lecture + 32 Lab)

This course presents an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical knowledge to develop and implement integrated strategies to improve common movement impairments. Students completing this course will be prepared to take NASM's Corrective Exercise Specialist credentialing examination. This course will include certification in CPR. **Prerequisite:** None

PFT109: Biomechanics

80 Clock Hours (48 Lecture + 32 Lab)

Students will learn about the motions of the Human Movement System produces, and the forces that act on it. Included in this segment are planes of motion, joint motion, muscle actions, forces, force-couples, force-velocity relationship, levers, length-tension and motor behaviors.

Prerequisite: *None*

PFT110: Introduction to Business and Sales

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn how to become successful business owners. In addition, students will learn basic business principles and how to create a successful career as a personal fitness trainer. Students will also learn about office productivity software, marketing materials, resume´ development, business-plan development, licensing, and continuing education in the fitness industry.

Prerequisite: *None*

Student Disclosures Section

Dress Code

ATI maintains a professional dress code for all students for reasons of safety as well as meeting industry standards for professionalism. To best prepare students for the industry, the following standards apply:

- Students must wear approved apparel sold by the School. Alternatively, students may wear their work uniform, provided it is industry related, meets ATI's other dress code standards, is worn tucked in, and has a collar – non-ATI T-shirts are not allowed.

- **Shirts:** Students must wear an ATI T-shirt or ATI button down shirt with collar (or their industry-related work uniform – see bullet above for additional details). Unless a student is wearing an ATI uniform sweater or a jacket with the front zippered or buttoned closed, the required shirt must be the outermost layer of their attire. The ATI button down shirt must be at least buttoned from the third fastener down. All shirts must be kept clean, mended and tucked in. Additional shirts may be purchased from the School. Female students must wear the uniform shirt in the appropriate manner and have no skin or cleavage showing.

- **Outerwear:** All non-ATI "hoodies" (i.e., hooded jackets /garments) are prohibited unless specifically allowed otherwise by the School. The ATI uniform must still be worn underneath ATI Outerwear. Please contact the School Student Services Department for specific guidelines regarding outerwear (jackets, hoodies, etc.).

- **Pants:** Pants are to be clean and without holes of any kind. Dickies pants (black or blue) are preferred. However, blue jeans and work pants are acceptable. Pants are to be worn at the waist line and supported with a black or brown belt. Sagging pants are not allowed on campus. No pants frayed in the cuff are allowed on campus. Pants cannot drag on the ground. They should fit neatly over the boots.

  Multicolored pants, cut-offs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab. Trainer sweatpants are not allowed for programs other than Personal Fitness because these garments are not safe to wear while in lab for those programs.

- **Personal Fitness Training Program Lab Attire:** In the lab, Personal Fitness Trainer students must wear the ATI logo T-shirt or sweatshirt and athletic shoes with sweats, compression pants, athletic leggings or other athletic pants. Clothing cannot be loose fitting or baggy. No jeans are allowed during lab and shorts are not allowed at all. Students are not permitted to wear hoop earrings or any other jewelry that may pose a safety hazard. Clothing that is offensive or revealing is prohibited.

- **Shoes:** Students must wear closed toe shoes. Any laces must be tightly laced, and the shoes worn with the tongue in. Pants may not be tucked into shoes or boots. Personal Fitness Trainer students should wear athletic shoes. For all other programs, students should wear black or brown leather work shoes or boots of a traditional work boot/shoe style. Oil-resistant soles are recommended for Automotive students.

- **Belts:** Black or brown belts must be worn with the ATI uniform. Designer belts with studs or beads are not allowed.

- **Hats:** Only baseball type caps featuring an ATI logo are permitted and must be worn with the bill facing forward while on campus. Caps may only be worn in areas designated by the school. Do-rags, bandanas, visors, skull caps or pantyhose-type caps are prohibited. However, only during winter months, a knit black or blue skull cap featuring an ATI logo may be worn when lab area temperatures fall consistently below 70 degrees.

- **Additional Rules:** No mouth grills (gold, silver, etc.) are allowed to be worn on campus. They must be removed prior to the start date of a student's program.

  Male students must be clean-shaven or keep beards and mustaches neatly trimmed.

Determination and compliance with the dress code policy is at the sole discretion of ATI management. Whenever possible, students in violation of the dress code will be allowed to correct the violation immediately by, for example, tucking in their shirt, removing their baseball cap, or changing their shirt (if they are able to quickly obtain a replacement that meets the dress code). If it is not possible to correct the dress code violation immediately, students will

be directed to continue their classes that day with a warning to comply with the dress code the next day they are in attendance. However, if the dress code violation is egregious (for example, a t-shirt with offensive slogans and the student has no means to change or cover-up) or unsafe (for example, open-toed shoes and the student has no means to change) a student may be sent home to change or sent home until their next class session. Repeated or flagrant violations will, at the discretion of the Campus Director or Associate School Director, result in the student being sent home to change or sent home until their next class session.

Rules of Conduct

ATI is very safety oriented. The School seeks to provide the best educational environment for its students, faculty, and staff. The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at the School, she/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

These standards include but are not limited to the following:

1. Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the School, extreme and willful disruption of the School environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. The School will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the School.
2. Always treat School and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
3. Students must abide by the school's Academic Honesty Policy as stated in the following section.
4. Alcohol and drugs have no place at the School or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
5. ATI prohibits the possession or use of dangerous weapons on school property. "Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. A license to carry a weapon does not constitute authorization to carry such a weapon on school property or supersede this policy.
6. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
7. Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink in the student lounge or outside of the building.
8. Headphones/ear buds, iPods, and other personal audio or video devices are not permitted during class or while performing work on a lab floor
9. Refrain from entering staff offices without a staff member present. Make sure you have permission to enter these areas.

The School provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or

offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the School's sole discretion, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

Academic Honesty Policy

All students have an ethical obligation to adhere to this Academic Honesty Policy.

The conduct set forth below constitutes a violation of the Academic Honesty Policy. Students who violate the Academic Honesty policy will be subject to discipline up to termination of their enrollment from the School. Legitimate collaboration between a student and a tutor shall not be considered a violation of the School's Academic Honesty Policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Academic Honesty Policy, include but are not limited to, the following:

A. Cheating - The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

    1. Copying from another student's test or homework paper.
    2. Allowing another student to copy from a test or homework assignment.
    3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
    4. Obtaining access to confidential test materials or questions before tests, quizzes, or assignments.
    5. Having or providing unauthorized outside help or collaborating with other students without specific permission from the instructor when completing any tests, quizzes, or assignments.
    6. Having another individual write or plan a paper, including those bought from research paper services.
    7. Submitting the same paper/project in more than one class.
    8. Providing a student's user name/password to others with the intent of misrepresentation in accessing/completing course work or class attendance.
    9. Participation in the unauthorized acquisition, use, or attempt to use the user ID or password of others.

B. Use of generative AI without permission – Students shall not use any public or private generative artificial intelligence (AI) services such as, but not limited to, ChatGPT, Microsoft Copilot, Grok or Google Gemini without written permission from their instructor specifying exactly how the AI is sanctioned for use in that specific assignment or activity. For example: A student may not use AI for activities and assignments including but not limited to homework assignments, essays, reports, presentations (such as PowerPoint, Excel, etc.), quizzes, and exams. The school reserves the right to use anti-plagiarism software, such as Turnitin or Respondus, to confirm students' authorized use of AI in compliance with this policy.

C. Plagiarism – The attempt to represent the work of another, as it may relate to written, online, or oral works, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral, online, or written work for credit that includes the words, ideas or data of others, in order to avoid plagiarism, students must cite the source of that information in their work through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies their originality of all work not otherwise identified by appropriate acknowledgements. Examples of plagiarism include, but are not limited to, the following:

    1. Quoting another person's words without using quotation marks and citing the source appropriately.
    2. Using another person's ideas, opinion or theory, even if it is completely paraphrased in one's own words, without citing the source appropriately.
    3. Drawing upon facts, statistics, or other illustrative materials, unless the information is commonly known in general society, without citing the source appropriately.
    4. Submitting a paper purchased from a term paper service as one's own work.
    5. Failing to accurately document information or wording obtained online.
    6. Submitting anyone else's paper as one's own work.

7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material. Please refer to the Copyright Policy later in this catalog, which is incorporated herein by reference.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

D. Bribery - The offering giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage or yourself or another. This does not apply to School approved or sponsored tutoring or supplemental instruction.

E. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using another's identity either with or without their permission with the intent of accessing/completing course work or class attendance, lying to an instructor to increase your grade; or lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

F. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

G. F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, externships or internships. Examples include, but are not limited to, the following:

1. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources.
2. Taking a test for someone else or permitting someone else to take a test for you.

H. G. Collusion - The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies.

I. H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same module or from the subsequent instructor if being used in a subsequent module.

J. Academic Misconduct - The intentional violation of School policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include, but are not limited to, the following:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
2. Selling or giving away all or part of any test and/or test answers.
3. Asking or bribing any other person to obtain a test or any information about a test.
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the School which relate to grades.
6. Continuing to work on an examination or project after the specified time has elapsed.

Suspension

A student may be suspended due to violation of the attendance policy, unsatisfactory academic progress, rules of conduct, failure to meet financial obligation or for other performance or behavior problems. Students are suspended for a specified period of time. Students can also appeal the suspension. If an appeal is unsuccessful, the student must re-enroll by filling out a new enrollment agreement after the suspension period.

Termination

Termination actions are for situations which warrant more severe action than suspension. Depending on the severity of the situation, students may be terminated due to violation of the School's rules in the areas of theft, cheating, illegal drug use, or behavior, and/or for more than one suspension or unsatisfactory academic progress violation, or an absence of fourteen (14) consecutive calendar days. Students who are terminated from the School and whose appeal is denied cannot re-enroll at ATI.

Appeal of Termination

A student has the right to appeal the decision to suspend or terminate his/her training and loss of financial aid eligibility. An appeal must be in writing and completely explain why the student feels the action should be changed. Appeals must be submitted within five days to the School Director or designee.

Appeals received (with complete supporting documentation) will be reviewed by the School within ten days. The student will be notified of the School Director's decision in writing.

Extenuating Circumstances: A student is encouraged to immediately appeal (by the end of the following school day) suspension or loss of financial aid eligibility in cases where special or unusual circumstances have affected the student's progress. Extenuating circumstances include but are not limited to: death in the family, serious illness of the student or immediate family or serious accident.

If appealed immediately, the student, at the discretion of the Director or Academic Director, may be allowed to remain in class until the School Director has reviewed the appeal. If the immediate appeal is successful, the student will be placed on probation for the next course or module and remain eligible for financial aid.

Notice of Student Rights

Student Grievances and Complaints Under School, Accreditor, State, and Federal Policies and Regulations

STUDENT GRIEVANCE POLICIES AND PROCEDURES

General Academic Grievance Procedures

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members or fellow students. The school has established policies to address grievances related to general academic matters or code of conduct matters. Students who wish to initiate a complaint related to general academic concerns should refer to the General Academic Grievance Procedures following directly below. The school has separate policies to address complaints involving a disability, sexual harassment, or any conduct that is based on unlawful discrimination on the basis of age, sex, national origin, religion, or ethnicity. Students who wish to file a complaint of this nature should refer to these additional policies later in this section.

1st Step: Attempt to Resolve the Situation Directly

The student should first attempt to resolve the situation with the person whose action is being questioned. Additional questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog or for any other reason, may be brought forth for resolution.

If a student is unable to resolve a situation directly with the person whose action is being questioned, they should proceed to the next step and use the campus complaint procedure below.

2nd Step: ATI Student Complaint Procedure

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If that is not reasonably possible or if the student does not believe the matter

has been resolved or won't be resolved by the person in question, he or she may proceed utilizing the following steps:

1. The student may file in writing with the Campus Director within three working days of the incident, the following information:
    A. A statement of the specifics involving the grievance.
    B. The dates of the occurrence.
    C. A listing of policies and procedures involved (if known).
    D. The names of the individuals involved (if known).
    E. The interpretation or remedy sought.

