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## WELCOME

Dear Student:

*American Advanced Technicians Institute, Corp. Welcomes you to our institution and congratulates you for having selected the right path into your future, Education. Our common efforts will allow you to develop skills that will enhance the course of your career.*

*Our institution offers a variety of programs ranging from beginners to advanced training in the most up-to-date automotive technology. Our faculty is composed of certified specialists who will work with you in the most professional and personalized manner toward achieving your goals.*

*You have made a commitment to your future and today we offer you our support to see you walk into the 21st century with one of the most powerful tools you will ever hold in your hands, an education.*

Sincerely,

Faculty and Staff



### Licensed by

The Commission For Independent Education  
Florida Department of Education  
License No. 2038  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Tel. (888) 224-6684 / Fax. (850) 245-3233  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

### Accredited by

Accrediting Council For Continuing Education & Training  
(ACCET) ID# 1081  
1722 N. Street N.W., Washington, D.C. 20036  
(202) 955-1113 \* (800) 515-6218  
[www.accet.org](http://www.accet.org)

### Board of Directors/Corporate Owners-Shareholders

Mrs. Fanny Mariño 51%  
Mr. Hector Mariño 49%

### Statement of Ownership

American Advanced Technicians Institute, Corp. (AATI) is formed under the laws of the State of Florida. AATI is owned and operated by the Board of Directors. The Board of Directors may be reached at 6801 West 20<sup>th</sup> Avenue, Hialeah, Florida 33014. Tel.: (305) 362-5519 - Fax: (305) 362-3134 Email: [administration@aationline.com](mailto:administration@aationline.com) - Website: [www.aationline.com](http://www.aationline.com)

### Governing Body

American Advanced Technicians Institute, Corp.  
6801 West 20<sup>th</sup> Avenue  
Hialeah, Florida 33014  
(305) 362-5519

### Advisory Board

Mr. Victor Valentin  
Training Manager, Service Department, Hyundai Motor Company,  
Miami  
Mr. Jorge Contreras  
Service Advisor, Service Department, Headquarters Toyota, Miami

### MISSION STATEMENT

The mission of *American Advanced Technicians Institute, Corp.* (Herein after referred to as AATI) is centered around the education of the student. Our mission is to provide practical training and technical education in the field of Automotive Technology.

### PHILOSOPHY & OBJECTIVE

AATI is dedicated to the principle that vocational and technical education is directed to the needs of the individual, the community, and the nation's industries. AATI's educational aim is to train, guide, and help motivate its students to effectively make their way into a challenging and rewarding career. In addition to helping them acquire the necessary technical knowledge and skills, the Institute also places great emphasis on the student's personal development.

## HISTORY

*American Advanced Technicians Institute, Corp.* began in August of 1995, when its owners responded to a calling from the community of automobile mechanics. The need for the Institute arose from new laws being implemented by Miami-Dade County, requiring all mechanics to be certified by passing the Automotive Service Excellence (ASE) certification exams. AATI started as a private tutoring institution and in September of 1995 was incorporated in the State of Florida as **American Advanced Technicians Institute, Corp.** Its original program was comprised of review courses for ASE examinations. In 1997, AATI was granted a license by the State Board of Independent Post-secondary Vocational, Technical, Trade and Business Schools (now named The Commission For Independent Education) License Number 1932, to offer the following program(s) of instruction: Automotive Technology Program, Automotive Certification Preparation Program and Advanced Automotive Technology Program. These programs are taught in the following languages: Bilingual (Spanish/English) and English. In May of 1998, AATI was issued a new License Number 2038 due to a change of ownership and the addition of a new program (Automotive Transmission Program). In July 1998, AATI was approved by Miami-Dade County to administer its own Mechanic/Technicians Certification Exams in Spanish, English and Creole. In December 2002, AATI became accredited by the Accrediting Council For Continuing Education and Training (ACCET). ACCET is a national accrediting agency approved by the U. S. Secretary of Education. On July 11, 2003, AATI was approved to offer Title IV financial assistance by the U.S. Department of Education. Later in September, AATI was approved by Broward County to administer its own Mechanic/Technicians Certification Exams in Spanish, English and Creole. During the month of June 2009, AATI was designated by the Commonwealth of Puerto Rico to exclusively provide examinations for The Board of Examiners of Automotive Technicians and Mechanics.

## FACILITIES & EQUIPMENT

The Institute is located at 6801 West 20<sup>th</sup> Avenue in the city of Hialeah, Florida 33014. The Institute offers its students an atmosphere conducive to learning. The offices, classrooms, reference library and lab/shop occupy approximately 13,400 square feet. The classrooms are well lit and contain teaching aids including audio/visual equipment. In addition, the lab/shop is set up with the necessary equipment to ensure that our students learn methods being used in the industry. Note: AATI is equipped to serve students with physical handicaps. (i.e. handicap parking, access ramps and restrooms available).

## OFFICE HOURS

Monday through Thursday 9:00 a.m. - 9:00 p.m.  
Friday 9:00 a.m. to 2:00 p.m.

## FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his or her educational record maintained by the school. Students who wish to inspect their Institute=s records must schedule an appointment with the School Director. All record inspections will be done under the supervision of a member of the administrative staff. The Institute will not release any information about a student, unless authorized by the student in writing.

## SPECIAL NOTE

Information in this catalog is accurate as of the time of publication. The Institute reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or to make other changes deemed necessary or desirable, giving advanced notice of the change whenever possible. Students currently enrolled will not be affected by tuition increases.

## POLICY STATEMENT

The Institute does not discriminate on the basis of sex, race, ethnic origin or religion.

## FINANCIAL OBLIGATIONS

Tuition must be paid on time according to the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School Director.

## ADMISSION PROCEDURES

Persons interested in applying for admission to AATI should contact the Institution=s Admissions Office and an Admissions Officer will guide you through the following admission procedures:

- \$ Step One - Be interviewed by an AATI Admissions Officer.
- \$ Step Two - If applicable, Ability-To-Benefit Students must take and pass the Institutes= entrance exam.
- \$ Step Three - Complete all mandatory enrollment documentation and submit any other documents required to complete your file (i.e. high school diploma, GED, Identifications, etc...)
- \$ Step Four - Pay the required Registration Fee.
- \$ AATI=s procedure for admitting students with mental or physical handicaps, is to carefully screen them at the time of the admission interview to determine any special needs that may be required.

## ADMISSION REQUIREMENTS

1. In order to qualify for enrollment to AATI, prospective students must be at least 17 years old. **NOTE:** Students under the age of 18 must have a parent sign the enrollment agreement to be accepted into the institute.
2. It is the policy of the Institute not to allow a prospective student to enroll, unless he/she has visited the institute and toured the facilities (except for the student enrolling in the Continuing Education Program and/or the

Automotive Certification Preparation Program). An admissions representative will explain to the applicant the Institute=s programs and policies during the interview.

