CBT TECHNOLOGY INSTITUTE

TRADITION MEETS INNOVATION

2024-2025

Corporate Officers:
Mrs. Gladys Llerena, President
Ms. Monica L. Llerena, Secretary
Mr. Luis E. Llerena, Treasurer

Corporate Office:

19151 South Dixie Highway, Suite 205
Cutler Bay, FL 33157

Web Site: http://www.cbt.edu

Licensed by:
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400
Toll-free Phone (888) 224-6684

Accredited by:
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Tel: 800-917-2081
Fax: 770-396-3790
www.council.org

Campus Locations

MAIN	BRANCH	BRANCH
8230 W Flagler Street **Miami, FL 33144** **786-693-8802**	**935 West 49 Street, Suite # 203** **Hialeah, FL 33012** **786-693-8803**	**19151 S. Dixie Hwy #2** **Cutler Bay, FL 331** **786-693-884**

CBT Technology Institute

CATALOG
VOLUME 31
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MISSION

To prepare and graduate students with the ethical, technical, and professional skills for the purpose of building better lives for themselves, their families, and their communities.

VISION

We will be an innovative and technical school focused on essential careers with strong student learning outcomes and verified industry related employment after graduation. We will demonstrate success by fostering credibility with the workforce community through high employer satisfaction.

HISTORY

CBT Technology Institute was founded in 1988 by Fernando Llerena and Gladys Llerena, as the Business and Technology Institute. The institution in February 2001 changed its name to the College of Business and Technology. In 2002 College of Business and Technology began offering associate degree programs and changed accreditation to ACICS (Accrediting Council for Independent Colleges and Schools) in order to pursue higher education degrees, and in 2022, CBT applied for accreditation with the Council on Occupational Education (COE), and the grant of accreditation was received on September 17, 2022.
College of Business and Technology, in 2005, expanded by opening new two locations one in Miami (Flagler) the other in Hialeah. The Cutler Bay location was added in 2008 followed in 2010 by West Kendall. In October 2011, College of Business and Technology was accredited to offer a Bachelor 's program. The Miami Gardens location was added in 2013.
At the present time CBT offers three Associate Degree programs and three Diploma programs, but is not offering any bachelor's degree Program. In 2021 College of Business and Technology decided to change names to CBT Technology Institute to better reflect our vision. Currently CBT Technology Institute has three locations, one main campus (Flagler), and two branches: Hialeah and Cutler Bay.

THINGS OUR STUDENTS LIKE ABOUT US

- Students create a portfolio for themselves based on the classes they take. Students may take this portfolio with them to their job interviews.
- One computer per one student.
- Our classes are designed to reflect what is NEEDED in the job market.
- We provide instructors who display excellent teaching techniques.
- We offer Job Placement Assistance.
- We offer free tutoring, resume preparation, and career workshops.
- We are an Authorized Testing Center for Pearson VUE.
- Friendly staff, great environment, and flexible schedules.
- Safe and supportive environment.

PHYSICAL FACILITIES

- CBT Technology Institute offers small classrooms, computer labs with PC computers, and a resource center. The resource center provides students and faculty with reference materials, including books and periodicals to supplement textbooks and lectures. Each location houses offices for financial aid services, career assistance services, student services, academic office aid, and other services. The computer network is wireless. A security system provides supervision in all classrooms and corridors.
- CBT Technology Institute operates three locations. The main campus is located in Miami (Flagler area), Florida with two branch locations that are located in Hialeah, Florida; and Cutler Bay, Florida. All locations are conveniently located near expressways, transits routes and restaurants.
- The Main (Flagler) campus is located at 8230 West Flagler Street, Miami FL 33144. The 11,200 square foot facility has a total of 25 rooms, distributed as classrooms and labs, a break room, a library room and eleven offices.
- The Hialeah location is located at 935 W 49 Street, Suite 100-108 , Hialeah Florida 33012. The 8,000 square foot facility has a total of 19 rooms distributed in 12 classrooms, a break room, a library room and five offices.

- The Cutler Bay location is located at 19151 South Dixie Hwy., Cutler Bay FL 33157. The campus is approximately 9,890 square foot facility with a total of 30 rooms, distributed in 13 classrooms and labs, a break room, a library room, a storage room and 9 offices.

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STATEMENT OF LEGAL CONTROL

- College of Business and Technology Inc. is a for-profit corporation created in October 1988 under the Laws of State of Florida. The Corporate Officers include: Gladys Llerena, President; Monica Llerena, Secretary; Luis Llerena, Treasurer.
- The Board of Governors is comprised of the following individuals: Gladys Llerena–Chair, Sam Tannenbaum - Director, Carlos Garrido – Director, Armando Garcia, Director and Monica Llerena, Director.
- The following are some key responsibilities of the Board of Governors:
    - The Board of Governors should be an active policy making body for the school and should insure that the mission of the institution is continuously implemented.
    - The Board of Governors should ensure that the financial resources of the Institution are used to provide a sound educational program.
    - The Board of Governors must have, in place, proper procedures to ensure that it is adequately informed on the financial condition and stability of the school.

STATEMENT OF ACCREDITATION, LICENSES, APPROVALS

- CBT Technology Institute is accredited by the Council on Occupational Education (COE). The Council on Occupational Education is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- CBT Technology Institute is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399, (850) 245-3200, www.fldoe.org/cie

  Additional information regarding CBT Technology Institute may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399, toll free number (888) 224-6684 or www.fldoe.org/cie
- In accordance with appropriate regulations, CBT Technology Institute is approved for Veterans Training by the State of Florida, Department of Veteran Affairs, St. Petersburg Florida 33731, (727) 319-7402. www.floridavets.org.

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Consumer Information

Campus Security and Crime Awareness

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CBT Technology Institute has established policies regarding campus security. CBT Technology Institute strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel. In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Director (or designee) in a timely manner. The Campus Director (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county:
http://www.fbi.gov/hq/cid/cac/registry.htm.

STATISTICAL INFORMATION

CBT Technology Institute is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request In addition; the report is posted where students may read it. Further students may access the current report by going to the following website: http://www.cbt.edu/privacy-policy, or http://www.cbt.edu/privacy-policy/#campusawareness, or by clicking on the links below:

Cutler Bay
https://www.cbt.edu/resources/crime-awareness-report/Cutler-Bay-Campus-2023.pdf
Flagler
https://www.cbt.edu/resources/crime-awareness-report/Flagler-Campus-2023.pdf
Hialeah
https://www.cbt.edu/resources/crime-awareness-report/Hialeah-Campus-2023.pdf

DRUG-FREE SCHOOLS POLICY:

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through the Campus Director or designee. CBT Technology Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Campus Director and/or Director of Academic Operations. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog and in CBT Technology Institute Policy #2013-008. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

ADMISSIONS

ADMISSION POLICY REQUIREMENTS

Applicants for admission must:

- Be a high school graduate or equivalent*
- Complete an interview with an Admissions Representative
- Submit a completed Admissions Application
- Computer Network Support Specialist and Network Administration programs require an entrance exam

Note: If the applicant is a former CBT Technology Institute graduate, the applicant's requirement will only include:

- Be a high school graduate or equivalent*
- Complete an interview with an Admissions Representative

**Applicants need to be aware that High School Diplomas are subject to being verified and validated to ensure that the diploma is legitimate and valid.

NOTE: The same admission requirements apply to students applying for on ground, hybrid or online programs.

ABILITY TO BENEFIT EXAM: Under the provisions of Public Law 112-14, CBT Technology Institute does not accept the ATB if it was taken after July 1, 2012. However, under the provisions of Public Law 112-14 the following may apply for a prospect that took the ATB before July 1, 2012.

A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution using all of the ATB alternatives. So long as the student previously attended an eligible program at an eligible Title IV institution, it does not matter whether the student received Title IV, HEA student assistance prior to July 1, 2012.

As noted above, the change to the law that removes the ATB alternatives applies to students who "first enroll in a program of study on or after July 1, 2012." Students who are registered prior to July 1, 2012, to attend an eligible program at a Title IV institution may still use the ATB alternatives.

Note: Students admitted into CBT Technology Institute under Ability to Benefit may only enroll into a diploma program. A high school diploma or its equivalent is required to enroll into a degree program.

ADMISSIONS PROCEDURES

When a prospective student is interested in our Institute, an appointment is made for the student to visit the Institute. They will be interviewed and be provided with a complete and thorough overview of the Institute including a tour of the facility to include classrooms and laboratories. The prospective student completes and signs an admissions application and provides photo identification. The Admissions Department reviews the application and notifies applicants of acceptance. This same process will apply to international students who wish to apply for admission at one of our locations approved to accept international students (Note: additional information is provided on pages 10 and 20 of catalog)

Please be advised that certain Careers/Occupations may require, for employment the following: obtaining a license and/or certification, meeting physical and or language requirements, and may require a criminal background check to determine if the applicant has a criminal record that may preclude them from employment

APPLICATION FEE

A $25.00 application (processing) fee is required for all applicants and must be paid at the time of signing the admissions application. The only exceptions are for applicants from CareerSource South Florida (formerly South Florida Workforce), Vocational Rehabilitation, military veterans and CBT Technology Institute students that re-apply. For students requesting re-entry a $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-enrolls.

Note: All applicants must be aware that in the event that a course in their program of choice does not meet the necessary enrollment minimum to open, they will be offered the option to take the course at another CBT Technology Institute location.

Note: All applicants need to be aware that if they enroll into a CBT Technology Institute program that is taught in a

language other than English it may reduce employability where English is required**.**

ADMISSION POLICY REQUIREMENTS FOR VETERAN STUDENTS

Applicants for admission must:

- Be a high school graduate or equivalent*
- Complete an interview with an Admissions Representative
- Submit a completed Admissions Application
- Computer Network Support Specialist and Network Administration programs require an entrance exam

Note: If the applicant is a former CBT Technology Institute graduate, the applicant's requirement will only include:

- Be a high school graduate or equivalent*
- Complete an interview with an Admissions Representative

Veteran Students must provide a copy of the Military transcripts upon enrollment. They must also provide a copy of the transcript of each educational institution they attended before enrolling in CBT Technology Institute. A transfer credit evaluation form must be included in their student file as per regulations set forth by the Department of veteran Affairs. Please refer to the information provided below for further details.

Military Transcripts

Find information about the Military Joint Services Transcripts (https://jst.doded.mil/official.html) and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy at their webpage.

Current and former members of the Air Force can request transcripts from the Community College of the Air Force (CCAF). Air Force personnel can obtain their transcript, even if they have not attended classes at the CCAF. More information about military transcripts (https://www.va.gov/resources/how-do-i-get-college-credits-for-my-military-service/) can be found on the vets.gov website.

Note: Veteran Students will not be able to start a program at CBT Technology Institute unless they provide the required documentation related to military and previous education transcripts.

ADMISSION OF INDIVIDUALS WITH DISABILITIES

CBT Technology Institute does not discriminate against persons with disabilities that can satisfy CBT Technology Institute's admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by CBT Technology Institute. When necessary, CBT Technology Institute will make reasonable accommodations to enable students to participate in the programs offered by CBT Technology Institute.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

When necessary, CBT Technology Institute will make reasonable accommodations to enable students with disabilities to participate in the programs offered by CBT Technology Institute.

If an applicant or current student has a disability that might require an accommodation, notice must be given to CBT Technology Institute so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While CBT Technology Institute will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their Admissions Representative of their disability and immediately schedule a meeting with the Campus Director. The Campus Director in coordination with the Academic Division will assist them in having their disability evaluated, and in determining what reasonable accommodations can be made for them to participate in the programs offered by CBT Technology Institute. Some accommodations may take time to implement, and thus, applicants must give CBT Technology Institute notice of their disability sufficiently in advance of their selected start date to enable CBT Technology Institute to provide an accommodation timely. If CBT Technology Institute does not receive sufficient advance notice of a

disability, the applicant's start date may be delayed.

Students that have been attending classes and subsequently need to have a disability accommodated must notify the Campus Director, so that a meeting with the Campus Director and the Academic Division can be scheduled. The Campus Director in coordination with the Academic Division will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by CBT Technology Institute. Some accommodations take time to implement, and thus, students must give CBT Technology Institute notice sufficiently in advance of the date when an accommodation needs to be made to enable CBT Technology Institute to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

Avocational Student Admission

Applicants who are taking a course but without enrolling into a program, are classified as avocational seeking students. Avocational seeking students should understand that priority seating in a class is given to enrolled degree and or diploma seeking students. In addition, they are not eligible for financial aid.

Admissions Requirements for International Students

Step 1

- International Student Application Form
- Signed International Student Agreement (Effective 01/01/2015)
- Copy of Valid Passport (Copy of your identification page with your picture, date issued and expiration date, as well as any other stamped pages)
- Notarized CBT Technology Institute Affidavit of Support Form**
- Document of financial support demonstrating a minimum balance of $26,000 (USD). An additional amount of $3,000.00 U.S. dollars is required for each dependent. (Effective 01/01/2015)
- High school transcripts and certificates, Proof of English Proficiency for degree students (TOEFL/IELTS/Completion of CBT ESOL Level 6/US High School Diploma/English Composition I*
- I-20 Application Form

Note: High School transcripts for international students must be translated and validated for high school equivalency by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRO), or the National Association of Credential Evaluation Services (NACES).

If Applicable:

- International Student Transfer Form (Transfer Students only).
- Current I-20 (Transfer Students only).
- Copy of I-94 (Only for students applying within the United States) https://i94.cbp.dhs.gov/I94/request.html
- Official Transcripts (Credits Transfer Evaluation)

Step 2 – Once we are in receipt of the enrollment documents (Step 1), CBT Technology Institute will send you a provisional acceptance letter, payment process and enrollment agreement.

We will then need the following:

- Completed Enrollment Agreement
- A Processing (Application) fee of $150 (USD)
- A Tuition Deposit of 50% of the First Semester's Tuition (see below)

Step 3 - After we have received the items from Step 2, we will mail you an acceptance letter and an -I20.

Once admitted to CBT Technology Institute, an acceptance packet will be mailed to you with necessary immigration information within four to six weeks of acceptance. You will be responsible for paying the I-901 SEVIS Fee of $350.00 to the U.S. Immigration and Customs Enforcement (ICE). For more information about SEVIS fees, visit: http://www.ice.gov/sevis/i901/

Regulation requires all prospective F, M and J students to pay the I-901 SEVIS Fee before the Department of State issues a visa. Students and exchange visitors who pay the I-901 SEVIS Fee prior to the fee implementation date, but before they obtain a visa or enter the United States, will not need to pay the difference between the new fee and the old fee. Students will continue to pay the I-901 SEVIS Fee on FMJfee.com

Please Note:

*

-If you need to take the TOEFL exam, you may visit this website for more information: http://www.ets.org/toefl/ibt/register/centers_dates/

- If you need to take the IELTS exam, you may visit this website for more information: http://www.ielts.org/
- If you are applying to our ESL (English as a Second Language) program, we do **NOT** require a TOEFL/IELTS test score.
- If you attended school in an English-speaking country, (where the official language is English), we do **NOT** require a TOEFL/IELTS test score.
- If you have earned a high school diploma from an accredited United States high school, we do **NOT** require a TOEFL/IELTS test score.
- If you have completed English Composition I with a grade of "C" or higher from an accredited Unites States college, we do **NOT** required a TOEFL/IELTS test score.

**

- Sponsors need to provide a copy of their bank statement with a minimum of approximately $26,000.00 in a moveable account (USD).
- Sponsors need to confirm that the tuition will be paid in advance for each semester.
- Sponsors need to agree to be financially responsible for all the living expenses of the student.

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- Students can have more than one sponsor, but no more than three. Also, the students can sponsor themselves.

HOUSING

CBT Technology Institute does not provide student housing but will assist students in finding suitable living places. The DSO might assist International Students with suggestions as of which areas to look for rental options.

FINANCIAL AID INFORMATION

The Financial Aid Office at the CBT Technology Institute is committed in assisting individuals in finding ways to finance their education at our Institute. Our financial aid staff is available Monday through Friday from 9:00 a.m. to 8:00 p.m. Walk-ins and appointments are acceptable.

TUITION AND FEES

Tuition for all programs is in **Appendix A.** These charges do not include other fees such as textbooks, application fee, laboratory fee (if applicable), graduation fees, and supplies

APPLYING FOR FINANCIAL AID

A student must fill out a Free Application for Federal Student Aid (FAFSA) application to determine eligibility. The eligibility requirements for grants and loans from the US Department of Education are as follows:

- Be a U.S. citizen or a permanent resident or eligible non-citizen
- Demonstrate a financial need (Applies for PELL and Campus-Based)
- Be enrolled at least half-time (Applies for loans)
- Make satisfactory academic progress
- Not be in default with Title IV loans

AVAILABLE FINANCIAL AID PROGRAMS

1. PELL GRANT

The Pell Grant is a grant program for undergraduate students who have not completed a first baccalaureate degree. Pell Grants, unlike loans, do not have to be repaid. It is designed to assist students who are the least able to contribute toward their basic education expenses.

2. FSEOG GRANT

The Supplemental Educational Opportunity Grant is for undergraduate students who show the greatest financial need (priority given to Pell Grant recipients) and **it does not have to be repaid.** Students may receive between $100 and $360 a year depending on when they apply and their level of need. It will be awarded on a first come first given basis until all funds are disbursed.

3. LOANS

A. Federal Direct Loan

Federal Direct Student loans are one form of student "self-help" financial aid. Through the federal Direct Student loan program students borrow money for college from the federal government.

How much can I borrow?

- $5,500.00 is the maximum annual amount a first year student is eligible for, no more than $3,500 of which can be subsidized.
- $6,500.00 is the maximum annual amount a second year student is eligible for, no more than $4,500.00 of which can be subsidized.
- $7,500.00 is the maximum annual amount a third or fourth year student is eligible for, no more than $5,500 of which can be subsidized.
- Independent students and students whose parent(s) are denied a Federal PLUS Loan qualify for additional unsubsidized loans.

— Borrowing Limits for Direct Stafford Loans —

	Subsidized Loan Base Amount		Additional Unsubsidized Loan Amount	
	For All Undergraduates	**For Graduate Students***	**For Dependent Undergraduates****	**For Independent Undergraduates*****
First Year	$3,500	N/A	$2,000 ($5,500 total)	$6,000 ($9,500 total)
Second Year	$4,500	N/A	$2,000 ($6,500 total)	$6,000 ($10,500 total)
Third Year and Beyond	$5,500	N/A	$2,000 ($7,500 total)	$7,000 ($12,500 total)
	Subsidized Loan Debt Limit		**Total Loan Debt Limit (Subsidized* + Unsubsidized)**	
	$23,000	$57,500; limit includes Direct Loans received as an undergraduate	$31,000 (only $23,000 can be subsidized)	$57,500 (only $23,000 can be Subsidized Loan)

What is the difference between a subsidized and an unsubsidized loan?

For the Federal Direct Subsidized Student Loan, the federal government pays the interest until you enter your grace period; the time you are no longer enrolled on at least a half-time basis. Repayment begins six months after you cease to be enrolled at least half-time or graduate.

For the Federal Direct Unsubsidized Student Loan, the government does not pay the interest while a student is in school as it does for the subsidized loan. Interest accrues and must be paid or capitalized during periods of enrollment in school and/or deferment.

Are there any federal loans available to parents?

The Federal Direct PLUS Loan (parent loan for undergraduate, dependent students) is a loan from the U.S. Department of Education for parents of undergraduate students who complete a FAFSA and meet general eligibility requirements.
These are fixed interest rates for the life of the loan.

What are the current interest rates?

The chart below shows the interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2022 and before July 1, 2023.

Interest Rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans First disbursed on or after July 1, 2024 and before July 1, 2025

Loan Type	10-Year Treasury Note High Yield	Add-On	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students	4.483%	2.05%	6.53%
Direct Unsubsidized Loans for Graduate and Professional Students	4.483%	3.60%	8.08%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and for Graduate or Professional Students	4.483%	4.60%	9.08%

Origination Fee

The table below reflects the origination fee percentages based on the first disbursement date for Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan awards

Other than interest, is there a charge for this loan?

Yes, there is a loan fee on all Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The percentage varies depending on when the loan is first disbursed, as shown in the chart below.

For any loan disbursement for a loan where the first disbursement is/will be…	The origination fee percentage for Direct Subsidized Loans and Direct Unsubsidized Loans is…	The origination fee percentage for Direct PLUS Loans is…
On or after October 1, 2020 and before October 1, 2025	1.057	4.228%

ENTRANCE AND EXIT COUNSELING REQUIREMENTS

First time borrowers will receive an in-person loan counseling before the delivery of the first disbursement. They also will receive an in-person or online exit counseling before the students ceases enrollment. If a student withdraws or fails to attend the exit interview, within 30 days we will mail written material to them.
For further information refer to The Student Guide of Financial Aid from the U.S. Department of Education: Grants, Loan, and Work-Study.

4. Other Grants and Scholarships (Please See Your Financial Aid Office on How to Apply)

CBT Technology Institute Institutional Scholarships

Note: All CBT Technology Institute Institutional Scholarships are on a "First-Come/First-Serve" basis and CBT Technology Institute during each fiscal year exhausts its annual budgeted institutional scholarship amount, once the budgeted amount is used, these scholarships will not be available.

"Gladys Llerena" Achievement Scholarship

This scholarship is intended for students who transfer or graduate from diploma programs enrolling into the corresponding Associates Degree in: Air Conditioning, Refrigeration and Heating Technology and Electrical Technology.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director.
- Scholarship awarded for up to $1,000 depending on academic achievement in the first 24 Semester Credits of the AS in HVAC or Electrical programs. Students that graduated and re-enrolled or transferred from the HVAC or Electrical Diploma programs are eligible depending if their cumulative GPA was 3.0 or higher in the diploma programs.
- Students must meet the following criteria for award of the scholarship:
    - Have a Cumulative GPA of 3.0 or higher in the first year of studies (AC, or Electricity Diploma)
- The scholarship may be awarded in the last disbursement of the program after completing the first year of studies and meeting **the GPA condition.**
- The decision of the Campus Director will be final.

Fernando Llerena Founder Scholarship

This scholarship is intended for students enrolling directly into AS Degree programs for Air Conditioning, Refrigeration and Heating Systems and Electrical Technology

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director.
- Scholarship awarded for up to $2,000 for CBT Technology Institute
- Students must meet the following criteria for award of the scholarship:
    - Must have a *cumulative GPA of 3.0 or higher when I finish first year in the associates*
    - The scholarship will be awarded in the last semester of the program. The scholarship is not refundable which means that it will cover the balance of the ledger card as of the last semester of the program, but will not generate a refund to the student.
    - The decision of the Campus Director will be final.

Career Source Scholarship – Diploma Programs

All Career Source South Florida, (formerly called South Florida Workforce) referred and enrolled students in a Diploma program with more than 20 Credits, but less than 36 credits (excluding ESL) that are approved by Career Source South Florida are eligible for this **CBT Technology Institute** scholarship up to a $1,500 maximum award amount, in combination with other CBT Technology Institute scholarships.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director/Director of Education. Scholarship granted to help cover final balance in the student ledger per **ACADEMIC YEAR** after receiving funds from Career Source, or This scholarship will be the last of the scholarships awarded if the student qualifies for other scholarships offered by CBT Technology Institute and/or other scholarships.
- Students must meet the following criteria for award of the scholarship:
    - enrolled in a program with more than 20 Credits, buy less than 36 credits
    - All Career Source scholarship recipients must attend all Career Services Employability Workshops offered at their campus, or any other required Career Services activities.
    - All Career Source scholarship recipients must make a full and good faith effort to identify and secure positions in the field that they were trained in.
    - The full and good faith effort time period begins 60 days prior to graduation and ends the day of graduation.
- The scholarship will be awarded and disbursed at the end of each ACADEMIC YEAR. (Students whose academic year finishes after June 30th could receive more than one disbursement during the academic year. This might occur since CBT Technology Institute will disburse scholarships at the end of the Fiscal Year.
- The decision of the Campus Director will be final

Repayment Obligation/Condition: Scholarship recipients will be required to reimburse CBT Technology Institute for the full amount of the assistance from the scholarship if they:

1. Fail to comply with the requirement to attend all CBT Technology Institute Career Services Employability

Workshops or other required CBT Technology Institute Career Services Activities, and/or
2. Fail to demonstrate a full and good faith effort to fulfill the employment service requirement.