    The Campus Director will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Campus Director within ten (10) working days of receipt of the student's grievance.

2. If the grievance still remains unresolved to the satisfaction of the student who filed the grievance, the aggrieved student may appeal the decision within five working days of that decision to the Vice President of Operations. The Vice President of Operations may take whatever steps are deemed necessary to investigate, review and attempt to resolve the matter. The Vice President of Operations or his/her representative will render a decision, which is final and binding upon all parties.

3rd Step: Accreditor and State Complaint Procedures
If a student is unable to resolve a situation through the campus complaint procedures and appeals, they may utilize one of the external complaint procedures listed below, though the school's accreditors or the state.

ACCET Student Catalog Notice - ACCET Student Complaint Procedure
This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the school's written complaint procedures published in this catalog in the Student Disclosures section under Notice of Student Rights. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g. current student, former student, etc.)

Please include copies of any relevant supporting documentation (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Additional Contact Information for ACCET
Address: ACCET
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Email: info@accet.org
Website: www.accet.org

CPE STUDENT CATALOG NOTICE – COMPLAINT PROCEDURE

Students may also contact and file a complaint with the State of Nevada Commission on Postsecondary Education from the following mailing address.

Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104
Phone: (702) 486-7330
www.cpe.nv.gov

Account for Student Indemnification

In accordance with NRS 349.553 an Account for Student Indemnification (the "Account") has been created by the legislature of the State of Nevada. The Account is administered by the Administrator of the Nevada Commission on Postsecondary Education in accordance with regulations adopted by the Commission. The existence of the Account does not create a right in any person to receive money from the Account, however, money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
(a) The discontinuance of operation of a postsecondary educational institution licensed in Nevada; or
(b) The violation by such an institution of any provision of NRS 394.383 to 394.560 inclusive, or the regulations adopted pursuant thereto.
(c) If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480 the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

Federal Statements of Non-Discrimination, Complaint Policies and Regulations:

EQUAL EDUCATIONAL OPPORTUNITY

ATI is an equal opportunity employer/program. The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. Auxiliary aids and services are available upon request for individuals with disabilities.

TITLE IX POLICY & PROCEDURES

Advanced Training Institute (The School) does not discriminate on the basis of sex in the education programs or activities that it operates, and it is required by Title IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, *et. seq.*) not to discriminate in such a manner. The requirement not to discriminate in any education program or activity extends to admission to the School and employment opportunities with the School.

Pursuant to this policy and the procedures stated in the school's Title IX policy, the School must respond to alleged incidents of sexual harassment, as defined in the Title IX policy, that occurred in the School's education program or activity, against a person in the United States. The School's Title IX Policy is fully set forth in Addendum A to this catalog, and is posted on the ATI website at https://atitraining.edu/about/title-ix-information/.

Contacting the Title IX Coordinator

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the School's Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The School's Title IX Coordinator can be contacted at:

Alen Babayan, Campus Director
5150 S. Decatur Blvd.
Las Vegas, NV 89118
(702) 658-7900
ababayan@atitraining.edu or TitleIXCoordinator@atitraining.edu

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
1-800-421-3481
OCR@ed.gov

NOTICE OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with applicable Federal and State laws and School policy, including Title III of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 the school does not discriminate on the basis of physical or mental disability. Retaliation for participation in school procedures relating to complaints of discrimination is also prohibited. This nondiscrimination policy covers admission, access, and treatment in the school's programs and activities.

The school is committed to prohibiting disability-based discrimination and harassment, and retaliation, performing a prompt and equitable investigation of complaints alleging discrimination, and properly remedying discrimination when it occurs.

Examples of discrimination against students with disabilities include, but are not limited to: failure to engage with the student in a discussion of reasonable accommodations for a disclosed disability; failure to implement approved reasonable accommodations such as access to lecture transcripts and recordings, or extra time on tests; and exclusion of a qualified student from any course of study, or other educational program or activity because of the student's disability.

Disability-based harassment is conduct which is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

The school has issued a grievance procedure called: "ADA and Section 504 Grievance Procedures" and students who feel that they have been harassed or discriminated against for their disability should follow this procedure set forth below in this catalog.

Additionally, the school has issued a procedure for requesting reasonable accommodations under Title III of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 entitled "Disability Accommodation Procedure." This procedure is also set later in this catalog.

Any student wishing to request a reasonable accommodation should contact the school's Campus Director at (702) 658-7900 or CampusDirector@atitraining.edu.

Students who wish to file a complaint in accordance with the ADA and Section 504 Grievance Procedures should contact the school's Vice President, Operations, at email: syounis@mikhailed.com or (702) 852-1911. Any other inquiries regarding the school's student-related nondiscrimination policies may also be directed to the school's Campus Director at CampusDirector@atitraining.edu

ADA AND SECTION 504 GRIEVANCE PROCEDURES

Students, employees, or other members of the school community with concerns or complaints about the provision of requested disability accommodations, denials, or the accommodation process, or who have complaints involving compliance with approved accommodations by the school's faculty or staff, are directed to this complaint procedure. Although complainants are encouraged to follow the steps in this procedure, a complainant is not required to use this complaint procedure or to even proceed through each step below prior to submission of a complaint with the U.S. Department of Education, Office of Civil Rights.

Note about Discrimination Complaints: Individuals who believe they have been subject to discrimination based upon a disability, as described in Section 504 of the Rehabilitation Act of 1973 or The Americans with Disabilities Act of 1990, should report the matter to the school's Campus Director per the school's "Notice of Non-Discrimination on the Basis of Disability" Policy.

First Step: Consider resolving the matter informally
Before proceeding to the formal process, complainants are encouraged, but are not required to consider whether their concern can be effectively addressed by speaking directly with a staff or faculty member.

Second Step: Filing a Formal Complaint
When a concern is not resolved through the informal process, the complainant may file a formal complaint to school's Vice President, Operations. The complaint must be in writing and must clearly articulate the complainant's concern as well as the desired resolution. The complainant will have the opportunity to present witnesses (in the form of signed statements) and other evidence in connection with this process. Formal complaints may be submitted to the Vice President, Operations, at email: syounis@mikhailed.com or hand delivered to the office of the Vice President, Operations, at 5150 S. Decatur Blvd., Las Vegas, NV 89118. The Vice President, Operations, will review the submission, including all evidence submitted, and reach a determination, which the Vice President, Operations, shall communicate in writing to all involved parties within 30 business days of receipt of the formal complaint. The Vice President, Operations', determination, when appropriate, will also include an assurance that steps will be taken to prevent recurrence of any discrimination, and will include appropriate remedial actions.

Third Step: Panel Review
In the event that a complainant wishes to appeal the Vice President, Operations', determination. The student/employee must submit a written statement to the President that requests an appeal and sets forth the grounds for the appeal. The President will choose a Panel of two senior administrators at the vice president level or higher who are not employed at the complainant's primary campus who will review the appeal. The Panel will issue its decision in writing within 20 business days of the President's receipt of the appeal.

Notice of Binding Arbitration and Class Action/Collective Arbitration Waiver

A. Binding Arbitration

Your enrollment agreement with Advanced Training Institute (ATI) includes your agreement to resolve certain disputes that may arise between ATI and yourself through a process called BINDING ARBITRATION. Arbitration is an alternative to litigating a dispute in a court of law. It is a private process where the parties to a dispute agree that one or several individuals that are called Arbitrator(s) can make a decision about the dispute after receiving evidence and considering arguments.

For certain disputes, as a condition of your enrollment, you have agreed to GIVE UP YOUR RIGHT TO GO TO COURT to assert or defend your rights under the enrollment agreement excluding matters that may be taken to a small claims court with jurisdiction over you and ATI.

This means that for certain disputes any claims that you or ATU may have will be heard by a NEUTRAL ARBITRATOR instead of a judge or jury.

Under the arbitration process you are entitled to a FAIR HEARING, BUT the arbitration procedures are designed to be SIMPLER AND MORE LIMITED THAN RULES THAT APPLY IN A COURT OF LAW.

You are entitled (but not required) to be represented by an attorney during arbitration, if you so choose.

The decision of the Arbitrator is enforceable just as any order issued by a court of law.

The Arbitrator's Decision Is Final, And As Such, Can Be Reviewed By A Court Of Law Only In Very Limited Circumstances.

The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ATI.

B. Class Action/Collective Arbitration Waiver

Your enrollment agreement with ATI also contains a further condition for enrollment, that requires you to agree that any dispute or claim that you may bring against ATI will be brought solely in your individual capacity. THIS MEANS YOU MAY NOT BE A PLAINTIFF OR PARTICIPATE AS A CLASS MEMBER IN ANY PURPORTED CLASS ACTION, REPRESENTATIVE PROCEEDING, MASS ACTION OR CONSOLIDATED ACTION, WHETHER IN A COURT OF LAW OR IN ARBITRATION.

C. Effect on Borrower Defense To Repayment Applications

Nothing in your enrollment agreement requires you to participate in arbitration or any internal dispute resolution process offered by ATI prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);

ATI does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and

If you go to arbitration with ATI per the requirements of the arbitration agreement provision in your enrollment agreement this will pause the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

D. How to Commence Arbitration

Binding arbitration is conducted according to the American Arbitration Association (the "AAA"), under its Supplementary Rules for Consumer Related Disputes ("Consumer Rules"). You can access a copy of the AAA Consumer Rules by visiting the AAA's website at: https://www.adr.org/sites/default/files/Consumer-Related%20Disputes%20Supplementary%20Procedures%20Sep%2015%2C%202005.pdf

You may start an arbitration proceeding as set forth in the AAA Consumer Rules by filing a "Demand for Arbitration" with AAA along with the filing fee and a copy of your enrollment agreement that contains the agreement to arbitrate.

The AAA's Demand for Arbitration in a Consumer Dispute form is available at: https://www.adr.org/sites/default/files/Consumer_Demand_for_Arbitration_Form_3.pdf

ATI will reimburse you for the filing fee. The Demand for Arbitration must contains the following: 1) a brief explanation of the dispute; 2) your name and current address and the name and address of the School, and, if known, the names of any person who is representing you in the arbitration; 3) the amount of money in dispute, if applicable; 4) the requested location for the hearing if an in-person hearing is requested; 5) a statement explaining what you want to resolve the dispute.

As of the date of this catalog, you may file your Demand for Arbitration with the AAA in the following way:

- Online: https://apps.adr.org/SimpleFile/faces/SimpleFile.jsf

When you have filed a Demand for Arbitration with the AAA you must also deliver a copy to ATI at Advanced Training Institute, 5150 S. Decatur Blvd. Suite B, Las Vegas, NV 89118, ATTN: Campus Director

If you have any questions regarding how to start the arbitration process, you may contact the Campus Director for an additional information at Advanced Training Institute, 5150 S. Decatur Blvd. Suite B, Las Vegas, NV 89118, ATTN: Campus Director, campusdirector@atitraining.edu, (702) 658-7900.

Additional Important Policies and Disclosures

Voter Registration Disclosure

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit this website to print the correct forms:

Nevada: https://www.nvsos.gov/sosvoterservices/Registration/Step0.aspx

Constitution Day Policy

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17th, of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787, recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

Advisory Board

Board members include ATI faculty, contractors and past graduates. A listing of current members is posted in the School lobby.

Automotive

Findlay Volkswagen – Kyle Baker, Jeff Young
Towbin Alfa Romeo – Greg Lynch
Towbin Auto Group – Jon David Burch, Oscar Palma, Shaun Rison
Towbin Dodge – Sinanovic Ariel
Towbin Kia – Joe De Falco, Peter Gonzalez

Electrician

Ampere Electric – Larry Carreher, Keith Smith
United Rentals – Dan Mathis, William Nast

HVAC Technologies

Sierra Air – Gabriel Lacayo, Felicia Varga,
Superior Plumbing and Drain – Ryan Elliott
United Rentals – Dan Mathis, William Nast

Massage Therapy/Reflexology

Elements Rhodes Ranch –Lauryn Harris
Massage Envy - Marissa Hawkins
Hand and Stone Summerlin – Ben DeGuzman
Therapie – Sally Spurgeon
JW Marriott – Jaye Ashford
LifeSpine- Dr. Chipp
Joint Chiropractic – Luis Henri

Personal Fitness Trainer

Crunch Fitness Rainbow - Jacob Simms
EOS Fitness – Jose Ostero
LVAC – Cannon Smith
Performance PT – Michael Schmidt
Phase 1 Elite – Michael Waters

Notification of Rights Under the Family Education Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person

employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease, health threat or security threat, the school may disclose individually identifiable information without notice.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. On request, the institution intends to disclose education records without consent to officials of another school in which a student seeks or intends to enroll and will also do so if the disclosure is initiated by the student.