3. AATI requires applicants for enrollment in the Automotive Technology Program, the Advanced Automotive Technology Program and the Automotive Transmission Program to be either high school graduates or to have a G.E.D. equivalence. Applicants who are beyond the age of compulsory school attendance, lacking a high school diploma or its equivalence, may be admitted upon demonstrating the ability to benefit from the training offered by successfully obtaining the following minimum scores on the Wonderlic Scholastic Achievement Test:

Automotive Technology Program	13
Advanced Automotive Technology Program	13
Automotive Certification Preparation Program	13
Automotive Transmission Program	13

4. If an applicant is unable to achieve the minimum acceptable score for the program of his/her choice, the student may reapply for admission after 30 days.
5. In order to enroll in either the Automotive Certification Preparation Program or the Advanced Automotive Technology Program you must be working in the field and have a minimum of two (2) years experience.
6. To enroll for individual courses in either the Automotive Certification Preparation Program or the Advanced Automotive Technology Program you must be working in the field or have a minimum of two (2) years experience.
7. For the Automotive Transmission Program, each specialty may be taken individually, with the exception of the Automatic Transmissions and Transaxles course for which you must be able to pass the Final Exam for Manual Transmissions and Power Trains with a grade of AB@ or better.
8. For the Automotive Technology Program, you may not take individual classes.

### ACADEMIC INFORMATION

#### Credit for Prior Education

Upon enrollment, the student will be asked to list any previous educational training in the exact area which he/she has enrolled. If the training is recent, sufficiently relevant and the student's official transcripts demonstrate sufficient training in the field, the School Director will grant the appropriate credit not to exceed 25% of program clock hours. Grades and grade point averages are not transferred to the student's record. Transfer credits are granted only for those courses in which a grade of "C" or better was earned. The course length may be shortened and the fees pro-rated. The student=s record will be documented should any action be taken.

A student may not be eligible for financial aid, due to the number of clock hours being transferred.

Transferability of credit earned at AATI is at the discretion of the accepting institution, and that it is the student=s responsibility to confirm whether or not credits will be accepted by another institution of the student=s choice.

Appeals must be requested in writing, within 5 business days of receipt of determination.

Appeals should be directed to the School Director with proper documentation.

#### Class Schedule

Classes are scheduled Monday through Thursday as follows:

Day	9:00 AM	to	1:00 PM
Afternoon	1:30 PM	to	5:30 PM
Evening	6:30 PM	to	10:30 PM

#### Class Size

The Institute=s average number of students in a typical class or laboratory situation is 15 students per instructor. The maximum number of students in a lecture class is 30 students per instructor.

#### Attendance

Students can achieve the best results only by regularly attending class. The attendance record is part of each student's permanent record and in addition to grades, it is used to determine recommendation for a position after graduation. If a student is ill or an emergency arises, the Institute must be notified in advance if possible, for the student=s absence to be excused. Fourteen (14) consecutive unexcused absences will result in termination. Students may not be absent more than 25% of the subject/course. It is the responsibility of the student to make arrangements with the instructor to make-up missed class work for excused absences. The make-up hours and class work must be completed by the end of the current term in which the time and classwork was missed. Make-up hours deadline may be extended by the School Director.

#### Tardiness

Punctuality is an important factor in business and education. If you are late, minutes in increments of 15 will be deducted from the total number of hours scheduled for that day. For example, if you arrive at 6:45PM you will be counted for 3.75 hours. The same will happen if you leave early.

#### Leave of Absence

A student will be granted one leave of absence per program. A leave of absence may be requested for a valid reason and it may not exceed 90 days. The returned date will be coordinated by the administrative office to ensure that the returned date will fall at the beginning of a new module and will not exceed 120 consecutive days. A leave of absence must be requested in writing by the student or guardian and approved by the School Director or the Student Services Director. In certain cases, a spouse, parent or guardian may obtain a leave of absence with adequate proof. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

#### Grading System

A	90 - 100%	Excellent	4.0 points
B	80 - 89%	Good	3.0 points
C	70 - 79%	Average	2.0 points
D	60 - 69%	Passing	1.0 points
F	below 60%	Failed	no points
I	Incomplete		
W	Withdraw		

X	Transfer		
S	Satisfactory		
U	Unsatisfactory		
R	Repeat		

Students will be given a copy of their progress report at the end of each module and program completed.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

Qualitative Measure - Students must achieve a minimum 1.0 Grade Point Average (herein after referred to as G.P.A.) at the end of the first 25% of the program, 1.5 G.P.A. by 50% of the program and a 2.0 G.P.A. required for graduation. A student that does not achieve the required G.P.A. will be placed on probation for the next term and is considered to be in Satisfactory Progress. If at the end of the probation period he/she has not achieved the required G.P.A., his/her training will be terminated.

Quantitative Measure - The maximum time limit given to a student to complete his/her program is 1.5 times the normal length of that program. A student not meeting this criteria will be terminated for not making satisfactory academic progress.

Increments for Evaluation

To ensure that a student is making quantitative progress throughout their program of study AATI will evaluate the student=s progress at 50% of the maximum time frame.

For instance, a student taking a 900 clock hour program that normally takes 8 months to complete has a maximum time frame of 12 months. The student would have to complete the first 450 clock hours of the program within 6 months to be making satisfactory academic progress.

Additional Elements

Incomplete Grades - A grade of "I" must be completed by the second week after the exam date or the grade will be changed to an "F" (G.P.A. will be recalculated accordingly). If not completed, the course must be taken at a later date which will delay the student's graduation date. The student will be charged for the repeated course(s) at the prevailing tuition rate.

Failure to take appropriate action to complete a course and eliminate a grade of "I" may affect a student's satisfactory progress when the grade is converted to an "F".

If a student demonstrates mitigating circumstances (that is, illness, death in the family, etc.) an exception may be made upon appeal to and with the approval of the Director of Training or the School Director.

Course Withdrawals - A grade of AW@ will not be considered as clock hours successfully completed but will be counted as clock hours attempted. AW@ grades are not calculated into the G.P.A.

Course Repetitions - Students may repeat classes in which they earn a grade of AD@ or below. Both the original and repeated course are counted as clock hours attempted. In computing the G.P.A., the clock hours for the course with the higher grade will be counted. The student will be charged for the repeated course(s) at the prevailing tuition rate. Students may repeat a course as many times as needed to satisfactorily pass the course as long as these course

repetitions do not affect the student in regards to the Satisfactory Academic Progress Policy.

Non-Credit Remedial Course Work - AATI does not offer any non-credit remedial courses.

Probation

Students not meeting satisfactory academic progress standards at the first checkpoint are automatically placed on a 30 day probation period. During probation, the student is considered to be making satisfactory progress. The student will be notified of the probation by certified mail and must meet the terms of his/her probation as outlined in the notification letter or be terminated.

Failure to Meet Satisfactory Academic Policy, Appeals and Reinstatement

Failure to Meet Satisfactory Academic Policy - A student failing to meet the Satisfactory Academic Policy standards will be terminated from the Institute and will be notified by certified mail of his or her failure to meet the standards.

Appeals - Students not meeting the satisfactory academic progress standards are notified by means of a letter from the Registrar=s Office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within 10 calendar days of receipt of the Registrar=s letter.

Appeals should be directed to the Academic Progress Committee, which is composed of the School Director, the Registrar and an instructor, on a rotating basis. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should be included with the written appeal. Such documentation might include a physician=s statement, accident report, or other statements. The Appeals Committee will notify the student of their decision within 10 days of receiving the student=s appeal. The Appeals Committee=s decision is final.

