CENTER FOR EMPLOYMENT TRAINING



TEXAS

STUDENT CATALOG

ACADEMIC YEAR
2026-2027

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CENTER FOR EMPLOYMENT TRAINING

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Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed; or 40

- The student cancels enrollment prior to the first class day, or receipt of materials or equipment. 40

Cancellation may be submitted in writing to the school. 40

2. Refund Policy After the Cancellation Period 40

If a student withdraws, is terminated, or otherwise fails to complete the program after the cancellation period, the school shall provide a refund of the unused portion of tuition, fees, and other charges. 40

Refunds will be calculated as follows: 41

- The school will retain: 41
  - $100 in administrative fees, and 41
  - The portion of tuition and fees earned based on the student's period of enrollment. 41
- The student is entitled to a minimum refund equal to the pro rata portion of the remaining tuition, fees, and other charges, calculated based on the ratio of: 41

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Center for Employment Training

Corporate Office
701 Vine Street
San Jose, CA 95110
Main: 408-287-7924
Toll: 1-800-533-2519
www.cetweb.org

Accreditation

The Center for Employment Training (CET) is a private postsecondary institution and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / GAX: 770-396-3790, www.council.org.

State License

In Texas, the Center for Employment Training is approved and regulated by:
Texas Workforce Commission Career Schools & Colleges
101 East 15th Street, Austin, Texas, 78778-0001
Tel. 512-936-3100
http://twc.state.tx.us/svcs/propschools/career-schools-colleges.html

"The information in this catalog is true and correct to the best of my knowledge"

Ruben Solorio, President / CEO

The Student Catalog

The Student Catalog is a comprehensive guide to the institutional policies and services CET students have a right to receive. Part of the Student Catalog is the supplement handbook titled "Catalog Addenda," which provides distinctive information on the training programs, tuition, textbooks, faculty qualifications, and facility description pertaining to each CET campus. CET reserves the right to update of modify the Student Catalog, Catalog Addenda, or any section thereof, at any time as needed during the academic year.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

While the Student Catalog is offered in bilingual English & Spanish translated format, the official institutional policies will be the English version for all, regulatory compliance, and other interpretive purposes.

Disclaimer: The Center for Employment Training (CET), a private, non-profit, postsecondary, accredited career technical education institution, strives to serve individuals from all backgrounds and is dedicated to providing fair and accessible opportunities through its programs and services. CET reserves the right to determine eligibility and the provision of services at its sole discretion, in accordance with applicable laws, institutional guidelines, and available resources. CET remains focused on fostering a supportive and respectful environment for all while upholding its mission and operational integrity.

CET History, Philosophy, & Mission

CET History

The Center for Employment Training is a community-based non- profit organization that specializes in providing integrated job training, remedial education, vocational English instruction, and human development training. Established in San Jose, California in 1967, CET has become a large network of training centers throughout California, and Texas – all utilizing a common design. Since CET opened its doors, over 150,000 people have been trained and placed in unsubsidized jobs.

Founded by Father Anthony Soto and Russell Tershy, the first CET training center was opened in the barrio "Sal Si Puedes" ("Get Out if You Can") in San Jose's east side. The staff of this small training program provided trainees with the skills needed to gain employment as machinists and placed them into jobs.

Anthony Soto served on CET's Board of Directors until his death in 1997. For thirty-two years, until his retirement in 1999, Russell Tershy served as CET's Executive Director. Hermelinda Sapien, who served as Deputy Director for twelve years, was the next President/CEO of CET. Currently, CET is leaded by Deacon Ruben Solorio.

Philosophy

CET exists expressly for the purpose of helping those who want to help themselves. CET believes in the dignity of the individual and that each individual has a right to a job that will pay enough to fulfill basic human needs. CET's continuing education pro- gram is designed to serve those most in need. Each student is treated as an individual with unique aspirations, needs, and abilities. All of CET's training is to-the-point, short-term, and intensive. Most adults cannot spend several years gaining job skills; therefore, CET provides comprehensive, intensive, integrated training programs averaging six to nine months.

Mission

The mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

Institutional Student Services

Holistic Approach

Since inception, CET's fundamental purpose was to develop and implement an effective method for training a diverse and needy population. The program therefore is designed as holistic, comprehensive, individualized, and adaptable to each person's needs.

Technical Skill Training

CET offers its students an open-entry, open-exit, competency-based employment training program. All instruction is in English. The program is individualized and covers the learning necessary for the desired occupational goals. A student advances along his/her own individual training plan, moving through academic and technical competencies, as he/she demonstrates the required mastery. The training includes a strong hands-on component using tools and equipment similar to those found in industry.

CET promotes good work habits through simulation of a business environment. Attendance and punctuality are always are required in recognition of their importance on the job.

Each of CET's programs prepares the students for occupations that are in demand in the local labor market. The programs are designed in close cooperation with local employers to ensure that CET graduates fill industry needs. Because job conditions change quickly, CET continually checks job requirements and updates curricula and classroom equipment to meet industry needs.

Language of Instruction

Instruction in all programs offered by the institution is in the English language.

Integrated Basic Skills

CET provides contextualized academic instruction to all students. Vocational English and foundational education are systematically integrated into the skill training curriculum and are delivered within the framework of the specific occupational program in which the student is enrolled.

GED Preparation

Some CET Centers offer GED preparation classes to individuals who do not have a High School Diploma or a GED Certificate. Refer to the Catalog Addenda for specific information about this service, if applicable.

Human Development

Students' work habits, behavioral patterns, and communication skills often have as much impact on job success as does technical knowledge. In order to prepare students for the demands of the world of work, CET provides a Human Development component. Students receive instruction in life skills, communication strategies, situations on the job, informational sessions by professionals on topics such as general health, parenting, budgeting, etc.

Job Placement Assistance

CET job developers work with students to prepare them to obtain jobs through the preparation of resumes, applications, and mock interviews. Job developers work with local industry to match CET trainees to available jobs. CET does not guarantee job placement, but does actively help job-ready individuals to find training-related jobs, follows up on students who leave the program and continues to offer additional placement assistance to those in need. In addition, CET

prepares students to identify job opportunities and to compete in the job market on their own.

Instructional Unit Team

At the core of the CET training design is the Instructional Unit Team. The Unit Team meets on a regular basis to monitor the progress of each student and to ensure that student problems are dealt with by the appropriate staff member as soon as possible.

Instructors at CET have many years of experience and seniority in their skills areas. Job Developers work with industry to assist students with job placement. Although class size varies from day to day due to the open-entry/open-exit design, the CET student-to-instructor ratio is about twenty to one.

Job Retention Follow-Up

It is the policy of CET to maintain records of graduates and withdrawals from the program and provide post-training follow-up services to all former students. Follow-up activities include:

- Assistance primarily to ensure job procurement.
- Employment retention, and gathering of employment data of former students.
- Other follow-up activities may include dissemination of information on opportunities for further education, efforts to involve former students in CET initiatives, and conducting customer satisfaction surveys.
- Upon completion of any follow-up activity, the newly gathered information is entered into the MIS system permanent record.

Academic Advising

In order to ensure students, meet the requirements of academic satisfactory progress, the technical instructors (and other members of the Unit Team) meet with their students on a scheduled basis, and/or as often as needed. Issues such as timely competency completion, attendance, punctuality, behavior, goals, etc., are discussed and documented.

Individualized Case Management

Through the Unit System, use of Individual Employment Plans (IEP), and Monthly Conferences, CET assists students to identify and overcome barriers to training and employment. Resource development with individual students is initiated during the admissions process and continues throughout the training period. Referrals to social agencies or community resources are made as needed.

Federal Financial Aid

CET provides assistance to qualified applicants when applying for Federal Financial Aid. Applications may include one or more of the following: subsidized loans, unsubsidized loans, PELL Grants, SEOG, College Work Study.

Student Records Retention & Access

CET maintains all hard-copy student records for five years or longer as might be required by specific contracts or state agencies. Electronic copies of student records including transcripts are kept permanently. A copy of an unofficial transcript is available at the CET Center where the student graduated. Certified official transcripts must be requested via: https://cetweb.edu/payments-form/.

At the time of graduation, students must request an initial copy of their Graduation Certificate from the Center. Graduates are required to make arrangements with the Center to pick up their Certificate. There is no

fee for the initial Graduation Certificate and unofficial Transcript.

All requests for subsequent copies of the Certificate of Graduation and/or Official Transcript must be made via https://cetweb.edu/payments-form/. The graduate's full name as registered with CET, the address where the students wish to have the document(s) mailed, must be clearly included in the request. The last four digits of the SSN, as registered with CET, must be entered in the Additional Information box. Non-graduates may request a copy of their transcript via https://cetweb.edu/payments-form/. Fees for Subsequent Copies: Certificate of Graduation - $10; Transcripts - $5.

Graduation Ceremonies

Graduation ceremonies will be celebrated at least once a year per center at each campus. Graduates are encouraged to invite their families and close friends. Keynote speakers are engaged to participate in the celebrations. Gowns and accessories and the celebrations are free of charge to students and their invitees.

Student Council

The purpose of the CET Student Council, a group composed of elected student representatives from CET training programs at each center, is to represent the interests of the student body in student affairs and to serve as the chief representative body of students of CET. It provides services that help improve the quality of life of CET students and keeps the student body informed of relevant issues. The Council, with support from CET staff oversight, coordinates and regulates student activities including educational, recreational and cultural events as well as fundraising activities to support such events and activities. The Council promotes professional behavior in the student body by offering opportunities for leadership and community service.

Health Fairs

Health fairs are organized in several of the campuses. Through these events students receive valuable information on local health services.

Externship

CET includes externships as part of the curricula for some programs.

Job Fairs

As an effort to assist graduates in finding employment, and to introduce CET to new employers, job fairs are organized on campus.

Voter Registration

CET provides voter registration forms at each campus. Students may also download information and voter registration forms from the following website: www.sos.cs.gov.

Non-Discrimination Policies

Equal Opportunity is the Law

Center for Employment Training (CET) is an Equal Opportunity/ Affirmative Action institution and complies fully with the non-discrimination and equal opportunity provisions found in Section 188 of *Workforce Innovation and Opportunity Act* (WIOA) and Title 29 CFR part 38.

CET does not discriminate against any individual in the United States based on race, color, religion, creed, sex [gender] (including pregnancy, childbirth, and related medical conditions, sex [gender] stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, dis- ability, or political affiliation or belief, or, against any beneficia- ry of applicant, or participant, in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

As a recipient of federal financial assistance, CET takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, CET provides appropriate assistance to qualified individuals with disabilities to seek and procure, at no cost to the individual, auxiliary aids and services from partner agencies, including state rehabilitation, and other agencies, specifically designated and funded for such services.

What to Do When Experiencing Discrimination

A student who thinks he/she may have been subjected to discrimination under a WIOA Title I, financially assisted program or activity, may file a complaint within 180 days from the date of the alleged violation with either:

Human Resources Director
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu 711 Relay Service: 1-800-669-6820

Or

Director of the Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Or electronically as directed on the CRC Website: www.dol.gov/crc.

Contact information and a list of field offices can be obtained at www.eeoc.gov/goc offices, or by calling 1-800-669-4000, or TTY device number 1-800-669-6820.

The student may file the complaint with CET and must wait until either CET issues a written Notice of Final Action, or 90 days have passed or whichever is sooner, before filing with the CRC (see address above).

If CET does not give the student a written Notice of Final Action within 90 days of the day on which the student filed the complaint, the student does not have to wait for CET to issue that notice before filing a complaint with the CRC. However, the student must file the CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the student filed the complaint with CET).

If CET does issue the student a written Notice of Final Action on the student's complaint, but he/she is dissatisfied with the decision or resolution, the student may file a complaint with the CRC. The student must file the CRC

complaint within 30 days of the date on which he/she received the Notice of Final Action.

As stated above, CET complies with all nondiscrimination provisions found in Section 188 of WIOA and Title 29, CFR Part 38. For the full text of these policies, please contact the CET Human Resources Department:

Human Resources Corporate Headquarters

701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924

Admissions Policy

How To Apply

CET's doors are open to anyone 18 years of age and older who wants to learn a skill for placement into a job. Those younger than 18 years of age (but not younger than 16) may be admitted but must have a High School Diploma or GED. Those enrolling under the alternative ATB Test or 225-hour credit standard must be 18 or older.

Instruction is on-going, allowing students entry at any time. The instructional program is hands-on, individualized, and self- paced. The student-instructor ratio is generally 22 to 1. No previous academic experience is required. The training program ranges from 25-30 hours per week. An evening shift of 20-25 hours per week may also be offered at some locations. Students in the evening classes receive the same number of total instructional hours as day students by attending a greater number of weeks.

Interested persons may apply for training at any CET location during office hours or in the evening, by appointment, if evening programs are available. Students are generally accepted on a "first-come, first-served" basis. The only exceptions to this procedure are for students under a particular training contract that may require immediate enrollment or procedural delays.

Admission Requirements

CET does not have academic requirements for admission into any of the programs it offers. CET uses the CASAS assessment to determine baseline reading and math skills. CET provides the necessary general education to enable students to benefit from the program of their choice. Following are a few non-academic special requirements:

- The Truck Driver program requires applicants to meet Department of Transportation (DOT) and CET requirements, including random drug testing during the course of training. For the specific description of these and other requirements, see the Catalog Addenda.

Applicants with records as described above may enroll in programs other than those with special requirements. The special admissions requirements above are based on the very limited or virtually, non-existent employment opportunities for graduates with criminal records directly related to the respective field of employment.

When an initial inquiry is made, the applicant is scheduled to attend a general information session presented by an Admissions Advisor. After the general information session, the applicant selects a particular program for training and the Instructor/Advisor provides a formal presentation of the program.

The following documents may be required to determine funding or enrollment eligibility:

- Last two years' Federal Income Tax Return of applicant and spouse, if married, or parent(s') Income Tax Return.
- Proof of other Income: SSI, Disability, Workers Comp., etc.
- Last Employment or Unemployment Benefits check stub.
- Driver's License or other official picture ID.
- Social Security Card.
- Proof of Citizenship/Residency: original birth certificate, passport, permanent resident card, or Certificate of Naturalization.

- Original High School Diploma, or GED, or Foreign Equivalent, or meet ATB guidelines (if applying for Fin. Aid).
- Proof of Selective Service Registration, if born on or after 1/1/1960 or proof of exemption.
- Emergency alternate contacts of close relatives –address, telephone and/or cell phone number.

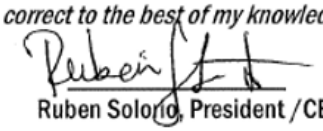
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the tenth day after enrollment, whichever is later. Either the student or CET may cancel the enrollment at any time during the ten-day cancellation period with no financial obligation incurred by the student.

Eligibility Criteria

A person seeking to enroll in the Truck Driver Program must meet the following requirements:

- Must possess a valid Texas Class C Driver's License
- Must pass the Department of Transportation (DOT) physical exam
- Must pass a drug test
- Must be approved by the CET liability insurance company

"The information in this catalog is true and correct to the best of my knowledge."



Ruben Solorio, President /CEO

Ability-To-Benefit (ATB) & Tuition

To receive Federal Student Aid funds, a student must be qualified to study at the post-secondary level. A student qualifies if s/he:

- Has a high school diploma or its recognized equivalent, such as a general educational development (GED) certificate or other sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- Has passed an ability-to-benefit (ATB) test that has been approved by the U.S. Department of Education, and be concurrently enrolled in an adult education/eligible career pathways program;
- Has completed at least 6 credit hours or 225 clock hours of post-secondary education and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program. CET relies on the actual high school diploma/transcripts or high school equivalency certificate to verify academic qualifications and not on the student's certification alone. By default, the ATB Accuplacer test is administered at CET. However, if an applicant needs additional support with English proficiency, the CELSA ATB test may be offered instead.

Adult Education/Career Pathways Program (AECP)

Students enrolled under one of the Ability-to-Benefit (ATB) alternatives and applying for Title IV Student Federal Aid must

concurrently co-enrolling the Adult Education/Career Pathways Program (AECP). The AECP program focuses on individualized academic instruction and education services that increase a student's ability to read, write, and speak English, perform mathematics, or other activities necessary for the attainment of a high school diploma or its recognized equivalent. Attendance and participation in the AECP program is mandatory for students enrolled under ATB.

Articulation/ Challenge Examinations

CET does not have articulations for any program with any other institution nor does it have a challenge system. CET does not award credits, therefore, transfer of credits does not apply to CET students.

Experiential Credit

CET does not recognize prior credit or work experience earned at other institutions, except for applicants sponsored by the Veterans Administration. See "Bulletin for Title 38 Beneficiaries Receiving VA Educational Benefits," on this catalog.

Distance Learning

The Center for Employment Training (CET) is institutionally approved to offer Distance Education programs. In alignment with this approval, CET delivers select programs in a hybrid format that combines on-campus instruction with online learning components. At this time, CET does not offer any programs in a fully online (100%) format. All hybrid programs maintain significant in-person instruction to ensure hands-on, competency-based training consistent with CET's educational model.

Visa

CET does not provide Visa services.

Housing

CET does not provide dormitory facilities to students, nor does it provide assistance in finding housing. CET, however, does provide emergency housing assistance to students who meet eligibility requirements of specific funding contracts or private grants.

Academic Information

Attendance

CET attendance policy is based on the importance of regular attendance to achieve academic progress and on the standards practiced in occupational settings. Students are required to maintain 100% attendance to the extent possible. CET recognizes that students may be late or absent due to unforeseen, extreme, and unmitigated circumstances. On the other hand, excessive absenteeism keeps students from maintaining satisfactory academic progress. CET requires students to maintain attendance at 75.00% or higher of the scheduled hours at all times in order to move toward the requirements of the workplace and to maintain satisfactory progress.

Day classes are generally scheduled from 8:00 a.m. to 3:00 p.m., Monday through Friday. For specific program schedule, see the Student Catalog Addenda. Students are expected to attend all class sessions; daily records of attendance are kept for all classes. As academic progress is monitored individually, absent students are not given homework; nor are they given "makeup" work when they return, but are expected to resume their training where they left off before the absence.

The following attendance rules apply:

1. Students who are tardy will be advised and the number of clock hours attended for the day will be recorded on the class roll sheet.
2. A student who anticipates being absent should notify his or her instructor; if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible.
3. When a student has a pattern of chronic absenteeism, the instructor and the student will establish short-term attendance goals.
4. A student who anticipates an absence of more than 10 consecutive days should submit a written request for a Leave of Absence to the respective instructor. Students who are absent more than 10 consecutive business days and have not requested a leave of absence will be terminated from the program.
5. A student who is absent more than 20% of the total program hours, and is also at a point where a refund is due, will be terminated from the program. Under Title 40, Texas Administrative Code, Section 807.221-224, students terminated for unsatisfactory progress or for violation of the attendance policy cannot be readmitted until a minimum of one grading period has passed. In lieu of the grading period, CET will use a period of 15 calendar days as the waiting period. Students must submit a written statement requesting re-entry within 5 business days following the 15-day waiting period.
6. If approved, the student must comply with Satisfactory Academic Progress guidelines for attendance for the remainder of the program. The student must improve their attendance rate to 80%, or better, by the end of the next 25% scheduled hours to avoid being permanently terminated. If permanently terminated, the student will not be allowed to re-enroll until 12 months from the last day of attendance. The student will not be eligible to re-enter using the 180-day return policy.
7. Failure to maintain satisfactory progress may affect the student's financial aid award and/or private funding sources, as applicable.

Distance Education

CET has institutional approval to offer Distance Education by its accrediting agency, the Council on Occupational Education. Most of the programs CET offers are traditional; a few programs are offered as traditional/hybrid and are described in the Student Catalog Addenda as well as the attendance requirements for them.

Hybrid Program:

a program that makes available less than 100% of its required instruction via distance education (via online). The school designates which days to credit student attendance based on completion and

participation of online class activities. Students enrolled in Hybrid Programs will earn 30 hours of weekly attendance in two different methods for full-time programs (when perfect attendance is earned):

a) For regular attendance: students attend on campus, face to face instruction, on set days as published in the Student Catalog Addenda and Program Syllabus, for 6 hours per day; and,
b) For school designated online (hybrid) attendance: students participate in synchronous/asynchronous online activities: discussions, assignments, quizzes, other class work, and required number o substantive posts, as assigned by instructor.