The school is committed to the protection of student education information. The school does not publish a student directory, however the school may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised the school to the contrary. The school expressly limits its designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must inform the Registrar's Office in writing. However, the school reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when are lease without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

Copyright Policy

ATI students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore, use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.

2. While ATI expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:

    A. **Photocopying, Electronic and/or Other Copying of Copyrighted Materials**: Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.
    B. **Use of Images from Online or other Sources**: Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or ATI do not own the image and have not paid for use of the image, consequently you should not use the image in your work.
    C. **Peer to peer file sharing**. Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as ATI, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.
    D. **Software**. All software used by ATI has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. ATI students are not allowed to use any personal software with ATI technology.

3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at ATI.

Drug-Free Schools/Drug-Free Workplace Annual Disclosure

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended for all students and employees. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF A STUDENT'S ACCEPTANCE TO THE SCHOOL AND OF THEIR CONTINUING ENROLLMENT,** students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. **TESTING OF EMPLOYEES FOR ILLICIT DRUGS OR ALCOHOL ON CAMPUS WILL BE IN ACCORDANCE WITH APPLICABLE LAW**. A violation will result in the School taking appropriate action up to and including termination from School or termination of employment. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

Objectives of the School's Substance Abuse Prevention Policy

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help, both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

Standards of Conduct for Students and Employees

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS AND EMPLOYEES.

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Individuals are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of marijuana and synthetic marijuana, regardless of the legality of either substance. A state's legalization of marijuana and/or the possession of a legitimate medical marijuana card are not accepted as exceptions to this policy. Under federal law marijuana remains classified as a Schedule I drug and its possession and use by any individual, regardless of age, are prohibited. As a Title IV institution, the School will follow all applicable federal laws and regulations. Note: Officially sponsored off-campus activities include field trips and student-sponsored social activities if they are considered sponsored by the School.

2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student or employee who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

3. DISCIPLINARY SANCTIONS

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

4. STUDENT LOSS OF TITLE IV ELIGIBILITY

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

5. LEGAL SANCTIONS

State Drug Laws: State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment and lose their right to vote.

Federal Drug Laws: Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: https://www.dea.gov/.

6. HEALTH RISKS

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

Alcohol: Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

Marijuana: Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

Cocaine/Crack: Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

Methamphetamine/Amphetamines: Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive "uppers" that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, and serious physical effects, including sudden death.

Narcotics: Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

Ecstasy: "Designer drugs" such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoriants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

GHB/Rohypnol: Often known as "date rape" drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

Inhalants: Inhalants are readily available and inexpensive. More than 1,000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

Steroids: Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior ("roid rage"), severe mood swings, manic episodes, and depression.

7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the Campus Director or the Career Services Department for the contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900.

Additional helpful information and resources may be found by contacting the following organizations:

U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) – 1-800-662-HELP (1-800-662-4357) or https://www.samhsa.gov/find-help/national-helpline

American Addiction Centers (AAC) – https://drugabuse.com/ or at the 24-hour hotline (877) 904-2494

Alcoholics Anonymous – 24-hour hotline 800-839-1686 or visit https://alcoholicsanonymous.com/ for information on local meetings and resources

California – http://leginfo.legislature.ca.gov/faces/codes.xhtml

Texas – www.statutes.legis.state.tx.us/

Nevada – https://www.leg.state.nv.us/law1.cfm

8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. Second Offense: Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. 2 or More Prior Offenses: Not less than 25 years. Fine of not more than $20 million if an individual, $75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40 - 399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100 - 999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 grams mixture		10 grams or more mixture	
Methamphetamin e (Schedule II)	5 - 49 grams pure or 50 - 499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10 - 99 grams pure or 100 -999 grams mixture		100 gm or more pure or 1 kg or more mixture	

Substance Abuse Policy and Procedures

The School will take appropriate disciplinary action whenever a student or employee violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs an individual's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of marijuana and synthetic marijuana. Any student or employee using physician-prescribed medication or other medication that may impair performance in the classroom, lab, or other school and/or work environment shall immediately inform his or her instructor/supervisor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor/ supervisor or the Director of Education or Campus Director as soon as the individual begins using the medication. Failure to provide such notification in a timely manner may subject the individual to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student or employee has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and at the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test

- referral to an approved rehabilitation/counseling agency
- suspension from school or employment
- termination from enrollment or employment
- referral for prosecution

Students and employees should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement and should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- inability to carry on a rational conversation
- smell of alcohol or marijuana emanating from an individual's body
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by the School indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students and employees with a copy of this Substance Abuse Policy. Students and employees are hereby notified that **COMPLIANCE WITH THE STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.
- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom and/or work environment or his or her safety as well as the safety of others.
- When the School believes an individual is impaired during school/business hours or while engaged in School experiential learning (e.g., externship, clinical, internship, preceptorship) or School sponsored activities.
- When the School receives a written report from another party with a relationship to the individual (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the individual has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction.

Drug Testing Procedures (Random and For Cause)

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular and/or non-regular basis as reasonably determined by the School. The School reserves the right every three to six weeks to have a reasonable number of students and/or employees from the school be

randomly tested for illegal substances. The School also conducts "for cause" drug tests on identified individuals based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any individual who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School's discretion:

- Immediate dismissal from School for the remainder of the current module/term or for the student's remaining program of study or suspension of employment. In such a situation a student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The individual must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The individual must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The individual must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The individual must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School or from employment until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students or employees who have entered an approved program and returned to the School, the following stipulations apply:

- The individual must agree to cease drug use and destroy all drug-related paraphernalia.
- The individual is required to meet with the Director of Education, Campus Director, and/or their designee on a regular basis (frequency determined by the Director of Education or Campus Director) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The individual is subject to on-demand drug testing as determined by the School.
- The individual must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module/term retakes.

Failure to abide by the established guidelines will result in termination of training or employment at the School. Any student or employee who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeals process the Student Grievance Policy and Procedures as an appeals process to determine the possibility of returning to the School.

Except in certain situations, individuals will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

Faculty and Staff

ATI Administrative Staff

Alen Babayan	Campus Director
Rhonda Rose	Senior Admissions Representative
Dolores Aguilar	Admissions Representative
Troy Caldwell	Admissions Representative
Pandora Holmes	Admissions Representative
Christine Mc Manus	Admissions Representative
Celeste Dator	Director of Career Services
Danielle Coleman	Career Services Coordinator
Jade Putscher	Career Services Coordinator
John Abdallah	Director of Technical Education
Gregory Bledsoe	Academic Director Auto
Jasminemarie Soller	Academic Director Massage Therapy/Reflexology
Alen Babayan	Acting Academic Director PFT
Negin Asadi	Registrar
Brittany Lambert-Wallace	Registrar
Taryn Miyasato	Registrar
John Flowers	Regional Director of Financial Aid
Ashley Wilson	Associate Director of FA/VA Certifying Official
Hailey Golmon	Financial Aid Officer
Diana Hernandez	Financial Aid Officer
Saron Kahsay	Controller/Business Officer
Katrina Thompson	Receptionist
Adedayo Adeoye	Tool Crib
Jacqueline Hernandez	Tool Crib
Harold Hooks	Tool Crib
Jason Johns	Tool Crib

You may contact staff at: (702) 658-7900 or 5150 S. Decatur Blvd., Las Vegas, NV 89118

ATI Faculty

Instructor	Qualifications
Mario Alvarez, HVAC Instructor	HVAC Instructor with 1 year of teaching experience and 6 years of industry expertise. EPA Section 608 Universal certified with strong technical knowledge. Experienced in air conditioning, heating, and heat pump systems.
Lou Cinigilio, HVAC Instructor	ATI Instructor for over 3 years; Air Conditioning and Refrigeration BOCES 1983; Light Commercial Air Balance; EPA 608; OSHA Certification
Juan Carlos Galvez, HVAC Instructor	Advanced Training Institute HVAC/CR Program Graduate, 2021; EPA-Section 608-Universal; 410a certified, HVAC of Excellence Electrical certification, Osha 10 Certified, Four years industry experience
John Keith II, HVAC Instructor	HVAC professional with 16 years of industry experience, EPA section 60 8 Universal certified
Willie Slack, HVAC Instructor	HVACR Instructor with 1 year of teaching experience and over 23 years in the field. EPA Section 608 Universal with extensive industry knowledge. Experienced in air conditioning, heat pumps, refrigeration, and heating systems.

Keith Thompson, HVAC Instructor	ATI Instructor for 3 years, EPA section 608 Universal, R410 Certificate, HVAC of Excellence Gas Heat, Heat Pump Certificate, over 20 years field experience, Pacific Institute Facilitator Education Course 2019
Razwaan Arif, Electrician Instructor	Electrical & HVAC Instructor, BS Electrical Engineering Technology, 20 years of experience in Manufacturing, 5 years' experience in Gold Non-Metal Mining, Electrical Equipment Controls and Maintenance, 5 years HVAC experience, 10+ years industrial Instructor Experience.
Clyde Collier, Electrician Instructor	25 years Electrical Experience Commercial 20 years; Industrial 5-year; Bachelor of Science in Specialized Communication with study in Training and Development from California State Polytechnic University, Pomona, California
Jonathan Crosby, Electrician Instructor	Licensed Electrician, Instructor for 4 years, ATI Electrical Certification 2016, OSHA Certification, Pacific Institute Facilitator Education Course 2019
Jeri White, Electrician Instructor	US Department of Labor Journeyman Electrician Apprenticeship, 2010; Certificate of completion Electrical Safety in the workplace, 2017; OSHA 10 and 30 cards; NCCER completion of the learning series program
Gregory Bledsoe, Academic Director Automotive Technology/Instructor	Weber State University Ogden, UT; GM ASEP Graduate A.A.S.; Class 2 Emission Inspector; GM ASEP Graduate; GM Worldclass Technician; GM Certifications in Master Technician Diesel Engine Performance Specialist, Master Technician Mechanical/Electrical Body Repair, and Master Technician Advanced hybrid/EV Specialist; ASE Certifications for Master Automotive Technician, Undercar Specialist, L1 Advanced Engine Performance, L3 Light Duty Hybrid/Electric Vehicles and Service Consultant
David Beggio, Automotive Instructor	Automotive Technology Instructor with over 10 years in hands-on racing and industry work. Audi and Ford Master Certified Technician with advanced dealership-level expertise. Specialized in brakes, suspension, steering, diagnostics, electronics, and high-performance engines.
Ken Faverty Automotive Instructor	5+ years' experience in automotive technology, 20+ years teaching secondary and post-secondary education, ASE Master Automobile Technician, including Electronics, Engine Repair, G1 Maintenance and Light Repair Technician
Kevin Garret, Automotive Instructor	Instructor for 9 years, American Transmission Institute, 1989, ASEs, Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train & Axles, Suspension & Steering, Electrical/Electronic Systems, Heating & Air Conditioning, Auto Maintenance and Light Repair
Bob Giampa, Automotive Instructor	Instructor for 7 years, ASEs Auto Maintenance & Light Repair, Brakes, Suspension & Steering, Air Conditioning, Manual Transmissions, Automatic Transmissions
Charles Islas, Automotive Instructor	Owner/Operator of Efficient Fix Automotive Garage; College of Southern Nevada Associate of Business; Master Automobile Technician ASE
Robert Martinez, Automotive Instructor	Automotive Technician with over 10 years of hands-on experience in automotive and diesel repair. Skilled in electrical and mechanical diagnostics, including ASE-8. Expertise in air conditioning, brakes, suspension, and alignment services.
Francisco (Frank) Palacios, Automotive Instructor	Occupational Associate Degree in Automotive/Diesel Technology
Emanual Sanchez, Automotive Instructor	Instructor for 8 years, Motech Education Center Livonia MI 1996, ASEs, Manual Drive Train & Axles, Brakes Steering/Suspensions, Auto Maintenance & Light Repair
Jasminemarie Soller, NVMT License# 11598 & CAMTC# 51230, Massage Therapy/Reflexology Program Director and Instructor	Massage Therapy and Allied Health Instructor 20+ years with 10+ yeas as Massage Therapy Program Director; CAMTC License – California State Certified Massage Therapist; NVSMTB- Nevada State Licensed Massage Therapist; Graduated from Institute of Business & Technology with certificates in Massage Therapy, Medical Assistant, and Chiropractic Assistant; AMTA Nevada Chapter Board Member & Financial Administrator, Government Relations Committee Member, and Member Engagement Co-Chair, as well as past Board positions as Delegate and Secretary.