Reinstatement - Students who have been dismissed for lack of satisfactory progress may apply to be readmitted to the Institution after waiting period of 4 weeks. Such students will be enrolled for a probationary period upon re-entry. Students who have not maintained satisfactory progress can reestablish eligibility by successfully completing sufficient clock hours and/or attaining the overall G.P.A. required by the end of the next incremental review period.

Other Policy Consideration

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the maximum time frame and the qualitative component.

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

The Satisfactory Academic Progress Policy must be applied consistently to all students within categories of students (i.e.: full-time or part-time, day or evening, etc...).

**CURRICULUM CHANGES**

A student must obtain permission from the Director of Training in order to change his/her class schedule, and from the School Director if he/she wishes to change the program of study in which he/she is enrolled.

**RECOGNITION AWARDS**

**Academic Achievement Award:** In order to qualify for this recognition, students must graduate with a 4.0 G.P.A.

**Perfect Attendance Award:** In order to qualify for this recognition, students must have perfect attendance during their course of study.

### GRADUATION REQUIREMENTS

1. The satisfactory completion of all prescribed subjects of instruction with a cumulative G.P.A. of 2.0 (C average) or better.
2. Satisfaction of all financial obligations to the Institute.

Exceptions to this policy:

- If the student will not pursue an automotive industry related career, then a waiver must be signed with an explanation.
- If the student will work in a county that does not require licensing.
- If the student is incapacitated or disabled.
- Other exceptions may apply upon approval from the school director.

### TRANSCRIPTS

A complete transcript of each student's grades is kept in the student's permanent file. Students must request transcripts in writing. One copy is provided free at graduation (additional copies are available for a cost of \$5.00 each). Transcripts will not be issued unless the student's financial obligations to the Institute are current at the time of request.

### STUDENT SERVICES

#### Placement Assistance

AATI makes every effort to assist students/graduates in finding full or part time employment. From the day a student enters the school, the student is responsible for the recommendation that the school will submit to a potential employer. A student's academic record, attendance, personal characteristics, attitude and personal demeanor will all contribute to the Institute's overall evaluation.

How a student thinks and feels, the quality of work the student produces in school may to a great degree, reflect how the student will perform on the job.

While AATI gladly assists students in obtaining suitable employment at no additional charge, it is understood that **AATI does NOT promise or guarantee placement for its students/graduates. Completing a course or program in a language other than English may reduce employability where English is required.**

Prospective graduates, if seeking a job in Miami-Dade or Broward Counties, must obtain applicable licenses at least one month prior to graduation.

#### Financial Assistance

The Financial Aid staff is available to assist students in the processing of financial aid, as well as to educate students in the overview of financial aid programs. This office provides service to applicants through financial aid presentations and processing of paperwork. Each student is encouraged to participate in these functions. Students have eight class days (2 calendar weeks) to provide the Financial Aid Department with any and all information needed for verification.

Students must be making satisfactory progress in accordance with AATI policies in order to be eligible for financial assistance.

### Student Advisement

Advisement and guidance begin with the admissions= interview and continues throughout the student's course of study. Faculty consultation is possible for academic issues. An appointment may be required with the Director of Training.

### Housing

The Institute does not provide housing for its students. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student that requests housing assistance at the time of enrollment.

### Lost and Found

Students may check the administrative office for any lost and found items. Any items found on school premises should be turned into the administrative office. These items are kept for 30 days and then disposed of properly.

### Personal Property

The Institute cannot be responsible for the student's books, materials or any personal belongings. Students are thus responsible for their belongings while in school.

### Campus Security

Crimes may be reported to Nayibe Marino, School Director, at 305-362-5519.

### Library

The library is accessible to all students. It is open from 9:00 a.m. to 6:00 p.m., Monday through Thursday and from 9:00 a.m. to 2:00 p.m. on Friday. For safe keeping, all video materials are kept in the administrative office. The Library Resources include: Audio-visual materials, equipment and supplies, reference books, periodicals and other printed media, trade journals, manuals, etc.

## INSTITUTE RULES AND REGULATIONS

### Drug and Alcohol Prevention/Awareness Policy

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving Federal Financial Assistance to implement and enforce drug prevention programs and policies.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### Sources for Education and Treatment

1. Administrative Offices.
2. Local meetings of support groups, including Alcoholics Anonymous (AA) and Al-Anon, and Adult Children of Alcoholics (ACOAS).
3. Alcohol and Drug Abuse Hotline (1-800-ALCOHOL).
4. Narcotics Anonymous (1-800-777-1515).
5. National Cocaine Hotline (1-800-COCAINE).
6. National Institute on Drug Abuse/Treatment Hotline (1-800-662-HELP).
7. AIDS Information Hotline (1-800-342-AIDS).
8. National STD Hotline (1-800-227-8922).
9. Federal Drug, Alcohol and Crime Clearinghouse Network (1-800-788-2800).

### Grievance Policy

Any student experiencing a problem that cannot be resolved by his/her instructor should:

- a. Contact the Director of Training for an appointment to discuss the situation.
- b. If a resolution cannot be agreed upon, the student should then contact the School Director.

- c. If a resolution still cannot be agreed upon, the student should contact The Commission For Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Fl 32399-0400 (888) 224-6684 and/or The Accrediting Council for Continuing Education & Training (ACCET), 1722 N. Street N.W., Washington, D. C. 20036, (202)955-1113 \* (800)515-6218

#### Weapon=s Policy

The use and/or possession of guns, knives or any other kind of weapons are NOT permitted on the premises of AATI. Violation of this policy constitutes grounds for dismissal.

#### Conduct

AATI expects from its students what an employer demands from its staff: cooperation, dependability, punctuality and respect. The administration will support the students in all phases of their academic life.

#### Probation

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

#### Suspension /Dismissal

A student may be suspended or dismissed from the Institute due to inappropriate conduct, violation of the Drug, Alcohol & Weapon policies, possession of school property without authorization, unsatisfactory academic progress, non-payment of tuition, or for the good of the school. If dismissed, the portion of the refund policy in effect at the time of the dismissal will apply.

A student may appeal a determination of suspension or dismissal by submitting a written appeal to the School Director. The School Director will review the appeal and make a determination for re-entry. The decision of the School Director shall be final.

#### Voluntary Withdrawal/Re-Entry

A student may withdraw from his/her program of study in person, by telephone, or in writing. All refunds, if applicable, will be made within 30 days from the last date of attendance or date written cancellation notification is received. It is understood that a student may request re-entry at a later date.

#### Verification Procedures

All students that are selected for verification as noted on his/her ISIR will be required to complete the verification process before any Title IV assistance may be disbursed. A Verification Worksheet (Independent or Dependent as applicable) must be completed and may include the institute requesting copies of certain financial documents from you (and your spouse or parents if applicable), citizenship documentation or selective service documentation to name a few. Verification may be required by the Financial Aid Office.

#### Health and Safety

AATI complies with requirements and regulations of state and local building codes, the Board of Health and the Fire Department.

#### Adverse Weather and Emergency Closing

At times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school.