Failure to comply with the repayment obligation/condition can incur the following:

3. The transcripts and diploma will not be issued until the repayment obligation is met
4. Student can be sent to Collections for failing to repay the scholarship
5. Legal action can be taken to recover the debt.

A full and good faith effort is defined as the following:

1. Advise and update the Campus Career Services Representative (CSR) on the status of their job search. Must apply to at least three training related positions per week that can be verified.
2. Accept employment referrals from the Campus CSR.
3. Identify, pursue and apply for employment in the field trained in.
4. Maintain a Job History Log that documents efforts to identify and pursue opportunities in the field trained in.

Career Source Scholarship – Associate Degree Programs

All Career Source South Florida, (formerly called South Florida Workforce) referred and enrolled students in Associate Degree programs that are approved by Career Source South Florida are eligible for this **CBT Technology Institute** scholarship up to a $5,000 maximum award amount, in combination with other scholarships.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director.
- Scholarship granted to help cover final balance in the student ledger per **ACADEMIC YEAR** after receiving funds from Career Source. This scholarship will be the last of the scholarships awarded if the student qualifies for other scholarships offered by CBT Technology Institute and/or other scholarships.
- Students must meet the following criteria for award of the scholarship:
  - All Career Source scholarship recipients must attend all Career Services Employability Workshops offered at their campus.
  - Must maintain an attendance record of 75% or higher per semester
  - All Career Source scholarship recipients must make a full and good faith effort to identify and secure positions in the field that they were trained in.
  - The full and good faith effort time period begins 60 days prior to graduation and ends the day of graduation.
- The scholarship will be awarded and disbursed at the end of each ACADEMIC YEAR. (Students whose academic year finishes after June 30th could receive more than one disbursement during the academic year. This might occur since CBT Technology Institute will disburse scholarships at the end of the Fiscal Year.
- The decision of the Campus Director will be final

Repayment Obligation/Condition: Scholarship recipients will be required to reimburse CBT Technology Institute for the full amount of the assistance from the scholarship if they:

A. Fail to comply with the requirement to attend all CBT Technology Institute Career Services Employability Workshops or other required CBT Technology Institute Career Services Activities, and/or
B. Fail to demonstrate a full and good faith effort to fulfill the employment service requirement.

Failure to comply with the repayment obligation/condition can incur the following:

C. The transcripts and diploma will not be issued until the repayment obligation is met
D. Student can be sent to Collections for failing to repay the scholarship
E. Legal action can be taken to recover the debt.

A full and good faith effort is defined as the following:

5. Advise and update the Campus Career Services Representative (CSR) on the status of their job search. Must apply to at least three training related positions per week that can be verified.
6. Accept employment referrals from the Campus CSR.
7. Identify, pursue, and apply for employment in the field trained in.
8. Maintain a Job History Log that documents efforts to identify and pursue opportunities in the field trained in.

Success Scholarship Match Program

All students enrolled in any of the Institute's Programs are eligible for this CBT Technology Institute scholarship. This scholarship **does not** apply for the non-credit short programs.

Award Conditions:

1. Will be awarded by CBT Technology Institute Campus Director.

2. CBT Technology Institute will match up to $500 of the payments made by the student per Academic Year.
3. The scholarships will be awarded and matched to the same amount of the student payments in the ledger card and be disbursed at the end of each academic year.
4. The decision of the Campus Director will be final.

The Bridge Scholarship The Bridge Scholarship is designed to encourage students to continue/start their education.

1. **Bridge 1 (Diploma Programs/Associate Degrees)**

a. The following students are eligible to apply:
1) Students who do not qualify for
PELL Grant b. AWARD Condition

- Scholarship awarded for $2,000.
- Students Need to Write a 1 (one) Paragraph Essay on how obtaining the scholarship will help in the pursuit of their educational goals
- Have a Cumulative GPA of 2.5 or higher at the end of the last semester of the award year.
- The scholarship will be awarded in the **last semester** of the award year.

Note: The recipients of the Bridge Scholarship might not be eligible to receive future programmatic scholarships. Please see your FA Advisor for more details.

2. **Bridge 2 (Diploma Programs/ Associate Degrees)**

a. The following CBT Technology Institute students are eligible to apply:
1) Students who qualify for Partial Pell Grant (50% or Less of Total Grant)
b. AWARD Condition:
1) Scholarship awarded for $1,000.
2) Students Need to Write a 1 (one) Paragraph Essay on how obtaining the scholarship will help in the pursuit of their educational goals
3) Have a Cumulative GPA of 2.5 or higher at the end of the last semester of the award year.
4) The scholarship will be awarded in the **last semester** of the award year

Note: The recipients of the Bridge Scholarship might not be eligible to receive future programmatic scholarships. Please see your FA Advisor for more details**.**

The Next Step Scholarships: These scholarships are designed to encourage Electricity and/or HVAC diploma students to continue into the associated AS Degree Program.

1. **The Next Step Scholarships – Electrical:** This scholarship is designed to encourage graduates who have completed version DEL108 of the Diploma in Electricity Technician to continue their education by enrolling into the Associate in Electrical Technology.

Criteria: The following students are eligible to apply:
a. Graduates of the Diploma in Electricity Technician Version DEL108 Prior 11-2016. The new version of the Diploma in Electricity Technician Version DEL0117 (Effective 11-2016) has three new courses (9 Credits) and the scholarship will be used to cover part of the cost of the tuition.
b. AWARD Condition:
1) Scholarship awarded for up to $2,500.00
2) Have a Cumulative GPA of 3.0 or higher for the Diploma in Electricity Technician.
3) The scholarship will be awarded in the **last semester** of the award year for the AS Program.

The recipients of this scholarship may be eligible to receive other programmatic scholarships. Please see your FA Advisor for more details.

c. The decision of the Campus Director will be final.

2. **The Next Step Scholarships – Air Conditioning and Refrigeration:** This scholarship is designed to encourage graduates who have completed the Diploma in Air Conditioning and Refrigeration Technician Version DAC057 Prior 11- 2016. The new version of the Diploma in Air Conditioning and Refrigeration Technician Version DAC 0117 (Effective 11- 2016).

Criteria: The following students are eligible to apply:
a. Graduates of the Diploma in Air Conditioning and Refrigeration Technician Version DAC057 Prior 11-2016. The new version of the Diploma in Air Conditioning and Refrigeration Technician Version DAC 0117 (Effective 11-2016)
has two new courses (6 Credits) and the scholarship will be used to cover part of the cost of the tuition.
b. AWARD Condition:
1) Scholarship awarded for up to $1,500.00

2) Have a Cumulative GPA of 3.0 or higher for the Diploma in Electricity Technician.
3) The scholarship will be awarded in the **last semester** of the award year for the AS Program.

The recipients of this scholarship may be eligible to receive other programmatic scholarships. Please see your FA Advisor for More Details.

c. The decision of the Campus Director will be final.

#We Love Technology Scholarship: This scholarship is designed to support the continued growth and development of students who desire to pursue a career in technology. CBT Technology Institute will award up to $2,000.00 to outstanding high school seniors, about to graduate or graduates who are interested in pursuing careers in technology and who enrolled into the following AS Degree programs: (1) Networking Administration, (2) Electrical Technology. This scholarship is for students starting the designated AS programs

To be considered for this Scholarship, you must:

- Be a high-school senior about to graduate, or graduate.
- Enroll into our AS Networking Administration or AS Electrical Technology Programs
- Have a cumulative GPA of 3.0 or higher.
- Require financial assistance to attend institute.

To apply for this Scholarship, print and fill out the **application**. Mail your completed application to the following address:
CBT Technology Institute
Admissions Department
8230 West Flagler Street, Miami FL 33144

Candidates will be able to combine this scholarship with other programmatic scholarships.

Haitian Heritage Scholarship: Students pursuing this scholarship are either Haitian born or residents of the United States with Haitian parent(s).

Academic requirements include a GPA of 3.0 and graduation from high school or equivalent. GED applicants are encouraged to apply. Scholarship up to $1,000.00 per award year. This scholarship is for students starting any AS or Diploma program at CBT Technology Institute.

To apply for this Scholarship, print and fill out the **application**. Enclose it in an envelope with the following items:
Mail your completed application to the following address:
CBT Technology Institute
Admissions Department
8230 West Flagler Street
Miami FL 33144

Candidates will be able to combine this scholarship with other programmatic scholarships.

Veteran Scholarships -Education Assistance for Military Veterans

1. **Veterans Troop Scholarship:** We are grateful to those who have honorably served our country. To express that gratitude, CBT Technology Institute Veterans Scholarship offers a qualified student with a **$1,000.00** scholarship for undergraduate studies. Eligible students may also qualify for the **Toolkit Grant**.

   SCHOLARSHIP ELIGIBILITY: Veterans of any of the United States Armed Services may be eligible for the scholarship. Additionally, you must:

   - Have earned a high school diploma or its equivalent
   - Provide a copy of DD Form 214.

2. **The Dependent Veterans Assistance Scholarship:** Provides financial aid to the spouses, widowed spouses and children of service-members who are active duty; or were killed and/or disabled in the line of duty. The program offers up to $2,500 of education benefits to be used while pursuing a degree at CBT Technology Institute.

   SCHOLARSHIP ELIGIBILITY: A Spouse, widowed spouse or a child of an United States Armed Services member who is on active duty; or was killed or disabled in the line of duty, may be eligible for the scholarship. Additionally, you must:

   For Spouses:
   a. Have earned a high school diploma or its equivalent
   b. Provide a copy of DD Form 214 of the spouse who served
   c. Provide proof that the spouse was killed or has a service connected disability, and

d. Provide a copy of the marriage license

For a Child:

a. Have earned a high school diploma or its equivalent
b. Provide a copy of DD Form 214 of the parent who served
c. Provide proof that the parent was killed or has a service connected disability, and
d. Provide a birth certificate or adoption papers for proof.
e. Student should provide Certificate of Eligibility to FA Office

First Responder Children Scholarship

In honor of all the Fire Fighters' and Police Officers' that service the Miami-Dade County community and cities that are within the Miami-County area, CBT Technology Institute offers $2,500.00 scholarships to select children of these active firefighters and police officers. To be considered for the scholarship, candidates must qualify for admission to the CBT Technology Institute and be a child (or legally adopted child) of sworn Fire Fighters and Police Officers who will remain active for the duration of their children's college careers. Students whose parents lost their life in the line of duty are also eligible for the scholarship. Each candidate will be awarded $2,500.00 per award year (up to 3 Consecutive award years for AS Programs and 2 Consecutive academic years for Diploma Programs) provided he or she makes satisfactory academic progress.

International Scholarships

Begin, Belong, Be More Scholarship

This scholarship is designed for Transfer Students (F-1 VISA) into Assoc in Electricity, ANA, HIMT with non-U.S. residency status applying from another college/university within the United States. It is based on academic performance. The Scholarship is awarded for up to $1,000 per semester for a 6-semester maximum. This scholarship is not available to U.S. citizens, or permanent residents.

ELIGIBILITY REQUIREMENTS

1. The recipient must enroll into a CBT Associate Degree in Electricity or ANA program
2. This award is limited to two years of enrollment as an undergraduate.
3. CBT reserves the right to alter this award in the presence of other CBT scholarship offers.
4. This award is contingent upon the student maintaining international residency for tuition purposes.
5. The recipient must enroll for and complete a minimum of 12 credit hours each semester. If circumstances prevent a student from enrolling and completing the minimum credit load or it is necessary to drop credits below the minimum credit load, prior approval must be received from the Campus Director.
6. The recipient is expected to maintain a minimum 2.8 cumulative GPA on a 4.0 scale. The academic record will be reviewed at the end of the first two semesters of enrollment and thereafter each semester. A scholar who does not meet the minimum criterion will be placed on scholarship probation for two semesters. Failure to meet minimum GPA requirements upon the completion of the terms of scholarship probation will result in cancellation of the award until the cumulative 2.8 GPA is reestablished.
7. Semesters for which the recipient is not eligible to receive this award are included in two-year limit.
8. The recipient must notify the Campus Director in writing if enrollment at CBT is disrupted (excluding summer semester) and request an official leave of absence from the school.

The Second Trade Scholarship

CBT Technology Institute announces, "The Second Trade Scholarship". This scholarship is designed to encourage CBT Technology Institute graduates who completed a diploma program in HVAC or in Electricity and are looking to pursue their education by obtaining a second diploma program in the school of construction.

Criteria:

The following students are eligible to apply:

Graduates of the Diploma in Electricity Technician and Air Conditioning and Refrigeration Technician programs

AWARD Condition:

The scholarship consists of the tool kit used during the program lab activities

The recipients of this scholarship may be eligible to receive other programmatic scholarships. Please see

your FA Advisor for more details.

The decision of the Campus Director will be final.

Build Your Future Scholarship

CBT Technology Institute announces, "Build Your Future", Any BBTM student who has successfully completed the NDS - BBTM program and want to pursue a diploma/Associate in HVAC or Electricity will be eligible for this scholarship.

Criteria:

The following students are eligible to apply: Graduate of the BBTM program

AWARD Condition:

- The scholarship consists of $2,000.00
- Will be disbursed at the end of the program
- The decision of the Campus Director will be final.

The recipients of this scholarship may be eligible to receive other programmatic scholarships. Please see your FA Advisor for more details.

Protec Inc. Scholarship:

This scholarship is designed to be used for active employees of ProTec Inc. located at 6935 NW 50th St, Miami, FL 33166 who enroll in the following programs at CBT:

Diploma Program

Air Conditioning & Refrigeration Technician

A. CBT Technology Institute Institutional Grant

Note: The CBT Technology Institute Institutional Grant is on a "First-Come/First-Serve" basis and when CBT Technology Institute during each fiscal year exhausts its annual budgeted institutional grant amount, this grant will not be available.

Make a Change (MAC) Grant

This grant is intended to motivate our students to sit for certification examinations in an effort to increase their chances in employability after graduation.
The CBT Technology Institute "Make a Change" Institutional Grant is used for the following CBT Technology Institute programs:

A.S. Degree Programs	Diploma Programs
Networking Administration	Computer Network Support Specialist

Award Conditions:

- Grant awarded by the CBT Technology Institute Campus Director.
- Grant awarded for up to $500 depending on successfully completing the identified professional certification examinations that are part of the course of study for the programs listed above.
- Students must meet the following criteria for award of the scholarship:
  - have a Cumulative GPA of 3.0 or higher or higher when they finish the second semester on their degree program
- The grant will be applied as follows:
  1) If there are no professional certifications for my program of study, I am aware that I am not eligible for this grant.
  2) For the programs above that have only one professional certification, upon my satisfactory passing of the certification, I will be eligible to receive the grant
  3) For the programs above that have identified multiple professional certifications, I must pass at least 50% of the professional certifications in order to receive the grant.
  4) Certifications must be taken no later than 60 days after graduation
- The decision of the Campus Director/Director of Education will be final.

Contact Financial Aid or the appropriate Lead Instructor to see the identified list of professional certification.

B. Other Grants and Scholarships

Yellow Ribbon Scholarship

The requirements for the scholarship are as follows:

- Tuition cost exceeding $26,042.81 for the award year (August 2021 through July 2022)
- Must have 100% Chapter 33 Post 9/11 GI Bill® Benefit (meaning 36 months or more in active duty after 9/10/2001)
- The Yellow Ribbon Scholarship is to help veterans not have need for federal student loans or have high payments if tuition and fee charges exceed the CAP of $26,042.81 for the 2021/2022 fiscal year.
- Maximum award granted for 21/22 is $1,750.

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

Florida Bright Futures Scholarship

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- Florida Academic Scholars Award (FAS)
- Florida Medallion Scholars Award (FMS)
- Florida Gold Seal Vocational Scholars Award (GSV)

To be considered, a student must submit a completed Florida Financial Aid Application during their last year in high school (After December 1st accepted for admission into CBT Technology Institute and prior to graduation).

Scholarships for Children and Spouses of Deceased or Disabled Veterans

The State of Florida provides scholarships for dependent children and spouses of Florida veterans or servicemen who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty; or have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% total and permanent disabilities.

The Florida Department of Veterans' Affairs will certify the official status of the veteran or serviceman. Funds for the Scholarships for Children and Spouses of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action are contingent each year upon the appropriations made available to the Office of Student Financial Assistance by the Florida Legislature.

Florida Student Assistance Grant Program

The Florida Student Assistance Grant (FSAG) Program is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. FSAG receives funding from Florida general revenue and from the Federal Leveraging Educational Assistance Partnership Program. To be considered, a student must submit a completed Free Application for Federal Student Aid (FAFSA) by the deadline specified by CBT Technology Institute.

Jose Marti Scholarship Challenge Grant

The José Martí Scholarship Challenge Grant Fund is a need-based merit scholarship that provides financial assistance to eligible students of Hispanic origin who will attend Florida public or private institutions. Applicants for undergraduate study must apply during their senior year of high school. Graduate students may apply, but priority for the scholarships is given to graduating high school seniors. The number of new awards made each year is subject to contributions from private sources and funds appropriated by the Florida Legislature.

One Community Scholarship

The "One Community Scholarship", specifically designed for our students who receive student loans through the financial aid department. This scholarship aims to reduce the financial burden of higher education by providing funds that can replace a portion of student loans.

Eligibility Criteria for the CBT Scholarship:

The following students are eligible to apply:

a. Must be actively enrolled at CBT Technology Institute.

Scholarship Details:

- Amount: $300.00
- For all active students enrolled before July 2024, the scholarship will be disbursed at the end of the second semester of the program.
- For new students starting in July 2024 and beyond, the scholarship will be disbursed at the end of the first semester of the program.
- The scholarship is designed to reduce student loans by $300.00.

2024-2025 FAFSA Changes

Better FAFSA, Better Future

Big Changes are coming to the FAFSA for the 2024-2025 Award Year! The FAFSA Simplification Act was passed by Congress in 2020 and includes the first major redesign of the FAFSA system in over 40 years.
A better FAFSA means a better future and will offer families an improved interface and seamless filing experience.
Updates to the FAFSA will reduce errors, remove barriers, and expand student eligibility for federal aid.
Check out the article below from student aid website how students will benefit from these changes:
https://studentaid.gov/articles/fafsa-changes-coming/

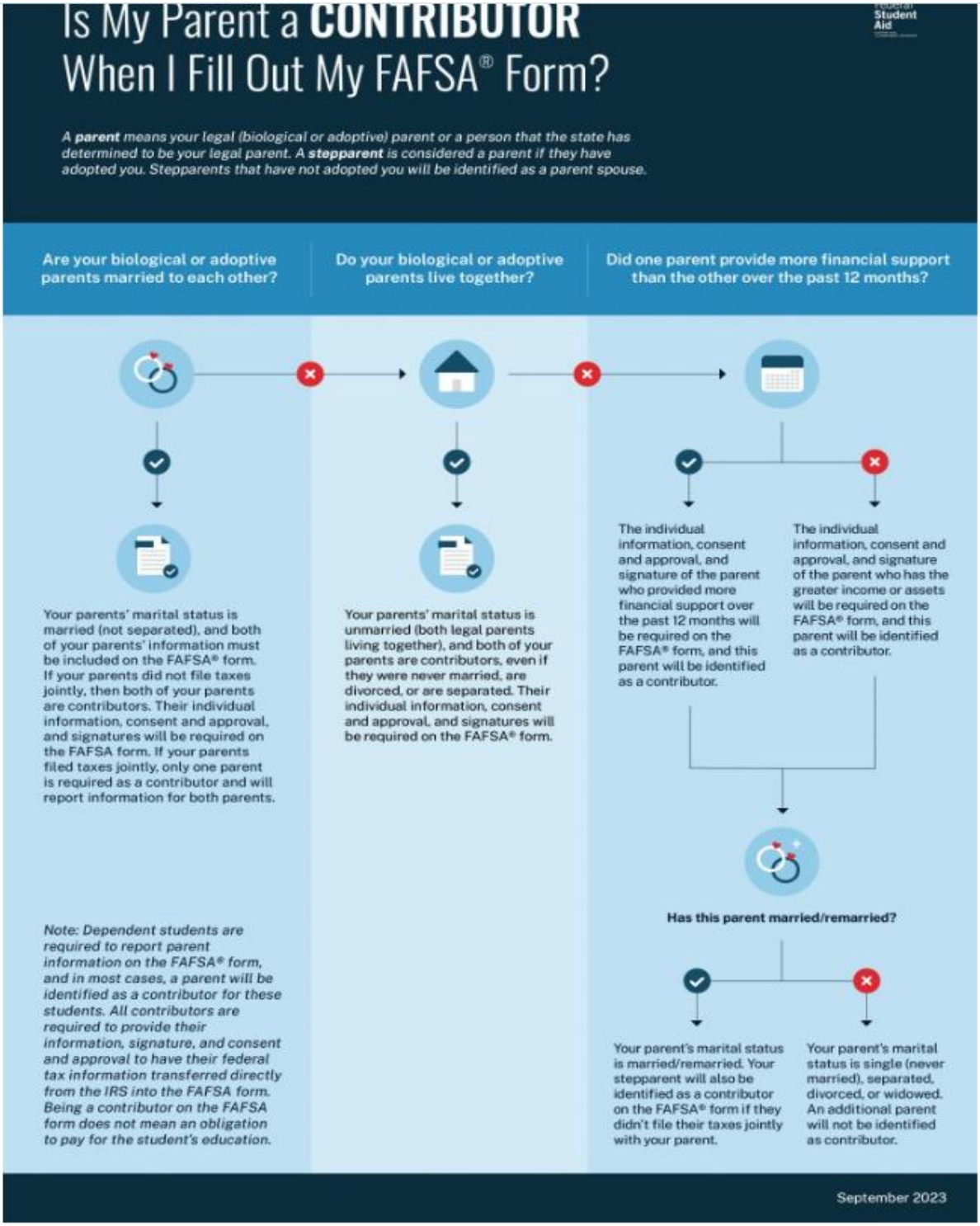
7 Key Changes Coming to the 2024–25 FAFSA® Experience.

1. The 2024–25 FAFSA® form will launch by December 31, 2023.

Attending college or career/trade school between July 1, 2023, and June 30, 2024	Attending college or career/trade school between July 1, 2024, and June 30, 2025	Attending college or career/trade school during both periods	Attending summer classes
Complete the 2023–24 FAFSA form	Complete the 2024–25 FAFSA form	Complete both the 2023–24 and 2024–25 FAFSA forms	Contact your school's financial aid office to see which form you should complete

2. Anyone who provides information on your FAFSA® form will be considered a contributor.

"Contributor" is a new term on the 2024–25 FAFSA form. It refers to anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) who's asked to provide their information, consent, and approval to have their federal tax information transferred automatically from the IRS into the FAFSA form (more on that later), and signature on your FAFSA form.
Note: Unless they've legally adopted you, your grandparents, foster parents, legal guardians, siblings, and aunts and uncles aren't considered contributors—even if they helped provide for or raise you.
Being identified as a contributor on the FAFSA® form won't make your family member responsible for paying for your education costs.
Wondering how you'll know if you need to add contributors to your FAFSA form? Don't worry—the online FAFSA form will tell you who needs to be a contributor based on your answers to certain questions.
You'll also answer questions about your personal circumstances to determine whether you're a dependent or independent student. If you're considered a dependent student, your parent will be identified as a contributor. And if your parents are married (and not separated) but didn't file taxes jointly, their spouse will also be a contributor.
View the infographic below to see which parent will be a contributor when you fill out your FAFSA form.



If you're considered an independent student on the FAFSA form, your spouse will be identified as a contributor only if you're currently married (and not separated) but didn't file taxes jointly.

Note: Even if you're living with your parents, you may still be considered independent based on your answers to certain questions on the FAFSA form.

No matter whether you're a dependent or independent student, your contributors must participate on your FAFSA form so we can determine your eligibility for federal student aid.