Corinne Marggraf, NVMT License # 8146 & NHMT# 2922, Massage Therapy/Reflexology Instructor	NVSMTB- Nevada State Licensed Massage Therapist; CPR/BLS/AED; Spurgeon Method Advanced Breast Massage Certified, Medical Massage Certified, Oncology Massage Certified, Lymphedema Certified; Diploma Massage Therapy-Hesser College; Education Industry for 5+ years in Massage Therapy; Customer Service and Administrative experience; AMTA- American Massage Therapist Association Member
Chris Hughes, Personal Fitness Trainer Instructor	ATI Instructor for over 2 years; Bachelor of Science in Business Administration from Long Island University; NASM Certified Personal Trainer and Weight Training Specialist
Ross Ploutz, Personal Fitness Trainer Instructor	NASM CPT, NASM Cardio Cert, MTS Mobility Coach+ Cert; Fitness Training Online Kettlebell Coach Level 1; CPR/AED through American Heart; Over five years' experience as a personal trainer
Ray Simeon, Personal Fitness Trainer Instructor	Over 4 years of industry experience; NASM Certified Personal Trainer, Certified Nutrition Coach, and Performance Enhancement Specialist; ATI Personal Fitness Training Program Graduate

Tuition and Fee Schedule

Tuition and Fee Schedule

Programs	Tuition	Reg. Fee	Books	Uniforms	Total
Automotive Technology	$24,030.00	$75	$236.00	$225.00	$24,566.00
HVAC/CR	$17,360.00	$75	$60.00	$200.00	$17,695.00
Electrician (720 Clock Hours, for all starts before 9/21/2026)	$17,889.00	$75	$548.00	$200.00	$18,712.00
Electrician (840 Clock Hours, for all starts on or after 9/21/2026)	$18,575.00	$75	$649.00	$200.00	$19,499.00
Massage Therapy/Reflexology	$14,860.00	$75	$590.00	$50.00	$15,575.00
Personal Fitness Trainer	$13,657.00	$75	$971.00	$125.00	$14,828.00

Estimate of Annual Indirect Costs While Attending ATI

Advanced Training Institute does not offer housing, meal plans or transportation for students. In order to help you better plan your budget, the following is an estimate of the monthly expenses students may expect for these indirect costs while attending ATI.

	Room & Board	Personal Expenses	Transportation	Monthly Total
Living Off Campus	$1,017.00	$412.00	$149.00	$1,578.00
Living with Parents	$393.00	$220.00	$149.00	$762.00

Course Schedule

Automotive Technology

Start Dates 2026

Start Date	Grad Date
2/2/2026	4/8/2027
3/16/2026	5/20/2027
4/27/2026	7/1/2027
6/8/2026	8/12/2027
7/20/2026	9/23/2027
8/31/2026	11/4/2027
10/12/2026	12/16/2027
11/23/2026	1/27/2028

HVAC/CR

Start Dates 2026

Start Date	Grad Date
1/12/2026	10/29/2026
2/23/2026	12/10/2026
4/6/2026	2/4/2027
5/18/2026	3/18/2027
6/29/2026	4/29/2027
8/10/2026	6/10/2027
9/21/2026	7/22/2027
11/2/2026	9/2/2027
12/14/2026	10/14/2027

Electrician (840 Clock Hours)

Start Dates 2026

Start Date	Grad Date
9/21/2026	7/22/2027
11/2/2026	9/2/2027
12/14/2026	10/14/2027

Electrician (720 Clock Hours)

Start Dates 2026

Start Date	Grad Date
1/12/2026	9/17/2026
2/23/2026	10/29/2026
4/6/2026	12/10/2026
5/18/2026	2/4/2027
6/29/2026	3/18/2027
8/10/2026	4/29/2027

Massage Therapy/Reflexology

Start Dates 2026

Start Date	Grad Date
6/22/2026	5/7/2027
7/20/2026	6/4/2027
8/17/2026	7/2/2027
9/14/2026	7/30/2027
10/12/2026	8/27/2027
11/9/2026	9/24/2027
12/7/2026	10/22/2027

Personal Fitness Trainer

Start Dates 2026

Start Date	Grad Date
1/5/2026	10/8/2026
2/2/2026	11/5/2026
3/2/2026	12/3/2026
3/30/2026	1/14/2027
4/27/2026	2/11/2027
5/25/2026	3/11/2027
6/22/2026	4/8/2027
7/20/2026	5/6/2027
8/17/2026	6/3/2027
9/14/2026	7/1/2027
10/12/2026	7/29/2027
11/9/2026	8/26/2027
12/7/2026	9/23/2027

ADDENDUM A: 2025 ADVANCED TRAINING INSTITUTE ANNUAL SAFETY AND SECURITY REPORT

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics
(Las Vegas, Nevada)

Including Calendar Year 2022, 2023 and 2024 Crime Statistics

To maintain compliance with Jeanne Clery Campus Safety Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, Advanced Training Institute ("ATI") collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report ("Report") to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the ATI Campus Director, Alen Babayan, at (702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118.**

I. COMPLETION AND DISSEMINATION OF THE REPORT

Prior to October 1 of each year, ATI compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to Campus Director Alen Babayan, who also serves as the Title IX Coordinator and Campus Security Authority. Alen Babayan can be reached at **(702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118.** All crime statistics contained in this Report are for Clery Act reportable crimes occurring on ATI's campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. ATI's physical campus includes a building with approximately 77,000 square feet, and the surrounding parking lot designated for campus use, located at **5150 S. Decatur Blvd., Las Vegas, NV 89118.** The Report also includes ATI's current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Campus Safety Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

ATI annually distributes this Report and/or provides a notification to all enrolled students and current employees that the current version of the Report has been posted to https://atitraining.edu/student-consumer-information/ and that a paper copy of the Report will be provided at no cost upon request. Distribution methods for the Report and/or the notification include classroom/office distribution, U.S. Postal Service delivery, and/or electronic mail or text. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is available to the public on ATI's website at https://atitraining.edu/student-consumer-information/. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under ATI's name in the Department of Education's Campus Safety and Security Data located at https://ope.ed.gov/campussafety/#/.

II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES

1. Reporting Emergencies

"Emergency" includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director, Alen Babayan, who can be reached at **(702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118** and/or to other available ATI staff for purposes of expediting ATI's Emergency Response and Evaluation Procedures as set forth in Section II.B.3 of this Report.

2. Reporting Crimes

Crimes that should be reported to the Campus Director or his/her designee by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, hate crimes, robbery, aggravated assault, burglary, motor vehicle theft,

arson, drug and alcohol violations, illegal weapons possession, and hazing. Incidents involving sexual harassment or a sexual offense should be reported to the Campus Director, as the Title IX Coordinator. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director or his/her designee for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in ATI's annual crime statistics reporting by contacting the Campus Director.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director or nearest available ATI staff member. All ATI faculty and staff are trained to notify the Campus Director or his/her designee immediately of all crimes reported to them by students.***

- ***Faculty and staff should immediately notify the Campus Director or his/her designee.***

ATI strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies or campus authorities. Upon written request, ATI will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by ATI against a student who is accused of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

B. INSTITUTIONAL RESPONSE PROCEDURES

1. Response to Reports of Crime or Emergency

Upon receipt of a report of a crime or emergency, the Campus Director or his/her designee will:

- Immediately assess, based on his/her own judgment or after consultation with other ATI officials as needed, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3 of this Report.

- Immediately assess, based on his/her own judgment and/or after consultation with other ATI officials and/or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning Policy in Section II.B.2 of this Report.

- With regard to a reported incident that is or may be sexual harassment or sexual offenses, the Campus Title IX Coordinator will also evaluate and respond to the reported sex offense in accordance with ATI's Sexual Harassment Policies and Procedures contained in ATI's Title IX policy.

- For all reported crimes, the Campus Director or his/her designee will, within 24 hours of notification of the incident, document all then-available and relevant information including the date, time, location, and description of the incident for purposes of maintaining an accurate record of events and compiling this annual Report. Documentation will be updated as more information becomes available.

2. Timely Warning of Reported Crime

All decisions concerning the issuance of a campus wide "timely warning" will be made on case-by-case basis. In the event that ATI receives notice of a crime reportable pursuant to the Clery Act, either on campus or on public property within the campus or immediately adjacent to or accessible from the campus, that, in the judgment of the Campus Director or his/her designee, constitutes an ongoing or continuing threat to students and employees, a timely warning will be issued as soon as pertinent information is available and/or confirmable. Depending on the particular circumstances of the crime/situation, especially in all situations that could pose an immediate threat to students and employees, ATI will post the timely warning via one or more of the following means of communication: classroom notification, email or text message, online notification, the ATI website, social media, and/or verbal or written notice. The specific mean(s) of communication used will be those determined to be the most effective at reaching the campus community quickly given the nature and timing of the warning, as determined by the Campus Director or his/her designee. The warning will withhold as confidential the names and other identifying information of the victims.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director or his/her designee by phone at (702) 658-7900 or in person.

3. Emergency Response and Evacuation Procedures

In the event the building needs to be evacuated or locked down due to any emergency or any other dangerous situation involving an imminent threat to the health and safety of students and employees (an "Emergency"), ATI will initiate its emergency and evacuation procedures. Maps of the evacuation route have been posted in each office, common area and classroom. The Campus Director or his/her designee will, without delay, and taking into account the safety of students, faculty and staff, and guests, determine the content of the notification and initiate the notification process. The notification will not be initiated if, in his/her professional judgment, a notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

ATI has developed a process to confirm that there is an Emergency, determine who to notify, determine the content of the notification, and initiate the notification process. The Campus Director or his/her designee will contact local law enforcement, campus personnel, and local news sources to obtain as much information as possible. Upon the confirmation of an Emergency, ATI will issue a warning via one or more of the following means of communication: classroom notification, email, text message, online notification, the ATI website, social media, other spoken or written verbal announcement, and/or other appropriate means to immediately inform individuals on campus of the need to evacuate and procedures to follow. As necessary, the Campus Director or his/her designee will contact specific sections of the campus and take steps to inform the larger community of the Emergency. The front desk personnel and Campus Director or his/her designee will notify the local police, fire or other appropriate first responder(s) to assist with the Emergency. When appropriate and practicable, the Campus Director or his/her designee will designate a staff member to alert neighboring businesses (those immediately adjacent to the campus) of the emergency via phone, text or other electronic means, or in person.

ATI publishes maps of the campus showing the school's emergency evacuation routes in every classroom and at other gathering places for students, faculty, and staff. The school tests the emergency response and evacuation procedures on at least an annual basis, including announced or unannounced tests. Additionally, the school tests its fire sprinklers and alarms on an annual basis.

III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY

All decisions to close a campus or delay opening for any reason, including for a weather-related reason, will be made by the Campus Director or his/her designee after consultation with other ATI officials as appropriate. ATI will announce the decision and any related information as it deems appropriate given the circumstances, by email, text, online notification, the ATI website, social media, classroom notification, other spoken or written verbal announcement, and/or on local radio or TV stations on a timely basis for the day classes and for the evening classes respectively. Closings for day and evening classes may be announced separately. When school closings are excessive, or as determined by applicable law and regulations, make up classes may be required.

IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES

There are no Pastoral or Professional Counselors on Campus. Crisis, mental health and victim resource hotline numbers are available from the Campus Director or the Career Services department. Section IX of this policy addresses ATI's policies with respect to support services and confidentiality for victims of sexual violence.

V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

ATI does not maintain residential facilities and does not have any officially recognized student organizations with noncampus locations. During business hours (8 am to 10:45 pm Monday-Thursday, 8 am to 5 pm Friday) the campus building is accessible to staff, faculty and/or students via their school-issued badge. Visitors without a badge can only access the campus through the main entrance where front desk staff log their entry and control their access to the rest of the campus. During non-business only authorized campus and executive staff badges have access, as well as cleaning staff who are provided with a key and alarm code. For monitoring purposes, security cameras are posted throughout the campus for maximum coverage. Additional campus security measures include an alarm system, environmental sensors, and panic buttons for front desk staff. ATI evaluates its security policies regarding campus facilities annually.

VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES

ATI does not employ security personnel or campus police and ATI employees have no authority to arrest or detain any individual. ATI does not have a written memorandum of understanding or other agreement with local police agencies. ATI faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A of this Report and to notify local police when the victim of a crime elects to do so, or is unable to make such a report.

If you are a victim of or witness to a crime and do not want to pursue action through ATI's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting ATI to include the incident in its crime statistic reporting without revealing your identity. With such information, ATI can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. ATI will make its best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and ATI cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX of this Report. Policies pertaining to hazing are contained in Section X of this Report.

VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During new student and new employee (faculty and staff) onboarding, students and employees are informed of ATI's safety and security practices and procedures, given this Report, and are encouraged to be responsible for their own security and the security of others. Such onboarding and trainings may include an informational handout, a Power Point presentation, and/or review of the policies contained in this Report and in the school catalog.

Campus crime statistics for the previous three calendar years are also disclosed on an annual basis (for the previous three calendar years) within this Annual Security Report. The topics of crime prevention and security awareness as they relate to preventing and responding to sexual harassment/violence (specifically, bystander intervention and risk reduction strategies), are also covered during onboarding.

VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

All ATI property has been designated "drug free" and the School is committed to full compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. ATI does not permit the sale, possession or consumption of alcoholic beverages on School property and adheres to and enforces all state underage drinking laws. A complete copy of ATI's six page Drug-Free Schools/Drug-Free Workplace Annual Disclosure containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is included in both the School Catalog and on ATI's website at https://atitraining.edu/student-consumer-information/. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during their onboarding process. Annually students are provided this information by means of the current School Catalog, annual distribution with this Report, and material posted on campus. Current faculty and staff are provided this information with a copy of this Report.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years of age is forbidden as provided by state law. ATI prohibits the use, possession, manufacture, sale or distribution by its students, faculty and staff of any illegal drug. This includes all forms of marijuana and synthetic marijuana, regardless of the legality of either substance. A state's legalization of marijuana and/or the possession of a legitimate medical marijuana card are not accepted as exceptions to this policy. Under federal law marijuana remains classified as a Schedule I drug and its possession and use by any individual, regardless of age, are prohibited. Students, faculty and staff are reminded that unlawful possession, distribution or use of alcohol or illegal drugs may subject individuals to criminal prosecution. ATI may refer violation of prescribed conduct to the appropriate authorities for prosecution in connection with federal and state laws.

IX. POLICY REGARDING SEXUAL HARASSMENT AND SEX OFFENSES

ATI policy prohibits harassment or discrimination based on race, religion, creed, national origin, ethnicity, ancestry, color, sex, military or veteran status, physical or mental disability, mental condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which

includes harassment and sexual violence, and the Institution has jurisdiction over Title IX complaints. To the extent that an employee or contract worker is not satisfied with ATI's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

ATI is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual offenses of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. ATI prohibits dating violence, domestic violence, sexual assault, and stalking as defined below. To fulfill its educational mission, ATI has designated Alen Babayan, Campus Director, as its representative to coordinate ATI's compliance with Title IX of the Education Amendments of 1972, as amended, and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual offenses should contact the Title IX Coordinator at (702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118, and follow the procedures outlined in this section (IX).** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the School Catalog.

Confidentiality

All proceedings and records concerning sexual harassment or sexual offense complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with ATI's executive management and its legal counsel, a victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. ATI will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, ATI may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with ATI's legal counsel and the School's executives. The victim will be notified regarding which information will be shared, with whom it will be shared, and why, prior to ATI sharing the information.

No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the ATI community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

Sexual Harassment and Sexual Offenses

Sexual harassment and other sexual offenses, including sexual assault, domestic violence, dating violence and stalking are prohibited by ATI and will not be tolerated. All members of the ATI community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows ATI to quickly respond to the allegations and offer immediate support to the victim. ATI is committed to protecting the confidentiality of victims, will work closely with individuals who wish to obtain confidential assistance regarding an incident of a sexual offense, and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the respondent will be afforded equitable rights during the investigative process. ATI will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student or staff member who feels that he or she is the victim of sexual harassment or a sexual offense has the right to seek redress of the grievance pursuant to the ATI Title IX Policy. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment or a sexual offense in bad faith may be subject to equivalent disciplinary action.

Key Definitions

a. For Clery Act campus crime reporting purposes, ATI uses the following definitions:

Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at ATI as such acts are inappropriate and create an environment contrary to the goals and mission of

ATI. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes any offense that meets the definition of rape, fondling, incest and statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting[1] program and as set forth in Appendix A to Subpart D of Title 34 of the Code of Federal Regulations, Part 668, which defines each offense as follows:

> **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
>
> **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
>
> **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
>
> **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Nevada law specifically defines "Sexual Assault" at Nev. Rev. Stat. Section 200.366. It states that a person is guilty of sexual assault if the person (1) subjects another person to sexual penetration, or forces another person to make a sexual penetration on themselves or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of the perpetrator's conduct or (2) commits a sexual penetration upon a child under the age of 14 years or causes a child under the age of 14 years to make a sexual penetration on themselves or another, or on a beast.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Domestic Violence is defined in Nev. Rev. Stat. Section 33.018 and applies to current and former spouses, persons related by blood or marriage, persons **who** currently or formerly resided together, persons who are or were in a dating relationship, people who have a child in common, the minor child of any of these people, or a person appointed legal guardian for the minor child of any of these persons. Domestic violence occurs when one of the following offenses is committed between any of these persons: (1) Battery, (2) assault, (3) compelling the victim through force or threat to perform an act that the victim has a right to refuse performing, or compelling the victim through force or threat to refrain from performing an act that the victim has a right to perform, (4) sexual assault, (5) engaging in knowing, purposeful, or reckless conduct designed to harass the victim, including but not limited to stalking, arson, trespass, larceny, destruction of private property, carrying a concealed weapon without a permit, or injuring or killing an animal, burglary, or an invasion of the home, (6) false imprisonment, or (7) pandering.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and dating violence does not include acts covered under the definition of domestic violence.

There is no Nevada law definition of "dating violence." Nev. Rev. Stat. Section 33.018 treats violence between persons in a dating relationship as "domestic violence." See the Nevada definition for Domestic Violence above.

Stalking means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with his or her property) that is directed at a

[1] The FBI's UCR definitions are used to describe all crimes reported in the Clery Act Crime Statistics section of this Report.

specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress." Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is defined in Nev. Rev. Stat. Section 200.575 as a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, commits the crime of stalking.

Consent means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Under Nevada's definition of Sexual Assault in Nev. Rev. Stat. Section 200.366 a lack of consent exists where the act is taken against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct.

b. For the purposes of ATI's Title IX Policies and Procedures, including the formal investigatory and disciplinary procedures outlined below, the following definitions will be used:

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities; or
3. As defined below, sexual assault, domestic violence, dating violence, or stalking.

Sexual Assault means any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Dating Violence means violence committed by a person—

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    i. The length of the relationship.
    ii. The type of relationship.
    iii. The frequency of interaction between the persons involved in the relationship.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined above.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, as defined above.

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual harassment.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures are available to the Complainant and Respondent regardless of whether the Complainant files a formal complaint.

Business Days means Monday through Friday, except for federal or state holidays and any day in which the School is closed due to inclement weather, emergency, or scheduled breaks in the School's academic calendar.

A. If You Are the Witness or Victim of a Sexual Offense

Upon observing or involvement in any type of sexual offense on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, ATI encourages students, faculty and staff to promptly report the incident to the local police and/or ATI's Title IX Coordinator at **(702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118.** A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for ATI's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual offenses. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

Victims of a Sexual Offense: If you are a victim of a sexual offense, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Victims of sexual violence may also wish to seek support services from organizations trained in providing counseling and support services to victims. ATI refers victims of sexual offenses to a number of organizations, including The Rape Crisis Center at Signs of Hope at (702) 366.1640 and https://sohlv.org/, and Rape, Abuse & Incest National Network's (RAINN) National Sexual Assault Hotline at 800.656.HOPE (4673).

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Time is a critical factor for evidence collection and preservation. You don't have to decide if you want to file charges right away, but preserving the evidence helps if you decide to file charges against the perpetrator at a later date. If at all possible:

- Document the details of the incident, such as dates, times, locations, and witnesses.
- Save clothing worn during the offense in separate paper bags.
- Save digital evidence such as harassing or threatening emails, voicemails, text messages, social media posts, etc.
- Take pictures of any injuries or damages and have any injuries looked at and documented by your doctor.

Victims of a sexual offense are also encouraged to preserve DNA evidence by obtaining a forensic examination from a medical professional. Victims are not required to file a police report in order to receive a sexual assault forensic exam. These exams are always free and do not require the use of medical insurance. In order to ensure the greatest chance of collecting DNA evidence, a forensic examination should be done as soon as possible after an assault.

ATI strongly advocates that a victim of a sexual offense report the incident to police in a timely manner. If requested to do so by the victim, ATI will assist the victim in contacting the police. However, the victim is not required to contact the police, and may pursue the Grievance Procedure contained in this policy or request ATI to conduct an independent investigation under this section regardless of whether the police are contacted.

ATI does not issue orders of protection. However, orders of protection and restraining orders are issued by criminal, civil or tribunal courts in ATI's local area upon the application of a complainant and upon a showing of appropriate cause against the respondent. ATI will assist in referring a complainant to the appropriate court or other government office.

Further, ATI will strictly comply with and enforce the terms of a protective/restraining order when it becomes aware of such order using such means as requiring the respondent to stay away from the School pending any court hearing, transferring the respondent to other classes, or transferring the respondent to different class attendance times.

B. **Role of the Title IX Coordinator:**

The Title IX Coordinator has primary responsibility for receiving, evaluating, and administering the review, investigation and resolution procedures of reports of sexual harassment and sexual offenses, and for assisting in the maintenance of accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual harassment or a sexual offense, or who have witnessed an act of sexual harassment or a sexual offense, should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. The Title IX Coordinator also has the following responsibilities:

1. Provide the complainant with a copy ATI's Title IX policies and procedures, and written information about local victim support resources (off-campus) for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims.

2. Maintain the confidentiality of the personally identifying information ("PII") of the victim or other necessary parties by ensuring PII is not included in the Annual Security Report and related disclosures.

3. Provide written notification of options to facilitate changes to academic, externship, and/or transportation situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. ATI is obligated under federal law to give reasonable accommodations to a victim. Upon the victim's request to the Title IX Coordinator, ATI will facilitate reasonable accommodations, which may include changes to classes, attendance times, parking arrangements, and/or externship location where applicable, as well as extensions of time or other course related adjustments. The respondent may also request reasonable interim accommodations. ATI does not rely on one fixed set of rules regarding interim accommodations. Any specific measures taken will be individualized and determined based the Title IX Coordinator's assessment of the specific situation, the severity and pervasiveness of the allegations, and his/her best judgment of which available measures will reasonably accommodate the requestor's needs and specific requests, while making every effort to avoid depriving any student of his or her education. The Title IX Coordinator may choose to alter the interim measures taken or offer different reasonable accommodations at any point as their understanding of the situation and the needs of the parties involved evolve throughout the investigation. ATI will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of ATI to provide the accommodations or protective measures. These steps will be taken by ATI regardless of whether the victim chooses to file a formal complaint.