When the decision to close the Institute is made after the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

#### **EMERGENCY EVACUATION PLAN**

In case of fire or any other disaster, please listen to the School Director or the school official in charge for instructions. All instructors are in charge of their class. Follow the evacuation flow chart to evacuate the building immediately in an organized and orderly manner. Do not take time to gather books or other belongings. The instructor of each class is the evacuation coordinator and shall maintain their class calm. The evacuation coordinator for the main office is the school official in charge.

Do not try to extinguish the fire. The evacuation coordinator or other school official will handle contacting the appropriate fire and rescue departments.

In case of a security problem, listen to the School Director or other school official for security directions. In all instances, you must remain calm.

The security person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

*American Advanced Technicians Institute, Corp.* has the Emergency Evacuation Plan posted on bulletin boards and in other accessible places for the view of all employees, students and visitors.

#### Incidents/Accidents

In case of an incident or accident, please inform the School Director or the Director of Training of your program so the appropriate forms and measures can be taken.

In case of an emergency during school hours, the school will take appropriate action to obtain medical assistance.

#### Dress Code

The Institute only expects what an employer demands. Students will dress in a manner appropriate to the profession for which they are training.

#### Smoking and Beverages

Smoking is prohibited everywhere in the building. Food and beverages are not permitted in the classrooms and/or laboratories.

#### **STUDENT=S RIGHTS**

The following information is made available to all current students and to any prospective student upon request.

1. The cost of attending the Institution, including: (I) tuition and fees, (II) books and supplies, (III) any additional cost of the program in which the student is enrolled or expresses a specific interest.
2. A copy of the refund policy.
3. The academic program of the Institution including: (I) educational and training programs, (II) the instructional laboratory and other facilities which relate to the academic program, and (III) the faculty and other instructional personnel.
4. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
5. The name of the associations, agencies, and/or governmental bodies which license the Institute and its programs, and the procedures under which any current or prospective student

may obtain or review upon request a copy of the documents describing the Institute's licensing.

6. The standards which the students must maintain in order to be considered to be making Satisfactory Academic Progress.

#### **STUDENT RESPONSIBILITIES**

1. Promptly providing any information requested by the Institute.
2. Keeping the Institute informed of any change in name, address, marital status, financial situation, or change in their student status.
3. Notifying the Institute if they need to withdraw from the school or wish to request a leave of absence.

#### **ENTRANCE & EXIT INTERVIEW LOAN COUNSELING**

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Stafford Loans (FFEL or Direct), be notified concerning their loans. The Institute counsels each student regarding loan indebtedness. Each student has an entrance and exit interview regarding their loan obligations, to ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

Student must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed by certified mail or via e-mail.

#### **RETURN OF FEDERAL FUNDS (RT24)**

For those students that withdraw on or before the sixty (60%) percent point of their term and have received Federal Financial Aid Funds, a statutory return of unused funds will be calculated and returned to the Federal Government and/or the appropriate lender. These funds will be debited from the student's account and any remaining balance owed will be the student's responsibility to the school, the Federal government and/or the appropriate lender. No return of Federal Funds is required if a student has completed sixty (60%) per cent or more of his/her term.

The statutory return of unused Federal Funds requires AATI to return to the Federal Government any unused grants and/or loans the student applied for and was scheduled to receive. The institute is obligated by law to refund any unused Federal Aid within thirty (30) days of the date of determination or notification to the school that the student has withdrawn. If a student owes a balance on their PELL grant, the balance must be paid in order for the student to participate in any future Title IV aid.

#### **CANCELLATION AND REFUND POLICY For Students Enrolled in a Program**

Should a student be terminated or cancelled for any reason, all refunds will be made according to the following refund procedure:

1. Cancellation may be made in person, by telephone, and/or writing.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) Business Days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.

4. Cancellation after attendance has begun, but prior to 60% completion of the course, will result in a Pro Rata refund computed on the number of hours completed to the total of hours scheduled to complete in the payment period.
5. Cancellation after completing 60% of the program will result in NO refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student or receipt of cancellation notice.
7. Refunds will be made within 30 days of the last date of attendance or receipt of Cancellation Notice.
8. A student may be dismissed at the discretion of the School Director for insufficient progress, non-payment of costs, or failure to comply with rules.

For students enrolled in Certification Preparation courses, 16-Hours and Advanced Automotive Courses for continuing education the following cancellation policy applies:

1. Registration fee of \$25.00/\$50.00 is non-refundable.
2. Once courses begin, there will be no refunds.
3. Courses by mail are non-refundable.

#### **WITHDRAW POLICY**

The institute recognizes conditions arise which cause changes in plans of students; and that under such circumstances, provisions for cancellation should be made. **If cancellation is effected (under this clause), the student reserves the right to apply for reinstatement within one year of the date of enrollment.** A \$100.00 administrative fee will be assessed for all students that withdraw. Refunds shall be made within thirty days from the date of withdrawal. If a student is obtaining federal financial assistance the refund will be made according to the federal regulations refund policy.

Students leaving the institution and having an outstanding balance will be required to pay the amount in full within thirty days. Delinquent accounts can and will be turned over to collections. Any costs related to the collection of the amount owed will be charged to the students account.

#### **FINANCIAL ASSISTANCE For Those Who Qualify**

The purpose of financial aid is to assist those students in financial need who are seeking a post-secondary education. It is suggested that students applying for financial aid apply for admission prior to the starting date to allow adequate time for filing the proper forms. American Advanced Technicians Institute is an eligible institution approved by the United States Department of Education for participation in the following Title IV programs:

- ' Federal FFEL Stafford Loans (Subsidized and Unsubsidized)
- ' Federal PLUS Loan
- ' Federal Pell Grant Program

All federal student loans must be repaid as explained during your financial aid interview, listed on your Master Promissory Note / Master Promissory Note Instructions and Notices. This information is also outlined in your Entrance / Exit Interview. Repayment of federal student loans begins approximately 6 months from the date you leave the school, even if you do not complete your education.

NOTE: To be eligible for financial assistance students must present their citizenship status documents to assure that they are eligible, they must present the required income tax documents, identification to

include social security card & drivers license, be a high school graduate or pass the school=s entrance exam (Wonderlic), and maintain satisfactory academic progress.

Students must meet requirements of satisfactory progress to maintain eligibility for Financial Assistance / Title IV Programs. If a student withdraws from the school monies will be refunded according to the following schedule:

- § Federal Stafford Loan (Unsubsidized)
- § Federal Stafford Loan (Subsidized)
- § Federal PLUS Loans
- § Federal Pell Grant for the payment period for which a return of funds is required
- § Other assistance received for which a return of funds is required

**Time Frame for The Return of Title IV Funds**

Thirty days, from the date the institution determines the student withdrew, to return all unearned funds for which it is responsible.

**METHOD FOR COLLECTING DELINQUENT TUITION AND/OR OTHER MONIES OWED**

1. Notification in writing stating outstanding balance.
2. Follow-up phone call one week after written notification.
3. Second written notification 30 days after first written notification.
4. Follow-up phone call one week after second written notification.
5. Third written notification 30 days after second written notification.
6. Follow-up phone call one week after third written notification.
7. Fourth written notification 30 days after second written notification.
8. Final courtesy follow-up call.
9. If satisfactory payment arrangements are not made, the student=s balance will be reported to the Credit Bureaus.