Traditional and hybrid days are not interchangeable. Hybrid classes will be held as published in the campus Student Catalog Addenda, they may also be published in the program syllabus.

Staff In-Service

CET allows up to six days per year for staff in-service training. Students will not attend training during staff in-service days. Student absences will not be counted towards program completion hours.

Holidays

CET observes the holidays listed below. The holiday time is not counted toward program completion hours. CET will be closed for one to two weeks, usually the days which fall between Christmas and New Year's Day. The CET Board of Directors reserves the right to amend the holiday schedule as needed.

Holidays (School will be closed) for Jul 1, 2026 - June 30, 2027	
New Year's Day - 01.01.27	Independence Day 07.03.26
Martin L. King's B-day 01.18.27	Labor Day 09.07.26
President's Day 02.15.27	Indigenous People's Day 10.12.26
Memorial Day 05.31.27	Veterans Day 11.11.26
Juneteenth Day 06.18.27	Thanksgiving 11.26-27.26
	Winter Holiday Break 12.21.26 – 01.01.27

Ruben Solorio

Constitution Day & Citizenship Day

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend CET will observe the day during the preceding or following week.

Leave of Absence (LOA)

A student may be granted a leave of absence. A leave of absence is a temporary interruption in a

student's program of study. The LOA policy requires the students submit a written request specifying the reason for the LOA; such requests must be signed and dated. There must be a reasonable expectation that the student will return from the leave of absence to continue his, her, their education. Under no circumstances may a student exceed three leaves of absences totaling 90 calendar days or one 90-day cumulative leave of absence time. LOA extensions are considered additional leave. CET does not charge the student any additional institutional fees for a leave of absence.

If the student is receiving financial aid, he, she, they must contact the Financial Aid Office to find out, prior to the leave of absence, the effect that the student's failure to return from a leave of absence may have on his or her loan repayment terms, including the expiration of the student's grace period. Upon the student's return, the student simply resumes or continues the same payment period and coursework.

LOA Appeal

Under extreme circumstances, an appeal for a subsequent leave of absence may be granted for up to an additional 90 calendar days, if the Center Director determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and it is documented that the leave of absence is granted for jury duty, military reasons, personal hardship, determined on an individual basis, or circumstances covered under the Family and Medical Leave Act of 1993.

The Appeal for a Leave of Absence Form must be completed and must include documentation of the circumstances for the appeal. The form and supporting documents are submitted to the Instructor and Center Director for signature approval. A copy of the signed form is provided to the student. The Center Director will provide the form and supporting documents to MIS for processing. MIS will process or request additional information, if needed. Once processed, MIS will sign the form and provide a copy to the Center Director. Leaves of absence and appeal cannot exceed 180 calendar days under any circumstances.

Re-entry Within 180 Days

A student has the right to withdraw from a program at any time and must inform his or her instructor of the decision to withdraw immediately. A student that withdraws and returns to the same program within 180 days from the student's last date of attendance will be treated as if the student did not cease attendance for the purposes of determining the student's financial aid award for the payment period. The balance of the original eligibility for that payment period is reinstated and the student is immediately eligible to receive all financial aid funds that were returned, if any, when the student ceased attendance.

A student must successfully complete the payment period's clock hours and weeks of instructional time to progress to the next payment period (if any).

Students who are administratively terminated or expelled for violations of CET guidelines, policies, or for any violations of the CET Code of Student Conduct will not be allowed to re-enter under the 180 day re-entry rule.

Students who have a Student Payment Agreement (SPA) must be current with the stipulations of the SPA.

Facilities

CET is in the business of preparing men and women for jobs in the local market where the CET campus is located. CET strives to simulate industry and business by offering a training environment with work conditions and equipment that are comparable to those used by local employers.

All training facilities follow accepted postsecondary school guidelines. The centers are located in easily accessible areas to facilitate the use of public transportation. Information about specific facilities is provided to prospective students during the general information session and tour of the center. A description of the facility is also included in each center's Catalog Addenda.

Faculty

CET shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent) and a minimum of three years of industry experience, education, and training in current practices of the subject area they are teaching or the equivalency of the minimum qualifications in the technical area of instruction. Experience working with persons of diverse socioeconomic and ethnic backgrounds will also be required.

CET will not employ or continue to employ an instructor who has been adjudicated in a judicial or administrative proceeding as having violated any provision, or as having committed any act that would constitute grounds for the denial of a license under any state regulation such as CA Section 480 of the Business and Professions Code. The Catalog Addenda for each campus describes the qualifications of the faculty.

Photography and Audio/Video Recording

The use of audio or video recorders, cameras, or any other electronic reproduction devices is not permitted in the classroom, unless pursuant to an accommodation plan. No audio/ video recording or still pictures of any class/training session, or of staff and students, is allowed without the written authorization of the CET Human Resources Vice President. CET will abide by any state, local, or federal laws regarding the use of photography and audio recording devices.

Libraries & Other Resources

The school maintains sufficient instructional resources, i.e., print books, eBooks, media materials, periodical, and supplies for all students in the classrooms at each campus location. Print materials check out are managed in each classroom by the instructor. Digital resources, eBooks, videos, simulations, etc., are maintained in the school's canvas LMS. All Students receive digital access codes to the LMS upon enrollment in their program of choice.

Books, Uniforms, and Toolkits

CET will provide students a set of books for the educational program in which they enroll. In some programs, students will receive a set of uniform items, scrubs and/or shirts. Students enrolled in certain programs will receive a toolkit and personal protective equipment (PPE). This information, when applicable to a program, is contained in the Catalog Addenda program description. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide instructional materials for students at below competitive market rates. Prices are subject to change without notice.

Effective July 1, 2016, students who receive Title IV financial aid may have the right to opt out of this arrangement and choose to

purchase certain books, toolkits, and uniforms on their own and have the cost deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs nor can they opt out of purchasing PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. Students will be responsible for replacement of lost, stolen, or damaged items and may incur liability for cost of the materials should they withdraw prior to completion of the program.

Medical Insurance

Students are responsible for their own medical costs during their attendance at CET. Although CET has a limited student accident insurance plan, each student should have his/her own medical coverage for unforeseen health problems or accidents.

Standards of Student Achievement

CET does not measure academic achievement in terms of traditional grades. CET's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer (on campus). Also, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. Actual program hours are recorded hours of actual student attendance; scheduled program hours are hours when the school is in session and the student is expected to attend class.

CET reserves the right to withhold a Certificate of Graduation in cases of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

Transfer Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer."

Internal Transfers Between CET Campuses
Students may transfer between CET campuses if they remain enrolled in the same program. In such cases, students will resume training where they left off, with no additional tuition or fees assessed.

Program Changes Within CET
Students who wish to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Full tuition will apply to the new enrollment.

Administrative Termination

CET reserves the right to terminate a student from the training program if the student does not comply with CET's rules and policies or after 10 days of consecutive absences and the student failed to submit an LOA request. If not actively involved in class, the student will be notified of such termination at his or her last address of record.

Satisfactory Academic Progress (SAP)

It is important that all students achieve academic progress to- ward timely program completion. CET strives to have students complete their program within 100% of the published program hours. To measure satisfactory academic progress, CET evaluates attendance and completion of competencies at the end of three distinct timeframes: 50% of scheduled hours, 100% of scheduled hours, and 150% of scheduled hours:

1. Attendance (Quantitative): At the end of each 50% scheduled timeframe, students should strive to maintain 100% attendance rate. Students may be absent due to extreme circumstances; however, students must have a minimum attendance rate of 75% of the scheduled hours.
2. Competency Completion (Qualitative): At the end of each 50% timeframe of scheduled program hours, the student must complete minimum competencies at a rate of:

- 33% of the number of competencies or more at 50% of scheduled program hours.
- 67% of the number of competencies or more at 100% of scheduled program hours.
- 100% of the number of competencies at 150% of scheduled program hours.

At the end of each 50% scheduled timeframe, the student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

At the end of the first 50% scheduled timeframe, if the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Warning status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan de- signed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At the end of the next 50% timeframe, the student's academic progress will again be

measured. If the student meets the required standards, the student will be removed from Warning and will receive a Report of Satisfactory Academic Progress. If the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Probation status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At this point, if the student is a financial aid recipient, the student will have his/her financial aid eligibility suspended. The student may appeal the status of Probation for competencies. If the appeal is approved, financial aid will be reinstated under the Probation status.

NOTE: *If the student does not complete the program upon reaching 150% of the scheduled program hours, the student will not be eligible for a graduation certificate.*

This chart shows Attendance and Competency completion requirements in a 900-hour program at each 50% timeframe of scheduled hours:

SAP Timeframes of Scheduled Hours			
In a 900-Hr. Program with 12 Competencies:	1st 50% Timeframe	2nd 50% Timeframe	3rd 50% Maximum Timeframe
Scheduled Program Hours	450	900	1350
Minimum Required Hours of Attendance	338	675	900
Minimum No. of Competencies to be Completed	4	8	12

Satisfactory Academic Progress Appeal Procedure

The student, who wishes to appeal the status of Probation, must initiate the process by submitting a written request to the Center Director. The student may appeal the Probation status based on injury, illness, death of a relative, or other special circumstances. The student must submit the appeal within ten class days from the date he received the notification of the status of Probation. The request must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him to make satisfactory progress by the next 50% time- frame of scheduled hours.

The Center Director, in consultation with Corporate Financial Aid, Education, and MIS/Contracts Departments, will evaluate the appeal within five business days from the date of receiving it. The Center Director will immediately notify the student in writing of his/her/their decision.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to

the student only for that payment period under the Probation status.

Financial Aid Satisfactory Academic Progress

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of federal regulations (FSA). Financial Aid SAP differs from the Academic SAP. The FA-SAP is measured in actual hours of attendance; student must reach mid-point of the program in actual hours and in good standing for the financial aid process to proceed:

1. Meet the minimum attendance rate of 75%.
2. Meet the minimum number of required competencies.
3. Meet the minimum number of instructional weeks.
4. Complete the program within the maximum timeframe (150%) of one and one-half (1½) times the length of the program, as stated in the enrollment agreement. For example, if the student is enrolled in program of 900 hours, 30 weeks, he or she must complete within 1350 hours or 45 weeks.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

If a student has met the three criteria (attendance, competency completion, and instructional weeks), or if the student is under a SAP status of Warning upon the completion of 450 actual hours, the student will be deemed eligible and the Financial Aid Officer will request the second (2nd) payment on behalf of the student.

Students who are under a SAP status of Probation are not eligible for financial aid unless there is an approved SAP Appeal for the Probation status.

Request for Status of "Incomplete"

A status of "incomplete" will be recorded for a student who withdraws after completing more than 75% of actual attendance, if the student requests the status at the time the student withdraws and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a status of incomplete may re-enroll in the pro- gram during the 12-month period following the date the student withdraws and complete those incomplete competencies without payment of additional tuition.

The "incomplete" status will become a "Withdrawal" if the 12-month period expires and the student has not returned; the student then will no longer be eligible to complete his/her training program.

Academic Year Definition

The U.S. Department of Education requires all institutions to de- fine their academic year. At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction.

Instructional Week Definition

For financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework,

vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Enrollment Definition

Full Time: Students that are enrolled at CET in a program that is scheduled for 24 hours of instruction or more per week.

Part-Time: Students that are enrolled at CET in a program that is scheduled for less than 24 hours of instruction per week.

Definition of Regular & Full Time Student

Full-Time student: A person who is enrolled or accepted for enrollment at an institution whose program offers twenty-four clock hours of instruction per week.

Regular student: A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by that institution. If a person is not yet beyond the age of compulsory school attendance in the state where the CET is located, it may enroll the person as a regular student if the person has a High School diploma or its equivalent.

GPA Equivalency

For purposes of GPA verification, the following equivalencies will be used: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA

Bulletin for Title 38 Beneficiaries Receiving VA Educational Benefit

This bulletin outlines the policies applicable to Title 38 beneficiaries enrolled at CET and receiving VA educational benefits.

Admissions

Veterans and eligible persons receiving VA educational benefits are provided equal opportunity for enrollment and access to student services, including job placement assistance.

In accordance with VA regulations, CET evaluates prior education and training for all veterans and eligible individuals. The institution requests and reviews transcripts and other relevant documentation and grants appropriate credit for prior training when applicable.

Based on the evaluation:

- The program length may be shortened
- Tuition and fees may be reduced accordingly

All transcripts, evaluations, and supporting documentation are maintained in the student's academic file, with electronic records retained in the Customer Information Management System (CIMS), in compliance with recordkeeping requirements.

Books and Supplies (Chapter 33 Students)

Students receiving VA GI Bill®, Chapter 33 benefits receive a books and supplies stipend directly from the VA.

Students are responsible for purchasing required books and supplies, including toolkits not included in institutional charges. These purchases are the responsibility of the student and are not billed to the VA unless specifically included as required tuition and fees per VA guidelines.

Certification and Enrollment Requirements

CET will certify VA students' enrollment to the Department of Veterans Affairs upon receipt of:

- A valid Certificate of Eligibility (COE), or
- A statement of Benefits

Students are required to maintain the training schedule agreed upon in the Enrollment Agreement (full-time or part-time).

Any change in enrollment status, including reductions in scheduled hours, interruptions, or withdrawals, will be reported to the VA and may result in:

- Adjustment or termination of VA benefits
- Potential overpayment and student liability

CET does not guarantee continued eligibility for VA benefits if a student fails to maintain satisfactory attendance, academic progress, or enrollment status.

Student's Right to Cancel

Students have the right to cancel the Enrollment Agreement and receive a full refund of all charges paid through the **first day of class attendance or the tenth (10th) calendar day after enrollment**, whichever occurs later.

Transfer Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer."

Internal Transfers Between CET Campuses

Students may transfer between CET campuses provided they remain enrolled in the same program. In such cases, students will resume training at the receiving campus from the point at which they left off, with no additional tuition or fees assessed.

Program Changes Within CET

Students who elect to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Tuition and fees will apply to the new enrollment in accordance with institutional policy.

Satisfactory Academic Progress (SAP)

To maintain eligibility for Veterans Affairs (VA) educational benefits, students receiving benefits under Title 38 must demonstrate satisfactory academic progress throughout their training program.

CET requires all student to complete their program within 150% of the published program length. However, in accordance with VA regulations, VA educational benefits are payable only for enrollment within 100% of the approved scheduled program hours.

SAP Evaluation Milestones

Satisfactory Academic Progress is evaluated using both quantitative (attendance) and qualitative (competency completion) measures at the following points:

- Upon completion of 50% of the scheduled program hours
- Upon completion of 100% of the scheduled program hours
- Upon completion of 150% of the scheduled program hours

1. Quantitative Measure – Attendance

Students are expected to maintain regular attendance and participate in scheduled training activities.

To meet SAP requirements, students must maintain a minimum attendance rate of 75% of schedule program hours, which corresponds to a maximum absence rate of 25%.

2. Qualitative Measure – Competency Completion

Students must demonstrate progress toward program completion by meeting the following minimum competency benchmarks:

- **At 50% of scheduled program hours:** 33% of the total program competencies completed.
- **At 100% of scheduled program hours:** 67% of the total program competencies completed.
- **At 150% of scheduled program hours:** 100% of the total program competencies completed.

Students who fail to meet SAP standards will be placed on Warning Status (CET) for the subsequent evaluation period. This status represents the institution's probationary period, during which the student must demonstrate improvement in attendance and/or competency completion.

Students on Warning Status may continue enrollment during this period. However, if the student fails to meet SAP requirement by the end of the Warning Status period, the student will be terminated from the program for unsatisfactory progress.

CET will report the termination to the Department of Veterans Affairs in accordance with VA reporting requirements.

Students may appeal a termination decision in accordance with SAP Appeal Policy outlined in this catalog. If the appeal is approved, the student may be reinstated in the program on a probationary basis, subject to the conditions of the approved appeal.

Documentation and Recordkeeping

All SAP evaluations, monthly conference meetings, and related documentation are maintained in CET's Customer Information Management System (CIMS) in accordance with institutional record retention policies. Students will review and acknowledge all applicable SAP Documentation

VA Benefit Limitation

While CET permits students to continue enrollment for up to 150% of the program length, students receiving VA educational benefits must be aware that:

- VA benefits will not be paid for training beyond 100% of scheduled program hours.
- Students are expected to complete all required competencies within the 100% timeframe to maximize VA benefit eligibility.
- CET does not assess any charges beyond 100% of the scheduled hours.

Absences and Leave of Absence of Military Service Members

Federal law protects active duty service members, as well as members of the National Guard and Reserve, who are attending postsecondary institutions and must interrupt their training due to military service obligations (in alignment with federal military reentry protections 34 CFR 668.18/HEA requirements)

These protections apply only to absences resulting from required military service and do not extend periods before, after, or between service obligations. A student's eligibility for re-entry may be limited if the student is dishonorably discharged, dismissed by court-martial, or incarcerated.

Covered Individuals

This protection applies to:

- Members of the National Guard or Reserve called to active duty, whether voluntarily or involuntarily,
- Students who begin their education while on active duty and are later deployed or reassigned (including Permanent Change of Station - PCS),
- Students who interrupt education to enlist in the regular armed forces.

CET will treat military-related absences as **approved Leaves of Absence (LOA)** and will not terminate students due to such absences for a period of up to **three (3) years**, or longer if required for recovery from a service-related illness or injury.

Student Responsibilities

Students (or an appropriate military official) must:

- Provide oral or written notice of military service, unless precluded by military necessity,
- Notify CET of intent to return to training within:
    - Three (3) years of completing military service or,
    - Two (2) years after recovery from a service-related illness or injury
- Submit required documentation upon return to verify eligibility for re-entry.

Failure to provide advance notice does not automatically forfeit re-entry rights if such notice was not feasible due to military necessity. In such cases, the student may provide an attestation upon return. Total cumulative absences for military service generally may not exceed **five (5) years**, except where extensions are permitted by law.

Re-Entry and Readmission

Upon return from military service:

- CET will promptly readmit the student with the same academic status as when the LOA began
- If the student is not prepared to resume training, CET will make reasonable efforts, at no additional cost, to help the student refresh skills or complete missed competencies

CET is not required to readmit a student if:

- Doing so would impose an undue hardship on the institution, or
- The student remains unprepared to resume training after reasonable efforts have been made

Undue hardship refers to an action requiring significant difficulty or expense, considering CET's overall financial resources and operational impact.

Standards of Student Achievement and GPA Verification

CET does not measure academic achievement using traditional letter grades. Instead, all programs are competency-based, and students are evaluated on specific knowledge and skill standards. in terms of traditional grades.

Students are formally evaluated upon completion of each competency and through tracked attendance hours. Competency is demonstrated through written, oral, or practical assessments, with a minimum passing score of **70%** required for each competency.

Assessments may be administered electronically via CANVAS learning platform.

To successfully complete a program, students must:

- Complete 100% of actual program hours, and
- Completed all program competencies within:
    - 100% of actual program hours, and
    - 150% of the published schedule program hours

For students receiving VA educational benefits, all program requirements must be completed within 100% of the scheduled program hours in order to utilize VA benefits.

For GPA verification purposes, CET applies the following equivalencies:

- 70-80% = 2.0
- 81-90% = 3.0
- 91-100% = 4.0

Termination (VA Students)

When a student receiving VA educational benefits terminates or interrupts enrollment, CET will report the change in status of the Department of Veterans Affairs within 30 days of the student's last date of attendance, in accordance with VA reporting requirements.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must:

- Complete 100% of program hours, and
- Complete all program competencies within:
    - 100% of actual program hours, and
    - 150% of schedule program hours

Students are expected to complete their program within 150% of the published program hours. The institution encourages all students to make satisfactory progress and complete their program within this timeframe. Requests to exceed 150% of the scheduled program hours will be reviewed on a case-by-case basis. Approval of an extension is not guaranteed and will be based on the student's individual circumstances, academic progress, attendance, and ability to successfully complete the program.

CET provides job placement assistance to graduates seeking employment.

CET reserves the right to withhold a Certificate of Graduation if:

- Books, tools, or materials are not returned
- Required documentation or signatures are incomplete
- A tuition balance remains unpaid

VA Benefit Payments

CET allows students up to 150% of the scheduled program length to complete their training. However, in accordance with VA regulations:

- VA benefits are payable only for training within 100% of scheduled program hours
- No VA payments will be made for training beyond 100% of scheduled hours (except where specifically approved by the VA)

Students are responsible for any costs associated with training beyond this point.