4. Inform the complainant of their right to file a separate criminal complaint for allegations relating to a sexual offense. ATI will comply with a victim's request for assistance in notifying authorities.

5. Unless the allegations of sexual harassment or sexual offense involve conduct by an ATI employee towards a student, will undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance in writing that the complaint has been filed; seek to find out the facts; and, if both parties and ATI desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the respondent, complainant or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant, respondent, or ATI deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

C. **Formal Investigatory and Disciplinary Procedures for Students and Employees**

All reports of sexual harassment or sexual offenses received by the Title IX Coordinator must be resolved through its Title IX policies and procedures. ATI is committed to providing a fair, prompt and impartial proceeding from investigation initiation to final result that is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, ATI must weigh that request against its obligation to

maintain a safe campus environment. When ATI honors the complainant's request for confidentiality, the complainant must understand that ATI's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. In the case of sexual violence, ATI may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If ATI determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. ATI may not require a victim to participate in a formal investigation or hearing that it has initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or a sexual offense has taken place has the right to seek redress of the grievance by means of the ATI Title IX policies and procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all reports should be made as promptly as possible after the alleged discriminatory conduct. Informal resolution of the conflict is always an option if all parties involved voluntarily agree to participate. However, an attempt at informal resolution is never a prerequisite to filing a formal complaint. Even if the parties agree to informally resolve a complaint, ATI may nonetheless determine that informal resolution is not appropriate and initiate the formal investigation and grievance procedures discussed below.

ATI's Title IX Policy details the process for reporting incidents of sexual harassment and sexual offenses and also the procedures ATI will follow in its formal grievance process. Those procedures are described below. The full version of ATI's Title IX Policy can be found on the school's website at https://atitraining.edu/about/title-ix-information/.

a. **REPORTING AN ALLEGATION**

Title IX Coordinator - Any individual – student, employee or third party - may make a report concerning sexual harassment or sex discrimination whether or not they are the victim of that behavior. Complainants and third parties are encouraged to report sexual harassment as soon as possible to allow the School to respond promptly and effectively. **Reports must be directed to the Title IX Coordinator. In cases where the allegation is against the Title IX Coordinator, the report may be made to the Chief Executive Officer. Only the campus Title IX Coordinator or Chief Executive Officer has authority to issue corrective measures for an incident of sexual harassment or sex discrimination.** Students and employees should not expect any action taken with respect to a complaint or report directed to any other employee or faculty of the School other than a Title IX Coordinator or Campus Director. The Title IX Coordinator at the School is the Associate School Director, and can be contacted at:

Alen Babayan, Campus Director
5150 S. Decatur Blvd.
Las Vegas, NV 89118
(702) 658-7900
ababayan@atitraining.edu or TitleIXCoordinator@atitraining.edu

The School has designated the Title IX Coordinator to oversee the intake of complaints of sexual harassment at the School. An individual who has experienced sexual misconduct has the right to choose whether or not to report the incident to the Title IX Coordinator for investigation. The Title IX Coordinator is trained to assist individuals who report sexual misconduct and can provide information about resources and services available to students and employees, both on and off campus, including the availability of supportive measures.

Confidentiality - The Title IX Coordinator is not a confidential source of support. While he or she will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. The Title IX Coordinator will treat as confidential all information related to the provision of supportive measures, to the extent that such confidentiality does not interfere with the ability of the School to provide the supportive measures.

Report vs. Formal Complaint - Making a **report** is different from filing a **formal complaint**. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) the initiation of the formal complaint process; and/or (4) a request to initiate an informal resolution process. Informal resolution can only occur after a formal complaint is filed. Filing a formal complaint initiates the School's formal Title IX grievance process.

Criminal Complaint/Civil Actions - A person who has experienced sexual harassment, as defined in Section II, above, or a person who witnesses sexual harassment, has the right to simultaneously file a complaint with the School and to pursue a criminal complaint with law enforcement in the event that the individual believes in good faith that the alleged conduct of the Respondent constitutes a criminal violation of law. Victims and witnesses of sexual harassment have the right to be assisted by the School in notifying law enforcement authorities of sexual harassment or they can decline to notify such authorities. The School may, however, have a statutory reporting obligation when it becomes aware of certain factual allegations. Parties may also have options to file civil actions in court or with administrative agencies.

How to Make a Report - If a student, employee or third party wishes to report an allegation of sexual harassment, he or she should submit any relevant information to the Title IX Coordinator in person, via email, via regular mail or by phone.

The Title IX Coordinator will take the Complainant's wishes into account when determining whether to file a formal complaint. However, if the Title IX Coordinator determines that pursuing an investigation into the allegations is necessary for the safety of the community or other reasons, he or she may sign the formal complaint to initiate the grievance process notwithstanding the Complainant's decision not to pursue a formal complaint.

b. **HOW TO FILE A FORMAL COMPLAINT**:

To file a formal complaint, the Complainant must submit, in writing, allegations of sexual harassment against a Respondent and must request that the School investigate the allegation of sexual harassment. Only the Complainant or Title IX Coordinator may file a formal complaint. Any person wishing to make a complaint must submit it to the Title IX Coordinator in person, via email, via regular mail or by phone to the attention of:

Alen Babayan, Campus Director
5150 S. Decatur Blvd.
Las Vegas, NV 89118
(702) 658-7900
ababayan@atitraining.edu or TitleIXCoordinator@atitraining.edu

c. **SCHOOL'S RESPONSE TO ACTUAL KNOWLEDGE OF SEXUAL HARRASSMENT**

Supportive Measures - Upon receiving a report, a formal complaint or notice of allegations of sexual harassment in an educational program or activity, the Title IX Coordinator will promptly respond to the Complainant/Alleged Victim to discuss the availability of supportive measures, consider his/her wishes with respect to the supportive measures and explain the process for filing a formal complaint. The School will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Preliminary Inquiry/Actions -The Title IX Coordinator, in consultation with others as necessary, will conduct an initial assessment of the alleged conduct, the reporting party's desired course of action, and interim measures to protect the safety of the Complainant or the community. The goal is to prevent any hostile educational or workplace environment from developing at the School. If a report made to the Title IX Coordinator involves a serious or immediate threat to the campus community, the School will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

If a Complainant chooses to pursue a formal complaint, the School must follow the grievance process outlined below, unless the Title IX Coordinator determines, after this preliminary inquiry, that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy for one of three reasons:

1. The alleged conduct did not occur in scope of the School's education program or activity, or
2. The alleged conduct does not meet this policy's definition of sexual harassment, or
3. The alleged conduct did not occur to a person located in the United States

Scope of Education Programs or Activities - For the purposes of the Title IX Coordinator's determination under Subsection c of this policy statement, the scope of the School's education program or activity includes locations, events, or circumstances over which the School has exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and shall also include any building owned or controlled by a student organization that is officially recognized by the School.

Dismissal of Formal Complaint - If the Title IX Coordinator determines that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy, the formal complaint will be dismissed, and the Complainant will be provided written notification of that decision, which will include the reasons for the dismissal. A determination that the alleged conduct does not warrant initiating the grievance process does not preclude the School from taking action to address any prohibited conduct/actions under another provision of its Code of Conduct.

If the Complainant or Respondent is an employee of the School or one of its affiliates, the Title IX Coordinator will notify the Director of the Human Resources department who is responsible for overseeing the School's compliance with Title VII of the Civil Rights Act of 1964.

d. REMOVAL OF A RESPONDENT FROM EDUCATION PROGRAM OR ACTIVITY -INTERIM ACTION

The Title IX Coordinator may remove a Respondent from his or her educational program or activity if the Title IX Coordinator determines that an immediate threat to the physical health or safety of any student or other individual arising from allegations of sexual harassment justifies removal.

If the Title IX Coordinator determines that allegations of sexual harassment justify removal, he or she will provide the Respondent with notice of the removal to the Respondent's School-provided email address and the Respondent must immediately cease participation in campus activities and may not return to the campus at any time pending the resolution of the complaint. Within three (3) Business Days after the Title IX Coordinator sends the notice, Respondent may challenge the removal decision by providing a written explanation of why the sexual harassment allegations do not justify removal. The Title IX Coordinator will notify the Respondent within three (3) Business Days whether the challenge is successful and whether any alternative interim measures are warranted. A Respondent who has been removed from his/her programs or activities as an interim measure may not attend any activity or program of the School while his/ her challenge to removal is pending.

The Title IX Coordinator may also place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

e. INFORMAL RESOLUTION

After a formal complaint is filed and as an alternative to completing the School's formal Title IX grievance process, the Complainant and Respondent may agree to resolve a formal complaint through an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal resolution is not available to resolve allegations that any employee of the School sexually harassed a student.

Participation in an informal resolution process is entirely voluntary, and requires written consent from all parties, including the School. The School will not require a Complainant or Respondent to participate in informal resolution. However, once the parties and the School agree to informal resolution, the School will suspend its obligation to pursue the grievance process except to the extent necessary to facilitate the informal resolution process as agreed to by the parties and the School.

At any time prior to the parties reaching an agreement on the resolution of the allegations, any party may withdraw from the informal resolution process and initiate or resume the grievance process. If the parties and the School agree to an informal resolution process, the Title IX Coordinator will provide the parties with a written notice disclosing (1) the allegations; (2) the requirements and procedures of the informal resolution process; (3) the circumstances under which the parties will be precluded from resuming a formal complaint arising from the same allegations; (4) notice that at any time prior to the parties' agreeable resolution of the allegations, any party has the right to withdraw from the informal resolution process and initiate or resume the grievance process; and (5) the records that will be maintained or could be shared during and after the informal resolution process.

In the event that the parties reach a mutually agreeable resolution of the complaint through the informal resolution process, the Title IX Coordinator will close and dismiss the complaint.

f. RETALIATION

The School or any other person is prohibited from intimidating, threatening, coercing, discriminating, or retaliating in any way against any individual for the purpose of interfering with any right or privilege secured by Title IX or the Regulations of the Department of Education (34 C.F.R. § 106, et. seq.), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any aspect of the grievance process.

Complaints alleging retaliation may be submitted to the Title IX Coordinator in the same manner as a report of sexual harassment. Or, if the allegations of retaliation are against the Title IX Coordinator, the complaint should be directed to Peter Mikhail, the School's Chief Executive Officer, at:

Peter Mikhail, Chief Executive Officer
5150 S. Decatur Blvd.
Las Vegas, NV 89118
(702) 658-7900
pmikhail@mikhailed.com

g. CONFIDENTIALITY

The School understands that those involved in the sexual harassment reporting and grievance process, including the parties, witnesses, and individuals who have made reports or complaints of sex harassment, have privacy rights, including rights governed under the Family Education Rights and Privacy Act. The School will not disclose information relating to the reporting of sexual harassment and the grievance process unless it is pursuant to a lawful purpose, such as:

1. Where information is necessary to give fair notice of the allegations and to conduct the investigation, hearing, and appeal;
2. Where other School officials have a need to know of the information in performing the School's business;
3. Where the School determines the information should be shared with law enforcement;
4. Where sharing information will reduce the risk of an immediate threat to the health and safety of others;
5. Where sharing information is necessary for the School to comply with requests from government agencies and accreditors who review the School's compliance with federal law, state law, and accreditation requirements;
6. As necessary to respond to a lawfully issued subpoena or legal request for information;
7. Where disclosure of the information is otherwise permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

h. CONFLICTS OF INTEREST

No investigator or hearing decision-maker will make findings or determinations in a case in which they have a conflict of interest or bias that would prevent that individual from being able to discharge their duties with impartiality. A party wishing to raise the issue of a potential conflict of interest or bias must notify the Title IX Coordinator of the bias or conflict of interest within two (2) Business Days of being advised of the identity of the investigator or decision-maker or within two (2) days of the date the party discovers or reasonably should have discovered the existence of the alleged bias or conflict of interest. The Title IX Coordinator will determine whether a conflict of interest exists. If a party believes that the Title IX Coordinator has a bias or conflict of interest, the party must notify Peter Mikhail, the School's Chief Executive Officer, who will determine whether a conflict of interest or bias exists. Mr. Mikhail can be contacted at:

Peter Mikhail, Chief Executive Officer
5150 S. Decatur Blvd.
Las Vegas, NV 89118
(702) 658-7900
pmikhail@mikhailed.com

i. GRIEVANCE PROCESS

Once the Title IX Coordinator determines that allegations in a formal complaint could, if proven, constitute sexual harassment, the School will initiate its Title IX grievance process. The Title IX grievance process is designed to fairly investigate allegations of sexual harassment, determine responsibility for any alleged violations, and provide remedies designed to restore or preserve equal access to the School's education programs and activities. The School's Title IX grievance process will:

1. Treat Complainants and Respondents equitably;
2. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness;
3. Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline for Resolution -The School will resolve all cases in a prompt and timely manner, however, the timeline will vary based on the circumstances of the case, including scheduled and unscheduled breaks in the academic calendar, availability of the parties and witnesses, scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case.