3. You must provide consent and approval to be eligible for federal student aid.

Both you and your contributors must provide consent and approval to have the IRS transfer your federal tax information into the FAFSA form. Your contributors must provide consent and approval even if they don't have a Social Security number (SSN), didn't file a tax return, or filed a tax return outside the U.S. If you or your contributors don't provide consent and approval, you won't be eligible for federal student aid.

Watch What Does It Mean to Provide Consent and Approval on the 2024–25 FAFSA® Form? to learn more.
https://www.youtube.com/watch?v=zd21zLLR6yw&t=8s

4. You won't be able to access the FAFSA® form without a StudentAid.gov account.

To start your online 2024–25 FAFSA form, you'll need to log in to your StudentAid.gov account. If you don't have one already, you and your contributors will each need to create your own StudentAid.gov accounts to access the online FAFSA form, provide consent and approval, sign, and submit the form.
Beginning with the 2024–25 FAFSA® form, each of your contributors (if you have any) will be able to create a StudentAid.gov account even if they don't have an SSN.
As a student, you'll be required to enter your SSN (unless you're a citizen of the Freely Associated States) to create your StudentAid.gov account.
After you and your contributors have created your accounts, you can complete your sections of the FAFSA form on your own.
Create your StudentAid.gov account now to ensure you can access the FAFSA form as soon as it's available.

5. The formula used to determine your financial aid eligibility is changing.

Your Student Aid Index (SAI) is an index number that's calculated using the information that you and your contributors provide on the FAFSA form. Your SAI can range anywhere from –1500 to 999999. Note that it is not a dollar amount. The SAI replaces the Expected Family Contribution (EFC) starting in the 2024–25 award year.
Once your college, career school, or trade school knows your SAI, they will use it to calculate how much and what types of financial aid you're eligible to receive.

6. You may qualify for additional Federal Pell Grant funds.

Good news: Federal Pell Grant eligibility has expanded to more students.
Although your SAI may contribute to the formula to determine your Pell Grant eligibility, it's not the only determining factor. Other information, like family size and federal poverty guidelines, will also be used to determine whether you qualify for a Pell Grant.
The maximum Federal Pell Grant award is updated every year. For the 2023–24 award year, the maximum Pell Grant award is $7,395. The maximum Pell Grant award amount for the 2024–25 award year will be announced in 2024.
Even if you don't qualify for the maximum Pell Grant award, you may still be eligible for a Pell Grant based on other information you provide on your FAFSA form.

7. The *Student Aid Report* is now the FAFSA Submission Summary.

After your FAFSA form is submitted and processed, you'll receive an email with instructions on how to access an online copy of your FAFSA Submission Summary. The FAFSA Submission Summary replaces the Student Aid Report for the2024–25 award year.
The FAFSA Submission Summary has been specifically designed to highlight your eligibility for federal student aid. It will include the answers that you submitted on your FAFSA form (except for any federal tax information that was transferred directly from the IRS), your SAI, and an estimation of the amount of federal student aid that you may be eligible for.
Your FAFSA Submission Summary is not an aid offer.
Aid offers will come directly from any schools you've listed on your FAFSA form and have been accepted to.

When will the 2024-2025 FAFSA be Available?

The Department of Education will release the FAFSA for submission by December 31, 2023. The availability of the 2024-25 FAFSA, which is scheduled for release by December 31, 2023. We welcome FAFSAs submitted after February 1.

Federal Student Aid Estimator Tool

Federal Student Aid Estimator | Federal Student Aid
https://studentaid.gov/aid-estimator/
With this tool, students can find out how much federal student aid they may be eligible for starting with the 2024–25 award year—note that this tool estimates the Student Aid Index (SAI) for 2024–25 award year, not the Expected Family Contribution (EFC) for 2023–24 award year.
To apply for financial aid for this year (2023-2024), complete the 2023–24 FAFSA® form.
The 2024–25 FAFSA form will be available by December 31, 2023.

What's Changing with the FAFSA?

- Applicants will be required to use the IRS Data Exchange (IDE)
  - Previously, users had the option to enter their tax information manually or use the IRS Data Retrieval Tool. Beginning with 2024-25, all persons on the FAFSA will be *required* to use the IRS

Direct Data Exchange to share tax information or confirm non-filing status. This change makes it easier to complete the FAFSA and reduces the number of questions to be answered.

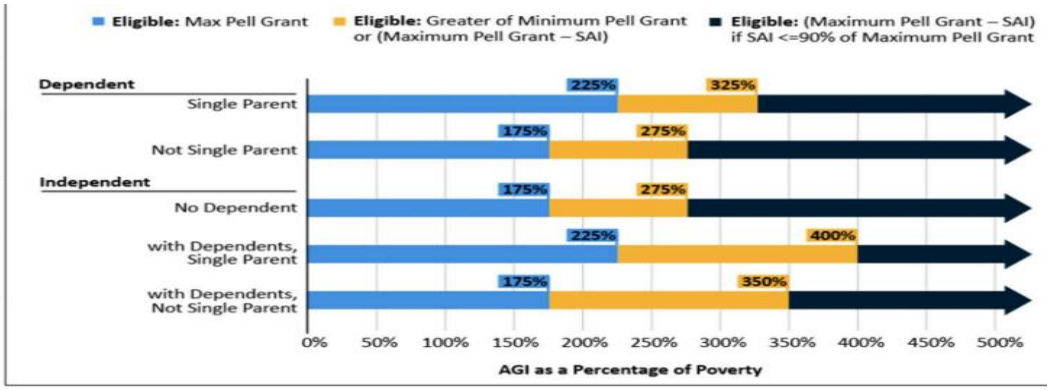
- All "Contributors" must provide financial information.
  - A contributor—a new term being introduced on the 2024-25 FAFSA—refers to anyone who is required to provide information on a student's form (such as a parent/stepparent or spouse). A student's or parent's answers on the FAFSA will determine which contributors (if any) will be required to provide information. Contributors will receive an email informing them that they've been identified as such and will need to log in using their own FSA ID to provide the required information on the student's FAFSA. Contributors without a social security number can still create an FSA ID at Create Account | Federal Student Aid. Being a contributor does not mean they are financially responsible for the student's education costs, but it does mean the contributor must provide information on the FAFSA or the application will be incomplete, and the student will not be eligible for federal student aid or need-based aid.

- The Student Aid Index (SAI) is replacing the Expected Family Contribution (EFC)
  - A notable terminology update within the new FAFSA is the replacement of the term Expected Family Contribution (EFC) with the Student Aid Index (SAI). This name more accurately describes the number used to determine aid eligibility and, unlike the EFC, the SAI may be a negative number down to -1500. Although, a negative SAI does not mean a student will receive more aid.
- SAI Calculation Differences
  - Previously, the FAFSA calculated the number of household members attending college into the EFC, dividing it proportionately to determine federal aid eligibility. Beginning with the 2024-25 FAFSA, the application will still ask how many household members are in college, but your answer will not be calculated into the SAI.

    The net worth of a business is no longer limited to those with more than 100 full-time employees. Applicants will be asked to report the net worth of all businesses, regardless of the size of business.

    The net worth of a farm now includes the value of a family farm, however; the value of a family's primary residence is still excluded.

    Child support received will be reported as an asset on the FAFSA instead of as untaxed income. As such, undergraduate CBT students may see a change in their federal aid eligibility.
- Some Students will automatically be awarded a PELL Grant
  - Families making less than 175% and single parents making less than 225% of the federal poverty level will see their students receive a maximum Federal Pell Grant award.
  - Minimum Pell Grants will be guaranteed to students from households below 275%, 325%, 350%, or 400% of the poverty level, depending on household structure.
  - Pell awards between the maximum and minimum amounts will be determined by SAI.



Choose Year 2022
Choose State 48 Contiguous States

Per Year

Household/ Family Size	100%	175%	225%	275%	325%	350%	400%
1	$13,590	$23,783	$30,577	$37,372	$44,167	$47,565	$54,360
2	$18,310	$32,043	$41,197	$50,352	$59,507	$64,085	$73,240
3	$23,030	$40,303	$51,817	$63,332	$74,847	$80,605	$92,120
4	$27,750	$48,563	$62,437	$76,312	$90,187	$97,125	$111,000
5	$32,470	$56,823	$73,057	$89,292	$105,527	$113,645	$129,880
6	$37,190	$65,083	$83,677	$102,272	$120,867	$130,165	$148,760
7	$41,910	$73,343	$94,297	$115,252	$136,207	$146,685	$167,640
8	$46,630	$81,603	$104,918	$128,232	$151,547	$163,205	$186,520
Add for each additional person	$4,720	$8,260	$10,620	$12,980	$15,340	$16,520	$18,880

Instructional videos from Federal Student Aid (FSA):

How to Prepare for the 2024-2025 FAFSA Form?
What has changed for the 2024-2025 FAFSA Form?
Who is a Contributor on the 2024-2025 FAFSA Form?

6. FEDERAL WORK-STUDY PROGRAM

CBT Technology Institute participates in the Federal Work Study Program, which creates part-time employment opportunities for students from low-income families. These jobs range from five to twenty hours per week.

Students qualify for participation in the FWSP if they are:

- In need of financial aid as shown by the Financial Aid Form
- Able to meet job qualifications
- Accepted for admission as a full-time student in good standing.

TRANSFERRING FINANCIAL AID

Financial Aid does not transfer automatically when a student transfers from one school to another. To continue receiving aid at the new school, the student must check with a Financial Aid officer at the new school to find out what programs are available and what steps are necessary

NOTIFICATION OF FINANCIAL AID AWARDS

The student is notified of their awards in an award letter. If the student feels the awards do not cover their needs, this student should consult with the school's Financial Aid Officer.

CANCELLATIONS AND REFUND POLICIES

- Cancellation of the application by the student must be made by certified mail or in person or by electronic email.
- If the applicant is not accepted, all fees paid may be refunded.
- If the student cancels their enrollment to the school within three business days after signing the Enrollment Agreement, all tuition and fees will be refunded. This policy applies whether or not the student has begun attending class.

- If the student cancels their enrollment to the school after three business days after signing the Enrollment Agreement but before first day of class, all tuition and fees will be refunded except for processing (application) fee.

- If the student cancels their enrollment to the school after the first day of class but before the second week of class, all tuition and fees will be refunded with the exception of the Processing (application) Fee not to exceed $150.00.

WITHDRAWAL AND TERMINATION REFUND POLICY

The following refund policy applies to students who are terminated by the school, or who withdraw from enrollment after the first week of class:

- If withdrawal occurs in the first semester, before completing 60% of the semester, it will result in a prorated tuition refund computed based on the number of days completed to the total days.
- If withdrawal occurs in the first semester, after completing 60% of the semester, it will result in no refund.
- If withdrawal occurs in the second semester and remaining semesters, before completing 50% of the semester, it will result in a prorated refund computed based on the number of days completed to the total days for that semester.
- If withdrawal occurs in the second semester and remaining semesters, after completing 50% of the semester, it will result in no refund.
- The date for refund computation purposes is the Last Date of Attendance (LDA) if the withdrawal is official or unofficial.
- Refunds will be made within 30 days of the date of determination DOD).
- Dismissal: A student can be dismissed at the discretion of the Director, for insufficient progress, non- payment of financial obligations, or failure to comply with rules.

CREDIT OF REFUNDS

The school will credit refunds due to Title IV programs in the following order:

- Federal Direct loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Financial Assistance
- Student

A non-refundable $50 fee will be charged for the processing of an official, unofficial or administrative withdrawal from the Institute.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan

funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:
1. your institutional charges multiplied by the unearned percentage of your funds, or

2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for Any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Refunds will be made within 45 days of the date of determination (DOD).

If you have questions about your Title IV program funds, you can call the Federal Student Aid information Center at 1-800- 4-FEDAID (1-800-433-3243). TTY users may call1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

International Students:

FINANCIAL REQUIREMENTS OF AN INTERNATIONAL STUDENT

All international students must have sufficient funds to pay for the registration fee, tuition, textbooks, living expenses, health insurance, transportation, in addition to other incidental expenses while attending college in the United States. Documented evidence of means of financial support must be provided to the CBT Technology Institute for admission purposes and issuance of the F-1 Student Visa. For more information on how to get acquire an F-1 Student Visa, please refer back to the International Student Handbook, or email internationalinfo@cbt.edu, or ask for the International Representative.

It is important to let international students know of the importance of obtaining a medical insurance while in the country due to the high cost of not having one and having the need to use medical services.

It is mandatory for all international students to submit the registration fee and down payment before the application is processed and the I-20 form is issued. However, please note that if you apply for the student visa and it is denied, we will refund the down payment (with the exception of the Processing [Application] fee) within 30 business days of the visa denial. Please note that a letter from the embassy stating why the visa was denied is required in order to receive the refund. Cancellation of the application by the student must be made by certified mail or in person and in writing.

Cancellation of the application by the student must be made by certified mail or in person and in writing.

CANCELLATIONS AND REFUND POLICIES FOR INTERNATIONAL STUDENTS

If a student is transferring to another institution, a transfer must be complete in order to qualify for any refund as stipulated below. See your International Representative for details and instructions.
A student with an incomplete transfer will not be entitled to a refund and may also risk falling out of status under the regulations provided by Immigration Customs and Enforcement.
A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for Application (Processing) Fee and Shipping Fee.
A student who starts class and withdraws during the first full calendar week of the academic semester shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and Shipping Fee.
A student who withdraws during the second full calendar week of the academic semester shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and Shipping Fee.
A student who withdraws during the third full calendar week of the academic semester shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and

Shipping Fee.
A student who withdraws beginning the fourth full calendar week of the academic semester will not be entitled to a refund of any portion of the tuition and fees.
If the Institute does not accept the enrollment, all monies paid by the student to the Institute shall be refunded with the exception of the processing fee and shipping fee, and the student and Institute shall be released from further obligation.
If a student is entitled to a refund under the specified semester, payment will be made within 30 days of the official withdrawal date.
Dismissal can also occur: A student can be dismissed at the discretion of the Director, for insufficient progress, non-payment of financial obligations, or failure to comply with rules. Should this occur, student may risk falling out of status.

GENERAL INFORMATION

SCHOOL HOURS

Our classes are scheduled four hours a day, five days a week maximum*

Morning classes are offered from 8:30 AM to 12:30 PM	Monday - Friday
Evening classes are offered from 6:00 PM to 10:00 PM	Monday - Friday
Laboratory work may be done from 8:30 AM to 10:00 PM	Monday – Friday
Library hours are 24 hours, seven days a week as we use on online library	

CBT also offers weekend classes
Fridays from 6:00pm to 10:00 pm and Saturdays from 8:30am to 5:30PM

**** Online Library is available 24x7**

SCHOOL HOLIDAYS

New Year's Day	Thanksgiving Day	Labor Day*
Dr. Martin Luther King Jr. Birthday	Good Friday	Independence Day*
Memorial Day*	Columbus Day	Juneteenth

***Note: In the event that one of these Holidays falls on a Sunday, observance of the Holiday will be on a Monday.**

GRADUATION CEREMONY

At least once a year, CBT Technology Institute will sponsor a formal graduation ceremony. All students are encouraged to participate. Graduation fees are included in all programs and are non-refundable.

SCHOOL RULES AND REGULATIONS

CONDUCT

All students are expected to uphold high standards of integrity and behavior, outside and within the Institute. The Institute reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions.

1. All students are expected to behave politely in and outside the class. Impolite or disruptive behavior with instructors or classmates is unacceptable. Aggressive or disrupted conduct will end in a possible suspension or expulsion from the school.
2. Students must maintain appropriate dress in class.
3. Students are not allowed to bring children, unauthorized friends or relatives to the class.
4. Acts of dishonesty will not be tolerated.
5. Abusive behavior: any action or situation which produces mental and/or physical discomfort for any member of the school community, or which places the individual or group in danger of physical or mental injury, including a student's ability to participate in or benefit from the institute's program(s).
6. Conduct that is disorderly, lewd, or indecent; breach or peace; or aiding, abetting, or procuring another person to breach the peace on the Institute premises or at functions sponsored by, or participated in by, the institute or members of the academic community.
7. The usage (including but not limited to consumption, injection, smoking/inhalation, etc.) manufacture, possession or distribution of illegal drugs is in violation of Federal, Florida law and/or Institute policy.
8. Possession, manufacturing, consumption, distribution of alcoholic beverages and/or being under the influence of alcohol in violation of Federal, and/or Florida law and/or Institute policy.9. Possession or use of firearms (or replicas), explosives (including fireworks), dangerous chemicals or other dangerous weapons, or the brandishing of any weapon or any other object in the menacing or threatening manner on institutionally-

owned or controlled property

10. Attempted or actual theft of and/or damage to property of the school and/or property of a member of the school community and/or other personal or public property.
11. Disregarding the legitimate request of a school official, to include failure to follow directions or obstructing assigned responsibilities of appropriate officials. Theft or other abuse of computer facilities and resources
12. Violation of other published Institute policies, rules and/or regulations.
13. Any violation of Federal, state, or local law(s).

The complete Student Behavior/Code of Conduct Policy, EDU2013-008 is available for review at each campus.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT: CBT Technology Institute does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic or controlled substance by students. Possession of these substances on campus is cause for dismissal.

POLICY ON ACADEMIC DISHONESTY

Academic dishonesty (i.e. cheating) will not be tolerated at CBT Technology Institute. Students are responsible for knowing what constitutes academic dishonesty. If uncertain about what constitutes plagiarism or cheating, students should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or submitting the words or ideas of another person as one's own and not offering proper documentation.
- Giving or receiving, prior to or during an exam, information concerning the content of that examination.
- Taking, concealing, damaging, or destroying any property related to the preparation or completion of assignments.
- Any situation where a student is submitting work that is not their own.

In cases where academic dishonesty is found, students:

a) may be assigned an "F" for the work in question,
b) may be assigned an "F" for the course,
c) may be placed on probation or suspension, or
d) may be expelled by the Campus Director if either the seriousness of the offense or a record of repeated offenses warrants such an action.

A student found to be academically dishonest who wishes to appeal the decision may do so by submitting a written appeal to the Campus Director. The Campus Director will meet with both the student and the faculty member regarding the incident. In the event a student is found to be academically dishonest by a Campus Director and wishes to appeal the decision may do so by submitting a written appeal to the Director of Academic Operations. The Director of Academic Operations will meet with the student, Campus Director, and faculty member regarding the incident in question. The judgment of the Director of Academic Operations is final.

STUDENT GRIEVANCES

CBT Technology Institute students are expected to uphold high standards of integrity and behavior, inside and outside of the institute. Any member of the Institute community, department or academic unit may register a complaint of violation of the Code of Conduct. A complaint must be prepared in writing and be initially directed to the applicable staff member as outlined below. Any complaint should be submitted as soon as possible after the incident occurs, preferably with forty-eight (48) hours. Students who have a problem or complaint on any aspect with classmates, instructors, or employees; need to advise the appropriate school staff of the grievance or complaint:

1. The first level to issue a complaint with will be the Director of Academic Operations. If after receiving the Director of Academic Operations decision, you are not satisfied, you may then proceed to the 2nd level which is to the Campus Director,
2. Submit your grievance to the Campus Director office for a final decision or resolution. In the event you are asked to present your complaint in writing, the Campus Director office will review the case and discuss the

facts with all those involved. You will then be provided with a final answer to the matter 14 days after the submission.

3. In the event that you do not want to talk with someone about the complaint or grievance, you may write or type it on a piece of paper and insert it in the Suggestions Box that is located in the Front Desk Area of each campus. The complaint will be reviewed by the Campus Director office, and if merited a decision will be announced. In addition, it will be also discussed in the bi-monthly Faculty and Staff meeting,
4. In the event that the complaint/issue/problem has to do with Academics, the student who is not satisfied with the decision rendered by the Campus level staff, can petition in writing to the President, whom after reading the petition and reviewing all relevant information will make a final determination on the Academic issue.

ESOL students – domestic or international, have the right to appeal the outcomes of the initial placement test, the process they need to follow is:

File a complaint to the Director of Academic Operations stating the reason why they consider they must be in a different level.

The Director of Academic Operations will need to analyze the placement exam taken by the student and provide an answer in no more than 72 hours.

There will be a final meeting including the faculty to explain in detail the outcomes of the appeal.

5. Disciplinary Action: In extreme cases, it may be necessary to administer disciplinary action. The steps of corrective disciplinary action are:
    a. First Violation: a verbal action/warning
    b. Second Violation: a written warning
    c. Third Violation: expulsion from the Institution
6. There are of course certain violations, which are of such a serious nature that they will result in an immediate expulsion by the Campus Director Office without the above steps.
7. Students who feel a grievance is unresolved, may refer their grievance to the Executive Director, Commission for Independent Education, 325 West Gaines Street #1414, Tallahassee, FL 32399-0400, (850)245-3200 or toll free (888)224-6684.
8. In addition, students may also contact the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800) 917-2081.

Additional requirements for grievance procedures for sex-based harassment complaints involving a postsecondary student

As a postsecondary institution, CBT Technology Institute's grievance procedures include additional requirements for sex-based harassment complaints involving a student that include the following:

- Written notice to the parties of allegations, dismissal, delays, meetings, and proceedings.
- Equal opportunity for each party to have an advisor of the party's choice.
- Equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative written report (and if the institution provides access to an investigative report, it must provide access to the underlying evidence upon the request of any party); a reasonable opportunity to respond; and a requirement that the recipient take reasonable steps to prevent and address unauthorized disclosures.
- A process for assessing credibility when credibility is in dispute and relevant, including questioning a party or witness during individual meetings or in a live hearing.
- Where a recipient opts to provide a live hearing, procedures for such a hearing.
- Written determination provided simultaneously to the parties.
- An opportunity to appeal a determination.

PRIVACY ACT

CBT Technology Institute complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). The students' educational informational records are confidential.

CBT Technology Institute makes every effort to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration and clerical staff respect confidential information about students that they acquire in the course of their work. At the same time, CBT Technology Institute tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

Documents submitted by or for students in support of an application for admission or for transfer credit cannot be returned to the student, photocopied, nor sent elsewhere at their request. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student should present a signed request. Usually a certified copy of what is in the student's file is released.

Students have the right to access or have copies made of the information in their file, with the following exceptions:

1. Transcripts: Students must request a copy of the transcript from the originating institution.
2. Health records (if applicable)

NON-DISCRIMINATION POLICY

In accordance with Title IX of the Education Amendments of 1972, "CBT Technology Institute admits students of any race, color, nationality, or ethnic origin, to all the programs, and all activities that are made available to the students. Furthermore, CBT Technology Institute does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or gender identity/expression in its admission policies, administration, scholarship, tutoring, job placement and other school programs."

CBT Technology Institute complies with the Title IX Regulations by including the following:

- CBT must treat complainants and respondents equitably.
- Title IX Coordinators, investigators, decisionmakers, and facilitators of an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- A school's grievance procedures must include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school's grievance procedures.
- A school's grievance procedures must require adequate notice to the parties of the allegations, dismissal, delays, meetings, proceedings, and determinations.
- A school's grievance procedures must give the parties an equal opportunity to present and access relevant and not otherwise impermissible evidence, as well as provide a reasonable opportunity for each party to respond to that evidence.

Regarding individuals with disabilities, CBT Technology Institute ensures that students with disabilities have equal access to facilities and program participation as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

HAZING POLICY

Any conduct or initiation into any organization which willfully or recklessly endangers the physical or mental health of any person will not be cordoned. Its imposition or its use in any form of initiation is prohibited. Violations of this policy will result
in disciplinary actions against the violator to include counseling and possible termination from the school. (For additional
information, please see Policy # Corp2013-005: Policy on
Hazing).

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM (Please Refer to ADDENDUM D)

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and

specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://flscns.fldoe.org.Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	**Level Code** (first digit)	**Century Digit** (second digit)	**Decade Digit** (third digit)	**Unit Digit** (fourth digit)	**Lab Code**
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions as listed below in Exception to the General Rule for Equivalency. For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.
NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

> Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practicum, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.
Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Hector Duenas, CBT's Director of Academic Operation located in the CBT Technology Institute Corporate Office or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

DISCLOSURE STATEMENT

CBT Technology Institute reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require; and to make faculty changes. Changes in training curriculum shall not involve additional tuition cost to currently enrolled students unless a new enrollment agreement is executed for a long-term program. A change is defined as a change of program of study, a leave of absence, or a transfer from day to evening or evening to day classes. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

Programs taught in a language other than English: Students need to be aware that completing a course or program

in a language other than English may reduce employability where English is required.