In compliance with federal law (38 U.S.C. § 3679), CET will not

- Assess late fees
- Deny access to classes
- Require students to secure additional funding due to delayed payment of tuition and fees by the VA under Chapter 31 or Chapter 33.

Refund Policy

If a student receiving Title IV federal financial aid (e.g., Pell Grant, Direct Loans, PLUS loans) withdraws, CET will perform a Return of Title IV (R2T4) calculation to determine the amount of aid earned and unearned, in accordance with federal regulations.

For additional information, refer to the Federal refund Policy section of this catalog.

Institutional Refund calculation

In addition to the federal R2T4 calculation, CET will perform an institutional refund calculation in accordance with applicable state regulations.

For complete details, refer to the Institutional Refund Policy section of this catalog.

Veteran Assistance

For assistance regarding VA education benefits or payment issues, students may contact:

- VA Education Call Center: 1-888-442-4551
- Website: www.gibill.va.gov.

Grievance Procedure

Students should refer to the **Grievance Procedure** section of this catalog for information on resolving complaints.

Helpful VA Contact Information:

- MyVA411 Information Line: 800-698-2411 (24/7).
- Vets Call Center: 877-927-8387 (24/7).
- Women Veterans Hotline: 855-829-6636.
- Veterans Crisis Line: Dial 988, Press 1.

Financial Aid

Financial Aid Programs

The cost of training for CET students is covered through a variety of sources. CET partners with city, county, state, and federal agencies, as well as public and private organizations, to provide career technical education and job placement services. As an accredited institution, CET is authorized to offer Federal Financial Aid under Title IV of the Higher Education Act (HEA) to eligible students.

Under current federal regulations, students must apply for aid using the Free Application for Federal Student Aid (FAFSA®), which is provided by the U.S. Department of Education at no cost. The FAFSA collects financial and other relevant information to calculate the Student Aid Index (SAI)—which has fully replaced the Expected Family Contribution (EFC) and to determine eligibility through secure data matches with other federal agencies.

CET complies with all applicable requirements for disbursement, cost of attendance calculations, and packaging of Title IV aid, as outlined in the 2026–2027 Federal Student Aid Handbook.

While most FAFSA applications are submitted electronically, alternative methods are available for students unable to file online. All students and required contributors (such as parents or spouses) must create an FSA ID to access and complete the FAFSA. This process is completed through StudentAid.gov.

The FAFSA is typically completed during the admissions process, and CET's Financial Aid staff is available to assist students and their families in assessing financial need, identifying funding sources, and completing required forms.

FAFSA Simplification Act

The FAFSA Simplification Act is fully implemented and governs all federal financial aid processing for the 2026–2027 award year.

This includes the implementation of the FUTURE Act Direct Data Exchange (FA-DDX), which securely transfers federal tax information (FTI) from the Internal Revenue Service (IRS) directly into the FAFSA.

- The FA-DDX replaces the IRS Data Retrieval Tool (DRT)
- Federal tax information transferred via FA-DDX is considered verified
- Applicants are no longer required to manually input most income information

All contributors (student, spouse, and/or parent(s)) are required to provide consent and approval for FA-DDX.

- If any required contributor does not provide consent:
    - The FAFSA will be considered incomplete
    - The student will not be eligible for Title IV financial aid

Available Financial Aid Assistance

The Center for Employment Training (CET) participates in several Federal Student Aid (FSA) programs authorized under Title IV of the Higher Education Act. These programs help eligible students cover the cost of their education and include:

• **Federal Pell Grant:** A need-based grant for undergraduate students.
For the 2026–2027 award year:

- Maximum Award: $7,395
- Minimum Award: $740

• **Federal Supplemental Educational Opportunity Grant (FSEOG):**
A campus-based grant awarded to students with the greatest financial need. Funding is limited and awards may vary, up to $400.

• **Federal Work-Study (FWS):** Provides part-time employment opportunities for eligible students, allowing them to earn money to help pay for educational expenses.

• **Federal Direct Loans:** Low-interest loans available to students:
o Subsidized Loans – Need-based loans where the government pays the interest while the student is in school.
o Unsubsidized Loans – Non-need-based loans where interest accrues while the student is in school.

• **Federal Direct PLUS Loans:** Credit-based loans available to parents of dependent undergraduate students to help cover remaining educational costs.

In addition to federal aid, students may also qualify for state and other funding programs, depending on eligibility and availability.

Federal PELL Grants

The Federal Pell Grant Program provides need-based grants to help students pay for postsecondary education. Pell Grants do not need to be repaid.

For the 2026–2027 award year:

- Maximum Pell Grant: $7,395
- Minimum Pell Grant: $740

Pell Grant Eligibility Determination

Eligibility for a Pell Grant is determined using both automatic eligibility criteria and Student Aid Index (SAI) calculations.

A student may qualify in one of the following ways:

1. Automatic Pell Eligibility (Income-Based)

Students may automatically qualify for a Maximum or Minimum Pell Grant based on family income thresholds tied to the federal poverty level.

2. SAI-Based Pell Eligibility

- Students with an SAI of zero (0) or less (down to –1500) may qualify for the maximum Pell Grant
- Other students may qualify for a calculated Pell Grant based on:
  - SAI
  - Enrollment intensity
  - Cost of Attendance

2026–2027 PELL LIMITATION

- Students with an SAI equal to or greater than twice the maximum Pell Grant (for 2026–2027: $14,790) are not eligible for Pell Grant funds

Enrollment Requirement

Pell Grant awards are prorated based on enrollment status or intensity (full-time, part-time) including for students enrolled less than half-time.

Coordination of Pell with Non-Federal Aid (NEW)

If a student receives non-federal grants, scholarships, or other assistance that fully covers the Cost of Attendance (COA) which is the total estimated cost for a student to attend school for a specific period (includes Tuition and fees, housing, food, transportation., and personal expenses)

    - The student may no longer be eligible to receive a Pell Grant
- If total aid exceeds COA:
    - The Pell Grant will be reduced or adjusted to eliminate the over-award.

Student Aid Index (SAI)

The Student Aid Index (SAI) is calculated using federal formulas based on FAFSA data.

- Formula A: Dependent Students
- Formula B: Independent Students without dependents
- Formula C: Independent Students with dependents

The SAI may be as low as –1500, which can increase aid eligibility.

Unlike the former Expected Family Contribution (EFC):

- The SAI does not consider the number of family members in college
- Uses updated income protection allowances
- Includes expanded eligibility through federal poverty thresholds

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides financial assistance to undergraduate students with exceptional financial need.

Priority is given to students with:

- SAI of 0 or negative values (down to –1500)

CET applies a consistent methodology in awarding FSEOG funds. Awards are limited due to federal allocation.

Student Loans – Subsidized and Unsubsidized

CET participates in the William D. Ford Federal Direct Loan Program.

• Subsidized Loans

- Based on financial need
- Interest paid by the federal government while enrolled at least half-time and during grace period (6 months after graduation or early termination)

• Unsubsidized Loans

- Not based on need
- Interest accrues from the time of disbursement

Loan eligibility, limits, and disbursement rules follow federal regulations.

PLUS Parent Loan

CET participates in the Federal Direct PLUS Loan Program.

To qualify:

- Must be parent of dependent student enrolled at least half-time
- Must pass a credit check

If adverse credit exists:

1. Obtain an endorser, OR
2. Document extenuating circumstances

PLUS Credit Counseling is required when applicable.

Federal Work-Study (FWS)

The Federal Work-Study Program provides part-time employment to eligible students with financial need.

Employment is:

- Paid biweekly
- Based on hours worked
- Not automatically credited to tuition

CET meets federal requirements:

- Minimum 7% allocated to community service jobs

FWS is considered financial aid—not regular employment.

Eligibility for Citizens of Freely Associated States

Citizens of:

- Federated States of Micronesia
- Republic of the Marshall Islands
- Republic of Palau

Are eligible for:

- Pell Grant
- FSEOG
- Federal Work-Study
- Not eligible for Direct Loans.

Estimated Financial Assistance (EFA) and Other Financial Assistance (OFA)

Estimated Financial Assistance (EFA) includes all aid a student is expected to receive, including:

- Federal Pell Grant
- FSEOG
- Federal Direct Loans
- Federal PLUS Loans
- State grants
- Federal Work-Study
- Scholarships and external assistance
- AmeriCorps benefits

Certain resources, such as some veterans benefits, may be excluded based on federal guidance.

Students must report all external financial assistance.

Packaging and Over-award Policy

CET awards aid in compliance with federal regulations:

- **Need-based aid** must not exceed the student's financial need
- **Total aid (including non-federal assistance)** must not exceed the Cost of Attendance (COA)

If a student receives additional aid:

- CET will review and may adjust the financial aid package
- Adjustments may include reducing or canceling aid

IMPORTANT – 2026-2027 Pell Rule

If non-federal grants and scholarships alone meet or exceed COA, the student is not eligible for a Pell Grant, even if otherwise eligible.

Example of Pell Eligibility with Non-Federal Aid: Scenario 1 – Pell Eligible

- Cost of Attendance (COA): $20,000
- State Grant: $8,000
- Institutional Scholarship: $5,000
- Total Non-Federal Aid: $13,000

Result: The student may still receive a Federal Pell Grant because total non-federal aid does not exceed COA.

Scenario 2 – No Pell Eligible

- Cost of Attendance (COA): $20,000
- State Grant: $12,000
- Institutional Scholarship: $8,500
- Total Non-Federal Aid: $20,500

Result: The student is not eligible for a Federal Pell Grant because non-federal grants and scholarships exceed COA.

Scenario 3 – Adjustment to Restore Pell Eligibility

- Cost of Attendance (COA): $20,000
- State Grant: $15,000
- Institutional Scholarship: $6,000 (initially)
- Total Non-Federal Aid: $21,000

Adjustment: Institutional scholarship reduced to $4,500

- Revised Non-Federal Aid: $19,500

Result: The student may regain Pell eligibility because total non-federal aid is now below COA, if adjustments are permitted.

Loan Counseling Requirements

Students required to complete Entrance or Exit Loan Counseling must do so online at: https://studentaid.gov using their FSA ID. These sessions provide important information regarding loan responsibilities and repayment obligations.

Entrance Counseling

Required for first-time borrowers before receiving loan funds. Covers:

- Loan terms and conditions
- Repayment obligations
- Interest accrual and financial planning

Exit Counseling

Required when a student:

- Graduates
- Withdraws
- Drops below half-time enrollment

Loan Repayment Obligation

Students are legally obligated to repay federal loans regardless of:

- Program completion
- Employment Status
- Satisfaction with Education

Financial Literacy Requirement

All CET students are required to complete a financial literacy program covering:

- Budget and financial management
- Loan repayment and debt management
- Credit awareness

Completion is required for graduation.

Financial Aid Eligibility

To receive federal financial aid, a student must:

- Be enrolled in an eligible program
- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security Number (if required)
- Not be in default or owe a federal overpayment
- Maintain Satisfactory Academic Progress (SAP)
- Use funds for educational purposes

Ability to Benefit (ATB)

Students without a high school diploma may qualify if enrolled in an Eligible Career Pathway Program (ECPP) and meet one of the following:

- Pass an approved ATB test
- Complete 225 clock hours (or equivalent)
- Complete a state-approved ATB process

Financial Need

Financial need is calculated as:

Financial Need = Cost of Attendance (COA) – Student Aid Index (SAI)

- COA represents the total estimated cost of attendance
- SAI is calculated using FAFSA data.

Need-Based vs. Non-Need-Based Aid

Need-Based Aid:

- Federal Pell Grant
- FSEOF
- Federal Work-Study
- Subsidized Loans

Non-Need-Based Aid:

- Unsubsidized Loans
- Parent PLUS Loans

All aid must be coordinated to ensure compliance with federal limits.

Cost of Attendance*

Expense Catagory	Living with Parents	Off Campus Housing
Tuition & Fees	Actual CET Program Cost	
Books & Supplies	$1,800/year	
Food	$722/month ($6,500/year)	Included above
Housing	included below	$1,278/month ($11,500/year)
Transportation	$355/month ($3,200/year)	$311/month ($2,800/year)
Personal/Misc.	$300/month ($2,700/year)	$300/month ($2,700/year)
Child/Dependent Care	Reasonable documented expenses.	
Loan Fees	Actual or average loan fees.	
TOTAL	$1,578/month ($14,200/year)	$2,089/month ($18,800/year)
* The cost of attendance is not to be confused with Tuition cost. COA is an estimated of the student's educational expenses for the period of enrollment.		

Estimated Totals (Excluding Tuition)

- **Living with Parents:** ~$14,200 per year + Program Cost = COA
- **Off-Campus Housing:** ~$18,800 per year + Program Cost = COA

These figures are based on the National standardized student expense budgets. They represent average estimated costs, not actual charges billed to the student.

What is Cost of Attendance (COA)?

Cost of Attendance (COA) is the total estimated cost for a student to attend a school for a specific period. It includes tuition and fees, housing, food, transportation, and personal expenses.

- COA is not limited to tuition; it includes both direct and indirect expenses.
- COA is used to:
    - Determine financial need (COA – Student Aid Index [SAI])
    - Establish the maximum amount of financial aid a student may receive

The allowances shown are standardized estimates, applied consistently across student categories, as required by federal regulation.

Institutional Application

CET applies these CSAC-based budgets(COA) to its Texas center. Adjustments to a student's COA may be made on a case-by-case basis using professional judgment when supported by documentation (e.g., dependent care, unusual expenses).

How to Apply for Financial Aid

Applicants should contact their local CET Financial Aid Office for guidance during the admissions process. At a minimum, applicants must complete the Free Application for Federal

Student Aid (FAFSA®)

The FAFSA is available online at: **https://studentaid.gov**

All applicants and contributors (e.g., parent or spouse, if applicable) must create an FSA ID to access and complete the FAFSA.

Additional documentation may be required to verify the accuracy of the information reported.

Payment Periods

To receive a disbursement of federal financial aid funds, a student must:

- Be actively attending classes,
- Be in the appropriate payment period for the disbursement, and
- Have completed the required number of weeks and clock hours for that payment period.

Payment Period Structure Disbursements are made in two payment periods, determined by dividing the total program hours and weeks in half. For example, in a 900-hour program:

- First Payment Period: 1–450 hours (0%–50% of the program)
- Second Payment Period: 451–900 hours (51%–100% of the program)

Financial Aid Disbursements

To receive a disbursement of federal financial aid, a student must:

- Be enrolled and actively attending classes
- Be in the appropriate payment period
- Have successfully completed the required clock hours and weeks of instructional time for that payment period

Disbursements for clock-hour programs are based on actual student hours of attendance and progression, not scheduled hours.

Disbursement Process and Timing

Financial aid funds are requested electronically from the U.S. Department of Education and are disbursed as:

- A credit to the student's account, and/or
- Funds delivered to the student for allowable expenses

Disbursements are made in accordance with federal timelines:

  - First Disbursement: typically within 45 days of the student's start date
  - Second Disbursement: Within 45 days of completing the actual midpoint of the program

Funds are released to students within 14 days of the date they are credited to the student's account.

Verification Process

Verification is the process of confirming the accuracy of FAFSA data. CET will not disburse Title IV aid until verification is completed, if required.

Who is Selected

Students are selected by the FAFSA Processing System (FPS**)** or through institutional review, including cases involving conflicting information.

Verification Tracking Groups

Students selected for verification are assigned to one of the following groups:

- **V1 – Standard Verification Group**
  Requires verification of certain financial data elements (such as income and family size), unless the information was transferred directly from the IRS through the Direct Data Exchange (FA-DDX).
- **V4 – Identity Verification Group**
  Requires confirmation of the student's identity using an acceptable method, such as in-person verification, secure video conferencing, or approved third-party documentation.
- **V5 – Aggregate Verification Group**
  Requires both:
  - Standard financial verification (V1), and
  - Identity verification (V4).

Identification of Students Selected for Verification

Students selected for verification will be identified as follows:

- On the FAFSA Submission Summary, an asterisk (*) will appear next to the Student Aid Index (SAI), along with a comment in the "Application Status" section indicating that CET may request additional documentation to complete verification
- On the Institutional Student Information Record (ISIR), the verification flag will be set to "Y", and a verification tracking group (V1, V4, or V5) will be assigned

Students must verify all FAFSA data elements required for their assigned verification tracking group.

Typical Verification Items (as applicable by tracking group)

Verification data elements are based on the student's assigned verification tracking group (V1, V4, or V5), as determined by the FAFSA Processing System (FPS), and federal requirements as outlined in 34 CFR §668.56 and the annual Federal Register notice. For students selected for verification, and in cases where conflicting information is identified, the following FAFSA-reported data elements may be subject to verification, as applicable:

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Education tax credits
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments (including SEP, SIMPLE, and Keogh plans)
- Tax-exempt interest income
- Income earned from work
- Family size (when required or when conflicting information exists)

These items may be verified for dependent students, parents of dependent students, and independent students, as applicable. Additional data elements may be required based on federal regulations, the annual Federal Register notice, or the presence of conflicting information that must be resolved prior to disbursement of Title IV aid.

Verification Submission Timeline

Students selected for verification are required to submit all requested documentation within 30 days of the initial notification. If additional documentation is requested, students must provide the requested items within 14 days of the follow-up request.

Failure to submit required documentation within these timeframes may result in delays, cancellation of aid, or loss of eligibility.

All verification requirements must be completed no later than 120 days from the student's last day of attendance or the applicable federal deadline, whichever occurs first.

Important Verification Policies

- CET may make limited interim disbursements, where permitted under federal regulations
- No disbursements may be made to student in Verification Tracking Groups V4 or V5 until identity verification requirements are completed
- No additional disbursements may be made until verification is completed for students selected for verification

Conflicting Information (CFI)

CET is required to identify and resolve all **conflicting information** before disbursing aid or making adjustments.

Examples include discrepancies related to:

- Identity or citizenship
- Social Security Number
- Default or overpayment status
- FAFSA data inconsistencies
- Other financial assistance (including non-federal aid)

Failure to resolve conflicting information will result in ineligibility for financial aid.

Fraud Prevention and Identity Verification

CET complies with federal requirements related to fraud prevention and identity verification.

- Students selected in V4 or V5 groups must verify identity
- CET will report suspected fraud to the Office of Inspector General (OIG)
- Aid will not be disbursed to students confirmed to have provided false or fraudulent information

Professional Judgment (PJ)

Professional Judgment allows Financial Aid Staff to adjust FAFSA data or COA elements on a case-by-case basis due to special circumstances.

Examples may include:

- Loss of employment
- Reduction in income
- Homelessness
- Extraordinary medical or dependent care expenses

Requirements:

- Verification must be completed before adjustments are made
- All decisions must be fully documented

Decisions are final and cannot be appealed to the U.S. Department of Education.

Dependency Overrides

Federal financial aid regulations assume that a student's family is primarily responsible for covering educational expenses. If you are classified as a dependent student under federal guidelines, your financial aid eligibility is determined using both your income and asset information and that of your parent(s).

However, in cases of unusual or exceptional circumstances, a Dependency Override may be granted. This occurs when the Financial Aid Office exercises Professional Judgment to override the federal dependency criteria and reclassify a student as independent.

Note: Dependency Overrides are granted on a case-by-case basis and require adequate supporting documentation.

Examples of Circumstances That May Warrant a Dependency Override

- Abandonment by parent(s)
- Parental drug abuse
- Parental mental incapacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental incarceration
- Students who are unaccompanied youth who are homeless or at risk of homelessness

Important Considerations

- Overrides must be re-evaluated annually. A previously approved override does not automatically carry over to the next academic year.

- Overrides granted by other institutions are not accepted. Each request must be reviewed and approved by CET's Financial Aid Office.
- All requests must be thoroughly documented to justify the override.

CET may grant a **provisional independent status** for students with documented unusual circumstances while required documentation is being completed, in accordance with federal guidelines.

Non-Qualifying Circumstances

The following situations, by themselves, do not qualify for a dependency override:

- Parent refusal to contribute to educational expenses
- Parent unwillingness to provide FAFSA information
- Parent does not claim the student on tax returns
- Student demonstrates total self-sufficiency

If you believe you may qualify for a Dependency Override, please contact the Financial Aid Office to discuss your situation and begin the documentation process.