Stated timing requirements in this policy will be strictly enforced. Requests for extension are disfavored and will not be granted absent a showing of good cause that is based on extraordinary circumstances. However, if a party believes circumstances require an extension of deadlines, he or she must notify the Title IX Coordinator before the passing of the

deadline, in writing, explaining why the deadline must be extended. The Title IX Coordinator will decide whether the deadline should be extended. If a deadline is extended, it will be extended for all parties.

Responsibility to Check Email -Throughout the Title IX grievance process, the School will send important notices and information to the parties' School-provided email accounts. It is each party's responsibility to frequently check his or her School-provided email account. Important deadlines are based on when the School sends certain notices and/or information to a party's email account, and a party's failure to check his or her email is not a valid excuse for a missed deadline.

If a party is unable to access his or her School-provided email account, he or she must immediately notify the Title IX Coordinator to arrange for an alternate method of receiving notices and information. Unless and until the Title IX Coordinator receives such notice, a party will be deemed to have received all emails and attachments on the day they were sent.

Standard of Proof -The School uses the preponderance of the evidence standard in investigations of complaints of sexual harassment. This means that the investigation and hearing determine whether it is more likely than not that a violation of the policy occurred.

Role of Advisors -All parties may have an advisor of their choice to accompany them through the grievance process. A party's advisor may be, but is not required to be, an attorney. A party may have his or her advisor present at any meeting, interview, or other appearance the party is entitled to attend.

Advisors are expected refrain from interfering in the investigation and resolution of a formal complaint and are required to act ethically, with integrity, and in good faith throughout the grievance process. If the Title IX Coordinator, an investigator, hearing decision-maker, or other campus official determines that an advisor is acting in a manner intended to improperly disrupt or interfere with the grievance process, the advisor will receive a warning. Any subsequent attempt to disrupt or interfere with the grievance process will result in the advisor's immediate removal from the proceedings, and he or she will be barred from further participation in the Title IX grievance process. Unless the Title IX Coordinator, investigator, decision-maker, or other campus official determines that an advisor's misconduct is part of a party's deliberate attempt to disrupt or delay the grievance process, the proceedings will be suspended to allow a party to replace his or her advisor.

Each party must have an advisor present at the hearing. As discussed in the Hearing Procedures, below, only advisors may ask a party or witness questions at a hearing. In advance of the hearing, a party may request that the School provide him or her with an advisor of the School's choosing. Absent a showing of bias or a conflict of interest, a party has no right to object to an advisor provided by the School.

Consolidation of Formal Complaints - The School may consolidate formal complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where the grievance process involves more than one Complainant or more than one Respondent, references in this policy to "party," "Complainant," or Respondent" include the plural, as applicable.

Notice of Formal Complaint -Once a Title IX Coordinator determines that a formal complaint alleges a potential violation of this policy, the parties will receive notice that a formal complaint has been filed and that the School has initiated its grievance process. The notice will include:

1. The identities of the parties involved in the incident, if known;
2. The conduct allegedly constituting sexual harassment, as defined in this policy, if known;
3. The date and location of the incident, if known;
4. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
5. An explanation of the parties' right to have an advisor present throughout the grievance process; and
6. An explanation of the School's prohibition against knowingly making false statements or knowingly submitting false information during the grievance process.

Investigation -After notifying the parties of the formal complaint and the initiation of the grievance process, the School will appoint one or more trained investigators to interview the parties and gather evidence as necessary. Investigators will have received training on the following:

1. The definition of sexual harassment, as defined in this policy;
2. The scope of the School's education programs and activities;

3. How to conduct an investigation pursuant to this policy;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Issues of relevance to create an investigative report that fairly summarizes the relevant evidence.

During the investigation, the parties will have an equal opportunity to present witnesses, including expert witnesses, and other inculpatory and exculpatory evidence.

When a party's participation in the investigation is invited or expected, the School or the investigator will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings. The written notice will be given at least three (3) Business Days in advance of the party's expected participation. Pursuant to the limits on the role of advisors, discussed above, each party will be entitled to have an advisor of his or her choosing present at any meeting or interview to which the party is invited or expected to attend.

Neither the investigator nor the School may access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to that party, unless the School or the investigator obtains that party's voluntary, written consent to do so. If the party is under 18 years old, written consent must be given by the party's parent or guardian.

The School or the investigator may modify the list of allegations based on additional information learned during investigation. In that event, the parties will receive notice of a new allegation prior to the inclusion of a new allegation in an amended formal complaint.

Prior to the conclusion of the investigation, the School will provide the parties and their advisors the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations in the formal complaint. The parties will then have ten (10) Business Days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completing his or her investigative report.

At the conclusion of the investigation, the investigator will prepare an investigative report that fairly summarizes relevant evidence. The report will be simultaneously provided to all parties and their advisors at least ten (10) Business Days prior to the hearing, if a hearing is required. The parties may submit a written response to the investigative report for consideration by the hearing decision-maker. However, a response to the investigative report must be received by the Title IX Coordinator no later than five (5) Business Days before the hearing. Reponses received after that deadline will not be considered by the hearing decision-maker. The Title IX Coordinator will simultaneously provide all submitted written responses to the parties at least three (3) Business Days before the hearing.

Dismissal of a Formal Complaint - If at any time during the investigation, the School determines that any conduct alleged in the formal complaint (1) would not constitute sexual harassment, as defined in this policy, even if proved, (2) did not occur in a program or activity of the School, or (3) did not occur against a person in the United States, the School must dismiss the formal complaint with regard to that conduct. If other conduct is alleged in the formal complaint, the grievance process will continue with regard to those allegations only.

The School may also dismiss the formal complaint, or any allegations in the formal complaint, if at any time during the investigation or hearing (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations in the formal complaint; (2) the Respondent is no longer enrolled at, or employed by, the School; or (3) specific circumstances prevent the School or the investigator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the School dismisses a formal complaint, or any allegations in a formal complaint, it will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties.

Live Hearing - *Decision-Maker*:

Following the conclusion of the investigation and the parties' opportunity to review the investigative report, the School's grievance process provides for a live hearing. The hearing will be conducted by a decision-maker, who will have received training on the following:

1. The definition of sexual harassment, as defined in this policy;
2. The scope of the School's education programs and activities;
3. How to conduct live hearings pursuant to this policy;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

5. Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; and
6. Any technology to be used at the live hearing.

The School will be responsible for appointing the decision-maker for the hearing, who may or may not be an employee of the School. The decision-maker will be free of any conflicts of interest, pursuant to the conflict of interest requirements of this policy. The identity of the decision-maker will be provided to the parties at least ten (10) Business Days prior to the hearing. If any party believes that the decision-maker is subject to bias or a conflict of interest, he or she must submit a written objection to the Title IX Coordinator within the timelines stated in Section XI of the Title IX Policies and Procedures, stating the basis for the objection. If the Title IX Coordinator determines that the decision-maker is subject to bias or a conflict of interest that justifies removal of the decision-maker, the Title IX Coordinator will name a new decision-maker. In that event, the hearing may be rescheduled to allow for a reasonable time to ensure proper training and an opportunity for the parties to object to the new decision-maker on the grounds of bias or conflict of interest, pursuant to the requirements above.

Live Hearing - *Time and Location*:

The hearing will be conducted at a location within the county where the School is located. The Title IX Coordinator will notify the parties of the time and location of the hearing at least ten (10) Business Days prior to the hearing. Parties and their advisors are expected to adjust their schedules to attend the hearing. Hearings will not be rescheduled absent emergencies or extraordinary circumstances.

Within two (2) Business Days of the hearing, either party may request that the hearing be conducted with parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

The School may also, at its discretion, allow any or all parties, witnesses, or other participants appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The hearing will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the decision-maker shall ensure that appropriate protections are in place to maintain confidentiality.

Live Hearing - *Hearing Procedure*:

Advisor - Each party must have his or her own advisor present at the hearing. The role of the advisor is to ask relevant questions of the other party and other witnesses as described below. The hearing will be conducted in a respectful manner and with appropriate decorum. Advisors may counsel the party they represent during the hearing, however, advisors may not make opening or closing statements on behalf their represented party or raise or make objections on the record. Failure to comply with these requirements may be deemed by the hearing officer as interference with the orderly conduct of the hearing and may subject the advisor to removal and replacement. If a party does not have an advisor present at the hearing, the School will provide an advisor of the School's choosing at no cost to the party.

Cross Examination - Each party will have the opportunity to have his or her advisor cross-examine the other party and any witnesses by asking relevant questions and follow-up questions, including those challenging credibility. Only the parties' advisors may ask questions of testifying witnesses, and the questioning must be conducted orally, and in real time. The decision-maker will preside over the hearing, and he or she will determine the order of witnesses.

Relevancy of Questions/Evidence -Before a party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors may not present arguments in favor or against the exclusion of any proposed question. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Generally, the decision-maker may not consider hearsay statements to constitute evidence at the hearing. Hearsay statements are statements made by either party, which were not made during the hearing, and which the other party offered in evidence to prove the truth of the matter asserted in the statement. Hearsay statements may only be considered when the decision-maker decides that a basis exists to include the hearsay statements as evidence under Article VIII of the Federal Rules of Evidence.

If Respondent intends to introduce evidence of the Complainant's past sexual behavior, Respondent must provide notice to the Title IX Coordinator and decision-maker at least five (5) Business Days in advance of the hearing accompanied by a written motion that specifically describes the evidence and states the purpose for which it is to be offered. The Title IX Coordinator will provide a copy of the notice and motion to the Complainant. Before admitting evidence under this rule, the decision-maker must conduct an in-camera hearing on the motion and give the parties a right to attend and be heard, through their advisors. The motion, related materials, and the record of the motion hearing must be and remain confidential.

All evidence provided to the parties prior the investigator's completion of the investigative report will be available at the hearing. Each party may refer to such evidence during the hearing, including for purposes of asking questions to other parties or witnesses.

Recognized Privileges - The decision-maker will recognize all legally recognized privileges, such as the attorney-client and work-product privilege, unless the holder of the privilege has waived the privilege. It is the responsibility of a party's advisor to invoke any privileges at the hearing. Failure to timely invoke a privilege will constitute a waiver.

Effect on Non-Participation - If a party or witness does not submit to questions at the hearing, the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

Record of Hearing - Hearings will be recorded with an audio recording, audiovisual recording, or by transcript. The recording or transcript will be made available to all parties for inspection and review.

Determining Responsibility*:*
Following the hearing, the decision-maker will issue a written determination deciding whether the Respondent is responsible for the allegations of sexual harassment. The decision-maker will base his or her determination on a review of the relevant and admissible evidence obtained during the investigation or hearing, the investigative report, and hearing testimony. The written determination will be sent to each party's School-provided email account. Important appeal deadlines will be based on when the written determination is sent by the School, so the parties are strongly encouraged to carefully monitor their email correspondence for the determination.