CHANGES TO THIS CATALOG

Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the Institute. Changes will be reflected in an addendum to this catalog that will then be considered an integral part of this publication.

ACADEMIC INFORMATION

ADVISEMENT

Each of the offices listed below provide advisement in their field of responsibility to all students as appropriate:

- The Admissions Office
- The Academic Aid Office
- The Financial Aid Office
- Director of Academic Operations
- Student Services Staff
- The Campus Director
- International Representative

STUDENT COURSE LOAD AND CLASS SIZE

A full-time student's load should have at least twelve (12) credits per semester, and six (6) credits for a part-time load. To graduate with an Associate Degree in Science in any Major, the student's minimum requirement is sixty (60) semester credits. The chart below provides the maximum capacity of each CBT Technology Institute location per shift:

CBT Technology Institute Location	Max Capacity per Shift	Max Classroom Capacity Not to Exceed
Flagler	322	18
Hialeah	282	15
Cutler Bay	192	15

An academic semester is sixteen (16) weeks in length. An academic year is two semesters in length. The students must complete the program within the 150% of the time allowed.

The Associate of Science Degree requires a minimum basic core of sixteen (16) semester hours for programs based on four (4) credits, or fifteen (15) semester hours for programs based on three (3) credits in general education or liberal arts courses. This core is required for degree completion. The core is chosen from the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. In addition, the degree should ensure that the graduate is computer literate. The students must complete the program before the maximum of 150% of the time scheduled.

CREDIT HOUR DEFINITION

A semester consists of two 8-week terms. One semester credit is awarded for each 15-clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship/internship.

DEFINITION OF CLOCK HOUR TO CREDIT HOUR CONVERSION

One semester/trimester credit hour is equal to 30 clock hours of instruction: including minimum of 30 clock hours of classroom or direct faculty instruction. For all courses, one clock hour is defined as 50 minutes of class and 10 minutes of break.

OUT-OF-CLASS WORK:

Out-of-class class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective.

TYPES OF OUT-OF-CLASS WORK:

Common out-of-class work includes but is not limited to reading and writing assignments, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned or preparing them for upcoming lessons.

ASSESSMENT OF OUT-OF-CLASS WORK:

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 10% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of scheduled class hours according to instructions by faculty of the course.

LEAVE OF ABSENCE (LOA)

CBT Technology Institute does not offer a Leave of Absence (LOA) policy/procedure to any enrolled student, except for international students. Due to CBT Technology Institute's academic programs that are taught in sequential terms, it is not possible for a student who begins a term, and then returns from a period of absence in the same term to resume training or classes at the same point that they began their period of absence.

This does not apply to International Students. An international student that is given an LOA and does not return from the LOA will lose their F-1 student visa status and will not be eligible for a refund on paid tuition.

ATTENDANCE IN CLASS

Students are expected to attend and be on time for all regularly scheduled class sessions.

Class session attendance: The timeframe for a student to be considered and recorded as present in the class session is more than half (51%) of the scheduled class period. Students attending less than 50% of the class period will be marked as absent.

When a course is taught four (4) days a week: Students who miss seven (7) consecutive days of non-attendance of scheduled class sessions and have not communicated with their Instructor, Lead Instructor, Registrar, and Campus Director will be withdrawn from their program. Students who have communicated with campus staff will be permitted to return to class the next class day.

When a course is taught two (2) days a week: Students who miss three (3) consecutive days of non-attendance of scheduled class sessions and have not communicated with their Instructor, Lead Instructor, Registrar, and Campus Director will be withdrawn from their program. Students who have communicated with campus staff will be permitted to return to class the next class day.

Make up work: In the event of absences or tardiness, makeup work will be determined based on the syllabi guidelines, therefore at the discretion of the instructor. This make up work must be submitted by the deadline provided by the instructor.

WEEKEND CLASSES

When a course is taught Friday evenings and Saturdays: Students who miss one Friday and Saturday consecutively and miss the following Friday to scheduled class sessions or 4 consecutive class sessions of four hours, and have not communicated with their Instructor, Lead Instructor, Academic Office Aide, and Campus Director will be withdrawn from their program. Students who have communicated with campus staff will be permitted to return to class the next class day.

ATTENDANCE POLICY FOR VETERAN ADMINISTRATION (VA) FUNDED STUDENTS

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

Students are expected to attend and be on time for all regularly scheduled campus classes. Should absences or tardiness be necessary, students are responsible for the material covered during the absences. Faculty cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for absences or tardiness. The CBT Technology Institute requires all faculty to take attendance during each class period and to record it accurately on their permanent roster. A student who is late to class may be marked absent.

Class attendance and participation are essential to a VA student success. VA students who have attendance issues need to be advised that:

A. Their final grades will be impacted.
B. That final grades are not just based on test scores, but also on student attendance and participation in class.
C. Their ability to graduate will be impacted.
D. The student's attendance record is retained in Veteran's student file for USDVA and SAA audit purposes.

For VA students at CBT Technology Institute the following attendance criteria will be enforced.

A. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as a ½ absence.
B. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
C. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the students may be recertified for VA education benefits.
D. A VA student who does not attend any of the classes for which they are registered in a marking period (term) will be administratively withdrawn from the school. The student will be terminated from their VA Benefits for unsatisfactory progress.

STUDENT APPEAL POLICY

Students are expected to abide by all school policies including academic, attendance, and conduct. In the event a violation of one or more of these policies takes place causing an adverse impact on the student's enrollment at CBT Technology Institute, the student can follow the appeal process as indicated below:

Step #1: All formal appeals must be submitted in writing or via email to the student's Lead Instructor or Campus Director utilizing the institute's request for appeal and official appeal form.

Step #2: Upon receipt of the request for appeal form, the Lead Instructor and/or Campus Director will communicate the request to the Director of Academic Operations. These individuals shall, as a committee, investigate the facts of the matter and the extenuating circumstances as stated by the student. The appeal committee will meet in person or via telephone conference to render a decision within five (5) calendar days of receiving the appeal request, and shall forward the decision to the student within five (5) calendar days of the decision.
Step #3: Copies of all documents relating to the student's appeal will be placed in the student's file and noted on CampusVue.
Step #4: All approved student appeals will require the student to complete an Academic Improvement Plan stating what the student is going to do to improve his/her attendance or academic situation to avoid any further violations.
In the case of international students, they are also entitled to appeal the outcomes of the initial placement test, and as any other student at CBT, they can do the process if they consider a course grade is inadequate.

GRADUATION REQUIREMENTS

CBT defines the eligibility for graduation in the following manner:

A. Completed the full curriculum for a program, which includes core, general, and major courses, as outlined in the catalog
B. Earned a cumulative grade point average (CGPA) of at least 2.0 ("C" average)
C. Met SAP
D. Met all financial obligations to the Institute, including the return of resource materials, or any other item whose use was limited
E. Completed an Exit Interview with the Financial Aid and the Career Services offices

In addition to the above, the student must also have:

F. Filed for graduation with the office of the Registrar in order to receive their credentials whether they participate or not in the graduation ceremony,
G. Made a request in writing for the diploma and transcripts at the Registrar's office. Note: These documents will not be issued to the student unless the student has met the above listed (IA-IE) requirements.
H. Students that are enrolled in a program in which the Lead Instructor has identified mandatory certifications, should attempt to take at least one of the certifications prior to the completion of their program.

(The complete CBT Technology Institute Graduation Policy: EDU2013-007 is available for review at each campus).
International students must meet with their International representative and inquire with them regarding Optional Practical Training (OPT) they may be interested in.

GRADING SYSTEM AND SCALE

Permanent records are kept for each student in the School. The School Grade Scale is as follows:

RATING	PASSING MARK	GRADE	POINT VALUE
Excellent	90% to 100%	A	4.0
Good	80% to 89%	B	3.0
Satisfactory	70% to 79%	C	2.0
Passing	60% to 69%	D	1.0
Failure	below 60%	F	0.0
Drop Out from Program		DR	0.0
Incomplete		I	0.0
Class Withdrawn		W	0.0
Retaken		R	
Credit Examination / Experience		E	
Transfer credits		T	

The students' grades are determined by the ability to understand theoretical lectures, ability to perform adequately, their personal conduct, and their professional attitude.

PROGRESS REPORTS

A student's academic progress report is generated at the end of each semester. The student's record is available for review by the student upon request to the school academic coordinator.

COURSE PREREQUISITES

BACKGROUND INFORMATION

Prerequisites are courses or other requirements that must be completed and verified prior to enrollment in a course.

PREREQUISITE WAIVER REQUESTS

The CBT Technology Institute believes that in order for students to succeed in their careers they should follow the sequence of the programs as prescribed. Therefore, only in exceptional circumstances and with appropriate back-up documentation may waiver requests be approved.
If you believe you have sufficient prior academic and/or professional background to request a waiver of course prerequisites, the following process applies:

- Complete the Waiver Request Form which can be found on the student portal. You may also request this form from the Campus Registrar.
- Submit the Waiver Request Form to the Lead Instructor at least 2 weeks prior to the next term's start date to allow for a timely decision.
- The Lead Instructor will provide their recommendation to the Campus Director/Director of Education.
- The Campus Director/Director of Education will review the Lead Instructors recommendations and make a determination.
- The Campus Director will forward their recommendation/decision to the Director of Academic Operations who has the final decision to override the prerequisites.
- If you have an email address on file with the registrar's office you will receive a written notification via email from the registrar about the approval or denial of the waiver request.

INCOMPLETE AND MAKE-UP WORK

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. In order to be eligible for an incomplete, the following conditions must be met:

- Attendance has been satisfactory through at least 60% of the term;
- The student's work to date is passing;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required make up work may reasonably be completed in an agreed-upon time frame not to exceed two weeks;
- The student initiates the request for an incomplete grade before finals week
- The instructor and student complete the Application for Incomplete Grade form before the end of the academic term and submit it to the registrar.

Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course before the drop date.

Students whose request for an incomplete is approved will have two weeks from the term's end date to complete course work. Otherwise, the grade will convert to an F.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility or other purposes. For additional information, please see Policy # EDU2011-001: Policy on Incomplete Grades**.**

CREDIT BY EXAMINATION

Credit by examination is awarded based upon standardized examinations and upon examinations administered by departments of the Institute for specific courses and for placement. Please be advised that the Federal Pell Grant does not cover credits by examination, just credits earned on the basis of regular class attendance.

Credit by examination will be granted according to the following policy:

- If a student is an enrolled/admitted student with a 2.0 GPA, they may apply to take an examination for credit. If a student has been admitted but has not yet enrolled for courses, the student will have the credit earned by examination posted after enrollment.
- Students may not take the same examination more than once, nor for a course in which the student has received a failing grade. Students may not take an examination for credit in a course previously taken for credit. Students may not take an examination for a lower-level course in a sequence when a more advanced course within the sequence has been taken.
- Each department will determine which of its courses may receive credit by examination, and if this will be applied towards particular requirements. The form of the examination, the method of administration, and the time of the examination are left to the discretion of Institute and departments.
- To receive credit, the examination grade should be a grade that is equivalent to at least a "C."
- If the student passes, a grade of "E" (Credit Examination) is entered into the official records.
- No more than 12 semester hours towards a degree may be earned by credit by examination. Each application is subject to the review and approval outlined below.
- A fee of $200.00 per test/course will be charged. **Fees must be paid prior to the examination and are non-refundable.**

TRANSFERRING CREDITS

- **FROM ANOTHER INSTITUTION**

  Conditions and Requirements

  The basic policy regarding the acceptance of transfer courses is to accept credit for courses completed with satisfactory grades (C or better) from other accredited colleges/institutions, providing the courses are similar in content to the courses offered at the CBT Technology Institute. A petition from the student to the Lead Instructor and Director of Academic Operations must be approved to accept course work more than ten years old.

  Note: CBT Technology Institute reserves the right to test the proficiency of a student in any course work transferring from another institution and not to accept credit in courses in which a student cannot demonstrate acceptable proficiency.

  A maximum of 50% of any program can be covered by credits transferred from another Institution. A grade of "T" (Transfer Course) is entered into the official records. Transfer Credits are not measured when calculating the SAP.

  Procedure

  Only official transcripts from other colleges/institutions may be used to evaluate and/or award credit. Students must request that an official transcript from all previously attended colleges/institutions be mailed to the registrar office at their campus, Attn: Registrar, Subj: External Credit Evaluation.

  Complete the request for transfer credit evaluation form.

  Students will match their transfer course(s) with what they believe to be equivalent CBT course/courses and attach a course description or syllabus for every transfer course.

  Students will return their petition to the registrar at their campus. A Lead Instructor will contact the student if their assistance is required with the transfer credit evaluation process.
  Please allow 1-2 weeks for the process to be completed. New students must complete the process prior to the first day of class.

  For International Students transferring credit from another college/institution:
  International Students transferring from another college/institution must submit:
  - Current valid passport

- Current visa
- School transcripts (please note that any previous college or institution that provides transcripts in another language other than English will have to be translated by an official translator). Transcripts from foreign college/institutions must evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRO), or the National Association of Credential Evaluation Services (NACES), prior to any evaluation and award. Credits from foreign colleges/institutions must be reviewed and approved by a Lead Instructor.
- A maximum of 50% of any program can be covered by credits transferred from another College/Institution.
- Bank statement of financial guarantee that needs to show a minimum of $26,000 (USD) in a moveable account
- CBT Technology Institute Affidavit of Support Form (if you use a sponsor and the form has to be notarized and stamped by a public notary)
- The CBT Technology Institute Transfer Clearance Form (can be requested by the International Student Office)
- Payment of the application (processing) fee in addition to the down payment (50 percent of first semester's tuition).

- **WITHIN THE INSTITUTION**

  Currently enrolled students and/or re-entries who wish to transfer from one major to another within the institution must complete with the Registrar a Transfer Credit Evaluation form which will be reviewed by the Campus Director/Director of Education. Related courses already taken will be credited to the new major. The Enrollment fee ($150) will be waived. Re-entry students must pay a $35 re-entry processing fee. If a student is in Workforce (Career Source), Youth Co-Op, Veteran Affairs, Vocational Rehabilitation or any other agency, approval must be approved by the referring agency, i.e. Workforce Career Source), approval must be granted in writing, and received by the Admissions Department.

- **TO ANOTHER INSTITUTION**

  Students entering the CBT Technology Institute and intending to continue their studies at another accredited upper-level college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer. However, the fact that a college is accredited is not necessarily an indication that credits earned at that college will be accepted by another college. In the U.S. higher education system, transferability of credits is determined by the receiving college taking into account such factors as course content, grades, accreditation, and licensing. CBT is part of the State of Florida Course Numbering System, which assists in transferability.

Articulation Agreements

CBT Technology Institute has executed articulation agreements with the following bachelor degree granting institutions:

(1) Art Institute of Fort Lauderdale
(2) Carlos Albizu University
(3) Polytechnic University of Puerto Rico
(4) Florida National University
(5) American Business & Technology University (ABTU)

Please contact the appropriate Campus Director, or the Director of Academic Operations for more information on the articulation agreements, including the ability to transfer credits.

Veterans Benefit

CREDIT BY EXAMINATION

Credit by examination is awarded based upon standardized examinations and upon examinations administered by departments of the institute for specific courses and for placement.

Please be advised that the Federal Pell Grant does not cover credits by examination, just credits earned on the basis of regular class attendance.

Credit by examination will be granted according to the following policy:

- If a student is an enrolled/admitted student with a 2.0 GPA, they may apply to take an examination for credit. If a student has been admitted but has not yet enrolled for courses, the student will have the credit earned by examination posted after enrollment.
- Students may not take the same examination more than once, nor for a course in which the student has received a failing grade. Students may not take an examination for credit in a course previously taken for credit. Students may not take an examination for a lower-level course in a sequence when a more advanced course within the sequence has been taken.
- Each department will determine which of its courses may receive credit by examination, and if this will be applied towards particular requirements. The form of the examination, the method of administration, and the time of the examination are left to the discretion of Institute and departments.

- To receive credit, the examination grade should be a grade that is equivalent to at least a "C."
- If the student passes, a grade of "E" (Credit Examination) is entered into the official records.
- No more than 15 semester hours towards a degree may be earned by credit by examination. Each application is subject to the review and approval outlined below.
- A fee of $200.00 per test/course will be charged. **Fees must be paid prior to the examination and are non- refundable.**

TRANSFERRING CREDITS

▪ FROM ANOTHER INSTITUTION

Conditions and Requirements

The basic policy regarding the acceptance of transfer courses is to accept credit for courses completed with satisfactory grades ("C" or better) from other accredited colleges/institutions, providing the courses are similar in content to the courses offered at the CBT Technology Institute. A petition from the student to the Lead Instructor and Director of Academic Operations must be approved to accept course work more than ten years old.

Note: CBT Technology Institute reserves the right to test the proficiency of a student in any course work transferring from another college/institution and not to accept credit in courses in which a student cannot demonstrate acceptable proficiency.

A maximum of 50 % of any program can be covered by credits transferred from another College/Institution. A grade of "T" (Transfer Course) is entered into the official records. Transfer Credits are not measured when calculating the SAP.

Procedure

1. Only official transcripts from other colleges/institutions may be used to evaluate and/or award credit. Students must request that an official transcript from all previously attended colleges/institutions be mailed to the registrar office at their campus, Attn: Registrar, Subj: External Credit Evaluation.
2. Complete the request for transfer credit evaluation form.
3. Students will match their transfer course(s) with what they believe to be equivalent CBT course/courses, and attach a course description or syllabus for every transfer course.
4. Students will return their petition to the registrar at your campus. A Lead Instructor will contact you if your assistance is required with the transfer credit evaluation process.

Please allow 1-2 weeks for the process to be completed. New students must complete the process prior to the first day of class.

CREDIT FOR SERVICE EXPERIENCE

CBT Technology Institute will grant credit toward an Associate degree for properly validated military service training. This includes military service schools, the United States Armed Forces Institute (USAFI) and Defense Activity for Non-Traditional Education Support (DANTES) end-of-course examinations, as well as acceptable College Level Examination Program (CLEP) test scores. The recommendation of the American Council on Education, a guide to the evaluation of education experiences in the armed services, is used in evaluating military service school training**.**

Active-duty military personnel must submit DD Form 295, Application for the Evaluation of Learning Experiences during Military Service.

USAFI and DANTES college-level credit courses taken by correspondence, or by extension through other accredited colleges, are accepted under regular transfer credit provisions.

Official Reports of Educational Achievement must be mailed directly to the appropriate campus admissions office, from each approved organization.

College credit earned through military service schools, USAFI, or DANTES college level end of course tests will appear on the student's permanent record as earned credit only, without any indication of quality points. Transfer credit evaluations of this work are made after the student has been admitted to the College.

Veterans must submit a true copy of the service personnel's separation papers (DD Form 214) to the appropriate campus admissions office. Veterans who have earned credit through USAFI or DANTES should request transcripts from Educational Testing Service. Prospective students may contact: Representative for DANTES, P.O. Box 6604, Princeton, New Jersey 08541.

Up to 50% of the credits towards a program may be applied through a combination of methods.

MILITARY WITHDRAWAL

On the recommendation of the Campus Director/Director of Education, students who withdraw after the 6th week of the term because of official orders to active duty with the Armed Forces of the United States may be awarded an academic grade for any course in which they have achieved a "C" or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than "C" should be entered on the permanent record as a withdrawal without prejudice (W).

Credit granted for courses under this policy should count toward graduation.

There should be no refund of tuition for courses for which credit has been awarded. Refunds for courses not awarded credit should be on the same basis as complete withdrawals for military service.

The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

The student must submit a copy of the orders or contact information that can verify the call to active duty.

TRANSCRIPT

The Institute permanently maintains academic records. A certified copy of the complete academic history of the student is available upon written request by the student at the office of the Registrar. There will no charge for the first three requests; any request thereafter will have a charge of $15.00 per request (3-5 working days service) and $30.00 each for Express next day printing service. There is also a Certified Mail Fee of $8.00

All transcripts including Express Services are sent by Certified Mail. A request cannot be processed until all existing financial obligations are satisfied. If necessary, contact the Bursar at your campus (305-273-4499) to clear any existing obligation before sending a transcript request.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are expected to meet specific standards of satisfactory academic progress while working toward a degree or diploma at the CBT Technology Institute. The satisfactory academic progress policy combines two factors: (1) the student's Cumulative Grade Point Average (CGPA) and (2) the maximum time frame (MTF) as related to credit hours attempted as well as to credit hours earned for completion of the program in which the student is enrolled. In other words, students must both maintain acceptable grade levels and progress continuously towards completion of their educational objective in order to remain enrolled. The following standards of satisfactory academic progress at CBT Technology Institute remain in effect for all students, whether or not they are financial aid recipients. SAP is evaluated for warning, probation or dismissal status at the end of each payment period (semester) for all diploma and degree programs.

Satisfactory Academic Progress (SAP) is based upon two components: 1) GPA; and 2) Course Completion

1 CUMULATIVE GRADE POINT AVERAGE (CGPA)

Credit Hours	Required CumGPA
0-12	1.75
13-24	2.0
25 or More	2.0

2 SUCCESSFUL COMPLETION OF 67% OF COURSEWORK ATTEMPTED.

The quantitative measurement will be a completion rate of two-thirds of all (cumulative) attempted credit hours. Better referred to as the 67% rule. Students must successfully complete 67% of the hours attempted (registered for) to meet the minimum requirements. A student has attempted 24 credits therefore the, student is required to successfully complete a minimum of 16 credit hours (24 x 67% = 16).

Note: Students who complete 66.6% or higher will be deemed to have met the 67% requirement.

Successful completion of a course is defined as a passing grade. Grades of "W" (withdrawn), "F" (failing), are not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

MAXIMUM TIME FRAME OF COMPLETION

The maximum time frame for a student to complete the Program is 150% of the total number of credits required. Students must make sufficient quantitative progress to graduate within 150% of the required units. For example, students whose program requires 60 credits may not attempt more than 90 credits in that program.

DIPLOMA PROGRAMS

Normal Completion Time of Program (Credits and Length)	Maximum Credits a Student May Attempt

24 Semester Credits / 2 Semesters	36 Semester Credits / 3 Semesters
36 Semester Credits / 3 Semesters	54 Semester Credits / 4.5 Semesters

ASSOCIATE IN SCIENCES PROGRAMS

Normal Completion Time of Program (Credits and Length)	Maximum Credits a Student May Attempt
60 Semester Credits / 5 Semesters	90 Semester Credits / 7.5 Semesters
68 Semester Credits / 6 Semesters	102 Semester Credits / 9 Semesters
72 Semester Credits / 6 Semesters	108 Semester Credits / 9 Semesters

ENGLISH AS A SECOND LANGUAGE PROGRAM

Normal Completion Time of Program (Credits and Length)	Maximum Credits a Student May Attempt
36 Semester Credits / 3 Semesters	54 Semester Credits / 4.5 Semesters

Financial Aid Warning for all Programs:

As per DOE Regulations, Schools that check SAP at the end of each payment period (semester) may place students on financial aid warning as a consequence of not making SAP. Warning status lasts for one payment period, during which the student may continue to receive FSA Funds without the need of an appeal. Student who are still failing to make SAP after the warning payment lose the aid eligibility unless they successfully appeal and are placed on probation.

Financial Aid Probation:

For Diploma and Associate Programs: Applies to a student who does not achieve SAP after being placed under FA Warning for a payment period. When a student loses FSA Eligibility because they failed to make SAP, they might appeal the results on the basis of: an injury, illness, the death of a relative or other special circumstances. The appeal must explain why they failed to make SAP and what has changed in their situation that will allow them to make SAP at the next evaluation. If the appeal is granted, the student will be placed under Probation and will receive FSA for a subsequent payment period. Even though, an appeal is granted, it will be responsibility of the Registrars to monitor the student's progress. If the Registrars notice that the student is failing to meet the courses standards, then the development of an academic plan is required.