Federal Student Aid Credit Balance

An FSA credit balance occurs when CET applies Federal Financial Aid funds to a student's account and the total amount of those funds exceeds the student's allowable charges (such as tuition and eligible fees).

- **Definition:** An FSA credit balance exists when the total federal funds on a student's account are greater than the total tuition and eligible fees for a given payment period.
- **Federal Financial Aid funds at CET include:**
  - Federal Pell Grants
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Federal Direct Loans
  - Federal Direct PLUS Loans (Parent Loans)
- CET issues the excess funds (the FSA credit balance) to the student.
- If the credit balance is the result of a Parent PLUS Loan, the funds are issued to the parent borrower unless authorization is provided.
- Credit balances not related to federal aid are also refunded directly to the student.

Students do not need to request processing of an FSA credit balance. The process is handled automatically by CET's Financial Aid Office.

Time Frame for Paying Credit Balances

In accordance with federal regulations:

- FSA credit balances must be disbursed within 14 calendar days from the date the credit balance is created
- Non-FSA credit balances are not subject to the federal 14-day rule but are processed automatically

A credit balance is considered disbursed when the funds are made available to the student or parent within the required timeframe.

Check Disbursement Procedure

- The credit balance check is issued AND made available within 14 days of the credit balance being created
- If a credit balance is issued by check, CET may hold the check for up to 21 days after notifying the student or parent that the funds are available

- If the check is not picked up within 21 days, CET will:
    - Mail the check to the address on record, or
    - Void and reissue the check as necessary to ensure the funds remain available

PLUS Parent FSA Credit Balance

A Federal Student Aid (FSA) credit balance is issued to a Parent PLUS borrower when a PLUS loan creates a credit balance on the student's account.

If the parent borrower wishes for the FSA credit balance to be issued to the student, they must complete and submit a Parent PLUS Credit Balance Authorization to the Financial Aid Office.

Check Distribution

- Credit balance checks are available for pick-up once notification is provided
- Checks will be held for up to 21 days; if not picked up, they will be mailed to the address on record
- Valid photo identification is required for check pickup
- Students are responsible for managing funds and using them for educational expenses

Note: Parent PLUS credit balances are issued to the parent borrower unless authorization is provided.

Disbursements During Leave of Absence (LOA)

- Pell and FSEOG funds (tuition and/or student portion) may be disbursed to students on an approved Leave of Absence **only if the student has met the applicable disbursement requirements for the payment period prior to the start of the LOA**.
- Direct Loan funds will not be disbursed during a LOA.
- However, if a Direct Loan-related FSA credit balance was created prior to the LOA start date, CET will proceed with disbursing that balance to the student.

Satisfactory Academic Progress (SAP) Requirement

All students must meet Satisfactory Academic Progress (SAP) to remain eligible for federal financial aid.

Students on Probationary status who fail to meet the terms of their Corrective Action Plan will lose eligibility for future financial aid disbursements. Please refer to the Satisfactory Academic Progress Policy for full details.

Withdrawals and Financial Responsibility

Students who withdraw or are administratively terminated may owe a balance to CET—particularly if withdrawal occurs at or before 60% of the scheduled program hours.

CET does not retain excess FSA credit balances and distributes them in accordance with federal timelines.

PLUS Parent FSA Credit Balance

A student account credit balance is issued to Parent PLUS loan borrowers when the PLUS loan disbursement results in an FSA credit balance on the student's account (as described above).

PLUS Parent borrowers who wish to have an FSA credit balance issued to the student should complete and return the PLUS Parent Loan Acknowledgement of Credit Balance Authorization Form to the Financial Aid Office.

FSA Credit Balance Delivery

Credit balance checks are available for pick up after the student is notified that the credit has been created and funds are available.

Credit balance checks are held in the Financial Aid Department for up to 21 days before being mailed to the home address on record.

Students may be required to present valid photo identification to pick up credit balance checks.

Students are responsible for budgeting their funds and ensuring that these funds are used for education-related expenses.

Credit balance checks resulting from Parent PLUS Loans are not held for pick-up and are issued to the parent borrower unless authorization is provided.

Credit balance checks are disbursed through the local CET center's Financial Aid Department. Students with questions regarding disbursement timing or pick-up should contact their local Financial Aid Staff.

Federal Refund Policy

If a student receiving financial aid withdraws, both the school and the student share responsibility for returning Title IV funds.

The amount of aid to be returned is based on the percentage of the payment period the student completed before withdrawing:

- Up to the 60% point of the payment period, a pro rata calculation is used to determine the amount of aid earned
- After the 60% point, the student is considered to have earned 100% of the Title IV aid for that payment period

If a student withdraws after the 60% point, no unearned funds are required to be returned; however, CET must still determine whether the student is eligible for a Post-Withdrawal Disbursement (PWD).

Any unearned Title IV funds that have been disbursed must be returned to the appropriate federal program.

Any earned aid that has not yet been disbursed must be offered to the student as a Post-Withdrawal Disbursement within 45 days, in accordance with federal regulations.

Financial Aid Terminology - What Does This Mean?

The following definitions correspond to common terms used in financial aid.

Academic Year: At CET, the academic year is defined as a period of at least 26 weeks of instructional time with a minimum of 900 clock hours of instruction.

Instructional Week Definition: For financial aid purposes, a week of instructional time is any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs, or (after the last day of classes) at least one scheduled day of study for examinations.

Instructional time does not include orientation, advising, homework, vacation, or other activities not directly related to class instruction or examination. Therefore, the number of instructional weeks may be less than the number of calendar weeks between the first and last day of class.

Programs shorter than an academic year will have financial aid awards prorated based on the number of clock hours.

Adverse Credit History: This term primarily applies to Federal Direct PLUS Loans. It refers to a borrower's credit history and may be considered adverse if the borrower:

- Has accounts 90 days or more delinquent, or
- Has experienced events such as bankruptcy discharge, foreclosure, repossession, tax lien, or wage garnishment, within the applicable review period.

Capitalization: The addition of unpaid interest to the principal balance of a loan. When interest is capitalized, the total loan balance increases, and future interest accrues on the higher amount.

Citizen/Eligible Non-Citizen: To receive federal student aid, a student must be one of the following:

- U.S. citizen
- U.S. national (including natives of American Samoa or Swain's Island)
- Eligible noncitizen (e.g., lawful permanent resident with valid documentation such as Form I-551)

Other eligible statuses may include:

- Refugee
- Asylee
- Cuban/Haitian entrant
- Conditional entrant (if status granted before April 1, 1980)

Individuals in the U.S. on temporary visas (e.g., F-1, J-1, G-series) **are not eligible** for federal student aid.

Citizens of the Freely Associated States: Effective July 1, 2024, citizens of:

- Federated States of Micronesia
- Republic of the Marshall Islands
- Republic of Palau

are eligible for:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

They remain ineligible for federal student loans and do not have an A-number.

Clock Hour: A period of 50–60 minutes of supervised instruction within a 60-minute timeframe.

Contributor: A **Contributor** is anyone required to provide information on a student's FAFSA form, including:

- The student
- The student's spouse

- A biological or adoptive parent
- A parent's spouse (stepparent)

Contributors do NOT include grandparents, foster parents, legal guardians, siblings, or other relatives unless they are legal parents under FAFSA rules.

Credit Balance: A federal student aid credit balance occurs when payments exceed institutional charges for the enrollment period.

Deferment: A temporary postponement of loan payments under qualifying conditions.

- Interest does not accrue on subsidized loans during deferment

Interest **does accrue** on unsubsidized loans.

Dependent (Dependent Student): Dependency status determines whether parent information is required on the FAFSA. It is based on factors such as:

- Age
- Marital status
- Military status
- Dependents

Certain circumstances may qualify students for a **dependency override.**

Entrance Counseling: A required session for student loan borrowers explaining loan terms, responsibilities, and repayment obligations before receiving funds.

Exit Counseling: A required session for borrowers who graduate, withdraw, or drop below half-time enrollment, providing repayment guidance.

Student Aid Index (SAI): The **Student Aid Index (SAI)** replaces the Expected Family Contribution (EFC). It is used to determine a student's eligibility for federal financial aid.

Forbearance: A temporary reduction or suspension of loan payments due to financial hardship or other qualifying circumstances. Interest continues to accrue and may be capitalized.

Grace Period: A (typically six months) after a student leaves school or drops below half-time enrollment before repayment begins. Interest may accrue depending on loan type.

Grant: Financial aid that **does not need to be repaid**, unless the student withdraws and a return of funds is required.

Withdrawal/Incomplete (Institutional Determination): A Student is considered withdrawn based on:

- Date of notification
- Date determined by the institution
- Ten consecutive days of unexcused absence

Failure to return from an approved leave of absence.

Independent Student: An independent student reports only their own (and, if applicable, spouse's) information on the FAFSA and is not required to provide parent information.

Interest: The cost of borrowing money, expressed as a percentage of the loan principal.

Loan Servicer: A A company contracted by the U.S. Department of Education to manage loan billing, repayment options, and borrower support. Students can identify their servicer at:
https://studentaid.gov.

Master Promissory Note (MPN): A legally binding agreement in which the borrower promises to repay federal student loans. An MPN may be used for multiple loans over up to 10 years.

Financial Need: Financial need = Cost of Attendance (COA) – Student Aid Index (SAI). COA includes tuition, fees, books, supplies,

transportation, housing, and personal expenses

Parent(s): A parent is defined as:

- Biological or adoptive parent
- A person recognized by the state as a parent

A stepparent is considered a parent if married to a biological/adoptive parent.

Payment Period: Programs ≥ 900 hours: 450 hours and 13 weeks per payment period

Programs < 900 hours: two equal payment period.

Additional Information

The Federal Privacy Act of 1974 requires students to provide their Social Security number for identification, processing aid, and tracking federal loans.

Financial Aid Resources

- **https://studentaid.gov** – Federal Student Aid information and FAFSA application
- **https://www.uscis.gov** – Citizenship and immigration information
- **https://www.bls.gov/ooh** – Occupational Outlook Handbook
- **https://www.hsf.net** – Hispanic Scholarship Fund
- **https://www.irs.gov** – Tax filing requirements
- **https://www.sss.gov** – Selective Service registration
- **https://www.va.gov** – Veterans benefits
- **https://nces.ed.gov/collegenavigator** – College search and data

Tuition

Tuition Policy

CET serves a diverse group of people with various academic backgrounds, vocational skills, and attitudinal preparedness. Service to this diverse population dictates CET's open-entry/ open-exit enrollment policy as well as its program design of individualized instruction. CET receives funding from a variety of federal, state, and local sources. CET tuition is due at enrollment unless other arrangements are made; any tuition not covered by the secured funds is the responsibility of the student.

When tuition is paid in whole or in part by a funding agency that imposes performance criteria or other contract terms that may affect the tuition amount, CET will negotiate tuition with those agencies taking into account the risk of non-collection. CET has a payment plan available for those who wish to pay on a cash basis or for those students who are not fully funded with grants or financial aid. All tuition and fee balances must be paid prior to graduation.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. Also, if information on the right to cancel is not given to the prospective student prior to or at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date. Any cancellation should be in writing and must be delivered to school management.

CET's Right To Deny Enrollment

Center for Employment Training (CET) reserves the right to deny enrollment to any applicant at its sole discretion, in accordance with institutional policies and procedures. This right is exercised to maintain program integrity, ensure student readiness, and uphold CET's educational standards. All admissions decisions are made in compliance with applicable federal and state laws, including the California Private Postsecondary Education Act of 2009, and without unlawful discrimination.

Institutional (State) Refund Policy

This institution's refund policy is established and administered in compliance with the Texas Education Code §132.061 and the Texas Workforce Commission (TWC), Career Schools and Colleges rules (40 TAC Chapter 807).

1. Cancellation Policy: A student is entitled to cancel the enrollment agreement and receive a full refund of all monies paid if:

- **T**he cancellation is made within 10 days (until midnight of the tenth day, excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed; or
- The student cancels enrollment prior to the first class day, or receipt of materials or equipment.

Cancellation may be submitted in writing to the school.

2. Refund Policy After the Cancellation Period

If a student withdraws, is terminated, or otherwise fails to complete the program after the cancellation period, the school shall provide a refund of the unused portion of tuition, fees, and other charges.

Refunds will be calculated as follows:

- The school will retain:
    - $100 in administrative fees, and
    - The portion of tuition and fees earned based on the student's period of enrollment.
- The student is entitled to a minimum refund equal to the pro rata portion of the remaining tuition, fees, and other charges, calculated based on the ratio of:

Remaining hours of instruction after the effective date of termination
divided by
Total hours of instruction for which the student has been charged

Sample: A 900 Hour Program; Tuition and fees $16,375; and Administrative Fee (non-refundable): $100

Scenario: Student withdraws after 360 hours in a 900-hour program

- Step 1: Completion Percentage: $360 \div 900 = 40\%$ - Student completed 40% (less than 75% → refund required)
- Step 2: Remaining Hours: $900 - 360 = 540$ hours
- Step 3: Pro Rata Refund Percentage; $540 \div 900 = 60\%$ Unearned and Refundable
  40% is earned
- Step 4: Dollar Calculations
    - Tuition
    - Total Tuition: $16,375
    - Earned Tuition (40%): $16{,}375 \times 40\% = 6{,}550$
    - Unearned Tuition (Refund Portion – 60%): $16{,}375 \times 60\% = 9{,}825$
    - Administrative Fee: Non-refundable: $100

Final Breakdown

Component	Amount
Total Tuition	$16,375
Earned Tuition (40%)	$6,550
Administrative Fee	$100
Total Retained by School	$6,650
Refund to Funding Source or Student	$9,825

- No refund is required if the student has completed 75% or more of the program for which the student has been charged.

3. Determination of Withdrawal Date

The effective date of termination for refund purposes will be the earliest of the following:

- The last date of attendance, if the student is terminated by the school;
- The date of receipt of written notice of withdrawal from the student; or
- Ten (10) school days following the student's last date of attendance.

5. Books, Supplies, and Equipment (Inclusive Tuition Model)

At CET, tuition and fees are inclusive, meaning that the cost of books, supplies, tools, and equipment is incorporated into the total tuition charged to the student.

- As a result, books and supplies are not treated as separate refundable

charges, and no separate refund calculation for these items will apply under the standard state refund policy.

- Any refund issued will be calculated based on the total tuition charge, in accordance with the pro rata refund methodology required by Texas Education Code §132.061.

Exception – VA Chapter 33 (Post-9/11 GI Bill) Students

Students receiving Veterans Affairs (VA) education benefits under Chapter 33 are subject to the following exception:

- The VA provides separate books and supplies stipend directly to the student.
- Students are responsible for using these VA funds to cover required books and supplies.
- In accordance with VA requirements, books and supplies may be treated separately for VA-funded students, and any applicable adjustments will follow VA regulations rather than the standard institutional refund model.

6. Refund Processing

- CET will document all refunds and maintain records of refund calculations and payments in accordance with TWC requirements.
- Refunds will be issued to the appropriate party (student or funding source) in compliance with applicable laws and regulations.

7. Financial Aid Recipients

Students receiving federal or state financial aid are subject to additional refund requirements, including:

- Return of Title IV (R2T4) calculations under federal law
- Allocation of refunds in the order required by applicable regulations

Where multiple refund methodologies apply, the institution will comply with all governing regulations.

8. Non-Attendance

If tuition and fees are collected in advance and the student does not begin attendance, CET retains $100 in administrative fees, with the remainder refunded.

9. Contact Information

Students wishing to cancel enrollment or withdraw should contact:

CET- El Paso
Instructor/Admissions/Financial Aid staff

General Basis for the Refund Calculation

A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

Force Majeure

Center for Employment Training's duties and obligations under *Force Majeure* statutes may be suspended indefinitely without notice during all periods in which CET is closed due to any *Force Majeure* events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond CET's control.

CET has developed a contingency instruction plan to deliver re- mote instruction as soon as is reasonably practicable and safe under the circumstances. If such a *Force Majeure* event occurs, CET's duties and obligations, under *Force Majeure*, may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as CET, in its sole discretion, may safely reopen.

In the event CET is closed for a period of time or must deliver course work remotely due to an event under this statute, the student agrees that CET is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to CET.

Notification Rights Under FERPA

Under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, a parent or eligible student has a right to inspect and review the student's records and to seek to have them amended in certain circumstances.

Disclosures to parents: Current regulations provide that even after a student has become an "eligible student" under FERPA postsecondary institutions may allow parents to have access to their child's education records, without the student's consent in the following circumstances: the student is a dependent for federal income tax purposes; the disclosure is in connection with a health or safety emergency under the conditions, the student has violated any federal, state or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use of possession and the student is under 21 at the time of the disclosure. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day CET receives a request for access. Students should submit to the Center Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The CET official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the CET official to whom the request was submitted, that official 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 is inaccurate. Students may ask CET to amend a record they believe is inaccurate. They should write to the CET official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If CET decides not to amend the record as requested by the student, CET will notify the student of the decision and advise the student of his or her 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. Generally, schools must have written permission from eligible students prior to releasing any information from their educational records. FERPA, however, allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate third parties/contractors in connection with students' financial aid.

Organizations conducting certain studies for or on behalf of schools. A written agreement will be required and must specify the purpose, scope, duration of the study, and the information to be disclosed. The study should be conducted in a manner that does

not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests. In addition, the organization must specify the time period during which the information will be destroyed or returned to CET.

- Accrediting organizations.
- In compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities within a juvenile-justice system, pursuant to specific state law.
- Parents or legal guardians, if the student is under age 21 and has violated the alcohol and drug policies of the student's school.
- An alleged victim of a crime of violence or non-forcible sex offense, limited to the results of disciplinary hearings.
- Ex parte court orders under USA Patriot Act (the court order itself may instruct the institution not to notify the parent or student or records the disclosure of educational records, or disclosed the existence of the ex part order to any party).
- Registered sex offenders; the Campus Sex Crimes Prevention Act (CSCPA), allows postsecondary institutions to disclose, without consent, information it has received from a State under the Wetterling Act.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CET to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

5. Directory Information: FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is considered public information and may be released without the student's consent.

   At CET, the following items of information regarding a student's record are considered directory information:

   - Student's full name
   - Address (home and mailing)
   - E-mail address
   - Telephone number
   - Date of birth
   - Dates of attendance
   - Enrollment status (Full or Part Time)
   - Graduation date

   In general, CET does not release directory information to the public or third parties without written consent from the student. In cases where family members, employers, or other interested entities, are seeking student directory information, CET will require a FERPA Release Form to be signed by the student

Consumer Information Notice

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students regarding consumer information that is available to them. This notice is intended to outline consumer information that the student has the right to request and review. The following information is available at all centers. Additionally, the student has the right to request this information in writing by contacting the Center Director at each center during regular business hours.

Rights under Family Education Rights and Privacy Act (FERPA)

Center for Employment Training maintains compliance with the U.S. Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the center. The disclosure includes students' rights and procedures to review educational records and amend inaccuracies. Generally, information pertaining to a student's records shall not be released to a third party without written authorization from the student, by judicial order, or a lawfully issued subpoena. Education records pertain to all records an institution maintains regarding a student. A copy of the Family Education Rights and Privacy Act Policy is made available to students through the Admission Office.

Personal Identifiable Information (PII): Protecting Student Privacy and Confidentiality

Personal Identifiable Information (PII) is any information about an individual maintained by CET, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Examples of non-sensitive PII include information such as first and last names, email addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To ensure that such PII is not transmitted to unauthorized users, CET policy requires the encryption of all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., using Federal Information Processing Standards (FIPS), 140-2 compliant, and National Institute of Standards and Technology (NIST) validated cryptographics module.

Misrepresentation Policy Statement

CET holds itself to the highest level of integrity, honesty, and responsibility, and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the Dept. of Education in accordance with 34 CFR 668.71-75. This includes disseminating testimonials and endorsements given under duress. Likewise, CET does not tolerate any intentional misrepresentation by students or any CET staff and will abide by the laws governing information provided when applying for and receiving financial aid.