The decision-maker will apply the preponderance of the evidence standard in reaching his or her determination. The written determination will include:

1. An identification of the allegations potentially constituting sexual harassment as defined in this policy;
2. A description of the procedural steps taken, from receipt of the formal complaint by the School through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the recipient's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the Complainant; and
6. The procedures and permissible bases for the Complainant and Respondent to appeal.

The written determination will be simultaneously provided to the parties' School-provided email accounts. The parties will then have seven (7) Business Days to notify the Title IX Coordinator if they wish to appeal the determination regarding responsibility (see Appeal, below). The determination regarding responsibility becomes final either (1) seven Business Days after issuance of the written determination regarding responsibility, if no appeal is filed, or (2) if an appeal is filed, on the date the School provides a written determination on the results of an appeal.

Appeal

Both the Complainant and the Respondent may appeal the determination regarding responsibility, the dismissal of any allegation(s) of a formal complaint, and/or sanctions. All appeals will be decided by a decision-maker appointed by the School, who cannot be the same person who rendered a determination at the hearing or presided over the hearing. Once the decision-maker issues his/her written determination on the results of the appeal, all matters are considered final and no further appeals will be considered.

If a party wishes to appeal, he/she must send a notice of his/her intent to appeal, by email, to the Title IX Coordinator within seven (7) Business Days after the School sends the determination to the parties' School-provided email accounts.

If a party does not submit notice of appeal within the seven-day deadline, he or she will lose any right to appeal the written determination. The notice of intent to appeal must state the specific ground(s) for the appeal.

An appeal is not intended to be a rehearing of the allegations in the formal complaint. Disagreement with the findings or sanctions is not a valid ground for an appeal. The School will only consider an appeal on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
4. Ineffective assistance of an advisor. For the purposes of an appeal, a claim of ineffective assistance of counsel must assert (1) "that representation provided by the party's personal advisor fell below an objective standard of reasonableness," … and (2) that any such deficiency was "prejudicial to the party."

If a notice of intent to appeal does not reference one or more of these four grounds for appeal, the appeal will not be considered.

A timely appeal will stay the imposition of sanctions. Any interim measures imposed before or during the grievance process will remain in effect pending the resolution of the appeal.

Once the Title IX Coordinator receives a valid notice of intent to appeal, the Title IX Coordinator will notify all parties of the appeal, the ground(s) on which the appeal is sought, and the procedures for the appeal. Once the parties receive notice of the appeal from the Title IX Coordinator, the parties will have seven (7) Business Days to submit a written statement and any new evidence to the decision-maker on appeal in support of, or challenging, the outcome. Any party who does not timely submit his or her written statement or new evidence will be barred from doing so absent a showing of exceptional circumstances. It will be in the sole discretion of decision-maker on appeal whether to allow any extensions in the time to submit a written statement or new evidence.

The decision-maker on appeal will review the timely submitted written statements, any new evidence and the record as appropriate. Only facts or arguments concerning the above-listed grounds for an appeal will be considered in rendering his/her decision. Once a decision is made, he/she will contemporaneously send the written decision to each party's School-provided email account, describing the result of the appeal and the rationale for the result.

Once the decision-maker on appeal sends his/her decision to the parties, all matters will be final. No further appeals will be considered.

D. Disciplinary Options

Penalties: Substantiated accusations of sexual violence or sexual harassment may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student or employee accused of violating this policy, the penalties shall be as proposed by the decision-maker from the live hearing. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Remedies: As determined appropriate by the decision-maker from the live hearing, substantiated accusations of sexual violence or sexual harassment may result in remedies for the complainant in addition to or in lieu of disciplinary action for the respondent. Remedies are intended to restore or preserve equal access to ATI's education program or activity, and include the same individualized services described as supportive measures under the Role of the Title IX Coordinator earlier in this Report, such as changes to classes, attendance times, parking arrangements, and/or externship locations where applicable, restrictions on contact, as well as extensions of time or other course related adjustments. However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Complaint Record and Notice of Outcome: All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified concurrently in writing about the outcome of the complaint by the decision-maker from the live hearing, who may use the Title IX Coordinator or another designee to facilitate delivery of the decision. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. If applicable, and at the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

E. Additional Information

Questions regarding this policy should be directed to the Title IX Coordinator. In addition, the U.S. Department of Education Office of Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with all parties involved. For more information, visit the OCR website at: https://www.ed.gov/about/ed-offices/ocr.

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the School's Title IX Coordinator or the Assistant Secretary of the Department of Education, or both.
The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
1-800-421-3481
OCR@ed.gov

X. Policy Statement on Hazing

ATI strictly prohibits hazing in any form. Hazing activities are inconsistent with the values of the institution and will not be tolerated. All members of the ATI community (students, faculty and staff) are encouraged to promptly and accurately report any incidents of hazing to the Campus Director, Alen Babayan, who can be reached at **(702) 658-7900, ababayan@atitraining.edu, 5150 S. Decatur Blvd., Las Vegas, NV 89118**.

In alignment with the federal Clery Act/Stop Campus Hazing Act (SCHA) definitions, ATI defines hazing and student organizations as follows:

Hazing
The term 'hazing', for purposes of reporting statistics on hazing incidents…means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - causing, coercing, or otherwise inducing another person to perform sexual acts;
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
    - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."

Student Organizations
A student organization as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Hazing as defined in the Nevada Revised Statutes (NRS) § 200.605 means an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association or athletic team at a high school, college or university in this state. The term:

(a) Includes, without limitation, any physical brutality or brutal treatment, including, without limitation, whipping, beating, branding, forced calisthenics, exposure to the elements or forced consumption of food, liquor, drugs or other substances.
(b) Does not include any athletic, curricular, extracurricular or quasi-military practice, conditioning or competition that is sponsored or approved by the high school, college or university.

ATI does not have any recognized student organizations.

Investigations into Allegations of Hazing

Investigations into allegations of hazing that contain elements of dating violence, domestic violence, sexual assault and stalking will be investigated and the outcome will be determined according to the procedures detailed above in section IX. POLICY REGARDING SEXUAL HARASSMENT AND SEX OFFENSES of this report.

Investigations into allegations of hazing that do not contain elements of dating violence, domestic violence, sexual assault and stalking will be investigated by the Campus Director according to investigation procedures below:

1. The Campus Director will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student(s) and/or employee(s) involved will receive a written response from the Campus Director within ten (10) working days of receipt of the hazing complaint.
2. If the hazing complaint still remains unresolved to the satisfaction of the student(s) and/or employee(s) who filed the complaint, the aggrieved party may appeal the decision within five working days of that decision to the School's Chief Executive Officer, Peter Mikhail, who can be reached at **pmikhail@mikhailed.com**, **(702) 658-7900** or **5150 S. Decatur Blvd., Las Vegas, NV 89118**. The Chief Executive Officer may take whatever steps are deemed necessary to investigate, review and attempt to resolve the matter. The Chief Executive Officer or his representative will render a decision, which is final and binding upon all parties.

Penalties: Substantiated accusations of hazing may result in disciplinary action against the offender(s), up to and including termination of the employee's employment or the student's enrollment. Depending on the severity of the offense, other potential penalties include written disciplinary action; changes to classes, attendance times, parking arrangements, and/or externship locations; suspension for up to 6 months; community service; probation; no-contact orders; or hazing prevention training. Penalties shall be determined by the Campus Director in his or her sole discretion.

XI. Education and Training

ATI urges all members of the campus community to work together to promote a safe campus environment for everyone. ATI includes primary prevention and awareness training as well as training on bystander intervention and risk reduction in all student orientation training.

A. Primary Prevention and Awareness Training

In an effort to promote a safe environment and to prevent acts of sexual misconduct, ATI engages in primary prevention and awareness training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. This training includes relevant information regarding drug and alcohol abuse as well as hazing. The programing will cover the following subjects:

- Identifies domestic violence, dating violence, sexual assault, stalking, and hazing as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, stalking, and hazing;
- Defines what behavior and actions constitute consent to sexual activity;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, stalking, or hazing. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;

- Outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, options for involving law enforcement, services and protective measures available to victims;
- Outlines procedures the campus community should follow to report incidents of hazing.
- Reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- Provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.
- The school's status as a drug and alcohol free campus.
- Health risks of drug and alcohol use.
- Consequences of drug and alcohol use on campus, including possible legal sanctions, and sources for counseling or treatment programs.

ATI educates the student community about this policy, sexual violence prevention programs and related school policies during all group orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO who may serve as investigators, or as decision-makers in a live hearing procedure, will receive annual training on issues related to sexual violence. The Title IX Coordinator or his or her designee is responsible for training current students and all school faculty and staff about ATI's Title IX policies and conducting the new student training.

B. Bystander Intervention and Risk Reduction

ATI urges all members of the campus community to help prevent crimes, including crimes of sexual violence and hazing, and to promote a safe campus environment for themselves and others by practicing bystander intervention and risk reduction.

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention techniques can also be effective to prevent harm or intervene in situations where hazing is occurring.

Members of the campus community can help prevent dating violence, domestic violence, sexual assault, stalking, and hazing by identifying potentially harmful situations and intervening on a potential victim's behalf when the intervention is not likely to put the bystander themselves in danger. A concept known as the three Ds of Bystander Intervention provides several useful strategies for intervention:

> **Direct:** In some situations, you may feel comfortable intervening directly by asking the potential victim if they are okay, expressing concern, or telling the potential offender(s) to stop their behavior.
>
> **Distract:** Another strategy is to interrupt the situation without direct confrontation by providing a distraction. Cut off the conversation with a diversion: you're about to leave the party, would the potential victim like a ride? Or, we're about to order pizza do you want any? Or just say that you or someone else needs to speak to the potential victim urgently.
>
> **Delegate:** If you are too wary or shy to intervene directly, notify someone who might be in a better position to intervene, for example friends of the potential victim, or someone who has the authority to intervene, such as a school official or manager.

In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, ATI urges all members of the campus community to call 911 or to contact an ATI employee immediately.

Risk Reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

ATI urges members of the campus community to take steps to reduce the chances of themselves or another person becoming a victim of a crime, including but not limited to the following:

- Lock doors and secure items of value.
- Walk in pairs at night and travel to events or parties with others rather than attending by yourself; check in with one another frequently and leave together.
- Avoid impairment caused by alcohol or drugs and/or offer to call a cab for someone if you see they are intoxicated.

- Keep your cell phone charged and with you at all times in case you need to call for help, for yourself or for someone else.
- Be aware of your surroundings and avoid isolated or dimly lit places.
- Trust your own intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of another.

XII. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.

The local Police Department provides a link to the Nevada Sex Offender Registry. ATI is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Nevada, information about convicted sex offenders is available at http://www.nvsexoffenders.gov/.

XIII. CLERY ACT CRIME REPORT STATISTICS

ADVANCED TRAINING INSTITUTE – Las Vegas, NV Campus

(Note: Statistics below include information on incidents, arrests and referrals obtained from reports by local law enforcement which, consequently, may not have involved any student and/or employee associated with the campus.)

OFFENSE	PROPERTY	2022	2023	2024
Murder and Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-Campus Property	0	0	0
	Public Property	0	0	0
Incest	On-Campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	0	0
	Public Property	0	0	0

Motor Vehicle Theft	On-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Domestic Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Dating Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Stalking	On-Campus Property	0	0	0
	Public Property	0	0	0
Hate Crimes: Related to any of the above listed crimes, and/or involving simple assault, larceny-theft, intimidation or destruction/damage/vandalism of property, within one/more of the following bias categories: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property	0	0	0

Per the Stop Campus Hazing Act, ATI will include any incidents of hazing beginning in the 2026 edition of this Report with the 2025 crime statistics.

Advanced Training Institute does not have any noncampus buildings controlled by a student organization officially recognized by the School.

Certification

I certify that all information contained in this catalog is true and accurate to the best of my knowledge.



Peter Mikhail
President/CEO