A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.)

Develop Academic Plan: Students who fail to meet SAP after the end of the probationary payment period may only continue to receive aid if they successfully appeal (the reason might be different to the one in the first appeal), however an academic plan will be developed for them. The academic plan will outline grade and course requirements that will allow the student to successfully meet SAP. Under an academic plan, a student's progress will be monitored at the end of each semester in order to ensure that the student is progressing according to the requirements of the plan. As long as the student is progressing accordingly, the student will remain eligible for financial aid. Otherwise, they will be placed under SAP Dismissal until they regain eligibility by meeting SAP Standards.

SAP Dismissal: When a student on Financial Aid Probation fails to achieve acceptable standards of Satisfactory Academic Progress prior to the next SAP report, the student will no longer be eligible for financial aid but will have the option of making cash payments to continue as an extended enrollment student. If the student decides not to make cash payments, they will be placed on SAP Dismissal and will automatically be dismissed from the program. All credits attempted as an extended enrollment student will still count toward the 150% maximum time frame allowed for program completion.

Conditions for Reinstatement

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated CGPA levels meet or exceed the minimum requirements and MTF is not exceeded. Financial aid eligibility resumes only after student returns to satisfactory CGPA and MTF levels. The tuition charges will be made as if they were new students. Registration fees could be waived if the student re-enters within twelve months.

The following are considered when evaluating a student's satisfactory academic progress:

Course Withdrawals

Students may officially withdraw from class during the drop/add period without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the semester. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course,

the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average. However, the grade of "W" is added to hours attempted within the specified maximum time frame. The student within one week of starting classes can withdrew from classes with no penalty. After the first week, the student will pay a non-refundable $15 clerical fee for each withdrawn course. (Note: For withdrawals due to military deployment see Veteran benefits section)

Course Incompletes

A student who receives an "I" (incomplete) has two weeks from the end of the term to complete the work. The final grade will be calculated into the student's cumulative grade point average. The final grade/credits attempted will be included in the maximum time frame for program completion

Repeated Coursework

Students may repeat coursework as necessary to meet academic requirements. A student may repeat courses for which an "F," "D," or "W" was earned. A student may repeat a previously passed course once (if a better grade is required in order for the student to take a certification/license. (Please refer to Policy #EDU2013-011). The following applies to repeating failed courses: A student is limited to two (2) attempts to pass a failed course. A student must have authorization from the Campus Director/Director of Education, and Lead Instructors, prior to registration. Students must complete a Course Retake Authorization Form. The second and final repeat attempt (i.e., the third time a student attempts the course) may only be granted if the student petitions through an appeals process, and if the student has documentation to convey extenuating circumstances. However, a student is not permitted to withdraw during the second or third attempt (i.e., a grade must be assigned). CBT Grade Forgiveness Policy, provides based on the program level (degree or diploma), a one-time, two-time or a three-time opportunity, for a CBT student to improve their grade point average (GPA) by allowing the student to repeat one, two, or three course(s), in which they were awarded a grade of "C", "D" or an "F". (Please refer to EDU2013-010 for a full review of this policy)
Only the final grade for the course(s) repeated will count in computing the student's GPA. Both the first and second grades shall appear on the CBT Technology Institute permanent record, but only the second grade will be used in computing the cumulative grade point average. An explanatory notice will appear on the record. All courses taken are calculated into credit hours attempted for the purpose of the student's MTF for completion. Students enrolling in a course for the third time will be assessed a $40 course retake fee for that course only.
Repeating a Passed Course: A student may repeat a previously passed course once (if a better grade is required in order for the student to take a certification/license. A student that wishes to repeat a course must complete a "Course reauthorization Form" and it must be approved by the Campus Director/Director of Education and Lead Instructors, prior to registration. If a student re-takes a course for which they received a passing grade, the new grade will not be tabulated into the final GPA nor will course credit be given. The second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded it. Financial Aid will cover for the tuition cost only ONCE if the student has enough funds, left, based on current limits for PELL, Sub and Unsub, and also if it is required for a specific license/certification, otherwise the student will have to pay out of pocket.

Note: the following applies to both retake options detailed above:

Financial aid may cover the tuition cost if the student has enough funds left, based on the current limits for PELL, Sub and Unsub, otherwise, the student will have to pay out of pocket

Students should note that some state universities and colleges may not accept courses repeated for additional credit. Students should also be aware that some private colleges or universities might not accept the grade of a repeated course, and that some institutions compute the grade originally assigned.

Change Of Program

Students, who wish to change academic programs, may submit a Change of Program request form to the Campus Director/Director of Education prior to the beginning of an academic term. Upon approval of the change of program, courses which count towards the new program completion requirements will be transferred. Credits attempted and grades earned for those courses, that are applicable to the new program will be used to determine satisfactory progress. A student may only transfer courses with a final grade of "D" or higher.

Students seeking Additional Credential

Students, who wish to seek an additional credential, may enroll into a new program by going through the current admissions process. Upon approval of the new program, courses which count towards the new program completion requirements will be transferred at the approval of the Lead Instructor and/or Campus Director/Director of Education. A student may only transfer courses with a final grade of "C" or higher. Credits attempted and grades earned for those courses, that are applicable to the new program will be used to determine satisfactory progress

Transfer Courses

A "T" grade is given to students whose courses taken at another institution are being transferred in for required courses at CBT Technology Institute. The grade of "T" has no effect on the student's overall grade point average or successful completion

of courses. However, a "T" grade is added to hours attempted within the specified maximum time frame.

Dropped Courses due to program withdrawal

A "DR" grade is assigned to a course which the student was taking at the time they dropped out of a program. The grade of "DR" has no effect on the student's overall grade point average. However, a "DR" grade is added to hours attempted within the specified maximum time frame.

Remedial and Non-Credit Course

Non-credit courses are not graded and therefore are not used in Academic Progress calculations. Remedial course grades, if any, are not part of a students' cumulative GPA for graduation purposes but grades are used to measure satisfactory academic progress. Students who do not successfully complete remedial coursework will not be able to continue in their program of study.

Satisfactory Academic Progress (SAP) for international students

International Students are required to maintain a minimum of an overall GPA of a 3.0 in order to remain in good F-1 visa standing.

Dropped Courses for International Students:

International Students that drop a course or program can risk maintaining their F-1 visa in good standing. International Students that drop or withdraw after a two-week period will not be entitled to receive any of the paid first semester's tuition.

Appealing SAP Dismissal:

A student can appeal the dismissal procedure writing a letter to the Campus Director/Director of Education stating why they were not able to improve their academic status or attendance record. They will then need to make an appointment with the Campus Director to discuss the appeal. The student will need to initiate the appeal process. The Campus Director/Director of Education's decision shall be final.

Appeal Process

Students who are not meeting the Institution's academic policies may be placed on probation and as a result may not be eligible for Title IV (financial aid) funds unless they successfully appeal. If extenuating circumstances contributed to the inability to meet SAP requirements and the student needs financial assistance to attend school, the student should submit an appeal.

Steps

The appeal must be submitted no later than 10 days after the beginning of the term/semester for which the student is requesting funding. In the appeal form, the student should:

- Describe the extenuating circumstance(s) that led to the noncompliance.
- Explain the plan of action to ensure future academic success.
- Describe the timeframe of the extenuating circumstance(s) for the period that the student failed SAP.

We realize that sharing personal information can be difficult. The statement will remain confidential. Only financial aid and administration personnel will review the appeal.

Supporting Documentation

To confirm the extenuating circumstance(s), the student must attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic adviser, Office of Disability Services, or etc.). The third-party documentation must:

- Be submitted on official stationary.
- Verify that the extenuating circumstance(s) will no longer influence the future academic performance.
- Confirm the timeframe referenced in the appeal.

After reviewing the appeal form and supporting information, the school may request additional documentation for clarification purposes.

Extenuating or Mitigating Circumstances

Mitigating or extenuating circumstances may include:

- Extended illness or hospitalization of the student
- An accident which incapacitates the student for an extended period of time
- Death or extended illness of an immediate family member

This is not a comprehensive list. Any documentable event(s), outside the student's control, that prevented him/her from meeting SAP standards may qualify.

When CBT Technology Institute grants a student's appeal for mitigating circumstances, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, CBT Technology Institute may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses.

Appeal Decision

The school will review the appeal within 30 days of receipt and notify the student in writing of its status. The student will receive either the decision to grant the appeal, deny the appeal, or a request for additional documentation. If the school grants the appeal the student will be eligible for Title IV (financial aid) funds. If the school denies the appeal, the student will be responsible for future tuition charges.

EXTERNSHIPS/INTERNSHIPS

Externship/Internship Search

CBT Technology Institute does not provide externships or internships for credits. For all programs the internship/externship are strictly voluntary for students, however, students may gain valuable learning and experience from working as an intern or extern. International Students seeking externships or internships must receive official authorization from immigration and the International staff.

All students can be successful in their search for an internship/externship; however the success rate improves dramatically when they do the following:

- Check most current job postings placed in the employment information area on the placement information boards.
- The student is responsible for submitting a completed, professional resume to Career Services. Students will be contacted by employers for interviews and screening. The student must respond to all calls and/or e-mails received from the employer. Even if the student is not interested in the position, it is important to make a professional impression of themselves and CBT Technology Institute. Opportunities that the student is not presently interested in can become attractive opportunities in the future. In other words, do not burn your bridges.
- Students must report all offers, and subsequent acceptance of internships to the Career Services Representative within one week of receiving the offer. This is important in preventing the student's resume from being sent to other employers.
- We encourage you to seek your own externship/internship position. You might already have a full or part-time position that could qualify. You will first need to discuss this possibility with your Career Services Representative.

The job description must be approved by the student's Career Services Representative prior to acceptance of the externship/internship position. To protect the student, the employer and the institution, students may NOT begin work at an extern/intern site without written approval. All necessary paperwork must be completed prior to the beginning of the students' assignment. This includes completion of the Experiential Education Agreement form, and creation of learning goals with the Career Services Rep. Call 786-693-8802 or e-mail your Career Services Rep to set up an appointment to discuss this possibility. (Internships should offer you new learning experiences that present challenges for your professional development).

Career Services Responsibilities

- Career Services Representative will be available to discuss your externship/internship with you. Please call or e-mail for an appointment.
- Contacts your externship/internship supervisor to check on your progress.
- Reviews your written report and submit a final grade. (All Internships are graded on a pass/fail basis).

Academic Requirements

- The student will meet with their Career Services Representative prior to beginning the externship/internship to set learning goals, determine the content and timing of academic activities, and determine means for academic assessment. Academic activities are used to measure the student's worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty advisor.
- The student will contact their Career Services Representative throughout the externship/internship to discuss progress toward attaining learning goals and completion of academic activities.
- The student will communicate all problems that arise during the externship/internship to their Career Services Representative.

Student Responsibilities

- Selects an externship/internship/field work experience site in consultation with the Career Services Representative.
- Makes arrangements to interview with the potential site supervisor.
- Completes and submit the Application for Externship/Internship Education registration form
- Report to your Career Services Representative immediately about any difficulties you might be having on your externship/internship.
- Coordinate and be present during the Career Services Representative's site visit.

- Provide a final report to your Career Services Representative at least two weeks before the end of the semester. (This deadline is to provide the Career Services Representative with sufficient review time of your progress). In this report you should describe your externship/internship, how well you were able to meet your objectives, and how your externship/internship related to the academic work you have done in your classes.

STUDENT SERVICES

ORIENTATION

CBT Technology Institute's orientation process is done over three phases. The first phase of Orientation for new students, including international students, is conducted on the Thursday prior to the first day of class. It is a General Orientation and Welcome by the Campus Director, Lead Instructors and the student services team. The main focus of this orientation session is on academics. The students will receive their class schedule and Student Handbook.

The Second Phase of Orientation is conducted during week two of the Start. All students are provided with an orientation on Career Service and Financial Aid/Bursars.

The third Phase of Orientation is conducted during week three of the Start. All students are provided with an orientation on IT (Student Portal, E-mails), Tech Troopers and Library Services (Student Success Center).

STUDENT SUCCESS CENTER

The Student Success Center is CBT Technology Institute's "One Stop Shop for Success". Its mission is to help students define, clarify, and achieve their academic, personal and professional goals through an array of programs and resources.

Services include the following:

- Tutoring
- Student Success Seminars
- Writing Lab
- Study Skill Development
- Personal Resources
- Academic Success Counseling

HOUSING

CBT Technology Institute does not provide student housing but will assist students in finding suitable living places.
The DSO might assist International Students with suggestions as of which areas to look for rental options.

RECORDS

Physical files are kept in fire-safe file cabinets for three years, or as specified by governing regulations/policies. All electronic records are maintained indefinitely.

PLACEMENT

While the institute does not guarantee placement, we will make every effort to help graduates find positions in the Miami-Dade and Broward Counties area. CBT Technology Institute will maintain a computerized list of graduate students which will help the Career Services Department seek positions in future employing companies. The Career Services Department may assist the student to schedule interviews and fax resumes to companies who seek employees or internships.

Programs taught in a language other than English: Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

WORKSHOPS

It is to our best as well as to our students' interest to prepare them for entering the world of work as well as preparing them for potential job interviews. In order to accomplish this task, we have set up workshops to inform students on what to expect after graduation. The following are workshops we offer our students:

- Top questions asked during an interview
- How to Write a Resume that will Impact an Employer
- Dress for Success
- How to Find Employment
- Approaches at Career Fairs

BOOKS

Textbooks and workbooks for all courses are available in the institute; however, students are not required to buy their books at the CBT Technology Institute. Book fees are not included as part of the student's tuition expense.

CERTIFICATIONS

The Institute is an authorized Educational Testing Center, which will provide candidates the convenience of testing for the following certifications: A+, NETWORK+, MOS or MCAS, MCP, CIW, and CCNA.

STUDENT IDENTIFICATION CARD

At the beginning of each semester, all new students are given the opportunity to obtain a School Student I.D. for a minimal fee. It is mandatory.

WEB HOSTING

Students enrolled in a web related course will be able to create their online portfolio and do file transfers to their own web address at http://portfolio.cbt.edu/student_username/ if they are an active student at CBT. The advantage of this service will allow a student to have their own web site at no extra charge.

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ACADEMIC PROGRAMS

ACADEMIC PROGRAM LIST

CBT Technology Institute offers the following academic programs:

- **Associate Degrees**
  - Air Conditioning, Refrigeration and Heating Technology
  - Electrical Technology
  - Networking Administration

- **Diploma Programs**
  - Air Conditioning and Refrigeration Technician
  - Computer Network Support Specialist
  - Electricity Technician
  - English as a Second Language**(This program is not accredited by COE)

Non- Degree Seeking Courses / Programs

- Basic Building Trades and Maintenance
- Network Essentials (Network +)
- A+ Certification (Software & Hardware)
- Cyber Security
- QuickBooks
- Programmable Logic Controls (PLC)
- Information Security
- Data Analytics

Certification Goals: The certification goals are listed for each program so that they may serve as preparation for professional certifications. Professional certifications are not required for graduation or employment. However, CBT Technology Institute highly recommends students become certified. Students seeking certification may need additional resources, books, practice tests and study time.

- The Associate Degree is a 2-year degree in which a student must complete between 60– 72 Semester Credits Hours (Depending on the program) in order to be awarded a Degree.
- The Diploma Programs are 8 months to 1-year programs in which a student must complete between 24-36 Semester Credits Hours (depending on the program) in order to be awarded a Diploma.

Program Length in Months

Program Name	Length		Program Name	Length
AS Degree Programs			Diploma Program	
Air Conditioning, Refrigeration and Heating Technology	20 Months		Air Conditioning and Refrigeration Technician	8 Months
Electrical Technology	20 Months		Computer Network Support Specialist	12 Months
Networking Administration	24 Months		Electricity Technician	8 Months
			English as a Second Language	12 Months

DIPLOMA PROGRAMS (Non-credit)	**Hours**
Basic Building Trades and Maintenance	210
Basic Building Trades and Maintenance – Level 2	180
Network Essentials (Network +)	120
A+ Certification (Software & Hardware)	120
Cyber Security	120
QuickBooks	120
Programmable Logic Controls (PLC)	120
Information Security	120
Data Analytics	120
Fire Alarm Systems Agent	16
Burglar Alarm Systems Agent	16
EPA 608	20
Motor Vehicle Air Conditioning & EPA 609 Certification	20
Industrial Controllers	40
Building Automation	60
PV Power SYSTEMS	40
AI Technologies	120
Digital Entrepreneurship Technologies	150
Plumbing	60
Construction Project Management	60
Advanced HVAC Technician Certificate	208
Advanced Electrical Control Certificate	180
Advanced Low Voltage Certificate	190
GREE Comfort	40
Fiber Optics Systems Technician	152
Fiber Optic Installer	72
Commercial Electrical Systems	60
Vehicle Access Control	12

These certificate programs are licensed.

SCHOOL OF TECHNOLOGY

Associate in Science, Networking Administration

Diploma, Computer Network Support Specialist

SCHOOL OF TECHNOLOGY

Associate in Science Degree Program

NETWORKING ADMINISTRATION

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications [C]	3
ENC1100	English Composition I [G]	3
MAC1100	Principles of College Algebra [G]	3
CET1173	Computer Maintenance and Troubleshooting	3
SPC1013	Speech [G]	3
CET1178	Technical Support Software [C]	3
CET1485	Network Essentials [C]	3
ENC1106	English Composition II [G]	3
CET1179	A+ Certification Preparation [C]	3
CET1588	Network+ Certification Preparation[C]	3
CTS2321C	Fundamentals of Linux Operating Systems [C]	3
CET1811	Administering Windows Professional [C]	3
CET1722	Windows Server Network [C]	3
CET1660	Cyber Security	3
CET1723	Windows Server Administration [C]	3
CET1724	Windows Server Implementation [C]	3
CET1617	Interconnecting CISCO Network	3
CET1661	Intro to CISCO	3
CIS1081	Cloud Computing	3
COP1704	Intro to SQL	3
CET1856	Implementing CISCO	3
CTS1380	CISCO Networks	2
AMH2022	US History	3
	Total Semester Credits	**68**

General Educational courses req: 15 Semester Credits

Graduation Requirements: 68 Semester Credits

Notes: 1. The program is also available in the hybrid distance education modality, and 100% online.

2. This program has been recently revised and new program version including the three tracks or concentration can be found on the Appendix E.

PROGRAM DESCRIPTION: The Associates in Networking Administration provides the student a curriculum that begins with basic understanding of computer components through computer systems diagnostics and repair. It will teach students about complex networking theory and provide them with hands on practice creating networks utilizing Microsoft Windows and Linux operating systems. They will also apply what they have learned in a "Hands On" lab environment with equipment and software that is indicative of what they may encounter in the world of work.

Student Learning Outcomes:

Students that successfully complete the AS in Networking Administration will be able to:

1. Sit for industry certification exams such as: Microsoft systems administration; CompTIA Security+, Linux+, A+, and Network+; and Cisco CCNA
2. Demonstrate an understanding of business software applications
3. Diagnose & repair Windows and Linux based computer systems
4. Diagnose & repair basic network infrastructure issues including basic Windows, Linux, and Cisco networking.

5. Plan, setup, and maintain a Windows based network
6. Apply industry standard practices in administering systems & networks
7. Demonstrate a working knowledge of Windows & Linux based operating systems

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this degree, the is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands on training."
Certification Goals: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+ MCSA and Cisco CCNA
The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
15-1142.00	Network and Computer Systems Administrators	https://www.onetonline.org/link/summary/15-1142.00
15-1152.00	Computer Network Support Specialists	https://www.onetonline.org/link/summary/15-1152.00

Students may be able to enter these occupations at an entry-level.

Licensed at: Cutler Bay, Flagler, and Hialeah Locations.
Accredited at: the Cutler Bay and Flagler locations only.
Currently the Program is being only offered at the Flagler Campus.

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Diploma Program

COMPUTER NETWORK SUPPORT SPECIALIST

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications [C]	3
ENC1100	English Composition I [G]	3
CIS1081	Cloud Computing	3
CET1173	Computer Maintenance and Troubleshooting	3
CET1178	Technical Support Software [C]	3
CET1811	Administering Windows Professional [C]	3
CET1179	A+ Certification Preparation [C]	3
CET1485	Network Essentials [C]	3
CET1588	Network+ Certification Preparation [C]	3
CTS2321C	Fundamentals of Linux Operating Systems [C]	3
COP1704	Intro to SQL	3
CET1811	Cyber Security	3
	Total Semester Credits	**36**

Graduation Requirements: 36 Semester Credits Certifications

Note: The program is also available in the hybrid distance education modality, and 100% online.

PROGRAM DESCRIPTION: This program prepares students in computer systems to undertake tasks that are related to hardware maintenance & software troubleshooting. The practical and theoretical fundamentals of designing, implementing and troubleshooting computer systems are explored and discussed through a practical approach that leverages the instructor's real world experience in a controlled environment and hands on labs.

Certification Goals: CompTIA A+, and CompTIA Network

Student Learning Outcomes:

Students that successfully complete the Computer Network Support Specialist Diploma Program will be able to:

1. Sit for industry certification exams such as: A+, and Network+;
2. Demonstrate an understanding of business software applications
3. Diagnose & repair Windows and Linux based computer systems
4. Diagnose & repair basic computer network issues including basic Windows and Linux networking.
5. Plan, setup, and maintain a basic Windows based network
6. Apply industry standard practices in administering desktop systems
7. Demonstrate a working knowledge of Windows & Linux based operating systems

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this diploma, the curriculum is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands on training."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
15-1151.00	Computer User Support Specialists	http://www.onetonline.org/link/summary/15-1151.00
15-1152.00	Computer Network Support Specialists	https://www.onetonline.org/link/summary/15-1152.00

Students may be able to enter these occupations at an entry-level.

Licensed at: Flagler, and Hialeah Locations.
Accredited at: the Flagler location only.
Currently the program is being only offered at the Flagler Location
Programs subject to change • [G] General Education • Some courses have prerequisites • See course descriptions for details • [C] Core Component

SCHOOL OF CONSTRUCTION

Associate in Science, Air Conditioning, Refrigeration and Heating Technology

Diploma, Air Conditioning and Refrigeration Technician

Associate in Science, Electrical Technology

Diploma, Electricity Technician

SCHOOL OF CONSTRUCTION

Associate in Science Degree Program

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
ACR1052	Fundamentals of Refrigeration and Air Conditioning [C]	3
EET1033	Fundamentals Electricity	3
ACR1113	Refrigeration and Air Conditioning Electrical Systems	3
ACR1500	Air Conditioning Systems. Service and Troubleshooting [C]	3
ACR2420	Air Distribution System and Duct Work[C]	3
CET1516	Electric Motors Applications, Control and Troubleshooting[C]	3
ACR1215	Commercial Refrigeration Systems. Service and Troubleshooting [C]	3
ACR1030C	Basic Construction for HVAC[C]	3
ACR2310	Automatic Controls Applied to HVAC [C]	3
ACR2611	Heating Systems [C]	3
ACR2770	Chillers and Commercial AC Systems[C]	3
ETC1207	HVAC/R Projects Estimating	3
ACR1202	Specialized Commercial Refrigeration Systems	3
MAC1100	Principles of College Algebra [G]	3
ACR2167	HVAC Systems Design [C]	3
ENC1100	English Composition I[G]	3
AMH2022	US History	3
PHY1022	Fundamentals of Physics	3
SPC1013	Speech [G]	3
BCN1872	Energy Efficiency in Buildings and Construction Codes	3
	Total Semester Credit	**60**

General Educational courses req: 15 Semester Credits
Graduation Requirements: 60 Semester Credits
Note: The program is also available in the hybrid distance education modality.