CET has procedures in place to ensure that none of CET's representatives, or any ineligible institution, organization, or person with whom CET has an agreement to provide educational programs, marketing, advertising, recruitment or admissions services, makes a substantial misrepresentation regarding CET, the nature of its educational program, its financial charges, or the employability of its graduates.

Academic Program Information and Instructional Facilities Information

Academic program offerings and instructional facilities vary according to the area. Not all programs are available at all locations. Information regarding academic programs, instructional facilities, and current Center contact information may be reviewed on the Student Catalog Addenda.

Services for Disabled Students

CET's goal is to support qualified students with disabilities enrolling in vocational training. CET supports student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. CET recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, as amended, and 34 CFR Part 104, prohibiting discrimination on the basis of a disability and requiring CET provide reasonable accommodations to qualified disabled students in all CET programs and activities. A qualified student with a disability may request "reasonable accommodations" related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the responsibility to both self-disclose and request accommodations through the Center Director. Communication with instructors or other staff members does not constitute in itself fulfilling the CET's ADA accommodation requirements. Verification through medical documentation from a health care provider and/or a Qualified Rehabilitation Professional and engaging in an interactive process is required prior to accommodations being determined and fulfilled. The Center Di- rector and Regional Director, in consultation with the Human Re-sources Director, will review documentation for accommodation consideration. The Center Director is responsible for managing the ADA process including negotiations and finalizing appropriate student accommodations.

Dissemination of Institutional & Financial Assistance Information

Information about institutional and financial assistance is available from the Center Director or designee at each Center or Branch during regular business hours.

Consumer Information Disclosures

In an effort to assist the student in making a more educated decision about enrolling, CET provides the following disclosures on its website cetweb.edu or on paper per request or applicable:

- Net Price Calculator – To receive an estimate of how much students similar to you paid to attend CET. Find it at http://cetweb.edu/tuition
- Student-Right-To-Know – Graduation and Placement Rates. Find it at http://cetweb.edu/disclosures
- Campus Crime Statistics Summary – This is to disclose the number of instances in which certain types of crimes have occurred in any building or property owned or controlled by CET, which is used for activities related to the

educational purposes. Find the full report at https://cetweb.edu/safety/ clery-act

- School Performance Fact Sheet –Find it at: https://cetweb.edu/disclosures/

Drug & Alcohol-Free Workplace and Campus

CET recognizes the abuse of drugs and alcohol is a threat to the health and safety of the campus community. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-free Schools and Communities Act Amendments of 1989, CET will provide a drug-free workplace and learning environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CET or any of its campuses is prohibited. Abuse of alcohol, including underage drinking, on any CET campuses is also prohibited.

CET imposes sanctions, up to and including dismissal from all programs of study or termination of employment, on any students or employees (or minors) engaged in the consumption or abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CET or at any CET campus and premises. In addition, any student or employee (including minors) involved in such illegal activity is subject to legal sanctions under local, state, and federal law.

CET complies with any state law, which prohibits possession or use of alcohol by, or sale of alcohol to, anyone under twenty-one years of age.

Drug and Alcohol Abuse Prevention Program

The drug and alcohol abuse program was designed in compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

The Alcohol and Substance Abuse Prevention Program emphasizes prevention and intervention through education. The following is a list of CET's educational services and programs available to staff and students:

- Referral to Employee Assistance Program (EAP) counseling services (employees only).
- Medical insurance carrier monthly newsletters, including listings of website resources (employees only).
- Lectures presented by representatives from local community organizations.
- Informational brochures on alcohol and substance abuse publications.
- Listing of Internet websites for self-help resources.
- 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 various health risks associated with alcohol abuse and use of specific types of drugs mentioned below is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.
- Using alcohol and other drugs carries risks. Alcohol and drugs impair judgment, making users more likely to hurt themselves or others, to have trouble with the law, to do poorly at school and work, and hurts relationships. Alcohol and drugs also have specific health risks: they can damage major organs, increase the risk of cancer, and even cause death.

- Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician. On-line self-help sites for drug counseling and rehabilitation programs are included in the Annual Security Report.

Biennial Review

- CET will conduct biennial reviews to determine the effectiveness of the Alcohol and Drug Prevention Program through student and employee program evaluations, surveys, alcohol violations, controlled substances violations, and related fatalities as required by Section 485(f)(6) of the Higher Education Opportunity Act. This will include the number of violations and related fatalities reported to the Center Director and CET's Human Resources Department that occurred on CET property or at CET activities as well as the number and type of sanctions imposed by CET.

Non-Smoking Policy

- Students and staff at all Centers shall honor the smoke-free zone area of 25 feet outside any entrance, exit or operable window of all our facilities.
- "Smoking," as used in this policy, is defined as inhaling, exhaling, burning, or carrying a lighted substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.).
- *Smoking marijuana on campus with or without a medical marijuana card is prohibited*. Furthermore, CET prohibits the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise on all CET-owned and operated property and at CET sponsored events. Littering campus with remains of smoking products is prohibited.
- This policy applies to all employees, students, visitors, contractors, vendors, and volunteers.

CET Student Software Code of Ethics

No student shall ever install any software product on a CET computer. No software may be installed on any CET computer by anyone without proper authorization from the Center Director and Corporate Systems Administrator. This applies to Share- ware, Freeware, and any other software downloaded from the internet. Unauthorized duplication of copyrighted computer software violates the law and is not allowed under any circumstances.

Information Technology Requirements

CET provides computers, software, and all accessories necessary for training.

Peer-to-Peer Disclosure (P2P)

The Digital Millennium Copyright Act (DMCA), the No Electronic Theft Law (NET Act), and other federal laws make copyright infringement both a criminal offense and provides for civil penalties. A violator can be prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. Civil penalties can run into many thousands of dollars in damages and legal fees.

- *Copyright Infringement:* The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil

and criminal liabilities and is not permitted.

Any student who makes, distributes, or uses unauthorized or illegal copies of licensed and/or copyrighted software, media or copyrighted materials, including illegal downloading using the institution's information technology systems, will be subject to disciplinary action. This may include a warning, suspension and/or termination from the program.

- *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the 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.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than $750 and no 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. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

Sexual Harassment Policy

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, CET is committed to providing an educational, employment, and business environment free of sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly a term or condition of an individual's educational status or employment, is used as a basis for educational or employment decisions affecting such individual, has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile, or offensive education, or work environment.

Anyone who engages in sexual harassment shall be in violation of this policy and subject to disciplinary action, up to and including termination or expulsion.

Sexual Harassment

1. Making written, verbal, physical and/or visual contacts with sexual overtones: written forms may include suggestive or obscene letter, notes and invitations.
2. Oral forms may include derogatory comments, slurs, jokes, and epithets.
3. Physical forms may include assault, unwelcome touching, impeding, or blocking movement.
4. Visual forms may include leering, gestures, and display of sexually offensive objects, pictures, cartoons, or posters.
5. Making reprisals, threats of reprisal, or implied threats of reprisal following a sexual harassing behavior within the educational environment, including withholding or threatening to withhold the graduation certificate.
6. Retaliation for having reported or threatened to report sexual harassment.
7. Continued expressions of sexual interest after being informed the interest is unwelcomed.
8. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities and/ or learning environment of a student.
9. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body, remarks of a sexual nature about a person's clothing, remarks about sexual activity, or speculations about previous sexual experiences.

Complaints should be directed to the Center Director, and the Corporate Human Resources Director located at 701 Vine Street, San Jose, CA 95110. If the Human Resources Director is not available, contact the Human Resources Manager at the same location.

Retaliation

CET will not tolerate retaliation against any individual for initiating or assisting in filing a complaint of sexual harassment. An employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

Code of Student Conduct

Center for Employment Training has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by CET:

1. Deliberate lack of cooperation, habitual profanity or vulgarity, or the open and persistent defiance or abuse of CET personnel.
2. Obstruction or disruption of teaching, or of the education process, administrative process, disciplinary procedures or other CET functions and activities on campus.
3. Cell phones are only allowed for recording class attendance and must be kept out of sight and in vibrate mode during instructional class hours. Any other use of cell phones in classrooms, labs, and school offices is prohibited unless explicitly allowed by the instructor or CET staff.
4. Assault, battery, or any threat of force or violence upon students or CET personnel.
5. Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and/or blocking egress.
6. Theft of, or damage to, the property of CET, its officers, employees, students, or visitors.
7. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
8. Misrepresentation of oneself as a representative of CET including but not limited to any conduct that adversely impacts the student's performance or conduct, or that of other students, customers, or associates of CET's legitimate business interests.
9. Unauthorized entry into or use of CET equipment and facilities or trespassing/violation of a closed campus.
10. Acts of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any CET official, instructor or other staff member.
11. Cheating, plagiarism, or knowingly furnishing false information in the classroom or to a CET officer.
12. Forgery, alteration, or other misuse of CET documents, records, or identification.
13. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
14. Leading or inciting others to disrupt scheduled or normal authorized activities.
15. Disorderly, lewd, indecent, or obscene conduct or expression on any CET owned or controlled property or at any CET sponsored or supervised function.
16. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers

the health or safety of any person or group.

17. Conducting a series of acts over a period of time and making threats with the intent to place a person in fear of death or bodily injury.
18. Acts of sexual harassment, rape, date rape, sexual assault, threat of an assault upon a student or staff or at a supervised function.
19. Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
20. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of alcohol or other drugs, or the distribution, sale, or possession of alcohol or other drugs on CET property or at events sponsored by CET.
21. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus property or at CET sponsored or supervised activities.
22. Gambling in any form.
23. Smoking in classrooms or other unauthorized campus areas.
24. Failure to comply with lawful directions of CET officials, instructors, staff, or campus security officers who are acting within the scope of their duties.
25. Violation of other applicable federal and state statutes and CET rules and regulations.
26. Not adhering to the Student Dress Code.

Sanctions: Warning, Censure, Suspension, & Expulsion

In accordance with the provisions of CET Policies, the following sanctions will proceed for violations of the Code of Student Conduct:

1. Warning: a written notice to the student that he or she is violating or has violated CET regulations.
2. Censure: a written reprimand for a violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating other CET regulation(s) during the probationary period.
3. Restitution: Reimbursement to CET, as directed by the Center Director, for repair or replacement of campus property misused, misappropriated, or damaged by the student.
4. Temporary Suspension: Suspension of the student from the program by the Unit Team with approval by the Center Director, for 1-3 days.
5. Expulsion: Termination of student status by the Center Director on recommendation of the Regional

Director, and the Chief Operations Officer (COO).

Student Anti-Retaliation Policy

CET prohibits and will not tolerate any form of retaliation against any student who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else.

Students with complaints of retaliation should utilize the procedures available under the Grievance Procedure and the Sexual Harassment Policy, non-discrimination policies or other available administrative procedures as appropriate.

CET Campus Rules

CET has established rules to promote a professional learning environment, preparing students for the industry demands and to help students be successful in training and on the job.

1. Students must be at their classroom/labs/shops NO LATER than 8:00 a.m. for the morning classes, Monday through Friday. Being late once in a while is not okay.
2. Students will stay at their training areas during training sessions unless instructed or allowed by their instructors to be elsewhere. Walking around, talking, or interfering with others is not allowed.
3. Whenever a student will be late or absent due to illness or emergency, he/she must contact his/her program instructor before 8:00 a.m. unless other arrangements have already been made.
4. Students will follow grievance procedures, which means presenting a concern first to his/her program instructors before going elsewhere with the problem.
5. Excessive absences or tardiness may result in suspension or up to termination from school. This includes leaving early and/or arriving late from breaks or lunch without authorization from their instructors.
6. Students will adhere to a dress code as follows:
    a) Shirts and/or blouses are to be worn at all times. (This means no halter tops and/or tank tops).
    b) No shorts or miniskirts are to be worn during training time.
    c) The type of shoes worn by students shall be according to the safety standard of that particular skill.
    d) Makeup application and hair combing are restricted to the restroom areas only; and only during breaks and/ or lunch periods. Applying makeup or combing hair in training area is never okay.
    e) Body piercings are not allowed due to safety, personal hygiene and professional conduct.
    f) Clothing or accessories that could promote gang activity, drugs/ alcohol or sexual innuendo will not be allowed.
    g) Violations to dress code will result in being sent home to change clothing and will affect your attendance.
7. Consumption or being under the influence of alcoholic beverages and or drugs during the school day will not be tolerated. Doing so will result in suspension from school and a referral to participate in drug rehabilitation. Failure to comply with the above will result in permanent termination from the program.
8. Eating and or drinking is not allowed while classes are in session.
9. Smoking is not allowed inside the building.
10. Students on job search should come to school in appropriate clothing for a job interview which can occur at any time.

11. Fighting, disrespectful conduct or disruptive behavior is not allowed. Violators may incur immediate suspension or termination.
12. Any student caught doing graffiti, stealing, or otherwise vandalizing CET property may incur immediate termination from the program.

Student Rights & Responsibilities

A student who is enrolled at the Center for Employment Training has the right to expect:

- A clean, safe, and supportive environment.
- Instruction from skilled professionals who have experience working in the occupation being taught.
- All information, materials, and equipment needed to complete the training program made available by CET.
- Advice and assistance in human development in order to overcome barriers to successful completion of training and job attainment.
- Expeditious and fair handling of complaints.

Financial Aid & Admissions Responsibilities

A student who is enrolled at the Center for Employment Training has the following responsibilities:

- Read and retain the student catalog and all other information regarding tuition, payment plans, promissory note, refund policies, cancellation periods, attendance requirements, and the admission process.
- Request, if needed, further information or clarification of admissions or financial requirements.
- Complete all necessary application and financial aid forms using true and correct information.
- Provide necessary documentation and verification for financial aid and program eligibility in a timely manner.
- Be an active participant in the admissions process.
- Inform CET of any change of name, address, telephone number, or status that may affect program or financial aid eligibility.

Academic Responsibilities

- Maintain satisfactory progress, good attendance, and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students and staff with respect.

Behavioral Responsibilities

- Refrain from maliciously or willfully damaging property of the Center for Employment Training, other students, or staff.
- Refrain from writing, spraying, or painting graffiti on or around CET property.
- Refrain from stealing or removing, without CET permission, CET property from school grounds.
- Adhere to CET dress code (see CET campus rules)
- Become familiar with and adhere to procedures pertaining to emergency evacuation drills of the Center.

Responsibilities Concerning Health

Students have the responsibility with regards to their own health and safety and the health and safety of the campus community. To promote an optimum personal and physical environment in which to facilitate individual development and learning, a student will:

- Notify Instructor and Admissions staff for all absences. Provide information about any emergency or hardship that may cause an extended absence.
- Not attend classes if he/she has a contagious condition (i.e. TB, measles, hepatitis, etc.).
- Not attend classes if he/she is under the influence of alcohol or illicit drugs.
- Have a physical exam on file if he/she is attending Early Childhood Teacher Assistant and Truck Driver.
- Observe sound personal hygiene habits.
- Have current TB results on file as required by Early Childhood Teacher Assistant and Medical Assistant training programs.
- Obtain a physician's note and cooperate with CET administration regarding restrictions and/or special accommodations for program training.
- Inform Instructor and Center Director of all medications that may affect the ability to perform safety sensitive activities during hands-on training. CET's Human Resources Department will be contacted to ensure the safety of the student and others.
- Adhere to safety regulations and use safety equipment and protective devices as required.
- CET's Human Resources Department may request a Fitness for Duty (FFD) evaluation for skill training if any medical problems or other situation arises that may threaten the health and/or welfare of self or others. CET will provide an FFD form, a description of safety sensitive activities related to the student's training, and the reasons for this request. The student will be instructed to schedule an appointment and give the documents to their doctor. The student will be responsible for submitting the doctor's response to the Human Resources Department.

Human Resources Director
Center for Employment Training
701 Vine Street, San Jose, CA 95110
(408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu

There are occasions when students experience emotional problems to such an extent they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances CET is obligated to protect other students' rights to pursue their training and to take appropriate action, if necessary, to protect the student in question from harming themselves or others. In most situations such as this, the Center Director is able to elicit the cooperation of the student's family so they may obtain appropriate medical treatment for the student and/or withdrawal from the program.

Education Code Section 76021 (CHEC) states: CET may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be detrimental to the welfare of other students.

Grievance Procedure

This student grievance resolution process aligns with the nondiscrimination and equal opportunity provisions under Section 188 of the Workforce Innovation & Opportunity Act (WIOA) and Title 29 CFR Part 38.

Center for Employment Training (CET) is committed to maintaining a fair, transparent, and timely process for addressing student grievances. Students are encouraged to resolve concerns at the earliest possible level, using both informal and formal channels.

Step 1: Informal Resolution with Instructor

Students should first attempt to resolve concerns directly with their instructor. Many issues can be effectively addressed through open communication. The instructor is expected to respond promptly, ideally within three (3) business days. If the issue remains unresolved or the student is dissatisfied with the outcome, the student may proceed to file a formal written grievance.

Step 2: Formal Grievance to Center Director

Students must submit a formal grievance in writing to the Center Director by using CET's online grievance submission form at https://cetweb.edu/student-grievances. Select "Center Director" from the dropdown menu. The grievance must include:

a) Complete student contact information;
b) A detailed description of the specific concern or allegation;
c) The desired resolution;
d) Any relevant supporting documentation.

The Center Director will review the grievance and issue a written response within five (5) business days of receipt. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission**.**

Note: *If the grievance is specifically against the Center Director, the student may bypass this step and submit the grievance directly to the Regional Director (see Step 3).*

Step 3: Grievance to Regional Director

If the student remains dissatisfied with the Center Director's response—or if the grievance is against the Center Director—the student may submit the grievance to the Regional Director using the online form found at **https://cetweb.edu/student-grievances**. Select "Regional Director" from the dropdown menu.

The grievance submission must include:

- Complete student contact information;
- A detailed description of the specific concern or allegation;
- The desired resolution;
- All relevant supporting documentation.

The Regional Director will:

- Acknowledge receipt of the grievance,
- Notify any relevant parties,
- Provide an update or response within ten (10) business days of submission, CET Corporate Education Department 6/04/2025

The Regional Director will issue a final written determination within thirty (30) business days of the original filing date. In exceptional cases requiring additional time, this period may be extended once, but shall not exceed a total of forty-five (45) business days from the date of submission. The final decision will include a detailed explanation of how and why the determination was made.

Note: *If the grievance is specifically against the Regional Director, the student may bypass this step and submit the grievance directly to the Chief Operations Officer (see Step 4).*

Step 4: Final Appeal to Chief Operations Officer

In exceptional cases where the student believes the matter remains unresolved—or if the grievance is against the Regional Director—the student may submit a final appeal in writing to

the Chief Operations Officer (COO) at **https://cetweb.edu/student-grievances**. Select "Chief Operations Officer" from the dropdown menu. The appeal must include:

- Complete student contact information;
- A detailed description of the concern or allegation;
- The desired resolution;
- Any supporting evidence or documents.

The Chief Operations Officer (COO) will review the appeal and issue a final written decision within ten (10) business days of receiving the submission. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission.

All complaints and grievances submitted through this process will be documented and archived at each step by the responsible party—Center Director, Regional Director, and Chief Operations Officer. The Chief Operations Officer holds ultimate responsibility for maintaining a centralized archive of all grievance records to ensure institutional accountability, transparency, and continuous improvement.