**Policy for Course or Program Cancellation**

AATI reserves the right to cancel a course or program if a minimum of fifteen students is not met. Students enrolled in a course/program that is canceled will automatically be transferred to the next start date.

**Course Numbering System**

The following is an explanation of the course numbering system for programs offered at American Advanced Technicians Institute, Corp.:

**Automotive Certification Preparation:**

- AC = Automotive Certification Courses
- BC = Body / Collision Certification Courses
- TC = Truck Certification Courses (Medium / Heavy Trucks)

**Automotive Technology:**

A = Automotive Courses

**Advanced Automotive Technology:**

AA = Advanced Automotive Courses

**Automotive Transmission:**

T = Transmission Courses



**PROGRAM OF STUDY**

**Automotive Certification Preparation**

AATI designed this program for Automotive Technicians who are currently working in the field to help them study, review technical knowledge, and seek additional reference material to pass the American Advanced Technicians Institute, Corp. and/or the Automotive Service Excellence Certification Exams. Passing the certification exams proves the automotive technician has the capacity and the ability to perform at a high-level, thus showing their employers and customers the skills needed to further customer trust and improve the image of Automotive, Collision and Med/Hvy Duty Truck Technicians.

**Category I: Automotive: Automobile/Light Truck**

Class Code	Description	Clock Hours
AC1001	Engine Repair	20
AC2001	Engine Performance	20
AC3001	Brakes	20
AC4001	Suspension & Steering (Front End)	20
AC5001	Heating & Air Conditioning	20
AC6001	Electrical & Electronic Systems	20
AC7001	Automatic Transmission/Transaxle	20
AC8001	Manual Drive Train & Rear Axle	20
		160

**Category II: Collision: Automobile/Light Truck (Non-Mechanical)**

Class Code	Description	Clock Hours
BC9001	Non-Structural Analysis	20
BC1001	Painting and Refinishing	20
BC1101	Structural Analysis	20
		60

**Category III: Medium & Heavy/Duty Trucks**

Class Code	Description	Clock Hours
TC1201	Engine Repair (Gasoline/Diesel)	20
TC1301	Drive Trains	20
TC1401	Brakes & Braking Systems	20
TC1501	Suspension & Steering Systems	20
TC1601	Electrical/Electronic Systems	20
		100

**Length of Time: 20 weeks**

**Graduation Requirements: Must have a minimum of 2.0 GPA and must complete the program within 1.5 times the normal length of this program.**

Each specialty consists of 20 hours of class, including 4 hours of review. These classes may be taken individually. One (1) clock hour is equal to fifty (50) minutes. No entrance exam required.

You must be employed in the field for at least two years to be eligible for the preparation courses mentioned above.

Upon completion of each specialty, the Institute will award a certificate and with the completion of the entire program a diploma will be awarded.

In order to obtain the licenses required by Miami-Dade and Broward Counties, students must pass the AATI or ASE Certification Exams.

### **COURSE DESCRIPTION**

**Category I:** Automotive: Automobile/Light Truck

**AC1001 Engine Repair**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of engine repair. This course includes diagnosis and repair in: general engine, cylinder head and valve train, engine block, lubrication and cooling systems, fuel and exhaust systems, battery and starting systems.

**AC2001 Engine Performance**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of engine performance. This course includes: general engine diagnosis, ignition system diagnosis and repair, emissions control systems, computerized engine controls, engine related service and engine electrical systems.

**AC3001 Brakes**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of brakes. This course includes: hydraulic system diagnosis and repair, drum brake, disc brake, power assist units, miscellaneous diagnosis and repair and anti-lock brake system.

**AC4001 Suspension and Steering**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of suspension and steering. This course includes: steering and suspension system diagnosis and repair, wheel alignment and wheel and tire diagnosis and repair.

**AC5001 Heating and Air Conditioning**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of

air conditioning systems and repair. This course includes: air conditioning systems, refrigeration, heating and engine cooling, operating systems diagnosis and repair; refrigerant recovery and recycling and handling.

**AC6001 Electrical and Electronic**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of electrical and electronic systems. This course includes: general electrical/electronic system diagnosis, battery diagnosis and service, starting, charging, lighting gauges and warning devices, horn and wiper/washer and accessories diagnosis and repair.

**AC7001 Automatic Transmission/Transaxle**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exam in the area of automatic transmission. This course includes: general transmission/transaxle diagnosis, maintenance and adjustment, in-vehicle and off-vehicle transmission/transaxle repair.

**AC8001 Manual Drive Train and Rear Axle**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of manual transmission. This course includes: clutch, transmission, transaxle, drive (half) shaft and universal joint, rear axle and four-wheel drive component diagnosis and repair.

**Category II:** Collision: Automobile/Light Truck (Non-Mechanical)

**BC9001 Non-Structural Analysis**  
(Body Repair)  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of body repair. This course includes: Preparation, outer body panel, repairs, replacements and adjustment, unibody inspection, measurement and repair, metal finishing and body filling; moveable glass, hardware, welding and cutting, and plastic repair.

**BC1001 Painting and Refinishing**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of painting and refinishing. This course includes: surface preparation, spray gun operation and related equipment; paint mixing, matching, and applying; solving paint application problems; finish defects, causes, and cures; safety precautions and miscellaneous.

**BC1101 Structural Analysis**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of painting and refinishing. This course includes: frame inspection and repair,

unibody inspection, measurement, and repair, stationary glass, and metal welding and cutting.

**PROGRAM OF STUDY**  
**Automotive Technology**

AATI designed this program to train students for an entry-level position in the competitive automotive industry.

**Category III: Medium & Heavy-Duty Trucks**

**TC1201 Engine Repair (Gasoline/Diesel)**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of trucks engine repair (gasoline/diesel). This course includes: general engine; cylinder head and valve train; engine block; lubrication and cooling systems; fuel and exhaust systems; battery and starting systems.

**TC1301 Drive Trains**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of drive train. This course includes: clutch, transmission, drive shaft, and universal joint, drive axle diagnosis and repair.

**TC1401 Brakes & Braking Systems**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of brakes systems. This course includes: air brakes, hydraulic brakes and wheel bearing diagnosis and repair.

**TC1501 Suspension and Steering Systems**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of suspension and steering. This course includes: steering and suspension, wheel alignment, wheels and tires diagnosis and repair; frame service and repair.

**TC1601 Electrical/Electronic Systems**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in the area of electrical system. This course includes: general electrical/electronic system diagnosis; battery diagnosis and service; starting, charging, lighting systems; gauges, warning devices; horn and wiper/washer; accessories diagnosis and repair.

Class Code	Description	Clock Hours
A12001	Engine Repair	160
A15001	Electrical and Electronic Systems	120
A16001*	Engine Performance Service	56
A10001	Suspension, Steering and Alignment	40
A08001	Brakes and ABS systems	88
A11001	Heating and Air Conditioning, and Engine Cooling Systems	56
A13001	Manual Drive Train and Axle	36
A14001*	Automatic Transmissions/Transaxles	64
		620

**Length of Time: 39 weeks**  
**Graduation Requirements: Must have a minimum of 2.0 GPA and must complete the program within 1.5 times the normal length of this program.**  
Upon completion of the entire program the Institute will award a diploma.  
In order to obtain the licenses required by Miami-Dade and Broward Counties, students must pass the AATI or ASE Certification Exams.  
These classes may NOT be taken individually.  
One (1) clock hour is equal to fifty (50) minutes.  
\* Pre-requisite is required.

**COURSE DESCRIPTION**

**A12001 Engine Repair**  
(160 clock hours)  
This module introduces the fundamentals of engine design and operation, classifies engines into various types and designs, discusses top end construction, bottom end construction, and front end construction, engine size and how performance is measured, moves the student into a study of mechanical problems of engines, removing disassembling engines and cleaning parts, top and bottom end service, engine reassembly and installation. This module details the fundamentals, service, and repair of lubrication systems.

**A15001 Electrical and Electronic Systems**  
(120 clock hours)  
This module is a complete treatment of the various systems that supply various types of electrical service to the vehicle. Includes batteries and battery service, starting systems and their service; charging systems and their service, ignition systems and their



service, fundamentals of lights, wipers, and horns. This module concerns computer systems operation and construction and troubleshooting with an additional chapter on radios and power options.

## PROGRAM OF STUDY

### Advanced Automotive Technology

AATI designed this program for automotive technicians who are presently working in the field with the necessity to update their technical knowledge on specific areas of the Automotive Service industry.

**A16001**

#### Engine Performance Service

(56 clock hours)

First discusses the problems of vehicular pollution. Then it thoroughly presents the various emission control components, how they function, and how to service/repair them. This module details the design and function of various components in both gasoline and diesel engines, including both carbureted and fuel injected systems. There will be a discussion of turbo charging and also introduces the user to engine performance problems. Then it discusses engine test instruments, use of the engine analyzer and basic procedure for doing a complete tune-up. Prerequisite A12001 and A15001.

**A10001**

#### Suspension, Steering and Alignment

(40 clock hours)

Begins with a basic discussion of the design and operation of hubs, wheel bearing, and tires; follows on service and repair of these components. Similar fundamental sections on suspension, steering, and wheel alignment.

**A08001**

#### Brakes and ABS Systems

(88 clock hours)

Covers the fundamentals of brake systems operation service, maintenance and repairs.

**A11001**

#### Heating and Air Conditioning / Cooling

(56 clock hours)

Covers the basic design and construction of these systems and their servicing/repair.

**A13001**

#### Manual Drive Train and Axle

(36 clock hours)

Treats the fundamentals and service of clutches, transmissions, drive shafts, transaxles, and transfer cases.

**A14001**

#### Automatic Transmissions/Transaxles

(64 clock hours)

Covers the fundamentals of automatic transmission and transaxle operation maintenance service and repairs. Prerequisite A13001.

Class Code	Description	Clock Hours
AA1102	Heating & Air Conditioning System	60
AA1502	Electrical & Electronic Systems	100
AA8392	Anti-Lock Brake System	60
AA6492	Fuel Injection System	80
AA0002	Suspension, Steering and Alignment	60
AT3002	Diesel Update - Electronic Control	60
AA5012	Electronic Measurements	20
AA6992	Oscilloscope	40
AA6982	Scanner	60
AA8491	Advanced Hybrid Drive Systems	40
AA6972	Onboard Diagnostic II	40
		<b>620</b>

**Length of Time: 39 weeks**

**Graduation Requirements: Must have a minimum of 2.0 GPA and must complete the program within 1.5 times the normal length of this program.**

Each specialty may be taken individually. You must be employed in the field, have a minimum of two (2) years experience or have taken the same module from the Automotive Technology Program. One (1) clock hour is equal to fifty (50) minutes.

Upon completion of each specialty, the Institute will award a certificate and with the completion of the entire program a diploma will be awarded.

In order to obtain the licenses required by Miami-Dade and Broward Counties, students must pass the AATI or ASE Certification Exams.

### COURSE DESCRIPTION

**AA1102**

#### Heating & Air Conditioning

(60 clock hours)

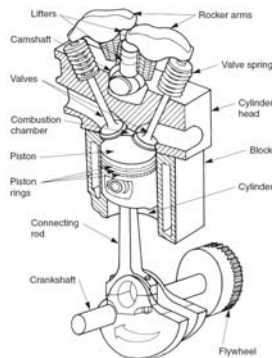
Reviews the basic design and construction of this system. Covers advanced diagnostic, troubleshooting and repair procedures of heating and air conditioning systems.

**AA1502**

#### Electrical & Electronic Systems

(100 clock hours)

Reviews the fundamental parts of these systems. Covers advanced diagnostic, troubleshooting and repair procedures of electrical and electronic systems.



- AA8392 Anti-lock Brake Systems**  
(60 clock hours)  
Reviews the basics. Details anti-lock brake system hydraulic, electrical and mechanical components. Covers advanced diagnostic, troubleshooting and repair procedures.
- AA6492 Fuel Injection Systems**  
(80 clock hours)  
Reviews the basics. Covers advanced diagnostic, troubleshooting and repair of fuel injection systems.
- AA1002 Suspension, Steering and Alignment**  
(60 clock hours)  
Begins with a review of the design and operation of hubs, wheel bearing, and tires; covers advanced diagnostic, troubleshooting and repair of suspension, steering and alignment.
- AT3002 Diesel Update - Electronic Control**  
(60 clock hours)  
Reviews the basics of diesel engines and electronic components. Covers advanced diagnostic, troubleshooting and repair procedures of diesel engines and updates electronic control.
- AA5012 Electronic Measurements**  
(20 clock hours)  
Reviews the basics of electronic, covers advanced circuit diagnostic, troubleshooting and repair procedures of electronic measurements.
- AA6992 Oscilloscope**  
(40 clock hours)  
Prepares students to diagnose engine mechanical, electrical, electronic, fuel, and ignition problems with an ignition oscilloscope. Covers advanced diagnostic and troubleshooting.
- AA6982 Scanner**  
(60 clock hours)  
Prepares on the performance of engines equipped with on-board computers using appropriate scan tools.
- AA8491 Advanced Hybrid Drive Systems**  
(40 clock hours)  
Prepares students on hybrid basics and safety procedures, hybrid aerodynamics and low friction tires, advanced electronics for hybrids. Prepares identify the major parts of a hybrid drive system. Explains the construction and operation of hybrid drive assemblies. Identifies the most common problems that occur in a hybrid vehicle drive systems. Covers safety on the removal and replacement of hybrid battery pack, power control module, power cables, ECUs, and motor-generator assemblies.
- AA6972 On Board Diagnostics II**  
(40 clock hours)  
Begins with the basics of On Board Diagnostics I (OBD I) and VCM control. Covers advanced diagnostics techniques based on experienced details, wiring schematics and advanced tools. Prepares on OBD II and its advanced features on emissions and Generic diagnostic connectors on all systems of the automotive industry. Also covers tow and three digit codes.

## PROGRAM OF STUDY

### Automotive Transmission

AATI designed this program for automotive technicians who are presently working in the field with the desire to specialize themselves in the field of manual and/or automatic transmission.