Certification Goals: EPA Certification

PROGRAM DESCRIPTION: The Air Conditioning, Refrigeration, and Heating Technology Associate Degree Program is designed to prepare students for a mid-level position in the air conditioning, refrigeration and heating industry. The program includes theoretical and hands-on courses in the installation, basic design, maintenance and repair of residential and commercial refrigeration, air conditioning, and heating equipment. This Program will prepare the students to take the Journeyman Certification, when they have the required years of experience. Consult with an air conditioning advisor prior to registration.

Associate Program Graduates are eligible to take the County Certifications as Journeyman if requirements are met.

STUDENT LEARNING OUTCOMES: Students successfully completing the Associate of Science in Air Conditioning, Refrigeration and Heating Technology will be able to:

1. Accomplish specific and general OSHA regulations and apply the procedures established by the EPA associated with the trade.
2. Execute the general technical service procedures to install, evaluate, maintain, troubleshoot, and repair air-conditioning and commercial refrigeration systems properly using the HVACR instruments and tools
3. Read and interpret wiring diagrams for powering and control HVACR systems and use them for system installation and

troubleshooting.
4. Size, install, test, balance and troubleshoot air distribution systems and construct fiberglass board duct and fittings.
5. Select and install the HVACR piping, tubing and fittings, using copper tubing brazing and other joining techniques.
6. Read and interpret construction drawings and specifications and use them for installing and completing takeoff of HVACR systems.7. Apply industry-accepted procedures for HVACR system design, accomplishing construction codes requirements.
8. Operate and test different types of commercial refrigeration and air conditioning systems, including their automatic control systems.
9. Apply principles and techniques used to estimate HVACR projects.
10. Perform energy audits in buildings and implement good practices of installation, operation and maintenance of HVACR systems for energy efficiency improvement.

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this degree, the curriculum is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands on training."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.00
49-9021.01	Heating and Air Conditioning Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.01
49-9021.02	Refrigeration Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.02

Students may be able to enter these occupations at an entry-level.

Licensed at: Flagler, Hialeah and Cutler Bay
Locations.
Accredited at: Flagler, Hialeah and Cutler Bay

Currently the Program is being offered at the Hialeah and Flagler Locations Only.

Note: This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required**.**

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Diploma Program

AIR CONDITIONING AND REFRIGERATION TECHNICIAN

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
ACR1052	Fundamentals of Refrigeration and Air Conditioning [C]	3
EET1033	Fundamentals Electricity	3
ACR1113	Refrigeration and Air Conditioning Electrical Systems	3
ACR1500	Air Conditioning Systems. Service and Troubleshooting [C]	3
ACR2420	Air Distribution System and Duct Work[C]	3
CET1516	Electric Motors Applications, Control and Troubleshooting[C]	3
ACR1215	Commercial Refrigeration Systems. Service and Troubleshooting [C]	3
ACR1030C	Basic Construction for HVAC[C]	3
	Total Semester Credit	**24**

Graduation Requirements: 24 Semester Credits

Note: The program is also available in the hybrid distance education modality.

PROGRAM DESCRIPTION: The Air Conditioning and Refrigeration Technician program is designed to train the students for an entry- level position in the air conditioning/ refrigeration industry. The program includes theoretical and hands-on courses in the installation, basic design, maintenance, and repair of residential and commercial refrigeration, air conditioning, and heating equipment.

Certification Goals: EPA Certification

STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations and apply the procedures established by the EPA associated with the trade.

2. Execute the general technical service procedures to install, evaluate, maintain, troubleshoot and repair air-conditioning and commercial refrigeration systems properly using the HVACR instruments and tools

3. Read and interpret wiring diagrams for powering and control HVACR systems and use them for system installation and troubleshooting.

4. Size, install, test, balance and troubleshoot air distribution systems and construct fiberglass board duct and fittings.

5. Select and install the HVACR piping, tubing and fittings, using copper tubing brazing and other joining techniques.

6. Read and interpret construction drawings and specifications and use them for installing and completing takeoff of HVACR systems.

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. The redesigned curriculum is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands on training."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.00
49-9021.01	Heating and Air Conditioning Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.01
49-9021.02	Refrigeration Mechanics and Installers	https://www.onetonline.org/link/summary/49-9021.02

Licensed at: Flagler, Cutler Bay and Hialeah Locations.
Accredited at: Flagler, Cutler Bay and Hialeah locations.

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Associate in Science Degree Program

ELECTRICAL TECHNOLOGY

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
EET1000	National Electrical Code (NEC) [C]	3
EET1033	Fundamentals of Electricity	3
EET1051	Electrical Materials and Components [C]	3
EET1050	Blue Print Reading [C]	3
BCT1630	Residential Wiring [C]	3
CET1112	Digital Electronics & Microprocessors [C]	3
CET1516	Electric Motors Applications, Control and Troubleshooting[C]	3
EER1442	Electric Motor Controls [C]	3
EST1542	Programmable Logic Controllers [C]	3
BCT1635[C]	Commercial and Industrial Wiring [C]	3
ETP2402[C]	Photovoltaic Systems[C]	3
FES1155	Fire Alarm Systems[C]	3
EEV1230	Low Voltage Security Systems[C]	3
EET1002	Home Technology Integration[C]	3
ETC1205	Electrical Estimating[C]	3
MAC1100	Principles of College Algebra [G]	3
ENC1100	English Composition I[G]	3
AMH2022	US History[G]	3
PHY1022	Fundamentals of Physics[G]	3
SPC1013	Speech [G]	3
Total Semester Credit		**60**

General Educational courses req: 15 Semester Credits
Graduation Requirements: 60 Semester Credits

Note: The program is also available in the hybrid distance education modality.

PROGRAM DESCRIPTION: Graduates of this program will be prepared to become electrical technicians. The courses offered, include the current use of the National Electrical Code; and the teaching methods used will allow future graduates to be able to undertake procedures of installation, to read blueprints, to understand and to interpret specifications, and participate in tasks of project change, remodeling and repair. The initial subjects such as Electrical DC Circuit, AC Circuits Blue Print and Electrical materials create a solid theoretical and practical foundation for upcoming subjects like Residential, Commercial and Industrial Wiring. A complete study of motors and its respective controls as well as the analysis of the most used PLCs in the industrial field, complement the content of this program. The Photovoltaic Systems course will train the graduates on the design, installation and evaluation of PV systems and will make them aware of the advantages/ disadvantages, site evaluations, installation requirements, etc.

Associate Program Graduates are eligible to take the County Certifications as Journeyman Electrician, Electrician Maintenance and Master Electrician if requirements are met.

STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations associated with the trade
2. Interpret blueprints, specifications and technical diagrams
3. Install residential, commercial and industrial wiring following regulations based on the National Electrical Code
4. Inspect and install electrical components, such as transformers, motors and electrical equipment and devices
5. Identify electrical problems using a variety of testing devices in low voltage security systems .
6. Select and manipulate power tools and hand tools .
7. Install and test control circuits using technology of relay and PLC. Properly interpret electrical specifications for projects and be able to read blueprints.

8. Design and install, photovoltaic systems.
9. Estimate electrical projects.
10. Install and operate smart home technology.

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they liveThe curriculum is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands-on training."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
47-2111.00	Electrician	https://www.onetonline.org/link/summary/47-2111.00
47-3013.00	Helper, Electrician	https://www.onetonline.org/link/summary/47-3013.00
47-2231.00	Solar Photovoltaic Installers	https://www.onetonline.org/link/summary/47-2231.00

Students may be able to enter these occupations at an entry-level.

Licensed at: Cutler Bay, Flagler, and Hialeah Locations.
Accredited at: Cutler Bay, Flagler, and Hialeah Locations

Currently the Program is being offered at the Hialeah, Flagler Locations Only.

Note: This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

Programs subject to change • [G] General Education • Some courses have prerequisites • See course descriptions for details • [C] Core Component

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Diploma Program

ELECTRICITY TECHNICIAN

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
EET1000	National Electrical Code (NEC) [C]	3
EET1033	Fundamentals of Electricity	3
EET1051	Electrical Materials and Components [C]	3
CET1516	Electric Motors Applications, Control and Troubleshooting[C]	3
EET1050	Blue Print Reading [C]	3
BCT1630	Residential Wiring [C]	3
FES1155	Fire Alarm Systems[C]	3
EEV1230	Low Voltage Security Systems[C]	3
Total Semester Credit		**24**

Graduation Requirements: 24 Semester Credits
Note: The program is also available in the hybrid distance education modality.

PROGRAM DESCRIPTION:
The program is designed to prepare students for an entry level position in the electrical industry. The curriculum uses a combination of theory and hands on work where students may apply what they have learned. Training also includes the fundamentals of electricity with an emphasis on residential wiring in accordance with the current National Electrical Code guidelines complemented with topics on blueprint reading skills. Technology of low voltage are covered in the Course of Fire Alarm Systems and Low Voltage Systems.

Diploma Program Graduates are eligible to take the County Certifications as Journeyman Electrician and Electrician Maintenance if requirements are met.

STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations associated with the trade
2. Interpret blueprints, specifications, and technical diagrams
3. Install residential, commercial, and industrial wiring following regulations based on the National Electrical Code
4. Inspect and install electrical components, such as transformers, motors and electrical equipment and devices
5. Identify electrical problems using a variety of testing devices in low voltage security systems
6. Select and manipulate power tools and hand tools

These program objectives directly support CBT Technology Institute's mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. The curriculum is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands-on training."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
47-2111.00	Electrician	https://www.onetonline.org/link/summary/47-2111.00
47-3013.00	Helper, Electrician	https://www.onetonline.org/link/summary/47-3013.00

Licensed at: Cutler Bay, Flagler, and Hialeah Locations.
Accredited at: the Flagler; Cutler Bay and Hialeah locations.
Currently the Program is being offered at the Hialeah, Flagler and Cutler Bay Locations.
Note: This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

SCHOOL OF LANGUAGES

Diploma, English as a Second Language

SCHOOL OF LANGUAGES

Diploma Program

ENGLISH AS A SECOND LANGUAGE

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
ESL 1	Basic English for Low Beginners	6
ESL 2	English for High Beginners	6
ESL 3	Low Intermediate Listening, Reading, Writing and Speaking	6
ESL 4	High Intermediate Listening, Reading and Speaking	6
ESL 5	Advanced Listening, Reading, Writing and Speaking	6
ESL 6	Conversational English for Advanced Students	6
Total		**36**

Graduation Requirements: 36 Semester Credits

PROGRAM MISSION: To provide non-English speaking adults with the English language skills needed to successfully advance towards educational, and personal goals that lead to their full participation as productive members of the diverse society of the United States.

PROGRAM DESCRIPTION:

This program is designed for those who wish to learn and/or enhance their communication skills in the English language. Through the levels, special emphasis will be made on listening/understanding /speaking practice focused on their main goals. This course will take place in a very interactive environment. Moreover, students will improve their capacity to understand and participate in a telephone conversation through other Lab activities, and participate in real life situations such as research, one on one interviews, and field trips.

Level 6 will take the students through intensive oral practice to definitely enhance their ability to keep up with a fluent conversation. This practice will go over main topics of conversation necessary for daily life achievement such as public services, common personal needs, job success, and socializing.

Program Objectives:

Students that successfully complete the English as a Second Language Program will be able to:

1. To communicate in English with English speakers from different areas of the world
2. Develop an understanding of cultural nuances and practices in English-speaking countries, including societal norms, values, traditions, and etiquette
3. Apply professional skills previously acquired in a professional setting
4. Gain skills in navigating cross-cultural interactions effectively
5. Foster empathy and sensitivity towards diverse cultural perspectives and have opportunities for cultural immersion

Offered at: Flagler Campus

Licensed at: the Flagler, and Hialeah locations.

Note 1: The English as a Second Language program is not accredited by COE.

Note 2: The ESL Program is a Stand Alone Program. Credits are non-transferable.

STUDENT ACHIEVEMENT SCALE AND INTERPRETATION

Levels 1 to 6

The following information refers to the way the institution evaluates the students' progress between levels in this language program. The relation between numeric and letter grades are clearly stated for all parties involved in the students' learning experience.

A (4.0) 100-90- These results show a highly successful performance in the learning experience. The student achieved remarkable outcomes in the four language domains throughout this course. The outcomes reached boost the student's probability to succeed through a higher level of this program.

B (3.0) 89-80- These results validate a successful performance in the learning experience. The student reached satisfactory outcomes in the four language domains throughout this course. This academic achievement supports the student's potentiality to succeed in a higher level of this program.

C (2.0) 79-70-This range of scores reflect a satisfactory performance in the learning experience. The student met the standards in most of the outcomes proposed throughout this course. This academic achievement enables the student to advance to a higher level of this program.

D (1.0) 69-60- These scores may imply a weak academic performance through the learning experience and validate low standards of achievement in most outcomes proposed in this syllabus. Though they entitle the student to move on to a higher level of this program, the institution recommends the student to embrace the new experience with renewed disposition before its challenges.

F (0.0) Less than 60- These scores indicate that the student failed to meet most of the outcomes proposed in this learning experience. The school highly recommends the student to retake this course in the pursuit of more satisfactory results.

COURSE DESCRIPTION

A

ACR1030C Basic Construction for HVAC (3 Semester Credit Hours)
This 60-hour course provides HVAC technician students with a focused introduction to construction fundamentals critical for effective heating, ventilation, and air conditioning system work. Tailored for trade school learners, the curriculum emphasizes reading and interpreting blueprints, identifying construction materials, and understanding structural components that affect HVAC installation and performance. Through a mix of classroom instruction and hands-on labs, students will learn to assess building layouts, ensure system compatibility, and comply with safety and industry standards. This beginner-friendly course prepares students to collaborate with construction professionals and apply practical skills in real-world HVAC settings, laying a solid foundation for their technical career.

ACR1052. Fundamentals of Refrigeration and Air Conditioning. (3 Semester Credits Hours)
This course is an introduction to the basic concepts of heating, ventilation, air conditioning and refrigeration. This course is focused in the concepts, principles, physical laws and techniques used for heating and cooling. It covers components and operation of the vapor compression refrigeration cycle, refrigerants types and properties, and they environmental impact. This course is designed to familiarize students with basic industry tools and their proper and safe use for executing general service operations: measuring pressures and temperatures, system evacuation, refrigerant recovery techniques, compressor replacement, leak testing, system charging and evaluation. The course includes tube working techniques, including bending, flaring, swaging and copper tubing brazing.

ACR1113 Refrigeration and Air Conditioning Electrical Systems (3 Semester Credit Hours)
This course is related to the study of electrical circuits in HVAC/R systems. Topics include electrical symbols and types of electrical diagrams (ladder, schematic and pictorial) applied to electrical circuits. Compressor terminals identification, electrical troubleshooting and starting devices. Typical electric components of air handlers, condensers unit, devices of (high and low voltage), and wiring electrical diagrams. Types of thermostats: line voltage thermostats, electronic non-programmable thermostats and programmable and its electrical connections. Applications and electrical connections of electronic boards in air handlers, heat pump air-air, smoke detector, and dampers. This course is focused on hands-on training with electrical tools and meters for troubleshooting of HVAC/R systems.

ACR1202 Specialized Commercial Refrigeration Systems (3 Semester Credits Hours)
This course presents standards of product temperatures for preservation and health. Topics addressed include retrofitting, recovery, evacuation, start-up, charging, troubleshooting of commercial refrigeration systems. Supermarket refrigeration, parallel rack systems, multi-compressor lubrication, secondary refrigerant systems, walk-in refrigerators and freezers, refrigeration load calculation, proper piping practices. Ice machine, types and applications, installation, service and troubleshooting. Transport refrigeration, rapid freezing and cascade systems. New refrigerants used in commercial refrigeration systems.

ACR1215 Commercial Refrigeration Systems. Service and Troubleshooting (3 Semester Credit Hours)
This course covers the installation and operation of domestic and commercial refrigeration systems.
Topics include: type of refrigerators and freezers, evaporators, defrost methods, condensers, compressors, type of metering devices, and auxiliary, control and safety components used in refrigeration systems. Ice machines, operation and maintenance. New technologies and advances in refrigeration systems are addressed. In addition, mechanical and safety codes will be emphasized.

ACR1500 Air Conditioning Systems. Service and Troubleshooting (3 Semester Credit Hours)
This course covers the principles of residential and light commercial air conditioning systems. Content includes hands-on and classroom experience in use of psychrometrics, solving performance problems and increasing awareness of alternative environmentally friendly forms of heating and air conditioning. Topics include mechanical components, types of air conditioning systems (wall/window conditioner and mini-split system, split systems, package units, chillers and heat pumps), indicators for heat and cooling loads estimation, new technologies, and advances in high-efficiency air conditioning systems. This course develops skills in troubleshooting, installation and repair of different air conditioning systems.
In addition, mechanical and safety codes will be emphasized

ACR2032 Blue Prints and Design Code (3 Semester Credit Hours)
This course provides the skills for an adequate reading and interpretation of architectural, mechanical, electrical and plumbing plans. Architectural considerations, scaling, site plans, floor plans and elevations, appendices and specifications are presented. Other topics include concepts of geometric figures, formulas, conversion tables, and common abbreviations, symbols, drawing and sketching.

ACR2167 Air Conditioning Calculations (3 Semester Credit Hours)
This course introduces students to industry-accepted procedures for HVAC system design. It presents the three major steps of the system design process; i.e., conducting a heating and cooling load calculation, sizing and selecting the proper equipment, and sizing of the ductwork in the air distribution system. This course provides the procedures for conduct an accurate load calculation, to select equipment that will meet the load requirements and to size the ducts in the distribution system to ensure that the proper amount of

air reaches each room. This course includes training for using load calculation software.

ACR2310 Automatic Controls of HVAC/R Systems (3 Semester Credit Hours)
This course covers different types of automatic controls used in air conditioning and refrigeration systems. Topics include: fundamentals of HVAC/R control systems, control loops, methods and modes, sensors and auxiliary devices, control logic and variable frequency drive (VFD) in electrical motor HVAC/R equipment, control valves and dampers, self- and system-powered controls, pneumatic, electric and electronic controls, programmable logic controllers (PLC), direct digital control (DDC), digital and analog interfaces and control diagrams and sequences. New technologies and advances in control systems designed are addressed. Skills develop in services and troubleshooting in different control systems HVAC/R. In addition mechanical, electrical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 & CET1516.

ACR2420 Air Distributions Systems and Duct Work (3 Semester Credit Hours) This course covers the basic principles of air distribution in air conditioning and heating systems. Topics include duct works, duct installation, duct insulation, fan and blowers, pressure drop in ducts, friction charts and duct system sizing. This course develops skills to use instruments for measuring psychrometric properties, pressures, velocity and flow in air ducts. Hands-on training in fiberboard ducts construction, including safety use of tools, applying the principal mechanical codes related with the subject. Other topics include indoor air quality and ventilation criteria.

ACR2611 Heating Systems (3 Semester Credit Hours)
This course covers the different building heating systems. Topics include basic concepts, mechanical components and types of heating systems, air source heat pumps, geothermal heat pumps, electric heating, gas heating, oil heating and hydronic heating. Other topics include selection, preventive maintenance and troubleshooting of heating equipment and mechanical and safety codes related to the subject.

ACR2762 Introduction to Sustainable HVAC Practices (3 Semester Credit Hours)
This course describes the different energy efficiency systems HVACR professionals may use for different applications. The course will illustrate how HVACR systems contribute to the overall efficiency of the building, the importance of operation, maintenance and installation relate with the energy saving and the environmental impact. It will show how different climates play vital role in determining with system can be the most beneficial. Other topics include building construction codes, energy audit, green constructions materials and laboratories practices to check equipment efficiency. This course is also taught in the Spanish Language. Pre-requisite: None.

ACR2770 Chilled-Water Air Conditioning Systems (3 Semester Credit Hours)
This course covers the installation and operation of different commercial HVAC systems. Topics include chilled-water systems, high pressure, low pressure and absorption chillers, mechanical components, compressors, evaporators, air-cooled and water-cooled condensers, metering devices, cooling towers, start-up, commissioning, evaluation, troubleshooting and maintenance of chilled water systems. New technologies and advances in high-efficiency chilled-water air conditioning systems, variable refrigerant flow systems and water source heat pumps are addressed. In addition, mechanical and safety codes will be emphasized.

AMH2022 US History (3 Semester Credit Hours)
This Course will Examine Significant Events, Movements, And Patterns That Have Helped Shape The Modern World. While Our Emphasis Will Be On The 19th And 20th Centuries, We Will Delve Deeper Into History To Connect Modern Forms Of Democracy, Culture, And Conflict To Their Historical Roots.

B

BCT1630 Residential Wiring (3 Semester Credits Hours)
This course will provide instruction in wiring methods for single family, two family, and multi-family residences. This course presents basic wiring techniques of electrical devices using schematics and wiring diagrams. In addition, future electricians will be trained to be familiar with electrical installation, operation, and maintenance of residential wiring. It will focus on general knowledge, safety, tools, blueprint reading, equipment and the accepted wiring practices in accordance to the current edition of the National Electrical Code. This course is also taught in the Spanish Language. Pre-requisite: EET1033 and EET1050

BCT1635C Commercial and Industrial Wiring (3 Semester Credit Hours)
This course concerns the study of basic electrical principles, requirements and methods of effective and safe wiring in commercial and industrial facilities. The identification, interpretation and application of existing electrical code regulations, together with the study of electric planes prepare students to face in the future activities of installing, maintenance and repair of systems of lighting, protection, grounding and control in these buildings. This course is also taught in the Spanish Language. Pre-requisite: EET1033 and EET1050

BCN1599 Energy Efficiency in Buildings and Construction Codes (3 Semester Credit Hours)
The course will illustrate how HVACR systems contribute to the overall efficiency of the building and the importance of its operation, maintenance and installation for energy saving and reduction of the environmental impact. Topics include energy audit in buildings, ecological buildings and green technologies. This course will help students to obtain a better understanding of the

structure, organization and regulations of the principal building codes applicable to HVAC systems.

C

CAI1800 EMERGENT TECHNOLOGIES IN BUSINESS AI & BIG DATA (3 Semester Credits Hours)
In this cutting-edge course, you'll delve into the rapidly evolving landscape of artificial intelligence (AI) and big data. Explore the intersection of these transformative technologies and gain practical insights to thrive in the digital era.

CAI1000 FUNDAMENTALS OF ARTIFICIAL INTELLIGENCE (3 Semester Credit Hours)
Fundamentals of Artificial Intelligence" is a comprehensive course designed to introduce students to the core concepts and techniques of Artificial Intelligence (AI). Students will learn about the theoretical foundations of AI and will gain hands-on experience in implementing AI algorithms. They will explore the ethical implications of AI and will learn about the challenges and opportunities that AI presents in today's world.

CAP1757 INTRODUCTION TO DATA SCIENCES (3 Semester Credits Hours)
"Introduction to Data Sciences" is a foundational course designed to provide students with a comprehensive understanding of the principles and practices of data science. Students will learn about the data science lifecycle and will gain hands-on experience in handling, analyzing, and interpreting data. They will also learn how to use data visualization tools to communicate their findings effectively

CET1112 Digital Electronics & Microprocessors (3 Semester Credits Hours)
This course explains the digital logic concepts which will develop the students' ability to know and interpret different types of electronic circuits, number systems, logic gates. Boolean algebra operations and expressions are also examined. In addition, this course introduces combinational logic and functions with an emphasis on functional logic devices. By using the Flip-Flops, Counters and Shift Registers students will obtain new design tools for programming PLCs. The activities in the labs are supported by the use of basic PLC and its corresponding software simulator. This course is also taught in the Spanish Language. Pre-requisite: EET1033

CET1173 Computer Maintenance and Troubleshooting (3 Semester Credit Hours)
The student will study the different circuitry and switches in the motherboard; additionally they will learn how to find damaged microchips, memory, CPUs and correct it, and analyze compatibility issues between hardware and software. Windows will be used to assure that devices are installed and functioning correct. Pre-requisite: None.

CET1178 Technical Support Software (3 Semester Credit Hours)
This course will help student to explore available troubleshooting software and use the software effectively. Student will have techniques and hands-on experience on how to diagnose common computer issues and resolve those issues professionally.

CET1179 A+ Certification Preparation (3 Semester Credit Hours)
This course will help students to explore available troubleshooting software and use the software effectively. Student will have exposure to techniques and hands-on experience on how to diagnose common computer issues and resolve these issues professionally. Pre-requisite: CET1173 and CET1178

CET1485 Network Essentials (3 Semester Credit Hours)
In this course, we will take an in depth look at networking concepts and techniques. We will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques. Along with examining different network strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies.

CET1516 Electric Motors Applications, Control and Troubleshooting (3 Semester Credit Hours)
This course is focused on the characteristics, operation, control, selection, installation and applications of different electric motors. Electric motors such as: single phase, three phases, hermetic compressors, multi-speed and variable and electronically commutated are studied. Activities in the labs are planned in order to connect, wiring starting methods, interpret connection diagrams and verify technical conditionsof parts and troubleshooting. In addition electrical and safety codes also will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: EET1033.

CET1588 Network+ Certification Preparation (3 Semester Credit Hours)
This course will help student to explore available troubleshooting software and use the software effectively. Student will have exposure to techniques and hands-on experience on how to diagnose common computer issues and resolve these issues professionally. Pre-requisite CET1485

CET1617 Interconnecting CISCO Networking (3 Semester Credit Hours)
In this course, we will take an in depth look at networking concepts and techniques. We will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques. Along with examining different network strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies. This course provides comprehensive coverage of Cisco networking concepts, and maps directly to the CCNA Certification Exam #640-802. This course presents the basics of networking, and covers the steps to configure Cisco routers for a variety of tasks. Over 50 hands-on labs are included with the text and all concepts are reinforced with challenging real-world review questions. Pre-requisite None

CET1660 Cyber Security (3 Semester Credit Hours)
In this course, we will take an in depth look at security concepts and methods. We will examine theoretical concepts and apply those concepts to securing individual workstations, local area networks (LANs), wireless local area networks (WLANs), and wide area networks (WANs). Also, this course will adopt a practical approach to the examination of various security methods. Along with defining different security different security issues and strategies, this course will explore methods of identifying, mitigating and preventing threats and attacks. The course will follow the CompTIA Security+ Certification track which is designed to be a vendor-neutral exam that measures your knowledge of industry- standard technologies and methodologies in the area of system security. Pre-requisite None

CET1722 Windows Server Network (3 Semester Credit Hours)
This **70-410 Installing and Configuring Windows Server 2012** textbook prepares your certification students for the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This Microsoft Official Academic Course is mapped to the 70-410 Installing and Configuring Windows Server 2012 exam objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of core services such as Active Directory and networking services. In addition, the course also prepares students for an exam that is part of the Microsoft Solution Associate (MCSA) certification. Pre-requisite: None

CET1723 Windows Server Administration (3 Semester Credit Hours)
Windows Server 2012 is a powerful and complex operating system. Over the next few weeks you will learn a great deal about Windows Server 2012, including deployment methods, management of user and service accounts, maintenance of Active Directory, configuration and troubleshooting of the DNS, Remote Access and Network Policy Server roles, working with file services and file system security, and implementing update management The course also prepares students for an exam that is part of the Microsoft Solution Associate (MCSA) certification. Pre-requisite: CET1722

CET1724 Window Server Implementation (3 Semester Credit Hours)
This course helps students explore the Windows Server Editions and the concepts and practices of networked systems. Management of hardware, user groups, computer accounts, file access and disk storage are thoroughly explored. Server administration is also covered, including important concepts such as Group Policy, performance monitoring, backups, disaster recovery, and Windows Server security features. The course also prepares students for an exam that is part of the Microsoft Certified Information Technology Professional: Server Administration (MCSA) certification. Pre-requisite: CET1723

CET1811 Administering Windows Professional (3 Semester Credit Hours)
This course prepares individuals to install, configure, and administer Windows 7. The course provides hands-on instruction for students who want to prepare for the Microsoft certification exam and succeed as a Microsoft network and system administrator. Pre-requisite: None.

CGS1060C Microsoft Technology Applications (3 Semester Credit Hours)
This course is a comprehensive introduction to Microsoft Office . It will feature four distinct programs: MS Word, MS Excel, MS PowerPoint, and MS Outlook. In MS Word, the student will learn how to create and edit and format documents, and format text and paragraphs. In MS Excel, the student will learn to work with formulas and functions, format a worksheet, and to work with charts. In MS PowerPoint, the student will create/modify a presentation, insert objects into a presentation, and finish a presentation. In MS Outlook, the student will be trained in the usage of e-mail and the management of information the application. There are some activities that integrate some of these applications which are very beneficial for students who will use these applications in the real working environment. Prerequisites/Co-Requisites: None

CGS1161 FUNDAMENTALS OF DIGITAL TECHNOLOGIES (3 Semester Credit Hours)
This course provides a comprehensive introduction to fundamental concepts in IT and digital technology. It covers a wide range of topics, including hardware, operating systems, software, programming, databases, networking, storage, cybersecurity, cloud computing, and support and operations. Whether you're seeking a non-technical role in the IT industry or want to collaborate effectively with IT teams, this course equips you with essential insights and practical skills.

CIS1081 Cloud Computing (3 Semester Credit Hours)
This course teaches it professionals how to manage their azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution.

CTS1380CISCO Networks (2 Semester Credit Hours)
Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure ro uters and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches. Virtual Private Networks (VPN), Quality of Services (QoS), Internet protocol Version6 (IPv6), Wireless Technology, Virtualization and SDN Controllers.

CTS1661 Intro to CISCO (3 Semester credit Hours)
The course includes theories and practices, we will take a look at networking concepts and techniques. We will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques. Along with examining different network strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies. This course provides comprehensive coverage of cisco networking concepts, and maps directly to the CCNA certification exam #100-105. This course presents the basics of networking, and covers the steps to configure cisco routers for a variety of tasks. Over 50 hands-on labs are included with the

text and all concepts are reinforced with challenging real-world review questions

CTS1856 Implementing CISCO (3 Semester Credit Hours)
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure VLAN and Inter-VLAN routing, Enhanced switch technologies, access- list (ACL), Network address translation, IP services, and First Hop redundancy Protocol (HRSP).

CTS2650 Interconnecting CISCO Network Device (3 Semester Credit Hours)
This course is the introduction to cisco connectivity devices. It prepares the student to pass the certification for ccna or both exams: cisco icnd 1 and 2. This is the entry level for cisco certified network technician. The student will learn how to successfully install, operate, and troubleshoot a small office network. Also, students will acquire the skills to inter-networking, connecting to a wan, basic security and wireless, routing and switching, tep/ip and the osi model, ip addressing, wan technologies, operating and configuring the ios, configuring r1pr2 static and default routing, implementing nat and dhcp.

CTS2321C Fundamentals of Linux Operating Systems (3 Semester Credit Hours)
In this course, we will take you in to Linux concepts focus in, System architecture, Installation, GNU, Commands, Devices and File system. We will go through Installation, analysis of file system architecture, Configuration post-Installation, Package management and the most elemental commands to be successful with Linux System; Adopting a series of hands-on activities we will reinforce all necessary skills to be successful in Linux environments. Pre-requisite: None.

CTS2321 Implementing the Linux Operating Systems (3 Semester Credit Hours)
In this course, we will take you in to Linux concepts focus in, System architecture, Installation, GNU, Commands, Devices and File system. We will go through Installation, analysis of file system architecture, Configuration post-Installation, Package management and the most elemental commands to be successful with Linux System; Adopting a series of hands-on activities we will reinforce all necessary skills to be successful in Linux environments. Pre-requisite: CET2321C.

COP1704 Intro to SQL (3 Semester Credit Hours)
This course provides a comprehensive introduction to the language of relational databases: structured query language (sql). Topics covered include: entity-relationship modeling, the relational model, the sql language: data retrieval statements, data manipulation and data definition statements. All interactive reading problems involve the use of "live" sql. Homework will be done using databases running in mysql which students install on their machines. Students develop a real-world database project using mysql during the course

COP1999 ALGORITHMIC THINKING & NON LINEAL STATISTICS (3 Semester Credit Hours)
"Algorithmic Thinking & Nonlinear Statistics" is a course designed to provide students with a solid foundation in the principles of algorithmic thinking and nonlinear statistical analysis. Students will learn how to apply algorithmic thinking to solve complex problems and will gain hands-on experience in developing and implementing nonlinear statistical models. They will also learn how to use computational tools and software to analyze data and interpret the results of their analyses.

D

E

EER1442 Electric Motor Controls (3 Semester Credit Hours)
This course is designed for students who already have knowledge of basic electrical theory. The course focuses on the installation of control and starting circuits of electric motors, as well as on the interpretation of the related symbols and the most used control diagrams. The use of a program in the computers and the actual assembly of the circuits in the laboratory complement the preparation of the student, allowing them to obtain skills in installation, wiring and troubleshooting.

EET1000 National Electrical Code (NEC) (3 Semester Credit Hours)
This course will help students to obtain a better understanding of the structure, regulations, principles and organization of the National Electrical Code (NEC). This course is also taught in the Spanish Language.

EET1002 Home Technology Integration (3 Semester Credit Hours)
This course builds on home technology integration and home automation. Home automation includes centralized control of lighting, HVAC (heating, ventilation and air conditioning), entertainment systems, security and access control systems and home technology Integration explores how the latest high-tech systems converge to create integrated whole-home unified systems. This course is also taught in the Spanish Language. Pre-requisite:EET1033, EET1051 and EEV1230.

EET1033 Fundamentals of Electricity (3 Semester Credit Hours)
This course offers a general introduction to the principles, concepts and laws applied to electric circuits . In-depth coverage of Ohm's Law and its relation to voltage, current, resistance, followed by theoretical and practical applications of electrical components connected in series, parallel and series-parallel circuits. Also, the course focus on understanding of AC theory, components such as

inductors, capacitors, transformers, electronics and semiconductors components, and its applications as well as the principles of operation of different devices and its appropriate selection. This course is also taught in the Spanish Language.

EET1050 Blue Print Reading (3 Semester Credit Hours)
This course offers the future electrician the skills for an adequate reading and interpretation of plans in the electrical area. Architectural considerations, scaling, types of constructions, site plans, floor plans and elevations, symbols, appendices and specifications are presented, reinforced with the use of real plans, guarantee the proper preparation to analyze plans in residential, commercial and industrial constructions and understand the symbols associated with in different specialties in the jobsites. This course is also taught in the Spanish Language. Pre- requisites:

EET1051 Electrical Materials and Components (3 Semester Credit Hours)
This course will provide the students with adequate knowledge to identify the most common materials used in today's industry as well as the proper understanding of related terminology. Topics covered in this course will permit future electricians to be familiar with tools, materials utilized for electrical projects at residential, commercial and industrial areas. A description about the diverse types of cables, electric boxes, raceways, breakers, switches and receptacles and the regulations of the National Electrical Code in the selection and procedures of their installation are covered in the course. This course is also taught in the Spanish Language.

EEV1230 Low Voltage Security Systems (3 Semester Credit Hours)
This course covers the study of devices such as sensors, notification, control panels, and programming used in intrusion detection security systems. Also, the course is focused in the installation and configuration of closed circuit TV systems for small, medium, and large facilities, introduces access control systems, including applications, door locking systems, readers biometrics, and controllers. The course is complemented with the installation practices as well as with building and electrical codes. This course is also taught in the Spanish Language. Pre-requisite: None

ENC1100 English Composition I (General Education Component) (3 Semester Credit Hours)
This course is the first college level English course for students. This course emphasizes the skills necessary to prepare you for college level writing. In this course students will develop an understanding of good, college level writing with an emphasis on exposition and the research essay. Oral and written communications of impressions and judgments concerning assigned readings in the essay and allied genre are required. Stress on the building of an active vocabulary and on correct sentence and paragraph structure are also covered. Prerequisites/Co- Requisites: None

ENT1011 BUSINESS MODEL DESIGN & INNOVATION (3 Semester Credit Hours)
In today's dynamic business landscape, successful organizations continuously adapt and innovate their business models. This course delves deep into the art of designing, refining, and transforming business models to drive growth, sustainability, and competitive advantage. Whether you're an aspiring entrepreneur, a seasoned executive, or a curious learner, this course equips you with practical tools and frameworks to navigate the complexities of business model innovation.

ENT1501 SOCIAL & SUSTAINABLE INNOVATION (3 Semester Credit Hours)
This course explores the principles and practices of social and sustainable innovation. Students will learn how to develop innovative solutions to social and environmental challenges, understand the drivers and barriers to innovation, and analyze case studies of successful initiatives. The course is designed for students with an interest in sustainability, social entrepreneurship, and innovation.

ESL 1 Basic English for Low Beginners (6 Semester Credit Hours)
The student will understand the process of learning another language, the alphabet, how to build vocabulary and use a dictionary, principles for correct pronunciation, and vocalization. There will be an integrated (multi-media) approach to acquire proficiency in the basic skills of the language, listening/understanding, speaking, reading, writing, and cross-cultural awareness. The course will also emphasize practical vocabulary use, progressive grammatical explanations, and accurate pronunciation. Pre-requisite: None

ESL 2 English for High Beginners (6 Semester Credit Hours) Course description: Students continue to develop the speaking and listening skills necessary to participate in classroom and group discussions. In order to build oral communication, there will be an emphasis on being functional in daily activities and emergency situations and highlights include interviews, pair and group work, and discussions. There is continued emphasis on practical vocabulary and pronunciation practice. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisite: None

ESL 3 Low Intermediate Listening, Reading, Writing & Speaking (6 Semester Credit Hours) Course description: Students continue to develop the reading, speaking and listening skills necessary to participate in classroom and group discussions. In order to build oral communication, there will be an emphasis on introductions, interviews, pair and group work, discussions, and individual presentations. The course continues emphasis on practical vocabulary and accurate pronunciation. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisites: None

ESL 4 High Intermediate Listening, Reading, Writing & Speaking (6 Semester Credit Hours) Course description: Students continue to practice the reading, speaking and listening skills necessary to participate in classroom, group, and individual discussions. In order to progress in oral communication, there will be an emphasis on preparing for job interviews, being functional in real life situations, and discussing current events through group discussions and individual presentations. Emphasis on practical vocabulary and accurate pronunciation will be reinforced. Practice in understanding and using the

spoken language; reading and writing with progressive grammatical explanations. Pre-requisites: None

ESL 5 Advanced Listening, Reading, Writing & Speaking (6 Semester Credit Hours) Course description: Students continue to practice the reading, writing, speaking and listening skills necessary to participate in classroom, group, and individual discussions. In order to progress in oral communication, there will be an emphasis on preparing for job interviews, being functional in real life situations, and discussing current events through group discussions and individual presentations. Emphasis on practical vocabulary, accurate pronunciation and writing will be reinforced. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisites: None

ESL 6 Conversational English for Advanced Students (6 Semester Credit Hours) Course description: This conversational English course furthers student knowledge of grammar and reading skills. The students will inter relate with each other under the instructor direction. The expressions and sounds will be revised in the 1st level of study.

EST1542 Programmable Logic Controllers (3 Semester Credit Hours)
This course will provide students with the knowledge of the different types of Programmable Logic Controllers (PLC) from the basic controller concepts to solid state. Students will learn topics such as Input/Output configurations in both Fixed and Modular PLC in accordance to its processing capacity. In addition, students will know many types of endings for programming, output & input modules and memories. Topics in this course include the study of Ladder Diagrams due to the broad diffusion in the industry linked to instructions associated with input/output functional blocks (timers, counters, logic gates, and storing data) and the relationship between programming instructions and connections. Finally it will include concepts about how to detect and solve faults in the PLC. This course is also taught in the Spanish Language. Pre- requisite: EET1033 and CET1112

ETC1207 Electrical Estimating (3 Semester Credit Hours)
This course covers the concepts, principles, and techniques used to estimate electrical projects. It focuses on the estimating process, bid processing and bid analysis, determining break-even-cost, etc. A computerized electrical estimating project will be completed and evaluated at the end of the course.

ETC1207 HVAC/R Projects Estimating (3 Semester Credit Hours)
This course describes concepts, principles, and techniques used to estimate projects. It covers topics like the estimating process, types of estimates, the quantity takeoff, directs and indirect cost, bidding strategies, examples of estimating projects. A project of estimating will be complete and evaluated at the end of the course. This course is also taught in the Spanish Language. Pre-requisite: None.

ETP2402C Photovoltaic Systems (3 Semester Credit Hours)
Photovoltaic (PV) Systems, along with other renewable energy technologies, is a rapidly growing sector of the energy market. This course is focused on design, installation, and evaluation of residential and commercial PV systems. The content includes systems advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices. This course is also taught in the Spanish Language. Prerequisite: EET1033, EET1050

F

FES1155 Fire Alarm Systems (3 Semester Credit Hours)
The main purpose of installing fire alarm systems is the safety of people's lives, knowing the requirements of the code and using it to install and operate these systems is one of the main goals of this course. With the help of hand on activities students will gain skills in installation, commissioning and troubleshooting of fire alarm systems. This course is also taught in the Spanish Language.

G

GEB1160 BUSINESS DEVELOPMENT PLAN & NEW VENTURE FINANCING (3 Semester Credit Hours)
This course provides and equips entrepreneurs, business professionals, and aspiring leaders with the essential knowledge and skills to create effective business plans and secure financing. Whether you're launching a startup, expanding an existing venture, or seeking investment, this course provides practical insights and actionable strategies.

GEB1013 BUSINESS AND THE ENVIRONMENT (3 Semester Credit Hours)
"Business and the Environment" is a comprehensive course designed to equip students with an understanding of the intricate relationship between business, climate change, and environmental sustainability. Students will learn about the science of climate change, its implications for the business world, and how businesses can contribute to climate change mitigation and adaptation. They will explore case studies of businesses that have successfully integrated sustainability into their operations and will learn about the tools and strategies used to achieve these outcomes.

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IDS1281 CLIMATE CHANGE- SCIENCE AND SOLUTIONS **(3 Semester Credit Hours)**
Climate Change - Science and Solutions" is an interdisciplinary course designed to provide students with a comprehensive understanding of the scientific principles behind climate change and the practical solutions to mitigate its effects. This course introduces climate change science and explores potential solutions to mitigate its impacts. It covers the fundamental principles of climate science, the evidence for human-caused climate change, and the social, economic, and technological solutions available. The course is designed for beginners with no prior knowledge of climate science.

IDS1999 AI & DATA SCIENCE APPLICATIONS I **(3 Semester Credit Hours)**
This course, "AI & Data Science Applications I", is designed to provide students with a foundational understanding of the principles and practices of Artificial Intelligence (AI) and Data Science, and their real-world applications. Students will learn about the latest tools and technologies used in AI and Data Science and will gain hands-on experience through project-based assignments. They will also explore case studies of successful AI and Data Science applications and will learn about the challenges and opportunities in this rapidly evolving field.

IDS1141 AI & DATA SCIENCE APPLICATIONS II **(3 Semester Credit Hours)**
"AI & Data Science Applications" is an advanced course designed to provide students with a deep understanding of how Artificial Intelligence (AI) and Data Science techniques are applied in real-world scenarios. Students will learn about the latest AI and Data Science tools and technologies and will gain hands-on experience through project-based assignments. They will explore case studies of successful AI and Data Science applications in fields such as healthcare, finance, transportation, and more.

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MAC1100 Principles of College Algebra (General Education Component) **(3 Semester Credit Hours)**
The students will be introduced to the concepts necessary to the for the operations of algebra, demonstrating an understanding of the real number system, polynomials, graphing of linear equations, equalities, and inequalities. This course is also taught in Spanish.
Prerequisites/Co- Requisites: None

MAR2101 DIGITAL MARKETING AND SOCIAL MEDIA MANAGEMENT **(3 Semester Credit Hours)**
This course equips you with critical content creation and management skills for effective social media marketing. In this comprehensive course, you'll explore the dynamic world of digital marketing and social media management. Whether you're a business owner, aspiring marketer, or content creator, this program provides essential skills to thrive in the digital landscape.

MAN1050 INNOVATION MANAGEMENT, PROCESS & METHODS **(3 Semester Credit Hours)**
Innovation Management is a dynamic course designed to equip students with the knowledge and skills necessary to manage innovation in today's fast-paced business environment. This course introduces students to the principles and practices of innovation management. It covers the processes and methods used to foster innovation within organizations, from idea generation to implementation. The course is designed for beginners with no prior knowledge of innovation management.

MAN1060 CORPORATE SOCIAL RESPONSIBILITY – PEOPLE AND THE ENVIRONMENT **(3 Semester Credit Hours)**
This course, "Social Responsibility – People and the Environment", is designed to provide students with a comprehensive understanding of the role individuals, communities, and organizations play in promoting environmental sustainability and social responsibility. Students will explore case studies of successful initiatives and campaigns that have significantly impacted environmental conservation and social responsibility. They will also learn about the challenges and opportunities associated with implementing sustainable practices in different sectors

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PHY1022 Fundamentals of Physics (3 Semester Credits)
This is an introductory course focused on electromagnetics topics and thermodynamics. It covers a study of electric charges, forces, and field, coulomb's law, electric potential, and electric potential energy, and an introduction to magnetism. The course also includes thermal physics, transfer of energy in thermal processes, and the laws of thermodynamics.

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SPC1013 Speech (General Education Component) (3 Semester Credit Hours)
The course includes theories and practices in oral communication and speech writing, and the process of oral communication in all types of organizations. Students will learn the fundamentals of effective oral communication, with an emphasis on delivering effective presentations. This course will cover skills and techniques for planning and delivering a presentation, overcoming anxiety, and working with various audiences. Students will also use Microsoft PowerPoint to create and present an automated slide show presentation. This course is also taught in the Spanish Language. Prerequisites/Co-Requisites: None

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APPENDIX "A"

TUITION & FEES

Effective July 1, 2024

Application (Processing) Fee	**$25.00**
Enrollment Fee	**$150.00**
International Students Registration Fee	**$150.00**
Student Services Fee (One Time Fee)	**$240.00**
Tuition per Semester Credit* (Effective July 1, 2013)	**$498.00**
Tuition per Semester Credit – ESL (Effective 2/14/2019)	**$166.67**
Lab and Equipment Fee	**Varies Per Program**
AS Degree Programs:	
Air Conditioning, Refrigeration and Heating Systems	$2,017.00
Electrical Technology	$2,005.00
Networking Administration	$2,265.00
Diploma Programs:	
Air Conditioning and Refrigeration Technician	$1100.00
Computer Network Support Specialist	$1,134.00
Electricity Technician	$1100.00
Technology Fee	
Air Conditioning and Refrigeration Technician	$340.00
Electricity Technician	$340.00
Tablet Fee	$160.00
Software Supply Fees	**Varies Per Program**
AS Degree Programs:	
Networking Administration	$894.00
Diploma Programs:	
Computer Network Support Specialist	$447.00
Other Costs Tool Kits	
AS Degree Programs:	
Air Conditioning, Refrigeration and Heating Systems	$815.00
Electrical Technology	$610.00
Networking Administration	$464.73
Diploma Programs:	
Air Conditioning and Heating Technician	$815.00
Computer Network Support Specialist	$400.00
Electricity Technician	$610.00
Certification Fees	
AS Degree Programs:	

Networking Administration	$943.00
Diploma Programs:	
Electricity Technician	$343.00
Graduation Fee	**$150.00**
Credit by Examination	**$200.00**
Student ID Fee	**$5.00**
Uniform Fee	**$90.00**
Diploma Re-Order Fee	**$30.00**
Transcript Fee (No Charge for First Three Copies)	**$15.00**
Express Service (Next Day)	**$30.00**
Course Drop Fee	**$15.00**
Institutional Withdrawal Fee (Non-Refundable Fee)	**$50.00**

International Student Drop (students who withdraw at the beginning of the 4th full calendar week of the academic semester will not be entitled to a refund or any portion of the tuition and fees)

Re-Entry Fee	**$35.00**
Course Retake Fee (Students enrolling in a course for the third time)	**$40.00**
Schedule Change Fee (Will be assessed beginning the second week of classes)	**$20.00**
Program Change Fee (Will be assessed 30 Days After Start Date)	**$25.00**
Library Fines	**$5.00**

REMARKS

Tuition, fees and other costs are subject to change without notification.