If the student's concerns remain unresolved after seeking solutions from the Instructor, Center Director, Regional Director, and Chief Operations Officer, the student may submit a grievance to the appropriate state, federal, and accreditation agencies listed in the table below:

<table>
<tr><td colspan="2">1. In California:</td></tr>
<tr><td>Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (888) 370-7589
Fax: (916) 263-1897</td><td>Website:www.bppe.ca.gov
http://www.bppe.ca.gov/enforcement/complaint.shtml
Mailing Address:
P.O. Box 980818
West Sacramento, CA 95798-0818</td></tr>
<tr><td colspan="2">2. In Texas:</td></tr>
<tr><td colspan="2">Texas Workforce Commission
Career Schools and Colleges, Room 226T 101 E. 15th Street, Austin, TX 78778-001 Phone: (512) 936-3100
Website: http://csc.twc.state.tx.us</td></tr>
<tr><td colspan="2">3. If tuition is paid by Workforce Innovation and Opportunity Act(WIOA) Title I or Section 167 Programs funded directly by the US Dept. of Labor; Student Complainant may file an appeal to:</td></tr>
<tr><td>Secretary of Labor
Attn: Assistant Secretary of ETA
U.S. Department of Labor 200 Constitution Avenue, NW
Washington, DC 20210</td><td>Copy:
Regional Administrator
Employment and Training Administration
U.S. Department of Labor
P.O. Box 193767
San Francisco, CA 94119-3767</td></tr>
<tr><td colspan="2">4. If tuition is paid by Workforce Innovation and Opportunity Act (WIOA) Title I Programs funded by La Cooperativa; Student Complainant may file an appeal to:</td></tr>
<tr><td>Chief, Compliance Review Office MIC 22-M
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001
Copy:
EEO/Compliance Officer
La Cooperativa Campesina De California
1107 – 9th St., Ste 420
Sacramento, CA 95814</td><td>Secretary of Labor
Attn: Assistant Secretary of ETA
U.S. Department of Labor
200 Constitution Avenue,
NW Washington, DC 20210
Copy:
EEO/Compliance Officer
La Cooperativa Campesina De California
1107 – 9th St., Ste 420
Sacramento, CA 95814</td></tr>
<tr><td colspan="2">5. If the program is funded by Workforce Innovation and Opportunity Act (WIOA) Section 167 funds by La Cooperativa; (temporary housing assistance), student complainant may file an appeal to:</td></tr>
</table>

Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814
6. When local or federal remedies have been exhausted, student may file an appeal to:	
Council on Occupational Education 7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350 Phone: (800) 917-2081 Website: www.council.org	

Campus Security, Graduation and Placement Rates

Center for Employment Training (CET) is committed to working with the campus community to provide a safe learning and working environment in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092.

We are aware of the challenges in our community, and this Annual Security Report outlines many of the steps taken by CET to enhance the safety of administration, instructors, staff, students, applicants for admissions and employment, vendors, contractors, and visitors. However, the responsibility for personal safety cannot rest primarily with CET staff. Safety and security is a shared responsibility--by working together, we can provide a safer environment for the entire campus community.

CET employees with significant responsibility for operations, training, and services are designated as Campus Security Authorities and are responsible for maintaining a safe work environment for the campus community. The list of Campus Security Authorities, including their job titles, is posted on the Campus Security Bulletin Board at each campus.

Campus Safety/Crime warnings are intended to heighten safety awareness. CET will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

The Center Director is responsible for issuing timely warnings and emergency notification. The Center Director in consultation with the Human Resources, will decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies.

The Center Director in consultation with Human Resources may use the following methods to ensure the campus is appropriately alerted to the threat in a timely fashion:

1. Utilize all communication devices available to the campus to inform the campus community such as telephone, cell phones, and walkie-talkies, and/or bull horns.
2. Make classroom announcements.
3. Post Safety Notices in places where people are most likely to congregate.
4. Send e-mails to all employees.

Confidential information will not be disclosed in order to protect victims or to contain, respond to, or otherwise mitigate the emergency. Safety Notices will be issued as soon as possible after the specific event. Safety Notices will include the date, time, location, a summary of the incident to include any suspect description and special preventive instructions. In addition to the Safety Notice, the Center Director or designee will record the incident or crime in the Incident/Crime Log.

Graduation and Placement Rates

All CET centers in each state must disclose basic institution information and school performance data in their School Performance Fact Sheet which each student receives and signs prior to his/her enrollment. The School Performance Fact Sheet contains the required calculations and information on completion rates, graduation rates, placement rates, license examination passage rates, salaries or wages, and campus crime statistics in accordance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008.

Incident/Crime Log

The Crime Log is maintained electronically in CET's Client Information Management System (CIMS). The Crime Log can be requested from the Center Director. The Crime Log contains limited categories: the date the crime occurred or was reported; the nature of the crime; the campus—on campus, off campus buildings, or public property within or adjacent to a CET campus; and the disposition of the crime, if known. An entry to the Crime Log, or an addition to an entry, must be made within two (2) days of the report of information to Campus Security Authorities.

All other information is considered strictly confidential and will not be posted on the Crime Log to avoid jeopardizing the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of individuals or would cause a suspect to flee or evade detention, or result in the destruction of evidence.

The Crime Log must be publicly available during normal business hours. Any portion of the Crime Logs older than 60 days are made available within two (2) business days of a request.

The determination on whether or not CET will include incidents/crimes in the Annual Crime Report is decided on a case-by-case basis in light of all the facts surrounding the following Clery Act crimes:

- Murder
- Non- Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Arrest
- Drug Law Arrest
- Illegal Weapons Arrest
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crime

Annual Security Report

CET publishes an Annual Security Report by October 1 of each year in accordance with the Student Right-to-Know and Campus Security Act of 1990. The Report discloses statistics from crime reports received by the Center Director. The Directors make a good faith effort to obtain crime reports from local police agencies having jurisdiction within the geographic area of each campus and satellite and which occurred during the most recent calendar year and the two preceding years. The Report also includes the U.S. Department of Education specification about retention, graduation, and job placement rates for the most recent year.

CET uses the following methods of notification and distribution:

- The Annual Security Report is available at https://cetweb.edu/safety/clery-act/ on

October 1,2024.

- CET's Human Resources Department sends a notification announcing the Annual Security Report to all employees via the internal e-mail system.
- Utilize all communication devices available to the campus such as group emails to inform the campus community.
- Make in-class announcements; post notification in every classroom.
- Post notification in places where people are most likely to congregate.
- The website link for the Annual Security Report is posted on the Campus Security Bulletin Board.
- Prospective students receive the direct website link during the application process and receive an Acknowledgement of Receipt, which they sign upon enrollment. The website link for the Annual Security Report is available in the Student Catalog.
- Newly hired employees are informed of the website during their new hire orientation.
- The website link is published in all employees' job descriptions.

Students can request a copy of the Annual Security Report by contacting the Admissions Office at their campus. Employees can contact the CET's Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924.

Security Awareness & Crime Prevention

Personal responsibility is a key component to safety, security, and crime prevention. Students and staff can prevent crime by being alert and aware of their surroundings at all times:

- Walk in pairs or groups; avoid isolation.
- Be alert; project confidence; look people in the eye.
- Stay in well-lit areas away from potential hiding places.
- Know where you are and where places of refuge are.
- If followed, go toward well-lit areas where other people are.
- Walk on the left, facing traffic so vehicles can't easily approach you from behind.
- Wear clothing and shoes that enable you to move fast!
- Carry only lightweight objects.
- Wear or carry items like jewelry and cash that are minimal in value and don't attract attention.
- Avoid approaching strangers in vehicles for any reason.
- Carry a whistle or other noisemakers.
- If you think you are in trouble, do anything to attract attention –Scream! Break glass! Sound a horn!
- Carry a cell phone and make sure it is charged. If use headphones, make sure they do not obstruct your hearing, so you are aware at all times.
- Ensure that you have some money or a way to pay for transportation.

CET is responsible for informing students and staff of any criminal activity or security problems that may pose a reasonable threat to their physical safety. CET will make every effort to provide timely information. Each center may use a variety of methods when communicating: make phone calls, send text messages, use a paging system, utilize two-way radios, send staff e-mails, make announcements in the classrooms, post Safety Notices, and provide briefings as needed.

Upon seeing or hearing anything that may seem suspicious, students should contact one of the CET staff and the police if needed. Students and staff will review campus security procedures and practices on a biannual basis.

Campus Security Authorities

CET is committed to providing information to maintain a safe learning and working environment. CET does NOT have a police force, pastoral counselors or licensed, professional counselors at any of our campuses.

The CET Center Directors at each campus are designated as official Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, including by not limited to student discipline and campus judicial procedures.

The Center Director is responsible for addressing and documenting all incidents and reportable crimes that occur on campus in a timely manner that includes providing support, logging in crime reports, investigations, medical emergencies, fire emergencies, accidents, and all other incidents requiring first responder assistance.

Reporting Incidents and Crimes

CET encourages all members of the campus community to contact the Center Director or any other designated Campus Security Authority (CSA) on campus when they have been the victim of or have witnessed criminal actions.

CET does NOT have a campus police force at any campus. On occasion, CET will contract with private security services based on a continuing threat. Colton, Salinas, San Diego, San Jose and Santa Maria contracts with a security service and El Centro has a non-security guard. The security staff do not carry firearms and will call the local law enforcement authorities on matters concerning safety and security. There are no written memorandums of understanding with appropriate law enforcement authorities for any CET campus.

CET Campus Security Authorities will notify local law enforcement agencies whenever an incident or crime poses any threat to the campus community. Campus Security Authorities will render all possible assistance provided such assistance can be given without significantly endangering themselves, the officer, or others involved in the crime.

Crimes in progress and crimes that have just occurred should be reported immediately by calling 9-1-1. Whenever possible, the actual victims or witnesses of the crime should be directly involved. First-hand information is always more accurate and complete.

When calling to report a crime or incident, please be ready to give information such as:

- a brief description of the occurrence,
- when and where the incident occurred,
- weapons the suspect(s) carried,
- where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

Offenses that are committed by students or staff may be referred for criminal prosecution. CET may impose sanctions up to and including expulsion of students and/or termination of employment in accordance with the Student Catalog and the Personnel Policy Handbook.

Reporting Sexual Assault

CET does not tolerate sexual misconduct or abuse such as sexual assault, rape, or other forms of sexual activity. Violations of this policy are subject to disciplinary sanctions as indicated in this report, in the Student Catalog, and the Employee Handbook. CET will follow reporting procedures as mandated by state law.

All sexual assaults on or around campus should be reported immediately to the police by dialing 9-1-1 and the Campus Security Authority (CSA) of the appropriate center or contacting the Corporate Human Resources Department by dialing (408) 287-7924. Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted and evidence preserved.

- Get to a safe place.
- Call the Police Department 9-1-1. (the police agency having jurisdiction of the location where the crime occurred)
- Call the Rape Crisis Line (Sexual Assault) (800) 656-4673. If not, the police department can assist with identifying treatment, counseling, and other services.
- Inform the Center Director or any Campus Security Authority on campus.
- Call Human Resources Department during business hours (8:00 a.m. to 5:00 p.m.) at (408) 287-7924.
- Contact available security officers on campus
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.
- To preserve evidence after an attack, you should not change your clothes, bathe, shower, apply medication, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, do not use mouthwash and do not smoke.
- Do not straighten up or clean the area where the assault took place.

Every effort is made to ensure our campus environment pro- motes and assists in prompt reporting of sexual assaults. CET has limited resources and will transfer the investigation of sexual assault crimes to the local agency having concurrent jurisdiction.

The police department will assist with identifying treatment, counseling, and other services. Additional hotline phone numbers are posted on the Campus Security Bulletin Board.

Offenses which are committed by students may be referred for criminal prosecution and/or dealt with by CET in student disciplinary proceedings. CET's disciplinary proceedings may impose sanctions up to and including expulsion. A public log of crimes reported to CET is available for public inspection during normal office hours.

CET, upon written request, will disclose to the alleged victim of any crime of violence, or a non-forcible sex offence, the results of any disciplinary proceedings conducted by CET against the student who is the alleged perpetrator of such crime or offense. If the

alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of alleged victim.

Criminal Prosecution

Notification to a law enforcement agency begins the criminal prosecution process. CET will facilitate contact with the local law enforcement agencies or provide information about how to contact them directly. Trained police officers will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your decision to prosecute does not necessarily have to be made during initial contact with officers and your decision determines the officers' subsequent investigation protocol. Law enforcement agencies have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

Sex Offender Registration Information

In order to fulfill the requirements of the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children, Sexually Violent Offender Act, the Jeanne Clery Act, and the Family Education Rights and Privacy Act of 1974; CET is providing links to online registries for sex offenders for the States of California (The Megan's Law Sex Offender Registries) and Texas:

TEXAS	https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx Phone Number: 855-481-7070

These registries are not intended to punish the offender. Using the information to intimidate, harass or commit any crime against an offender is prohibited. The Department of Justice is responsible for maintaining these registries.

Statement of Intent Regarding the Dating and Domestic Violence Protocol

Dating and domestic violence (also known as intimate partner violence) is a crime punishable by both civil and criminal legal action and a serious violation of CET's Standards of Conduct. Dating and domestic violence will not be tolerated within our community. The Dating and Domestic Violence Response Protocol prohibits all forms of dating, domestic, and/or intimate partner violence, including but not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, stalking, "outing" someone against his/her will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

Dating and domestic violence are criminal offenses, and should be reported to the proper authorities. CET students are charged with the responsibility of being familiar with and abiding by the Standards of Conduct set forth in our online Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Staff, students, and visitors of the CET community are strongly

encouraged to report all incidents of dating, domestic, and/or intimate partner violence.

If you have experienced or are experiencing dating, domestic, and/or intimate partner violence, consider the following:

1. Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s).
2. Find support for yourself by contacting a friend, family member, member of your church. CET does NOT have any confidential campus resource such as Student Health and Counseling Staff, Chaplain and/or Rabbi).
3. The CET Campus Security Authority can assist you in identifying immediate strategies and actions that can be taken to increase your safety.

Obtain medical attention, if needed. We strongly suggest that if you believe an exam/testing is desired and/or necessary that you request a Sexual Assault Nurse Examiner (S.A.N.E.) to provide the examination. You have the right to have a support person accompany you to the exam. Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses). It is important to not destroy any evidence of violence (e.g., email/Facebook/Plans correspondences, voicemail/text messages).

1. Report incident to the Campus Security Authority and/or local police.
2. Call the National Domestic Violence Hotline at 1800-799- 7233 or connect to www.ndvh.org
3. Report the incident to the Human Resources Department at (408) 287-7924 (Business Hours: 8:00 a.m. – 5:00 p.m.)
4. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

The CET Emergency Response

The emergency response and evacuation procedures are publicized each year as part of CET's Clery Act compliance efforts. The information is available in the Annual Security Report on CET's website: https://cetweb.edu/safety/clery-act/. CET is required to test emergency response and evacuation procedures on at least an annual basis. The test includes scheduled drills, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Students with Disabilities

CET shall not discriminate against a qualified individual with a disability because of the disability with regard to the provision of CET training, programs, services, and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the following rights under: Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794); The American Disabilities Act 28 CFR 35.102-35.104; CA Assembly Bill 803 Government Code Section 11135 et.seq., and Title V, Section 56008 of CA Education Code.

- Right to confidentiality and protected disclosure of student records.
- Right to access training, programs, activities, services and facilities to facilitate learning. CET will make every reasonable effort to provide access.
- Right to request reasonable accommodation to facilitate participation in training and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities and class demonstrations to the extent a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in hands-on training and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in training and campus activities. Request will be evaluated in terms of how the modification might affect training standards.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the Human Resources Director, (408) 287-7924, during business hours. Dial 711 for Relay Services.

Student Responsibilities

A student with disabilities has the following responsibilities:

- Apply for and secure available comparable services and benefits from outside government agencies such as vocational rehabilitation programs, social security programs, and other disability agencies.
- Provide documentation of disability.
- Provide the name and contact information of the rehabilitation counselor.
- Engage in an interactive process as needed.

Request accommodations and access to training, programs, activities, services, and facilities in a timely manner.

- Use accommodations appropriately.
- Notify approximately 24-hours in advance for planned absences from training where services are being provided.
- Assist CET staff with the determination and assessment of your individual needs.
- Students who need reasonable accommodations must meet with the Center Director and the Human Resources Director to assess the nature of the disability and accommodations.

Board of Directors

The CET Board of Directors is comprised of volunteer community members committed to ensuring quality education for all who desire training. The Board of Directors hires the President/CEO, sets policy, and plays an active part in the development of CET programs.

Board of Directors

Chairman
Bob Martinez (26) PR
Executive Chair
IBM Outreach Program Manager -retired

Vice-Chair (26)
Chris Longoria (26) P
Personnel Chair
San Diego State University

Secretary (27)
Hermelinda Sapien (27) P
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Randy Lee (27) P
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First Bank – Retired

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Pepsi Beverages Company
VP Sales Operations
West Division - Retired

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SJECCD IT Helpdesk

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Commercial Programs – Retired

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Senior Client Service Engineer

Mary Csimma (28) L
English Learner Program Coordinator, SJUSD-Retired

Fred Gomez (28) PR
Realtor -1st Class Realty & Lending

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CEO, OSI Engineering

Lisanna Dominguez (28) P
Development Chair
CDO, Silicon Valley Education Foundation

Pete Carrillo (28) L
Owner, Silicon Valley Advisors

Clarissa Pinto Ribeiro (28) PR
Owner, CPR Consulting, Planning and Recruiting

Jazmin Diaz (28) PR
Founder / CEO, Flourish Learning and Development LLC

Anjuli Nanda Habbas (28) PR
Partner, Kapital Partners

Tarik Habbas (28) PR
Partner, Habbas Law

Staff: Ruben Solorio, President / CEO
Mahdi Mubarak, Chief Financial Officer
Pascal Do, Chief Operations Officer

CET Management System

CET utilizes a three-tiered management system. Each center operates under the supervision of a Director. The Center Directors report to Regional Directors, who report to the Chief Operations Officer. Most of CET Corporate Directors operate out of Corporate headquarters in San Jose, California.

President and CEO

Deacon Ruben Solorio

Legal Status

Center for Employment Training is a California non-profit corporation authorized to do business by the California Department of State.

Bankruptcy

The undersigned as the Chief Financial Officer for the Center for Employment Training (CET), herein makes the following statement: "*CET does not have a pending petition in bankruptcy nor is operating as a debtor in possession. Furthermore, CET has not filed a petition within the preceding five years nor has had a petition in bankruptcy against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et Seq.). 94909(a)(12).*"

Mahdi Mubarak
Chief Financial Officer
Center for Employment Training

Main Campus & Branch Locations

Center for Employment Training - San Jose Main Campus
701 Vine Street
San Jose, California 95110
(408) 534-5360

Center for Employment Training - Coachella Branch
49-111 Highway 111, Suite 5
Coachella, California 92236
(760) 398-8889

Center for Employment Training - Colton Branch
1099 N. Pepper Avenue Colton, California 92324
(909) 478-3818

Center for Employment Training - El Centro Branch
294 South Third Street
El Centro, California 92243 (760) 337-6565

Center for Employment Training - El Paso Branch
294 Candelaria Street El Paso, Texas 79907
(915) 859-1070

Center for Employment Training - Oxnard Branch
1741 Fiske Pl,
Oxnard, California 93033
(805) 487-9821

Center for Employment Training - Salinas Branch
24 East Alvin Drive Salinas, California 93906
(831) 424-0665

Center for Employment Training - Soledad Branch
930 Los Coches Drive, Suite 103
Soledad, California 93960
(831) 678-0448

Center for Employment Training - San Diego Branch
4153 Market Street, Suite C San Diego, California 92102
(619) 527-4895

Center for Employment Training - San Jose
Main Campus Extension* 1780 Angela Street
San Jose, California 95125
(408) 292-9525
* Administered by the Main Campus

Center for Employment Training - Santa Maria Branch
509 Morrison Avenue
Santa Maria, California 93458
(805) 928-1737

Center for Employment Training - Watsonville Branch
10 Blanca Lane
Watsonville, California 95076
(831) 728-4551

STUDENT CATALOG ADDENDA

2026 - 2027



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Center for Employment Training – El Paso Campus

294 Candelaria St. ♦ El Paso, TX 79907

(915) 859-1070 ♦ (800) 533-2519

WEBSITE: www.cetweb.edu

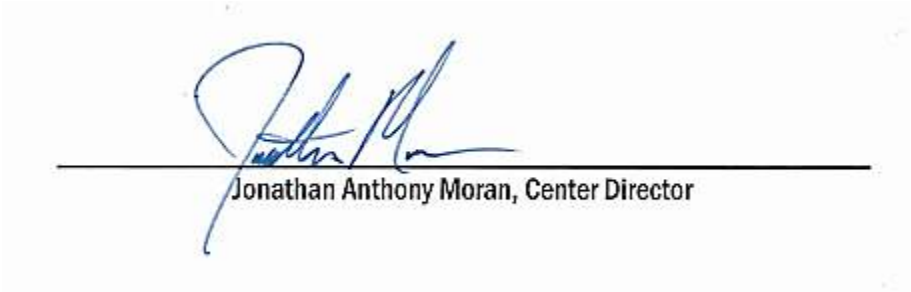
Academic Year: July 1, 2026 – June 30, 2027

CENTER FOR EMPLOYMENT TRAINING
EL PASO CAMPUS

The Center for Employment Training (CET) is a private postsecondary institution and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396- 3898 / FAX: 770-396-3790, www.council.org.

"Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

The information contained in this catalog is true and correct to the best of my knowledge.



Jonathan Anthony Moran, Center Director

CENTER FOR EMPLOYMENT TRAINING

EL PASO CAMPUS

294 Candelaria St. ♦ El Paso, TX 79907
(915) 859-1070 ♦ (800) 533-2519

Office Hours

Monday – Friday, 8:00 a.m. to 5:00 p.m.

CENTER DIRECTOR: Jonathan Anthony Moran

MISSION STATEMENT

The Mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

FACILITY DESCRIPTION

The Center for Employment Training (CET) in El Paso is located in the Ysleta area and offers convenient access from Interstate 10. To reach the campus, take the Zaragoza Avenue exit south from I-10, then turn left onto Roseway Drive. The facility is situated at the corner of Roseway and Candelaria Street, at 294 Candelaria.

The main campus building spans approximately 10,500 square feet on a 3-acre property. It houses administrative offices for Admissions, Financial Aid, Recruitment, and the Center Director, reception area, and waiting room.

The campus is fully ADA-compliant, with accessible classrooms, offices, restrooms, and parking for individuals with physical disabilities.

CET El Paso offers a variety of training programs, including:

- Welding Fabrication: featuring a fully equipped welding shop and a 646 sq. ft. classroom.
- Truck Driver Program: including a designated area for parking and storing tractors and trailers; a dedicated 1167 sq. ft. classroom for theory instruction, and a 8273 sq. ft. training yard for hands-on driving practice.
- HVAC Program: includes a 1205.2 sq. ft. specialized classroom and a 613 sq. ft. lab designed for practical, industry-based training.

Additionally, free Wi-Fi is available throughout the campus for all enrolled students.

ATTENDANCE POLICY

The Texas Workforce Commission states that a school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1. More than 10 consecutive school days.
2. More than 20% of the total course time hours in a program with course time of more than 200 hours.
3. Any number of days if the student fails to return as scheduled from an approved leave of absence.

Additional information on CET's institutional Attendance Policy can be found on the student catalog.

TRUCK DRIVER PROGRAM ELIGIBILITY CRITERIA

A person wanting to enroll in the Truck Driver Program must also meet the following requirements:

- Must possess a Texas Class C Driver's License
- Must submit a $6.50 money order to Center for Employment Training, to obtain Licensee Driver
- Record (see below to determine an acceptable Driver Record)
- Must pass the Department of Transportation (DOT) Physical Exam
- Must pass a Drug Test
- Must be approved by the Center for Employment Training Liability Insurance Company.
- Must obtain driving permit within 30 days of enrollment to avoid the risk of being terminated from the program. The driving permit is required for behind the wheel maneuvers.

In addition, a Motor Vehicle Records (MVR) covering a minimum of five years will be reviewed by the Truck Driving Instructor, Center Director, and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driving skill training. The following MVR criteria standards are considered unacceptable:

A) More than 3 moving violations and/or accidents in the most recent 3 years
B) More than 2 moving violations and/or accidents in the most recent year.
C) Drivers with a Driving While Intoxicated or Driving Under the Influence within the last 3 years
D) Drivers with a major conviction within the last 5 years, which includes:

1. Leaving the scene of an accident.
2. Careless or reckless driving violations.
3. Homicide or assault through use of a motor vehicle.
4. Attempting to elude a police officer
5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

PREVIOUS EDUCATION

Per the Texas Workforce Commission, Career Schools and Colleges, PS-010 form, Record of Previous Education Training, the Center for Employment Training will review previous education.

Program Information

Program Name	Class Code	Clock Hours	Weeks	Total Charges
Electrician (Residential & General)	ELECN25	900	36	$16,375

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives: This program will prepare students to perform the duties and responsibilities required by entry-level positions in the residential and light commercial electrical field. Students will learn to plan, layout, install, repair, and maintain electrical equipment that provides light, heat, communications, and power. Students will learn to read and follow blueprints and specifications to install electrical wires, cables, and conduit systems. All students will develop mechanical ability and a thorough knowledge of the principles of electricity, circuitry, and power distribution within a building, and will gain familiarity with the materials and techniques of construction. Students will become acquainted with local building and national electrical codes (NEC) and solar photovoltaic installation. Students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Upon enrollment, students become eligible to register with the California DLSE to receive an Electrician Trainee card.

Methods of Instruction: This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation: Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria: Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements: To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Instructional Materials and Uniforms: The cost of required program books and/or e-book subscription is included in the tuition. E-book subscriptions are valid during the student's enrollment period. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Program Competencies		Hours
1.	Introduction to Electrical Trade & Safety	20
2.	Basic Computer Skills and Customer Communication	30
3.	Introduction to Electrical Tools & Theory	40
4.	Electrical Math	40
5.	Residential Electricity	120
6.	Commercial 1: AC, Motors, and Conduit Bending	120
7.	Commercial 2: Transformers, Grounding, & Bonding	120
8.	Commercial 3: Electrical Distribution & Feeder Circuits	90
9.	Specialty Systems	150
10.	Basic Photovoltaics	150
11.	Job Preparedness	20
Total Hours of Instruction		**900**

All programs are open enrollment; competency completion varies among students.

Toolkit: In this program, students become eligible to receive a toolkit during the third week of enrollment in the program. It will be delivered to the student during regular program hours. Once issued, the toolkit becomes property of the student; the student is responsible for replacement of lost, stolen, or damaged items.

Instructional Equipment: Students will access and utilize a variety of hand/power tools, electrical machinery, equipment, and materials for training daily. Such equipment includes, but are not limited to: power drills, band saws, ladders, and EMT benders, multi-meters, solar cell classroom sets and associated components, solar water pumps, solar fountain kits, and associated components. A broad assortment of cabling, electrical boxes, hardware, connectors, staples, and hand tools are also available for use by students. Students will have access to a computer lab equipped with, networked printer, and internet access. Students also have access to

computer systems running Windows 10 and Office 365 software, high speed wireless internet, audio-visual equipment, and Canvas LMS.

Program Schedule:
M-F 4:00 pm – 9:30 pm

Electrician (Residential & General) Objectives

ONET CODE	DOT CODE	CIP	OCCUPATION
47-2111.00	824.261-010	46.0302	Electrician
47-2111.00	829.261-018	48.0508	Electrician Maintenance

Electrician (Residential & General) Competency Descriptions

1. **INTRODUCTION TO ELECTRICAL TRADE & SAFETY:** Students will learn about the electrical trade. Students will learn about basic safety often found with OSHA 10. Students will learn how to move materials on construction sites safely.

Theory	Practice	Total Clock Hours
5	15	20

Prerequisite: None

2. **BASIC COMPUTER SKILLS & CUSTOMER COMMUNICATION:** This competency will provide an overview of basic computer technology and will emphasize the importance and pervasiveness of the personal computer in individuals' lives and in society as a whole. The students will demonstrate basic proficiency in operating a computer system, including hardware components, input/output devices, operating system, word-processing software, email, and the internet.

Theory	Practice	Total Clock Hours
15	15	30

Prerequisite: None

3. **INTRODUCTION TO ELECTRICAL TOOLS & THEORY:** Students will learn basic safety handling of power and hand tools used on many construction sites. Students will learn how to read blueprints often used on construction sites.

Theory	Practice	Total Clock Hours
10	30	40

Prerequisite: None

4. **ELECTRICAL MATH:** Students will be exposed to basic math skills and measurements often found within the construction area. Students will learn how to read a ruler and calculate fractions. Students will learn how to calculate electrical math problems using Ohms law and Kirchhoff's law.

Theory	Practice	Total Clock Hours
20	20	40

Prerequisite: None

5. **RESIDENTIAL ELECTRICITY:** In this competency the student will be able to explain procedures of commonly used wiring in residential electrical installations; describe the different types of metallic and non-metallic boxes and their applications and calculate NEC fill requirements; describe conductor types, properties, and applications

understand and design circuitry including 3-way and 4-way switches; explain the operation and describe the different types of test equipment and their applications.

Theory	Practice	Total Clock Hours
30	90	120

Prerequisite: None

6. **COMMERCIAL 1: AC, MOTORS, AND CONDUIT BENDING:** In this competency the student will be able to recognize safe working conditions, and identify electrical hazards in industrial setting; the student will gain working knowledge of voltage and current, and calculate peak and effective voltage for an AC circuit; describe the process of conduit bending; describe different types of pull and junction boxes and properly select and install them and their associated fittings and describe NEC regulations.

Theory	Practice	Total Clock Hours
30	90	120

Prerequisite: None

7. **COMMERCIAL 2: TRANSFORMERS, GROUNDING AND BONDING:** In this competency the student will be able to identify cable tray components; be able to explain and identify different types of transformers; be able to explain the purpose of grounding and bonding and the scope on the NEC article 250 and the use of table 250.66; explain the importance of circuit overprotection using breakers and fuses and apply nec code requirements. The student will learn the importance and value of contactors.

Theory	Practice	Total Clock Hours
30	90	120

Prerequisite: None

8. **COMMERCIAL 3: ELECTRICAL DISTRIBUTION AND FEEDER CIRCUITS:** In this competency the student will be able to calculate load and branch feeder circuits; and conductor selection calculations; identify electrical hazards in industrial settings.

Theory	Practice	Total Clock Hours
30	60	90

Prerequisite: None

9. **SPECIALTY SYSTEMS:** In this competency the student will understand the requirements of building efficiency lighting standards part title 24, part 6, for residential and nonresidential buildings. The student will demonstrate knowledge of installation requirements for various types of lighting fixtures, including LED and fluorescent lighting design and retrofits. The student will be able to describe the characteristics and fundamentals of fire alarm systems and explain the role that various codes and standards play in residential fire alarm applications; design and install the different categories for voice-data-video (VDV) systems. Finally, the student will demonstrate knowledge of the various types of electro-mechanical and electronic HVAC controls and explain their function and operation.

Theory	Practice	Total Clock Hours
40	110	150

Prerequisite: None

10. **BASIC PHOTOVOLTAICS:** This competency will provide an introduction to the fundamentals of solar technologies, its applications and advantages. The student will learn how to make a site assessment; a based on that information be able to design a system and perform the necessary installation of the equipment.

Theory	Practice	Total Clock Hours
40	110	150

Prerequisite: None

11. **JOB PREPAREDNESS:** This competency will help students understand the job search process and will guide them through the job application process, including identifying skills and personal qualities, filing out applications opportunities and will demonstrate interviewing skills and professional dress and demeanor. Students will prepare and use career portfolios when looking for jobs.

Theory	Practice	Total Clock Hours
10	10	20

Prerequisite: None

Total Hours of Instruction		
Theory	Practice	Total Clock Hours
Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
260	640	900

Language and computation skills, problem solving skills, work-ethics, and personal quality skills are taught within the context of the Electrician (Residential & General) occupational environment.

Program Information

Program Name	Class Code	Clock Hours	Weeks	Total Charges
HVAC Technician & Green Technology	HVGTN25	900	36	$15,500

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry level positions in the HVAC field, such as, HVAC and refrigeration mechanic, installer, and maintenance technician, AC Unit Tech, and heating and air conditioning installer. Students will learn safety, hand tools, basic electricity, equipment, and plumbing related to HVAC maintenance and repair. They will learn fundamental concepts of refrigeration, air distribution systems, silver brazing and soldering, and tubing, pipe, and fittings, as well as refrigeration recovery. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Upon completion of this program, students will be prepared to take certification exams in EPA 608 Universal, ESCO's Green Awareness exam, HPWH and Daikin certifications.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Program Competencies		Hours
1.	Orientation to HVAC, Safety & Tools	30
2.	Trade Math	60
3.	Electricity	150
4.	Air Conditioning Fundamentals	175
5.	Heating Equipment	100
6.	Heat Pumps	100
7.	Brazing and Soldering	60
8.	Air Distribution Systems	120
9.	Green Technology	30
10.	Basic Computer Skills	15
11.	Customer Service Skills	30
12.	Job Preparedness	30
Total Hours of Instruction		**900**

All programs are open enrollment; competency completion varies among students.

Instructional Equipment

Students in this program will have access to a variety of materials, hand and power tools, and equipment for training on a daily basis, including, but not limited to: manifold tools analog, digital and smart gauges, scales, Fieldpiece electrical meters, electronic refrigerant leak detectors, UEI gas valve measuring devices, snips, tube benders, A2L recovery machines and vacuum pumps, and CO_2 sensors. Students also have access to computer systems running Windows 10 and Office 365 software, high speed wireless internet, audio-visual equipment, and Canvas LMS.

Industry Requirement

Due to the nature of the HVAC field, a valid driver's license is often a requirement for employment. Students are advised to obtain one prior to completing the program.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. E-book subscriptions are valid during the student's enrollment period. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: *Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.*

Students may not opt out of purchasing books/e-books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. More information on the Student Catalog.

Program Schedule

HVGTN25 M – F, 4:00 pm – 9:30 pm

HVAC Technician & Green Technology Objectives

ONET CODE	DOT CODE	CIP	OCCUPATION
49-9021.00	637.261.014	15.0501	Heating and Air Conditioning Installer-Servicer
49-9021.00	637.664.010	15.0501	Heating and Air Conditioning Installer-Servicer Helper
49-9021.00	637.687.014	15.0501	Refrigeration Mechanic

HVAC Technician & Green Technology Competency Descriptions

1. **INTRODUCTION TO HVAC SAFETY & TOOLS:** This competency will explore and highlight career opportunities in HVAC-R and how emerging "green technologies" and approaches are impacting the field. The student will also learn and observe safety regulations, practices, and techniques mandated by the jobsite; finally, the student will identify and demonstrate the proper use of hand and power tools commonly used in the industry.

Theory	Practice	Total Clock Hours
10	20	30

Prerequisite: None

2. **TRADE MATH:** This competency will review basic math operations such as addition, subtraction, division, multiplication, whole numbers, fractions, and decimals and explain their application to the HVAC trade. The student will be expected to read and use various length measurement tools, explain decimal-fraction conversions, temperature conversions, the metric system, and other HVAC math operations in practical hands-on projects. The student will also review basic geometry as applied to common shapes and forms.

Theory	Practice	Total Clock Hours
20	40	60

Prerequisite: None

3. **ELECTRICITY:** The student will understand the basic principles of generation and distribution of electrical power, components, DC circuits, and electrical safety. The student will explain the production, transmission, and uses of alternating current in the HVAC field. Also, the student will recognize various types of thermostats and electromechanical HVAC controls and will explain their

function and operation. Finally, the student will troubleshoot checks and measurements on circuits and components common to all HVAC equipment.

Theory	Practice	Total Clock Hours
60	90	150

Prerequisite: None

4. **AIR CONDITIONING FUNDAMENTALS:** This competency will cover the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes components and accessories used in A/C systems. The student will be able to explain the operating principles of the different types of compressors used in comfort air conditioning systems and follow the basic installation service and repair procedures for them. Also, the student will recognize and explain the operation and servicing of the various types of valve metering devices used in refrigerant systems. Finally, the student will perform refrigerant retrofits and troubleshooting techniques used with cooling systems. Certification preparation: A2L certification and EPA 608 Universal.

Theory	Practice	Total Clock Hours
80	115	195

Prerequisite: None

5. **HEATING EQUIPMENT:** This competency will cover heating fundamentals types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. The student will be introduced to the procedures for recognizing, analyzing, and repairing malfunctions in gas heating equipment. The student will also be introduced to chimneys, vents, and flues used with fuel-burning furnaces and boilers and their requirements for venting the products of combustion. Finally, the student will demonstrate proficiency in the operation, installation, and control circuit analysis for associated with heating equipment. Student will install and explain the function of a hybrid water heater. Certification preparation: Hybrid Water Heater certification.

Theory	Practice	Total Clock Hours
40	60	100

Prerequisite: None

6. **HEATING PUMPS:** This competency will cover the operations of heat pump systems and components with additional emphasis on the most common form of supplemental heat, electric resistance heating elements. The installation considerations of both split and packaged heat pumps systems will also be reviewed. The student will demonstrate installation and troubleshooting practices associated with heat pumps and split systems. Certification preparation: Daikin Fit and Ductless certification, ESCO Daikin certification.

Theory	Practice	Total Clock Hours
20	80	100

Prerequisite: None

7. **BRAZING AND SOLDERING:** This competency will cover various types of iron and steel pipe and fittings, and will provide step-by-step instructions for cutting, and joining ferrous piping, plastic piping, and copper piping fittings. The student will demonstrate proficiency using the tools, materials, and following safety precautions and step-by-step procedures for soldering and brazing piping.

Theory	Practice	Total Clock Hours
30	30	60

Prerequisite: None

8. **AIR DISTRIBUTION SYSTEMS:** This competency will describe air distribution systems and their components, air flow measurements, duct work installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity. The student will demonstrate installation methods, be able to identify parts in duct systems and the purposes of the materials used to complete the installation. Also, the student will demonstrate proficiency in the installation and fabrication of metal, fiberboard and flexible ductwork. Finally, the student will demonstrate how to balance a system and install and wire a single zone and dual zone system.

Theory	Practice	Total Clock Hours
50	60	110

Prerequisite: None

9. **GREEN TECHNOLOGY:** this competency will provide a basic understanding of green concepts, terminology, systems, and the most recent green mechanical technology. The student will be prepared to pass ESCO's Green Awareness certification. The student will also understand the major impacts of the 2013 California Title 24 Energy Standards upon the HVAC residential and nonresidential HVAC industry.

Theory	Practice	Total Clock Hours
15	15	30

Prerequisite: None

10. **BASIC COMPUTER SKILLS:** This competency will provide an overview basic computer technology and will emphasize the importance and pervasiveness of the personal computer in individuals' lives and in society as a whole. The students will demonstrate basic proficiency in operating a computer system, including hardware components, input/output devices, word-processing software, e-mail, and the internet

Theory	Practice	Total Clock Hours
5	10	15

Prerequisite: None

11. **CUSTOMER SERVICE SKILLS:** This competency will explore basic concepts of customer service and its importance in today's diverse and competitive marketplace; it will emphasize essential personal skills that customer service representatives must demonstrate on the job: attitude, problem-solving, verbal and nonverbal communication skills, appropriate dress, manners, telephone etiquette, etc.

Theory	Practice	Total Clock Hours
10	20	30

Prerequisite: None

12. **JOB PREPAREDNESS:** Student will learn and understand the job search process and practice the procedures for applying for a job including identifying skills and personal qualities, filling out applications and preparing a resume. Use multiple sources of information for finding employment opportunities and demonstrate interviewing skills and professional dress and demeanor. Students will prepare career portfolios to use when looking for jobs.

Theory	Practice	Total Clock Hours
10	20	30

Prerequisite: None

Total Hours of Instruction		
Theory	Practice	Total Clock Hours
Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
350	550	900

Language and computation skills, problem solving skills, work-ethics, and personal quality skills are taught within the context of the HVAC Technician and Green Technology occupational environment.

Program Information

Course Name	Hours	Weeks	Total Charges
Truck Driver	630	21	$11,476

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

PROGRAM DESCRIPTION

This program will provide fundamental knowledge of the over the road truck driving industry. Students will learn the Department of Transportation rules and regulations as it pertains to truck driving, how to safely operate a semi-truck and trailer, mapping, and log book rules.

Upon completion, the student should be able to obtain a Class A CDL to obtain a job as an Over the Road truck driver, van driver, milk driver, heavy and light truck driver.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for daily training. Students also have access to computer systems running Windows 10 and Office 365 software, high speed wireless internet, audio-visual equipment, and Canvas LMS.

SCHEDULE OF INSTRUCTION

Day Time Class is scheduled Monday-Friday, 8:00 a.m. - 3:00 p.m. One instructional hour consists of 55 minutes. Students receive 6 instructional hours per day with a one-hour lunch period. Course length is 21 weeks.
Evening Class is scheduled Monday-Friday, 4:00 p.m. - 10:00 p.m.