Class Code	Description	Clock Hours
T11001	Manual Transmissions and Power Trains	50
T12001*	Automatic Transmissions and Transaxles	250
		300

**Length of Time: 19 weeks**

**Graduation Requirements: Must have a minimum of 2.0 GPA and must complete the program within 1.5 times the normal length of this program.**

Each specialty may be taken individually, with the exception of the Automatic Transmissions and Transaxles course for which you must be able to pass the Final Exam for Manual Transmissions and Power Trains with a grade of AB@ or better. One (1) clock hour is equal to fifty (50) minutes.

Upon completion of each specialty, the Institute will award a certificate and with the completion of the entire program a diploma will be awarded.

In order to obtain the licenses required by Miami-Dade and Broward Counties, students must pass the AATI or ASE Certification exams.

- Pre-requisite is required.

### COURSE DESCRIPTION

#### T1101

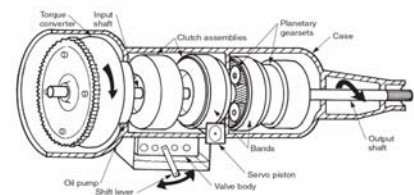
#### Manual Transmissions and Power Trains (50 clock hours)

This module introduces the fundamentals of Power-Train components, clutch, clutch service, manual transmission, transaxles and transfer cases. Removal and installation, diagnostic of 3 speed, 4 speed and 5 speed transmission and service.

#### T1102

#### Automatic Transmissions and Transaxles (250 clock hours)

This module introduces the fundamentals of transmissions and transmission gears, fundamentals of hydraulic, filters, fluids, electrical and electronic transmission controls, assembly, disassembly of unit for inspection. Inspection of components and diagnostic and service. Prerequisite T1101



## TUITION & FEES

### *Automotive Certification Preparation Program*

Registration Fee	\$ 100.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 2,100.00</b>

**By Specialty:**

Registration Fee	\$ 25.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 130.00
<b>TOTAL</b>	<b>\$ 155.00</b>

### *Automotive Technology Program*

Registration Fee	\$ 100.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 8,550.00
<b>TOTAL</b>	<b>\$ 8,650.00</b>

### *Advanced Automotive Technology Program*

**By Program:**

Registration Fee	\$ 100.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 8,550.00
<b>TOTAL</b>	<b>\$ 8,650.00</b>

**By Specialty:**

**Heating & Air Conditioning Systems:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 827.00
<b>TOTAL</b>	<b>\$ 877.00</b>

**Electrical & Electronic Systems:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 1,379.00
<b>TOTAL</b>	<b>\$ 1,429.00</b>

**Anti-Lock Brake Systems:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 827.00
<b>TOTAL</b>	<b>\$ 877.00</b>

**Fuel Injection Systems:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 1,103.00
<b>TOTAL</b>	<b>\$ 1,153.00</b>

**Suspension, Steering & Alignment**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 827.00
<b>TOTAL</b>	<b>\$ 877.00</b>

**Diesel Update-Electronic Control**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 827.00
<b>TOTAL</b>	<b>\$ 877.00</b>

**Oscilloscope:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 552.00
<b>TOTAL</b>	<b>\$ 602.00</b>

**Advanced Hybrid Drive Systems:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 552.00
<b>TOTAL</b>	<b>\$ 602.00</b>

**Electronic Measurements:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 276.00
<b>TOTAL</b>	<b>\$ 326.00</b>

**Scanner:**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 827.00
<b>TOTAL</b>	<b>\$ 877.00</b>

**On Board Diagnostics II**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 552.00
<b>TOTAL</b>	<b>\$ 602.00</b>

### *Automotive Transmission Program*

**By Program:**

Registration Fee	\$ 100.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 3,850.00
<b>TOTAL</b>	<b>\$ 3,950.00</b>

**By Specialty:**

**Manual Transmission and Power Train**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 641.00
<b>TOTAL</b>	<b>\$ 691.00</b>

**Automatic Transmissions and Transaxles**

Registration Fee	\$ 50.00
Tuition ( Lab Fees/Books/Supplies Included )	\$ 3,208.00
<b>TOTAL</b>	<b>\$ 3,258.00</b>

NOTE: Payments may be made using the following payments of methods: Credit Cards, Checks and Money Orders. Terms of payment as per Enrollment Agreement. Students may apply for financial aid.

## ADMINISTRATIVE STAFF AND FACULTY

**Administration**

Fanny Marino	President/Academic Director
Hector Marino	Vice President
Nayibe Marino	School Director
Maricela Silva	Financial Aid Director
Mary Valdez	Accounting Senior Officer
Marlen Schaffler	Registrar & Admissions
Tania Valdez	Placement Officer
Hilda Torres	Receptionist
Wilfredo Vega	IT Specialist

**Faculty**

Daniel Zalberg	Director of Training Argentine Institute of Education Buenos Aires, Argentina
Juan Miguel Abreu	Automotive, AATI Certified American Advanced Technicians Institute Hialeah, Florida
Sergio Aguirre	Diesel Engines, ASE Certified EAFIT University Medellin, Colombia
Jose Alicea	Automotive, AATI Master University of Puerto Rico Carolina, PR
Pedro Alfonso	Automotive, AATI Certified Havana University Havana, Cuba
Jackson Fondeur	Automotive, AATI Master American Advanced Technicians Institute Hialeah, Florida
Jai Gabriele	Automotive, ASE Certified New York City Technical College New York, New York
David Losada	Automotive, ASE Master Havana University Havana, Cuba
Alberto Martinez	Automotive, AATI Certified American Advanced Technicians Institute Hialeah, Florida
Celso Martinez	Diesel Engines, ASE Certified Autonoma University Cali, Colombia
Handell Puertas	Automotive, ASE Certified National Cooperative Education Institute Maracaibo, Venezuela
Armando Rodriguez	Automotive, ASE Certified Automotive/Hvy, AATI Master American Advanced Technicians Institute Hialeah, Florida
Rafael Sanchez-Rojas	Automotive, ASE Certified Transmission, AATI Certified
Rosendo Villamil	Collision, ASE Certified
Erick Weimer	Transmission, AATI Certified
Juan Carlos Lambarri	Shop Assistant, AATI/ASE Certified American Advanced Technicians Institute Hialeah, Florida

## HOLIDAYS

Saturday, July 4, 2009	Independence Day (observed)
Monday, September 7, 2009	Labor Day
Thu. & Fri, Nov. 26 & 27, 2009	Thanksgiving Holiday
Mon.-Fri., Dec. 21 - Jan. 1, 2010	Winter Recess
Monday, January 18, 2010	Martin Luther King's Day
Monday, February 15, 2010	President=s Day
Friday, April 2, 2010	Good Friday
Monday, May 31, 2010	Memorial Day



## 2009-2010 Calendar

### ATP300 Automotive Transmission Program

Module	Description	Start Date	End Date Module	End Date Program
T11001	Manual Transmission & Power Train	10/05/09	10/26/09	03/02/10
T12001	Automatic Transmissions & Transaxles	10/26/09	03/02/10	
T11001	Manual Transmission & Power Train	04/12/10	05/03/10	08/19/10
T12001	Automatic Transmissions & Transaxles	05/03/10	08/19/10	

### ATP620 Automotive Technology Program (English)

Module	Description	Start Date	End Date Module	End Date Program (155)
A12001	Engine Repair	06/04/09	08/12/09	03/23/10
A15001	Electrical / Electronic Systems	08/13/09	10/06/09	06/02/10
A16001	Engine Performance	10/07/09	10/29/09	07/27/10
A10001	Suspension, Steering & Alignment	11/02/09	11/17/09	08/19/10
A08001	Brakes & ABS Systems	11/18/09	01/11/10	09/08/10
A11001	Heating & AC / Engine Cooling Sys.	01/12/10	02/04/10	10/18/10
A13001	Manual Drive Train & Axles	02/08/10	02/23/10	11/10/10
A14001	Automatic Transmission	02/24/10	03/23/10	11/29/10
A12001	Engine Repair	03/24/10	06/02/10	01/10/11
A15001	Electrical / Electronic Systems	06/03/10	07/27/10	03/23/11
A16001	Engine Performance	07/28/10	08/19/10	05/16/11

### ATP620 Automotive Technology Program (Bilingual)

Module	Description	Start Date	End Date Module	End Date Program (155)
A13001	Manual Drive Train & Axles	07/08/09	07/22/09	04/26/10
A14001	Automatic Transmission	07/23/09	08/19/09	05/11/10
A12001	Engine Repair	08/20/09	10/29/09	06/09/10
A15001	Electrical / Electronic Systems	11/02/09	01/06/10	08/19/10
A16001	Engine Performance	01/07/10	02/02/10	10/13/10
A10001	Suspension, Steering & Alignment	02/03/10	02/22/10	11/08/10
A08001	Brakes & ABS Systems	02/23/10	03/31/10	11/24/10
A11001	Heating & AC / Engine Cooling Sys.	04/01/10	04/26/10	01/19/11
A13001	Manual Drive Train & Axles	04/27/10	05/11/10	02/14/11
A14001	Automatic Transmission	05/12/10	06/09/10	03/02/11
A12001	Engine Repair	06/10/10	08/19/10	03/30/11

AATP620 Advanced Automotive Technology Program

Module	Description	Start Date	End Date Module	End Date Program (155)
AA6982	Scanner	07/07/09	0730/09	04/22/10
AA1102	Heating & Air Conditioning Systems	08/03/09	08/26/09	05/19/10
AA5012	Electronic Measurements	08/27/09	09/3/09	06/16/10
AA6972	On-Board Diagnostic II	09/08/09	09/23/09	06/24/10
AA1502	Electrical & Electronic Systems	09/24/09	11/05/09	07/14/10
AA6992	Oscilloscope	11/09/09	11/24/09	08/26/10
AT3002	Diesel Update – Electronic Control	11/25/09	01/05/10	09/15/10
AA6492	Fuel Injection Systems	01/06/10	02/10/10	10/11/10
AA8491	Advanced Hybrid Drive Systems	02/11/10	03/02/10	11/16/10
AA8392	Anti-Lock Brake Systems	03/03/10	03/29/10	12/06/10
AA1002	Suspension, Steering & Alignment	03/30/10	04/22/10	01/13/11
AA6982	Scanner	04/26/10	05/19/10	02/10/11
AA1102	Heating & Air Conditioning Systems	05/20/10	06/16/10	03/10/11
AA5012	Electronic Measurements	06/17/10	06/24/10	04/06/11
AA6972	On-Board Diagnostic II	06/28/10	07/14/10	04/14/11
AA1502	Electrical & Electronic Systems	07/15/10	08/26/10	05/03/11

ATP320 Certification Preparation Program

CODE	Description	Session 1	Session 2	Session 3	Session 4	Class Schedule
AC1	Auto: Engine Repair	02/09/09 – 03/16/09 02/08/10 – 03/15/10	04/27/09 - 06/02/09 04/26/10 – 05/26/10	07/27/09 – 08/26/09 07/26/10 – 08/25/10	10/12/09 – 11/11/09	6:30 pm – 8:30 pm
AC5	Auto: Heating & Air Conditioning					
BC10	Collision: Painting/Refinishes					
TC12	Med/Hvy Truck: Engine Repair/Gasoline/Diesel					
AC2	Auto: Engine Performance					
AC6	Auto: Electrical & Electronic Sys.					
BC09	Collision: Non-structural Analysis					
TC14	Med/Hvy Truck: Brake/Braking Sys.	02/10/09 – 03/12/09 02/09/10 – 03/11/10	04/27/10 – 05/27/10	07/28/09 – 08/27/09 07/27/10 – 08/26/10	10/13/09 – 11/12/09 10/19/10 – 11/18/10	8:30 pm – 10:30 pm
AC3	Auto: Brakes					
AC7	Auto: Automatic Trans/Trans Axle					
AC8	Auto: Manual Drive Trains & Axles					
TC15	Med/Hvy Truck: Susp. & Steering					
AC4	Auto: Suspension & Steering					
BC11	Collision: Structural Analysis					
TC16	Med/Hvy Truck: Elec. & Elect. Sys.					
TC13	Med/Hvy Truck: Drive Trains					
						8:30 pm – 10:30 pm

AATI Certification Exams Schedule

<b>AC1, AC2, AC7, AC8</b>	<b>09/02/09</b>	<b>11/30/09</b>	<b>03/22/10</b>	<b>06/07/10</b>	<b>09/02/10</b>	<b>11/29/10</b>
<b>AC3, AC4, TC12, TC13</b>	<b>09/03/09</b>	<b>12/01/09</b>	<b>03/23/10</b>	<b>06/08/10</b>	<b>09/07/10</b>	<b>11/30/10</b>
<b>AC5, AC6, TC14, BC9</b>	<b>09/09/09</b>	<b>12/02/09</b>	<b>03/25/10</b>	<b>06/10/10</b>	<b>09/09/10</b>	<b>12/01/10</b>
<b>TC15, TC16, BC10, BC11</b>	<b>09/10/09</b>	<b>12/03/09</b>	<b>03/29/10</b>	<b>06/14/10</b>	<b>09/13/10</b>	<b>12/02/10</b>
<b>Register by</b>	<b>08/07/09</b>	<b>10/30/09</b>	<b>02/26/10</b>	<b>05/07/10</b>	<b>08/13/10</b>	<b>10/29/10</b>

# SUPPORTING AGENCIES



**Licensed by:**  
Commission For Independent Education (#2038)



**Accredited by:**  
Accrediting Council For Continuing Education & Training



**Approved by:**  
Miami-Dade & Broward Counties  
to administer the AATI Mechanic/Technicians  
Certification Exams



The Common Wealth of Puerto Rico  
Department of State  
To administer exclusively the examinations for the  
Board of Examiners of Automotive Technicians and Mechanics



Florida Department of Education  
Office of Student Financial Assistance



Department of Veterans' Affairs  
Bureau of State Approving Agency for Veterans' Training



South Florida Workforce



Florida Department of Education  
Vocational Rehabilitation Division

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The National Automotive Technicians Association (NATA)