Internet Access Fee allows the students in the school to gain access to the Internet through a T1 connection. These costs can be changed for new students. The cost for the students already registered in the semester and in classes will not be changed, but an adjustment could be made next semester.

The cost of books are not included, but books can be purchased in the Institute or most other bookstores. The cost can be included in the Financial Aid Plan, if qualified.

Description of Fees

Application (Processing) Fee: A $25.00 application (processing) fee is required for all applicants, except for applicants from South Florida Workforce and Vocational Rehabilitation. The fee must be paid at the time of signing the admissions application. For students requesting re-entry a $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-Entries.

International Students require a $150 application (processing) fee, in order to receive admissions into CBT Technology Institute

Enrollment Fee: All new entrants to CBT Technology Institute are required to pay a ONE-TIME ENROLLMENT FEE of $150.00. This fee is required for all students, however if you have previously attended, you have already paid this fee and will not have to pay it again. This fee is refundable.

Student Services Fee: Student service fees are assessed to cover the cost of student services that directly involve or benefit students, and which are complementary to but not part of the instructional program. The fee supports operating and capital expenses for services related to campus life, educational and career support services. No part is returned to the students who do not carry a full program.

Tuition: It is defined in Webster's as "the price of, or payment for instruction." Students pay tuition based on the number of credits received for a particular course. All CBT Technology Institute programs are undergraduate so there is only one rate per credit hour except for English as a Second Language. Tuition is does not vary by residency status.

Laboratory and Equipment Fees: Certain courses require laboratory or course fees depending on the course. Those courses which require lab fees are so designated in the Institute's course catalog. Note that the fee varies by per program. This fee also includes access to the Internet, e-mail services, and network printing services.

Software Supply Fee: This fee covers licensing fees for the campus-standard software and specialized academic software, and to help support maintenance and upgrades to the campus network and to provide instructional technologies in the classroom.

Late Payment Monthly Fee: A non-refundable fee is charged for payments submitted late on the tuition payment plans and all accounts not enrolled in a tuition payment plan.

Graduation Fee: A non-refundable fee is charged to all graduating students. This fee covers all related expenses associated with the graduation. The fee is NOT contingent upon participation in the ceremony.

Credit by Examination: A fee per test/course will be charged. Fees must be paid prior to the examination and are non-refundable.

Diploma Re-Order Fee: Diplomas may be reordered if original diploma is lost, destroyed or revised. Occasionally, diploma formats are modified in size, style, etc., to improve the appearance and quality of the document. Any graduate wishing to exchange his or her diploma for a revised diploma may do so. Under no circumstances will a graduate be allowed to have more than one official diploma for each degree awarded.

Transcript Fee: Students will receive up to 3 Free official transcripts each year, a fee will apply for each additional copy (3-5 Working Day Service) and $30 fee for each additional copy for Express next day printing service. Certified Mail Fee: $8. All transcripts including Express Services are sent by Certified Mail. A request cannot be processed until all existing financial obligations are satisfied.

Course Drop Fee: The student will pay a Non-Refundable $15 clerical fee for each withdrawn course.

Institutional Withdrawal Fee: A Non-Refundable fee of $50 will be charged for the processing of an official, unofficial, or administrative withdrawal from the Institute.

International Student Drop Fee: First Semester's Tuition if official transfer is not complete in the third week

Re-entry Fee: A $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-Entries.

Course Retake Fee: Students enrolling in a course for the third time will be assessed a course retake fee of $40 for that course only.

Schedule Change Fee: A Late Schedule Change Fee of $ 20 will be assessed beginning ~~in~~ the second week of classes.

Program Change Fee: A Late Program Change Fee of $ 25 will be assessed will be assessed 30 Days after Start Date.

Library Fines Fee: Fines are charged to encourage the timely return and proper care of materials while they are checked out. Materials returned with missing pieces will be charged overdue fines until the item is complete and can be circulated again.

Technology Fee: The technology fee at our school provides essential resources for students' academic success. It supports access to state-of-the-art computer labs, software licenses, high-speed internet, and digital learning platforms. This fee ensures students have the tools they need to excel in a technology-driven environment.

APPENDIX "B"

BOARD of MANAGEMENT

- Monica Llerena, President
- Luis Llerena, CEO
- Maricel Spezzacatena, COO
- Vicky di Colloredo-Mells, Director of Academic Operations
- Yazmin Palma, Campus Director, Flagler & Director of Financial Aid
- Alexandra Ramirez, Campus Director, Hialeah
- Cassandra Hernandez, Campus Director, Cutler Bay
- Hector Duenas, Director of Corporate Compliance

CBT Technology Institute Campus Administrative Staff

Campus	Administrative Staff	Title
Flagler	Yazmin Palma	Campus Director
Hialeah	Alexandra Ramirez	Campus Director
Cutler Bay	Cassandra Hernandez	Campus Director

CBT Technology Institute Faculty

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Rodolfo Consuegra	HVAC	HVAC/R Technician-Politecnico de Miami, HVAC/R Technician.	EPA 608 UNIVERSAL, R401, EPA609, OSHA-10		
Fernando Soldevila	HVAC	Bachelor of Science in Nuclear Engineering University of Havana, Cuba Josef Silny and Associates Evaluation of Educational Credentials			
Jorge Delgado	Electrical	Certified Electrical Contractor, State of Florida License State of Florida Certificate of Competency/Master Electrician	Electrical Contractor State of Florida	EC13006181	August 31, 2026
Edgar Duque	Electrical	Master of Science in Electrical Engineering – University of Miami Bachelor of Science in Electrical Engineering – University of Miami			
Joel Escudero	Electrical	Associate of Arts – Miami Dade College Electricity Technician – College of Business and Technology AutoCad 2D/3D			
Ivan Gonzalez	Electrical	AS in Electrical Technology College of Business and Technology, Miami FL Diploma Air Conditioning & Refrigeration Technician College of Business and Technology, Miami FL	OSHA Authorized Construction Trainer Electrical Contractor – State of Florida Master Electrician Miami Dade	20-0108736 ER13015599 17E000640	 August 31, 2026 09/30/2025
Tomas Gonzalez	Electrical	Bachelor of Science in Technical Education (Electrical Energy) Higher Pedagogic Institute of Professional Technical Education, Cuba; Josef Silny & Associates Evaluation of Educational Credentials	Journeyman Electrician – Miami Dade	201800074	09/30/2025
Ana Maria Gutierrez	HVAC	Master of Business Administration in Human Resource Management "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba; Josef Silny & Associates			

Jorge Larrauri	HVAC	Diploma in Air Conditioning and Refrigeration CBT Technology Institute			
Irma Matos	Electrical	Bachelor of Science in Technical Education (Electrical Technology) "Hector Alfredo Pineda Zaldivar" Higher Pedagogic Institute of Professional Technical Education, Cuba.			
Jose Luis Medina	Electrical and HVAC	Bachelor of Science, Electrical Engineer Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba Josef Silly and Associates Evaluation of Educational Credentials			
Christopher Mendez		Electrician Technician College of Business & Technology Auto Cad	Journeyman Electrician – Miami Dade OSHA 10	202101370	09/30/2025
Miguel Padilla	Electrical	BS in Electrical Engineering Higher Polytechnic Institute "Jose Antonio Echeverria", Cuba Josef Silny and Associates Evaluation of Educational Credentials			
Danilo Clerch	HVAC	Bachelor of Science in Mechanical Engineering Master of Science in Thermal Energy Higher Polytechnic Institute "Jose Antonio Echeverria", Cuba Josef Silny and Associates Evaluation of Educational Credentials			
Oscar Dominguez	Electrical	Mike Holt Enterprises Electrical Classes	Electrical Contractor, State of Florida	EC13004720	08/31/2026
Yosi Hernandez	Electrical	Refrigeration and Air Conditioning Repair Technician – South Florida Institute of Technology Electrician Technician - CBT College	Electrical Contractor, State of Florida NICET Certified Level 2 Fire Alarm Systems	EC13012022	08/31/2026
Darell Mijares	Electrical	BSc. Electrical Engineering – Mapua Institute of Technology, Manila Philippines Diploma in Management of Information Systems – COMPTIA, Network Security, CISCO (CCENT and CCNA), Microsoft (MCP, MCSE, Fast Train, FL			
Jose Cayon	Electrical	BS in Electrical Engineering Central University of Las Villas, Cuba; Josef Silny & Associates Evaluation of Educational Credentials			

		AS in Electrical Technology College of Business and Technology, Miami			
Ariel Duran	Electrical		Journeyman Electrician – Miami Dade	202000123	09/30/2025
Luis Fernandez	Electrical	Bachelor Of Science in Electrical Engineering Master in Education			
Carlos Jimenez	HVAC / Electrical	BBA Engineering ME Engineering – Marine State University – Saint Petersburg, Russia	Journeyman Electrician Miami Dade County Master Electrician – Miami Dade County	202400887 2000235249	09/30/2025 09/04/2025
Fernando Labrid	HVAC	Associate in Automotive Mechanics			
Carlos Perez	HVAC	Doctor in technical Sciences Master in Thermal energy Bachelor in Mechanical Engineering			
Fernando Rabell	HVAC	Florida Education Institute - Heating, Ventilation, Air Conditioning and Refrigeration	EP 608 Heating, Air Conditioning and Refrigeration Maintenance Tech		
Ernesto Vidal	HVAC	Diploma of Intermediate Level in Refrigeration, "Hermanos Gomez" Polytechnic Institute of Energy, Cuba; Josef Silny & Associates Evaluation of Educational Credentials	EPA Certification R410 Certification PM Certification		
Anibal Borroto	HVAC	Doctor of Philosophy in Engineering National Technical University of Ukraine; Josef Silny & Associates Evaluation of Educational Credentials BS in Mechanical Engineering "Marta Abreu", Central University of Las Villas, CubaJosef Silny & Associates Evaluation of Educational Credentials			
Felipe Llanes	HVAC	Bachelor in Chemical Engineering-University of Havana, Havana Cuba, Josef Silly and Associates Evaluation of Educational			

		Credentials			
Javier Nager	HVAC	Bachelor of Science in Mechanical Engineering-"Instituto Jose Antonio Echeverria" Spantran, Evaluation of Educational Credentials, Specialization in Climate Control and Refrigeration			
Jose Roque	HVAC	Bachelor of Science, Mechanical Engineering, "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba; Josef Silny & Associates Evaluation of Educational Credentials	EPA Certification, ESCO Institute R-140 Safety Certification		
Luis Hernandez	Electricity	Electrician Technician South Florida Institute of Technology Miami, FL	Journeyman electrician OSHA-10 FASA Certification Official Electrician License Level II Thermography	201900027	9/30/2025
Marco Roque	Electricity	Electrician Technician South Florida Institute of Technology Miami, FL	Journeyman Electrician Miami Dade Master Electrician Miami Dade	201800288 24E000153	9/30/2025 9/30/2025
Renan Vega	Electricity	Electrician Technician South Florida Institute of Technology Miami, FL Bachelor in Electrical Engineering, University of Oriente, Cuba	Journeyman Electrician Miami Dade OSHA-30	201601458	9/30/2025
Jose M. Roque	Electricity	B.S. in Electrical Engineering Technology Institute Santo Domingo, DR Mechanic in Refrigeration and Air Conditioning Systems National Polytechnical Institute Santo Domingo, Dominican Republic			
Cesar Munoz	Electricity	Technical Baccalaureate in Computer Science Polytechnical Institute Carlos Hidalgo, Cuba Networking Devices and Initial Configuration, Intro to Packet Tracer, Cybersecurity, Networking Basics (CISCO) Savant: Fundamentals with Blueprint, Lighting & Shades Manager Overview, Home Backup and Restore, IP Studio Soundbars with Integrated Host	CompTIA A+		
Rafael Moreno	HVAC	Associate in Electrical Technology Associate Degree in Air Conditioning, Refrigeration and Heating Technology College of Business and Technology	Certified AC Contractor EPA 608 EPA 609 HVAC Preventive Maintenance Tech Indoor Air Quality Tech GREEN HVAC Tech R410 Certification	CAC1819104	8/31/2026
Alberto Montes	Electricity	PHD in Technical Sciences, Cuba B.S. In Electrical Engineering, Cuba	OSHA 10 Autodesk AutoCAD		

			Autodesk REVIT MS Office		
Juan Mendoza	Electricity	Electrical Engineering Carabobo University, Venezuela			
Guillermo Mendez	Electricity	B.S. In Electrical Engineering, Cuba	Journeyman Electrician – Miami Dade	202101369	09/30/2025
Christopher Mendez	Electricity	Electricity Technician College of Business and Technology, Miami FL	Journeyman Electrician – Miami Dade OSHA 10 AutoCAD	202101370	09/30/2025
Pedro Luis Martin	Electricity	B.S in Electrical Engineering University of Pinar del Rioi, Cuba	OSHA 10		
Kenneth Picado	IT	AS, Computer Network Engineer Florida Career College, Pembroke Pine, FL			
Roger Olivier	IT	Associate – Computer Network Engineer – FCC, Fort Lauderdale BSc. Technical Management – Devry University, Miramar FL MSc. Business Administration – Nova University- Davie FL			
Juan Balette	IT	Master of Information Technology Atlantis University, Miami , FL			
Tatiana Ramos-Parker	General education	PhD, Communications Universidad de La Laguna, Spain SPANTRAN (NACES) Bachelor Degree, Communications Universidad Catolica Andres Bello, Caracas Venezuela Josef Silny & Associates Evaluation of Educational Credentials			
Danays Carbonell	General education	Master of Science in Teaching Spanish "Enrique Jose Varona" Higher Pedagogic Institute Cuba, Josef Silny & Associates, Evaluation Bachelor of Science in Teaching Spanish "Enrique Jose Varona" Higher Pedagogic Institute, Cuba, Josef Silny & Associates, Evaluation of Educational Credentials			

APPENDIX "C"

ACADEMIC CALENDAR FOR YEAR 2024

TERMS	DATE	MID POINT	ENDING
WINTER 1 2024	01-08-24	02-05-24	03-01-24
WINTER 2 2024	03-04-23	04-01-24	05-03-24
Spring Break 2024: 03-18-2024 thru 03-22-2024			
SPRING 1 2024	05-06-24	06-03-24	06-28-24
Summer Break 2024: 07-01-2024 thru 07-05-2024			
SUMMER 1 2024	07-08-24	08-05-24	08-30-24
FALL 1 2024	09-03-24	10-07-24	10-25-24
FALL 2 2024	10-28-24	11-25-24	12-20-24

HOLIDAYS FOR YEAR 2024

New Year's Day	School is Closed	January 01, 2024	----------
Martin Luther King	No Classes –School is open	January 15, 2024	9 am – 6 pm
Spring Break	No Classes- School is open	March 25 to March 29, 2024	9 am – 6 pm
Good Friday	School is Closed	March 29, 2024	----------
Memorial Day	School is Closed	May 27, 2024	----------
Juneteenth	No Classes – School is open	June 19, 2024	9 am – 6 pm
Independence Day	School is Closed	July 4, 2024	----------
Summer Break	No Classes – School is open	July 1 to July 5, 2024	9 am – 6 pm
Labor Day	School is Closed	September 2, 2024	----------
Columbus Day	No Classes – School is open	October 14, 2024	9 am – 6 pm
Thanksgiving Break	School is Closed	November 28-29, 2024	----------
Winter Break	School is Open	December 23, 2024 - Jan 3, 2025	9 am – 6 pm

YEAR 2024 – WEEKEND CLASSES

TERMS	DATE	ENDING
WINTER 1 2024 - WK	01-26-24	04-06-24
WINTER 2 2024 - WK	04-12-24	06-15-24
Spring Break 2024: 03-18-2024 thru 03-22-2024		
SPRING 2024 - WK	06-21-24	08-31-24
Summer Break 2023: 07-03-2023 thru 07-07-2023		
SUMMER 2024 - WK	09-06-24	11-09-24
FALL 2024 - WK	11-15-24	02-01-25

HOLIDAYS FOR YEAR 2024 FOR WEEKEND CLASSES

New Year's Day (Observed)	School is Closed	January 01, 2024
Martin Luther King	No Classes –School is open	January 15, 2024
Spring Break	No Classes- School is open	March 17 to March 28, 2024
Good Friday	School is Closed	March 29, 2024
Memorial Day	School is Closed	May 24, 2024
Independence Day (observed)	School is Closed	July 04, 2024
Summer Break	No Classes – School is open	June 30 to July 11, 2024
Labor Day	School is Closed	September 02, 2024
Thanksgiving Break	School is Closed	November 24 to Dec 05, 2024
Winter Break	School is Open	December 22, 2023 - Jan 09, 2025

ACADEMIC CALENDAR FOR YEAR 2025

TERMS	DATE	MID POINT	ENDING
WINTER 1 2025	01-06-25	02-03-25	02-28-25
WINTER 2 2025	03-03-25	04-07-25	05-02-25
Spring Break 2024: 03-24-2025 thru 03-28-2025			
SPRING 1 2025	05-05-25	06-02-25	06-27-25
Summer Break 2024: 06-30-2025 thru 07-04-2025			
SUMMER 1 2025	07-07-25	08-04-25	08-29-25
FALL 1 2025	09-02-25	09-29-25	10-24-25
FALL 2 2025	10-27-25	11-24-25	12-19-25

HOLIDAYS FOR YEAR 2025

New Year's Day	School is Closed	January 01, 2025	----------
Martin Luther King	No Classes –School is open	January 20, 2025	9 am – 6 pm
Spring Break	No Classes- School is open	March 24 to March 28, 2025	9 am – 6 pm
Good Friday	School is Closed	April 18, 2025	----------
Memorial Day	School is Closed	May 26, 2025	----------
Juneteenth	No Classes – School is open	June 19, 2025	9 am – 6 pm
Independence Day	School is Closed	July 4, 2025	----------
Summer Break	No Classes – School is open	June 30 to July 4, 2025	9 am – 6 pm
Labor Day	School is Closed	September 1, 2025	----------
Columbus Day	No Classes – School is open	October 13, 2025	9 am – 6 pm
Thanksgiving Break	School is Closed	November 27-28, 2025	----------
Winter Break	School is Open	December 22, 2025 - Jan 2, 2026	9 am – 6 pm

APPENDIX "D"

FLORIDA DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

John L. Winn

Commissioner of Education

F. PHILIP HANDY, Chairman
T. WILLARD. FA IR, Vice Chairman
Members
DONN A G. CALLAWA Y
JULIA L. JOHNSON
ROBERTO MART⁞NEZ
PHOEBE RAULERSON
LINDA K. TAYLOR

July 20, 2005

MEMORANDUM

TO: State University Presidents
Community College Presidents
FROM: John L. Winn
SUBJECT: Nonpublic Institution Participation in the Statewide Course Numbering System (SCNS)

The Florida State Board of Education is committed to improving student opportunities for higher learning by coordinating the efforts of all education sectors to facilitate progress toward a degree. Nonpublic colleges and universities play an important role in achieving this goal. Many Florida students at non-regionally accredited institutions, however, continue to encounter difficulties when transferring credit.

Section 1007.24(6), Florida Statues (F.S), states that "nonpublic colleges and schools that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education may participate in the state numbering system". Furthermore, Section 10 07. 24 (7). F.S., guarantees the transfer of credit between all participating institutions.

Any student who transfers among postsecondary institutions that are fully accredited by a **regional or national accrediting agency recognized by the United States Department of** Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and anticipating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution.

We ask that you make your staff aware that students who transfer from nonpublic institutions that participate in the SCNS enjoy the same rights to guaranteed course transfer as students from Florida public institutions. **Courses with the same prefix and last three digits—those that have been deemed equivalent by an SCNS** faculty discipline committee—are guaranteed transfer to another institution offering that course (subject to standard system-wide exemptions). This credit will satisfy institutional requirements as though the student took that course at the receiving institution. No additional supporting documentation is required to validate the

transfer of equivalent courses; in the process of assigning course numbers, the Department of Education has already ensured that the teaching faculty possess credentials comparable to those at regionally accredited institutions. Moreover, the Department continues its efforts to ensure improvements in all facets of the faculty credential evaluation process. Again, receiving institutions must award this transfer credit for equivalent courses regardless of whether the accreditation of the participating institution is regional or national.

The State Board of Education and I take very seriously our responsibility to ensure and enforce appropriate policy implementation. To test and improve quality assurance in the implementation of this policy, the Department of Education, in conjunction with the Articulation Coordinating Committee, will be reviewing transfer policies and sampling student records across institutions. Results of sampling will be publicly reported along with specifically reported and confirmed incidents of violation. I encourage your attention to your institution's policies and practices to facilitate student success in this policy area.

For your convenience, attached is a list of nonpublic institution courses on the SCNS. You may also download updated copies of this report in the "Latest News" section of the Statewide Course Numbering System website at http://scns.fldoe.org. Should you have any questions about the transfer of credit from nonpublic institutions, please contact the Office of Articulation at (850) 245-0427. Thank you for your consideration regarding this matter.

JW/mb

c: Chancellor Debra Austin
Chancellor David Armstrong
State University Registrars and Admission Directors
Community College Registrars and Admissions Officers State
University Council of Academic Vice Presidents Community
College Council on Instructional Affairs Independent Colleges
and Universities of Florida Presidents Florida Association of
Private Schools and Colleges Presidents

APPENDIX "E"

CATALOG ADDENDUM

Associate in Science Degree Program
NETWORKING ADMINISTRATION

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CORE COURSES		
CGS1060C	Microsoft Technology Applications [C]	3
CET1485	Network Essentials [C]	3
CET1179	A+ Certification Preparation [C]	3
CET1588	Network+ Certification Preparation[C]	3
CET1811	Administering Windows Professional [C]	3
CET1722	Windows Server Network [C]	3
CET1723	Windows Server Administration [C]	3
CET1724	Windows Server Implementation [C]	3
CET1617	Interconnecting CISCO Network	3
CET1661	Intro to CISCO	3
CIS1081	Cloud Computing	3
CET1856	Implementing CISCO	3
CTS1380	CISCO Networks	2
GENERAL EDUCATION COURSES		
HUM1030	Origins of Western Civilization [G]	3
ENC1100	English Composition I [G]	3
MAC1100	Principles of College Algebra [G]	3
STA1001C	Introduction to Statistical Reasoning [G]	3
ENC1106	English Composition II [G]	3

Total Semester Credits

68

General Educational courses req: 15 Semester Credits

Graduation Requirements: 68 Semester Credits

PROGRAM DESCRIPTION: The Associates in Networking Administration provides the student a curriculum that begins with basic understanding of computer components through computer systems diagnostics and repair. It will teach students about complex networking theory and provide them with hands on practice creating networks utilizing Microsoft Windows and Linux operating systems. They will also apply what they have learned in a "Hands On" lab environment with equipment and software that is indicative of what they may encounter in the world of work. Students who enroll in the program will have the option to choose one of the three tracks that the program offers

TRACK 1: DIGITAL ENTREPRENEURSHIP & DISRUPTIVE BUSINESS MODELS

a. GEB1161 Fundamentals of Digital Technologies (3 credits)
b. ENT1011 Business Model Design & Innovation (3 credits)
c. MAR2101 Digital Marketing and Social Media Management (3 credits)
d. CAI1800 Emergent Technologies in Business AI and Big Data (3 credits)
e. GEB1160 Business Development Plan & New Venture Financing (3 credits)

TRACK 2: Green and Social Innovation

a. MAN1050 Innovation Management, Process & Methods (3 credits)
b. ENT1501 Social and Sustainable Innovation (3 credits)
c. IDS1281 Climate change – Science and Solutions (3 credits)
d. GEB1013 Business and the environment (3 credits)
e. MAN1060 Corporate Social Responsibility – People and the Environment (3 credits)

TRACK 3: Disruptive & Exponential Technologies for Business and Safety

a. Algorithmic Thinking & Non Lineal Statistics (3 credits)
b. Fundamentals of Artificial Intelligence (3 credits)
c. CAP1757 Introduction to Data Sciences (3 credits)
d. AI & Data Science Applications I (3 credits)
e. AI & Data Science Applications II (3 credits)