GRADUATION REQUIREMENTS

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Federal Motor Carrier Safety Administration – FMCSA

Center for Employment Training (CET) is registered as a training provider with the Federal Motor Carrier Safety Administration (FMCSA) and is listed on the Training Provider Registry. Upon your successful completion of the Truck Driver program training, CET will provide information to FMCSA and to the DMV to confirm that entry-level drivers of commercial motor vehicles (CMVs) completed the training as required by the new Entry-Level Driver Training (ELDT) regulations before testing for certain commercial driver's licenses (CDLs) and CDL endorsement.

For more information, visit:
https://tpr.fmcsa.dot.gov/

TUITION

Truck Driver Fees (FEES ARE NON-REFUNDABLE and are payable to the respective Vendor.) CET DOES NOT collect fees.

- Texas Department of Public Safety Licensee Driver Record.....$6.50
- Texas Department of Public Safety Commercial Driver License Permit.....$25
- Texas Department of Public Safety Commercial Driver License $61
- Maximum cost set by the Texas Department of Public Safety (DPS)
- CDL Hazardous Material (HAZMAT) Background Check $86.50

Fees for the HAZMAT endorsement include:

- ✓ TSA Threat Assessment
- ✓ FBI Criminal History
- ✓ DPS Criminal History
- ✓ Processing Fee

NOTE: All fees are set and subject to change by the Department of Public Safety (DPS).

For more information visit: https://www.dps.texas.gov/DriverLicense/home.htm

- DOT Physical $40
  - (Price is subject to change per medical provider)
- DOT Pre-Employment Drug Exam.....$35
  - (Price is subject to change per medical provider)

NOTE: *The cost of program books/e-books is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.*

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books to students at below competitive market rates. Prices are subject to change without notice. Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.

Truck Driver Occupational Objectives

ONET CODE	DOT CODE	CIP	OCCUPATIONS
53-3032.00	904.383-010	49.0299	Tractor-Trailer Truck Driver
53-3032.00	905.663-014	49.0299	Truck Driver, Heavy
53-3033.00	906.683-022	49.0299	Truck Driver, Light
53-3031.00	905.483-010	49.0299	Milk Driver
53-7121.00	903.683-018	49.0299	Tank-Truck
53-3022.00	905.663-018	49.0299	Van Driver

For more information, visit https://tpr.fmcsa.dot.gov/.

Truck Driver Competency Descriptions

1. **BASIC OPERATION**: Identify major components of a tractor-trailer; identify primary controls for steering, accelerating, shifting, braking, parking; identify secondary controls for lights, signals, etc.; perform inspections; perform basic maneuvers of operation.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
45	85	130

Prerequisite: None

2. **SAFE OPERATING PROCEDURES:** Demonstrate proper use of mirrors and signals; demonstrate frequent checking of individual instruments; maintain proper distances between vehicles; inspect vehicle for rain and icy conditions; install chains on tires.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
45	85	130

Prerequisite: None

3. **ADVANCED OPERATING PROCEDURES**: Identify characteristics of dangerous driving situations; bring truck to an abrupt stop: operate vehicle on a slippery surface; perform quick turn maneuvers; perform brake failure procedures.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
25	45	70

Prerequisite: None

4. **VEHICLE MAINTENANCE:** Identify locations, function, and common failures of all major mechanical systems of the truck: check and service engine fuel, oil, coolant, battery, tire pressure, brakes, lights, fuses, and battery.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
45	65	110

Prerequisite: None

5. **Driver Responsibilities:** Load and unload cargo; demonstrate proper weight distribution of cargo; identify components of a bill of lading; follow proper documentation for hazardous materials transport; maintain driver's daily log.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
20	40	60

Prerequisite: None

6. **STATE LICENSE PREPARATION:** Prepare for state licensing test.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
30	50	80

Prerequisite: None

7. **JOB PREPAREDNESS:** Learn and understand the job search process and practice procedure for applying or a job.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
10	10	20

Prerequisite: None

8. **CUSTOMER SERVICE SKILLS:** Explore basic concept of customer service and its importance in today's diverse and competitive marketplace. Learn skill related customer service skills.

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
5	5	10

Prerequisite: None

9. **BASIC COMPUTER SKILLS**: Learn basic computer skills including hardware components, operating systems, word processing software and the internet

Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
10	10	20

Prerequisite: None

Total Hours of Instruction		
Theory	Practice	Total Clock Hours
Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
235	395	630

Language and computation skills, problem solving skills, and personal quality skills are taught within the context of the Truck Driver occupational environment.

Program Information

Course Name	Hours	Weeks	Total Charges
Welding Fabrication	900	30	$15,500

PROGRAM DESCRIPTION

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the welding industry. Graduates of the course are qualified to work in employment such as a Welder, Arc Welder, Mig Welder, Tig Welder, Flux-Core Welder, Combination Welder and General Fabricator. Students will first learn about welding shop safety, shop math, shop English, and blueprint interpretation. In addition, they will study the SMAW process, GTAW process, GMAW process, FCAW process, as well as the Oxy-Fuel process. While learning the welding processes, students will also become familiar with the various tools and equipment such as grinders, cutters, and welding machines involved in each process.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for daily training. Students also have access to computer systems running Windows 10 and Office 365 software, high speed wireless internet, audio-visual equipment, and Canvas LMS.

SCHEDULE OF INSTRUCTION

Day Class is scheduled Monday-Friday, 4:00 p.m. - 10:00 p.m.

GRADUATION REQUIREMENTS

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

TUITION

NOTE: *The cost of program books/e-books is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.*

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books to students at below competitive market rates. Prices are subject to change without notice. Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.

Welding Fabrication Occupational Objectives

ONET CODE	DOT CODE	CIP	OCCUPATION
51-4121.00	819.384-010	48.0508	Welders, Cutters, Solderers, and Brazers
51-4122.00	819.384-010	48.0508	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Welding Fabrication Competency Descriptions

1. **WELDING SHOP SAFETY**: Students will learn theory and practice of various welding processes and the safety techniques and procedures required in each process. Students will learn and use the technical language of welding, including names and uses of hand tools, measuring instruments, and machinery; demonstrate safe use of hand tools and shop equipment; demonstrate general shop and personal safety procedures.

Theory	Practice	Total Clock Hours
30	40	70

Prerequisite: None

2. **SHOP MATH:** Demonstrate functional knowledge of basic math operations: addition, subtraction, multiplication, division, fractions, decimals and percentages as well as English and Metric standards of weights and measurements. Students will apply basic math skills in the performance of a variety of welding projects.

Theory	Practice	Total Clock Hours
30	50	80

Prerequisite: None

3. **SHOP ENGLISH**: Develop communications skills that are essential for making career decisions, obtaining and keeping a job. Students will explore career opportunities in the welding industry and will prepare a personal career portfolio that can be used during job searches.

Theory	Practice	Total Clock Hours
50	50	100

Prerequisite: None

4. **BLUEPRINT INTERPRETATION:** Read basic blueprints: structural shapes, conventional and auxiliary views, sections and welding joints; use blue prints to perform specific welding operations.

Theory	Practice	Total Clock Hours
25	45	70

Prerequisite: None

5. **SMAW PROCESS**: Identify and describe tools, equipment and proper setup for this process; prepare metals for welding such as bevel, cleaning and jigs for backing materials; identify proper joints for different metal thicknesses; demonstrate preparation of welds; weld in all positions.

Theory	Practice	Total Clock Hours
45	100	145

Prerequisite: None

6. **OXY-FUEL PROCESS:** Identify and describe tools, materials, equipment and proper setup for this process; identify oxygen and acetylene gases by color, odor, and pressures; describe how parts are assembled and cut. Demonstrate making welds with and without filler metal.

Theory	Practice	Total Clock Hours
35	80	115

Prerequisite: None

7. **GMAW & FCAW PROCESS:** Describe applications of GMAW & FCAW processes; describe the functions of machines used in this process. Describe shielding gases, accessories, and electrodes; demonstrate preparation of welds and weld in all positions.

Theory	Practice	Total Clock Hours
35	100	135

Prerequisite: None

8. **GTAW PROCESS:** Describe applications of GTAW process; describe functions of machines used in this process; describe shielded gases, accessories, and electrodes used in GTAW; demonstrate welds in all positions.

Theory	Practice	Total Clock Hours
35	100	135

Prerequisite: None

9. **JOB PREPAREDNESS**: Learn and understand the job search process and practice the procedures for applying for a job, including identifying skills and personal qualities, filling out applications, and preparing a resume. Use multiple sources of information for finding employment opportunities and demonstrate interviewing skills and professional dress and demeanor. Students will prepare career portfolios to use when looking for jobs.

Theory	Practice	Total Clock Hours
10	10	20

Prerequisite: Complete Competencies 1 – 8, 10, 11

10. **CUSTOMER SERVICE SKILLS**: Explore basic concepts of customer service and its importance in today's diverse and competitive marketplace. This competency will emphasize essential personal skills that customer service representatives must demonstrate on the job: attitude, problem-solving, verbal and nonverbal communication skills, appropriate dress, manners, telephone etiquette, etc.

Theory	Practice	Total Clock Hours
5	5	10

Prerequisite: None

11. **BASIC COMPUTER SKILLS**: This competency will provide an overview of basic computer technology and will emphasize the importance and pervasiveness of the personal computer in individuals' lives and in society as a whole. The students will demonstrate basic proficiency in operating a computer system, including hardware components, input/output devices, operating system, word-processing software, email, and the internet.

Theory	Practice	Total Clock Hours
10	10	20

Prerequisite: None

Total Hours of Instruction		
Theory	Practice	Total Clock Hours
Clock Hours: Lecture	Clock Hours: Practice	Total Clock Hours
310	590	900

Language and computation skills, problem solving skills, work-ethics, and personal quality skills are taught within the context of the Welding Fabrication occupational environment.

Key Staff

Jonathan Anthony Moran, Center Director

Mr. Moran holds a Bachelor of Arts in Creative Writing from the University of Texas at El Paso. Mr. Moran previously worked for the Workforce Solutions Borderplex in various positions such as, Instructor, Program Facilitator, Case Manager, Outreach Specialist, Job Placement Specialist, and the Training and Development Coordinator. Mr. Moran has over 15 years of excellent customer service in multiple fields as well as 10 years of experience in Supervisory and Management roles. Mr. Moran has a wealth of knowledge of local community programs at state and local levels. He understands the level of service required to serve his clients and to build strong working relationships with team members.

Rosalba Solis, Financial Aid Officer

Ms. Solis graduated and received her certificate from the Center for Employment Training Automated Office Skills in 2000. Ms. Solis began her career at CET as the receptionist and was then promoted to Financial Aid Officer in 2001. Ms. Solis has attended numerous financial aid conferences and maintains current on changes in laws that apply to financial aid.

Bernadet Paredes, Receptionist/Admissions Advisor

Ms. Paredes as spent over 10 years in the retail industry, honing her skills and developing a deep understanding of the sector. With more than 15 years of exceptional customer service experience, she has built a reputation for her unwavering commitment to customer satisfaction. Bernadet is dedicated to her work at CET, where her enthusiasm for learning new duties and responsibilities stands out. Her adaptability, combined with her professional expertise, makes her a valuable asset to any team. Known for her friendly demeanor and problem-solving abilities, Bernadet continually strives to exceed expectations and contribute positively to her workplace.

Faculty Description

Electrician (Residential & Commercial)

Angel Avila -Instructor

Mr. Avila holds Journeyman Electrician licenses in both Texas and New Mexico and brings extensive hands-on experience across residential, commercial, and industrial electrical systems. Throughout his career, he worked on electrical maintenance, construction projects, and system upgrades at a variety of facilities throughout the region. He also worked as Power Plant Electrician at a local power generation facility in El Paso, Texas. Mr. Avila is passionate about the electrical trade and enjoys helping others understand its core principles. He is excited to teach at CET El Paso, where he focuses on preparing students with the foundational knowledge and practical skills needed for real-world employment. Teaching allows him to give back to the community by supporting students who are committed to building successful careers in the skilled trades.

HVAC Technician & Green Technology

Albert Martinez -Instructor

Mr. Martinez brings more than 25 years of post-secondary classroom teaching experience to CET, along with EPA Certification, which he has maintained since 1994. He has also served as a proctor for the ESCO Group for approximately 20 years. Most recently, his proctor status has been transferred to CET, allowing him to administer the EPA Section 608 Certification directly through the institution.

Truck Driver

Carlos Gardea -Instructor

Mr. Gardea has 15 years of truck driving experience. This includes over-the-road, oil fields, local, warehousing, and working with customers and providing them with shipping and receiving services. His experience includes minor truck and trailer repairs. Mr. Gardea has vast knowledge of DOT rules and regulations and he is consistently familiarizing himself with ever changing laws. He has taken many courses on safety driving techniques through previous employers.

Daniel Hernandez- Instructor

Mr. Hernandez has over 10 years of truck driving experience. Mr. Hernandez has worked in several companies, including Danny Herman, US Express, and Western Dairy. Throughout his driving career, Mr. Hernandez has been an instructor at CET for the last 9 years and helped more than 100 students to get their CDL.

Gilbert Lopez- Instructor

Mr. Lopez has 3-1/2 years of truck driving experience. Which includes “local” flatbed experience and over-the-road knowledge. Mr. Lopez has worked for Knight Transportation from El Paso and Western Flyer Express out of Oklahoma City, OK. Gilbert has knowledge in Customer service while picking up loads from shippers and driving Loads to Consignees. Gilbert has knowledge of DOT laws and regulations. Gilbert has experience in teaching since he was an instructor for The American Red Cross for 8 plus years. He was also a safety representative for El Paso Electric Co. IBEW Local 960 for Electrical Union for 10 years.

Welding Fabrication

Maurilio Urias Jr.- Instructor

Mr. Urias has 45 years of experience in the welding industry. For the past 5 years, Mr. Urias shared his knowledge as a Welding Instructor for a technical college in El Paso where he enjoyed working with students and seeing their progress in welding up to getting certified in AWS D1.1 (2G, 3G 4G), Structural, and API 1104 Pipe Code welding 6G. His work experience includes traveling to Sonora, Mexico to train welders on fabricating procedures on cooling systems for Mesabi Radiator on large mining equipment. Travels also included working in Chile for a period of 2.5 years in which a new plant was opened for fabrication of cooling systems for the mining industry. Mr. Urias has had a passion for welding since completing his welding training at the Job Corps in 1981, which has been an overall rewarding experience. At CET, he supports students to get certifications to AWS D1.1 in SMAW (Stick), GMAW (Mig), FCAW (Flux Core), FCAW Dualshield and GTAW (Tig) welding processes (2G, 3G & 4G positions), among others.

Program Bibliography

ELECTRICIAN (RESIDENTIAL & GENERAL)	
Electrician's Trainee Manual, VOL 1: Safety NCCER Contren Learning Series	Pearson Custom Library 2018 ISBN: 9781323991688
CET Electrical, Vol 2. Trainee Guide Residential 1 & 2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991701
CET Electrical, Vol 3: Trainee Guide Commercial 1&2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991725
CET Electrical, Vol 4: Trainee Guide Specialty Sys & Basic Photovoltaics NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991749
National Electrical Code 2020 First Edition National Fire Protection Association	NFPA, 2020 ISBN: 978-1455922970

HVAC TECHNICIAN & GREEN TECHNOLOGY	
Cengage Unlimited (1-Year Online Access To The Ebooks And Mindtap Courses Listed Below)	Cengage (ISBN - N/A)
Mindtap For Refrigeration And Air Conditioning Technology, 9th Edition Tomczyk, J. And E. Silberstein (Cengage Unlimited E-Book And Resources Integrated Through Canvas)	Cengage learning, 2021 ISBN: 978-0-357-12227-3
The Complete Hvac Lab Manual Silberstein, E. And J. Obrzut	Cengage learning, 2023 9798214112299
Practical Problems In Mathematics For Heating And Cooling Technicians 6th Edition Ebook	Cengage 2013 ISBN: 9780357696408
Library Resources	
Refrigeration And Air Conditioning Technology, 9th Edition Tomczyk, J. And E. Silberstein (Print Edition)	Cengage Learning 2021 ISBN: 9780357122273
Green Awareness, 2e HVAC Excellence & Ferris State University	ESCO press, 2016 ISBN: 1-930044-44-5
HVAC Customer Service Handbook 4th Edition Coscia Communications, Inc.	ISBN: 978-0-9897540-8-8

TRUCK DRIVER (Textbooks may vary by Center, see Center Addenda for specifics.)	
Alcohol & Drug Testing: What Divers Need to Know – Driver Handbook	J J. Keller & Associates, Inc. 2011 ISNB:978-1-590-42846-7
Alcohol & Drug Employee's Certified Receipt	J.J. Keller & Associates, Inc., ISBN: 6793
Rand McNally Motor Carriers' Road Atlas	Rand McNally, 2023 ISBN: 978-052-801571-7
Tractor-Trailer Truck Driver Training, 4e Adams, A	Cengage Learning, 2013 ISBN: 978-1-111-03648-5

Federal Motor Carrier Safety Regulations Pocketbook (The Green Book)	J.J. Keller & Associates, Inc., ISBN: 347
DOT Handbook: A Compliance Guide for Truck Drivers	J.J. Keller & Associates, Inc., Product Code 44312
Library Resources	
Alcohol & Drug Employee's Certified Receipt	J.J. Keller & Associates, Inc. ITEM#: 6793
Entry Level Driver Training Certificate	J.J. Keller & Associates, Inc ITEM#: 9643
Driver's Daily Log Book (2ply w/carbon)	J.J. Keller & Associates, Inc. ITEM#: 8525

WELDING FABRICATION	
Welding: Principles and Applications, 9e Jeffus, L, E-book and MindTap Integrated through Canvas	Cengage Learning, 2021 ISBN-10: 0-357-37765-6
Practical Problems in Mathematics for Welders 6th edition E-book integrated through Canvas - Cengage Unlimited	Cengage 2012 ISBN: 9781133482253
Blueprint Reading for Welders 9th edition E-book integrated through Canvas - Cengage Unlimited	Cengage 2015 ISBN 9780357689363
Library Resources	
Welding: Principles and Applications 9th edition Jeffus, L. E-book and MindTap Integrated through Canvas	Cengage 2021 ISBN 978-1-111-03917-2
Practical Problems in Mathematics for Welders 6th edition E-book integrated through Canvas – Cengage Unlimited	Cengage 2012 ISBN: 978-1-435-42788-4
Blueprint Reading for Welders 9th edition E-book integrated through Canvas – Cengage Unlimited	American Technical Publishers, Inc, 2014 ISBN: 978-08269-3085-9

Note: the following books are to be made available in the program as program sets. As such, the books can be loaned out to students and collected back when the student completes the related competency.

BOOKS – STANDARDIZED FOR ALL PROGRAMS	
The World of Customer Service, 3e Gibson, P.	Cengage Learning, 2011 ISBN: 978-0-8400-6424-0
Your Career: How to Make it Happen, 11th edition Harwood, L.	Cengage Learning, 2026 ISBN: 979-8-214-115894
Integrated Computer Applications: Microsoft Office 2016, 6e VanHuss, S., Forde, C., Woo, D., and M. Lehman	Cengage Learning (South-Western), 2010 ISBN: 978-1-111-98809-8

Program Standard Occupational Classification Codes

Students graduating from the following programs will be prepared to perform work-related tasks and duties in preparation for employment in occupational fields related to, but not limited to, the following:

Electrician

SOC Code	Occupations
47-2111.00	Electricians
47-3013.00	Helpers -- Electrician
47-2231	Solar Photovoltaic Installers

HVAC Specialist, HVAC Technician & Green Technology

SOC Code	Occupations
49-9031.00	Home Appliance Repairers
49-9021.00	Heat and Air Conditioning Mechanics and Installers
49-9098.00	Helpers—Installation, Paint. & Repair Workers
49-9071.00	Maintenance and Repair Workers, General
49-9021.02	Refrigeration Mechanics and Installers
47-4011.01	Energy Auditors

Truck Driver and Truck Driver I

SOC Code	Occupations
53-3022	Bus Drivers, School or Special Client
53-3031	Driver/Sales Workers
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck Drivers
53-3051	Bus Drivers, Schools
53-3052	Bus Drivers, Transit and Intercity
53-3053	Shuttle Drivers and Chauffeurs
53-7121	Tank – Truck

Welding Fabrication

SOC Code	Occupations
51-4121.00	Welders, Cutters, Solderers and Brazers
51-4122.00	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders