

ESCUELA TÉCNICA DE ELECTRICIDAD



MAIN CAMPUS

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INSTITUTIONAL CATALOG

2020-2021

PROPRIETORS

Escuela Técnica de Electricidad, Inc.

José A. Santiago

José J. Santiago, Jr.

Revised: July 2020

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Authorizations and Affiliations

Escuela Técnica de Electricidad is authorized by the Council on General Education of the Puerto Rico Department of Education and is accredited by the Accrediting Commission of the Accrediting Council for Continuing Education and Training, (ACCET) a national accrediting agency recognized by the U. S. Department of Education. Also, the School is certified by the U. S. Department of Education to participate in the federal Title IV programs of student financial aid. It is incorporated under the laws of the Commonwealth of Puerto Rico. Its owners are Mr. José A. Santiago-Rivera and Mr. José J. Santiago-Rivera.

Brief History

Escuela Técnica de Electricidad was founded in 1984 in Río Piedras, P. R. In 1987 Escuela Técnica expanded its operations and established a branch campus in the city of Ponce, P. R., at Victoria Street corner with Bértoly Street. This branch campus was moved to its actual address at Villa Street #190, Ponce, PR in 1992. Since then, the growth and development of the school have been constant.

Complying with its mission, on November 2001 the management decided to open a branch campus at Fajardo, P. R. This is one of the major cities in the Northeastern part of the Island, with a great potential of development given that it has access to the Eastern and Northeastern parts of the Island.

At the beginning of 2004 it was decided to open a new branch campus in San Juan, P. R., in the facilities at Campo Rico Avenue #767, to give service to the metropolitan area and surrounding towns.

In this way, the school contributes to satisfy the need for high-competency programs of study, of a high academic level, to prepare technicians oriented to the fields of the industry, business and construction. Escuela Técnica de Electricidad is oriented to provide an education of excellence. The school has kept itself at the forefront, to offer good quality education.

Mission

The mission of Escuela Técnica de Electricidad is: “To contribute to the growth and development of the economy of Puerto Rico and to prepare technicians oriented to the fields of the industry, business and construction with sufficient knowledge and skills to become valuable resources to the Industry of the Island. Our goal is to provide the students the knowledge and practical experience that enable them to work in their respective fields.”

Our main objective is to train our students for entry-level positions in their respective fields of study.

Philosophy and Objectives

Escuela Técnica de Electricidad has, as the foundation of its Philosophy, the following Principles:

1. The principle of equality stated in the Constitution of the Commonwealth of Puerto Rico, to:
“Ensure that there will be no discrimination in the educational programs, activities and employment opportunities for reasons of race, age, color, sex national origin, place of birth, political, social or religious ideals, or physical condition or handicap.”
2. To closely observe:
The Rules, Academic Procedures, Codes, Legislation and requirements for Examination, Licensing and/or Collegiate established by the different bodies of the government of Puerto Rico; among others, the Council on General Education of Puerto Rico, the Electric Power Authority, and the Examining Boards of each field of study.
3. The needs and interests of the Puerto Rican students and the community, to satisfy the demand for technicians in these fields, promoted by the industrial and economic growth of Puerto Rico.

Purpose/Objectives

Escuela Técnica de Electricidad was created with the following purposes/objectives in mind:

1. To contribute to satisfy the need for technicians in the fields of the industry, business and construction in the different geographical areas of the Island.
2. To train our students for entry- level positions in their respective fields of study.
3. To provide the students with the specialized knowledge and vocational skills, in order to enable them to contribute and be part of the development of the industry, and the economy of Puerto Rico in general.
4. Make the students aware of the actual and future technological development in the Island, which requires qualified personnel for the expanding electrical industry. The same is made with all the programs offered.
5. Develop in the students the positive attitudes that enable them to become competent and dedicated professionals.
6. Make the students aware of their impact as professionals in the community, as well as their position in the society in general.

Location and Facilities

The main Campus of Escuela Técnica de Electricidad is located at Villa Street #190 Ponce, P. R. 00730. The facilities include:

1. Administrative Offices: Reception, Admissions, Registrar, Financial Aid, Placement, Social Worker's Office, Administrative Directors' Office, Academic Directors' Office
2. There are eight (8) classrooms with capacity for twenty-five (25) students each, with one (1) instructor per students' group.
3. Laboratories - there is an area composed of two (2) work labs equipped for practice in electricity and one (1) for practice in refrigeration and air conditioning; with capacity for twenty-five (25) students each with one (1) instructor per group; and one lab for the program.
4. There is also a computer laboratory, with twenty (20) computers with AutoCAD, ten (10) PLC modules and one printer. This laboratory has capacity for twenty (20) students with one instructor.
5. Restrooms for ladies and for gentlemen
6. Tools rooms – two (2) for electricity and two (2) for refrigeration and air conditioning.
7. Storage area for materials - twelve (12) designated areas in the workshops and a general stock room in the mezzanine
8. Parking for twenty (20) vehicles for public and one (1) for handicapped.

The facilities of the Fajardo Campus are located at Antonio R. Barceló Street #6 in Fajardo, P. R. 00738. The facilities include:

1. Administrative Offices: Reception, Admissions/ Financial Aid, Registrar/ Placement, Administrative/Academic Directors' Office,
2. Four (4) classrooms and two (2) electricity workshop with capacity for twenty-five (25) students each, with one (1) instructor per students' group. One (1) classroom/Lab for renewable Energy with capacity for twenty-five (25) students and one (1) instructor.
3. Restrooms for ladies and for gentlemen in each floor.
4. Tools rooms in each workshop
5. The computer laboratory has ten (10) computers with AutoCad, one (1) printer and ten (10) PLC modules.

The facilities of the San Juan Campus are located at Campo Rico Avenue #767, San Juan, P.R. 00924. The facilities include:

1. Administrative Offices: Reception, Admissions/ Placement, Registrar, Financial Aid, Associate Administrative/Academic Directors' Office
2. In the lower floor there are three (3) classrooms and two (2) laboratories for electricity practice with capacity for twenty-five to thirty (25 to 30) students each, with one (1) instructor per group, and two (2) restrooms for ladies and gentlemen. In the high level there are two (2) classrooms with capacity for twenty-five to thirty (25 to 30) students each, with one (1) instructor per group and two (2) restrooms for ladies and gentlemen.
3. Tools rooms in each laboratory and two (2) supply rooms.
4. There is a computer laboratory, with ten computers with AutoCAD, ten (10) PLC modules, one (1) printer, and ten (10) modules with electronic sensors.
5. Parking for twenty-five (24) vehicles for public and one (1) for handicapped.

Advisory Board

Ms. Ada I. Verdejo, Phd. – Chairwoman of the Advisory Board

Mr. Gamalier Rodriguez – Vice President Advisory Board

Ms. Rose M. Gotay- Secretary

Mr. José A. Santiago-Rivera – Member

Mr. José J. Santiago-Rivera - Member

Mr. Ángel L. Camacho- Member

Mr. Daniel Schultz-Cruz- Member

Directory of Personnel Ponce Campus

Administrative Personnel

Executive Director

Mr. José Antonio Santiago-Rivera

Cert Electrical Technician, 1988 Lic. 6203 – Escuela Técnica de Electricidad

BBA, 1985 – Interamerican University of Puerto Rico

AD, 1971 – University of Puerto Rico

Real Estate Agent, Lic. 00742

Director of Operations

Mr. José Jaime Santiago-Rivera

MA, 1992 – Central Michigan University

BA, 1970 – University of Puerto Rico

1997 – Command and General Staff College

Completed service in the United States Army of Major, Ordinance Corps

Administrative Director

Mrs. Jemira Z. Colón-Otero

BBA, 2003 – Interamerican University of Puerto Rico

Financial Aid Institutional Director

Mrs. Nellyzaida Quiñones-Arce

BBA, 2004 - Interamerican University of Puerto Rico

Academic Director

Mr. Daniel Schultz-Cruz

MSEE, 2015 – University of Colorado at Boulder

BSEE, 2008 – University of Puerto Rico

Admissions/Collections Officer

Mrs. Florymar de Jesús-Molina

BBA, 2004 - Pontifical Catholic University of Puerto Rico

Registrar Officer

Mrs. Jelyanne Ojeda Santiago

HS Diploma Ponce High -2017

Financial Aid Officer

Gian M. Ortíz Ruíz

AD Political Science-2008 UPR Ponce

Placement Officer

Mrs. Carmen J. Santiago-Rodríguez

3rd year, 1997 – University of Puerto Rico

Faculty

Instructors of Electricity

Mr. Luis Bacenet-Aponte

Cert. Electrical Technician, 1994 Escuela Técnica de Electricidad

BS, 1987- Pontifical Catholic University of Puerto Rico

Mr. Adolfo Santiago Santiago

BSEE, 1989 – Universidad de Puerto Rico

Mr. Carlos González-Méndez

Cert. Electrical Technician, 2005 - Escuela Técnica de Electricidad

Mr. Daniel Luna-De Jesús

Cert. Electrical Technician, 1991 - Escuela Técnica de Electricidad

Mr. Ángel Rivera-Galarza

Cert. Advance Electronics and Automation, 2014 - Escuela Técnica de Electricidad

Cert. Refrigeration and Air Conditioning, 2012 - Escuela Técnica de Electricidad

Cert. Electrical Technician, 2011 - Escuela Técnica de Electricidad

AD, 2002 – Technology Institute of Puerto Rico

Mr. Luis Rodríguez-Galarza
Cert. Electricity, 1993 – Puerto Rico Department of Education
AD, 1984 – Technology Institute of Puerto Rico

Mr. Luis A. Vega-Delgado
Cert. Electrical Technician, 2000 – Escuela Técnica de Electricidad
AD, 1990 – Technology Institute of Puerto Rico

Mr. Jonathan Quiñonez- Morales
Cert. Electrical Technician, 2018 – Escuela Técnica de Electricidad
AD, 1999– Technology Institute of Puerto Rico

Ms. Kathy Pérez Ocasio
Cert. Electrical Technician, 2018 – Escuela Técnica de Electricidad

Instructors of Refrigeration and Air Conditioning

Mr. Edwin Prieto-Valentín
Cert. Refrigeration and Air Conditioning, 1992 – Escuela Técnica de Electricidad

Mr. Wilson Rodríguez-Maldonado
Cert. Refrigeration and Air Conditioning, 2008 – Escuela Técnica de Electricidad

Mr. Pedro Serrano-Pérez
Cert. Refrigeration and Air Conditioning, 2008 - Escuela Técnica de Electricidad
Cert. Electrical Technician, 2010 - Escuela Técnica de Electricidad
AD Electrical Engineering Technology, 2007 – Technology Institute of Puerto Rico

Design and Installation of Photovoltaic Systems

Mr. Mariano Rivera-Martínez
Cert. Design & Installation of Photovoltaic Systems, 2010 - Escuela Técnica de Electricidad
Cert. Electrical Technician, 2010 - Escuela Técnica de Electricidad

Custodial Personnel

Mrs. Mary Rosario-Figueroa
2nd year, 1978, Secretarial - Pontifical Catholic University of Puerto Rico

Mr. Marcos J. Cruz-Rivera
BBA, 2017 – Interamerican University of Puerto Rico

Driver

Mr. Randy Rodríguez-Albarrán
Cert. Refrigeration and Air Conditioning, 2013 - Escuela Técnica de Electricidad
Cert. Electrical Technician, 2012 - Escuela Técnica de Electricidad

Directory of Personnel Fajardo Campus

Administrative Personnel

Administrative/Academic Director

Mrs. Shala M. Alvarado-Scott
M.Ed., 2019 – Cambridge College
BA, 2004 – University of Puerto Rico

Admissions/Collection Officer

Mrs. Waileny Pizarro Quiñones
BA Office Systems, 2011- Ana G. Méndez University

Financial Aid Officer

Mr. Jaymar Negrón-Valentín
Cert, 2018 – Escuela Técnica de Electricidad
HS 1997, Rafael Roca High School

Registrar/Placement Officer

Mrs. Raquel I. Colón-Ugarte
GED 2018

Faculty

Instructors of Electricity

Mr. José O. Olmos-Llanos
Cert Electrical Technician, 2009 - Escuela Tecnica de Electricidad
AD, 2001 – Police Academy of Puerto Rico

Mr. Luis A. Carraballo Arizmendi
Cert Electricity, 2015 Escuela Tecnica de Electricidad
HS 2001, Escuela Voc. Ana Delia Flores

Mr. José R. Rodríguez-Colón
Cert Electrical Technician, 2013 – Escuela Técnica de Electricidad
HS, 2001 – Santiago Iglesias Pantín High School

Mr. Francisco Santana-Robles
BA Criminal Justice, 2012 - Interamerican University of Puerto Rico
Cert Electricity 1999 – Liceo de Arte y Tecnología

Design and Installation of Photovoltaic Systems

Mr. Abner Calzada-Rosa
Cert Electrical Technician, 2003 – Escuela Técnica de Electricidad
HS, 1986 - Isidro Sánchez High School

Custodial Personnel

Mrs. Luz D. Huggins-Cecilio
HS, 1990 – Veve Calzada High School

Besides the administrative personnel proper to the Fajardo Campus, the personnel from the main campus visit the branch campus for follow-up and support to the operations of the branch campus.

Directory of Personnel San Juan Campus

Administrative Personnel

Director of Operations

Mr. José J. Santiago-Rivera
MA, 1992 – Central Michigan University
BA, 1970 – University of Puerto Rico
1997 – Command and General Staff College
Completed service in the United States Army Major, Ordinance Corps

Central Office Administrative

Mrs. Rose M. Gotay-Hernandez
AD, 1993 - Secretarial Sciences Data Processing College

Academic Director

Mrs. Vanesa Díaz-Fonseca
BA, 2000 – Social Worker
Caribbean University

Admissions/Collections Officer

Ms. Yadira Ayala- Resto
AD, 1989- Secretarial Sciences
Puerto Rico Junior College

Registrar/Placement Officer

Ms. Muggete Martínez
BA, 2012- Science
Caribbean University

Financial Aid Officer

Mrs. Sheila F. Gotay-Hernández
BA, 2004- Office System
Ana G. Mendez University

Custodial Personnel

Mr. Jonathan Fernández Cosme
HS Diploma

Faculty

Instructors of Electricity

Mr. José R. Cotto Villegas
Cert Electrical Technician, 1988 Vocational School
AD Engineering, 1987- Politecnical University

Mr. José J. Ramos Mercado

BA-Science-Math 1991-University of Turabo
B.E.d, 2000-University of PR
Cert Electrical, 1986-Technician Carlos F. Daniels

Sr. Guido A. Mejía de Jesús
BSEE, 2019 Universidad Politécnica de Puerto Rico
Cert Electrical- 2019, Miguel Such

Mr. Armando Andreu Seguí
Cert Electrical Technician, 2006- Escuela Técnica de Electricidad

Mr. Armando Andreu Adorno
Cert Electrical Technician, 2017- Escuela Técnica de Electricidad

Sr. Romualdo Bonilla-Méndez
B.B.A Mathematics, 1999 - University of Puerto Rico
M.E.d. Education, 2017 - University Interamericana

Design and Installation of Photovoltaic Systems

Mr. José R. Cotto Villegas
Cert Electrical Technician, 1988 Vocational School
AD Engineering, 1987- Politecnica University

Instructors of Refrigeration and Air Conditioning

Mr. Carlos Vázquez-Suarez
Cert. Refrigeration and Air Conditioning, 2002 –
Cert. Electrical Technician, 2006 - Escuela Técnica de Electricidad

Mr. Ángel Arce Santiago
Cert. Refrigeration and Air Conditioning, 1991- Liceo de Arte y Tecnología

Besides the administrative personnel proper to the San Juan Campus, the personnel from the main campus visit the branch campus for follow-up and support to the operations of the branch campus.

Admission Office

Institutional Admission Requirements

The admission requirements are the same for all campuses:

1. A candidate for study, must be 16 years of age or older with an approved high school diploma. Any person 16 to 18 years of age with an approved high school diploma must have the Admissions Application and the Enrollment Agreement signed by the parent or legal Guardian.
2. Complete the Admission Application.
3. Bring the Certificate of Birth to make a photocopy of it
4. Bring the Immunization Certificate (minors 21 or younger)
5. Pay the Admission fee (\$50.00) or re-admission fee (\$10.00) (**non-refundable**)
6. Bring copy of the high school diploma or equivalency (GED). An official transcript from the school or an official certification that the student has completed the high school requirements can be accepted in lieu of the high school diploma. Home

schooled candidates may apply to Escuela Técnica de Electricidad with the established requirements.

7. Bring the social security card, for verification of the number.

Admissions Procedure

1. The interested person visits or calls the school and receives orientation regarding the programs of study and the admissions requirements by the Admission Officer. When a walk-in comes to the institution, the person receives orientation regarding the programs of study.
2. When he/she brings a document to the admission officer, the document is checked for verification of authenticity.
3. If the High School Diploma cannot be verified as authentic, the institution will verify the information through the listings of the Department of Education Records Center. They provide the Institution with an evidence of a graduation certification, then we proceed with the admission.
4. The person is asked to fill out a questionnaire, used afterwards for an interview.
5. If the person makes a satisfactory interview, the admission form is completed.
6. If some of the admissions documents required are not available, the person receives the list of the admission requirements, to hand in before the program starts.
7. The person is referred to the Financial Aid Office for orientation on the financial aid offerings and the eligibility requirements. If the person has the required documents the FASFA is processed.
8. Before the program starts the admission office, sends a letter to the prospect student to notify the orientation date and the beginning date of the program. In this orientation the General Catalog is discussed with the students a send via email, the contracts are signed, and the beginning date is confirmed.
9. This process is the same for all the programs of study offered.

Re - Admission Procedure

Returning students must apply for readmission in the admission office. Students must complete the Readmission Application and sign a new Enrollment agreement. A readmission fee of ten dollars (\$10.00) (**non-refundable**) will be charged to the student.

Enrollment Procedure

Once the person is admitted, students are given an appointment to visit the school in a future date for a general orientation and official enrollment. In order to be formally enrolled, the student must sign the Enrollment Agreement.

Late Enrollment Policy

I. Purpose

The purpose of the Late Enrollment Policy is to outline the process and responsibilities that need to take place when students are enrolled after the first day of the course.

II. Scope

- A. This policy applies to all students that are enrolled after the first day of the course.
- B. The maximum time frame for Late Enrollment is 15 lecture days after the course has begun.

III. Procedure

To facilitate the engagement between the students that enroll in a course that has begun, the institution provides a reference module with technical information corresponding to the lectures and coursework offered during the first 3 calendar weeks of classes. The reference module includes all the classwork, homework and evaluation material.

A coordination between the instructor and student takes place to outline the material that needs to be studied and completed in order to get on track with the course.

Once the student has completed all the corresponding coursework, if any, the instructor performs the evaluation and proceed to complete the Late Enrollment Certification.

The Late Enrollment Certification is a form that certifies that although the student was enrolled late, all the coursework, including evaluation material has been completed and is on track with the course.

Once the Late Enrollment Certification is completed by the professor and student, it is provided to the Academic Director for review.

Once the Academic Director has reviewed the Late Enrollment Certification, the Registrar will notify the Financial Aid Office that the student is assisting classes for the corresponding procedure.

Transfer Credits Policy

The Transfer Credits Policy of Escuela Técnica de Electricidad (ETE) is applicable to all admitted students who have approved postsecondary or college-level credits at previous institutions that are accredited by a recognized accrediting agency approved by the U. S. Department of Education, in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency prior to entering ETE, who formally request transfer of credits. This Policy is as follows:

1. The request for transfer of credits shall be made when completing the admission application.
2. Courses to be considered for transfer must have been approved with a grade of “C” (minimum 70%) or more, or its equivalent, and shall be equal in contents and number of credits as those at ETE.
3. Up to a maximum of nine (9) credits will be accepted for ETE’s 36-credits programs, and up to six (6) credits will be accepted for ETE’s 24-credits programs.
4. Students who have previously approved credits at any of ETE’s campuses will receive credit of all units (credits) approved with a grade of “C” (minimum 70%) or more and which are equal to those of the new program for which re-admission is applied.
5. Students who have approved courses or credits in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency may receive credit for those courses approved according to the criteria established in # 2 and 3 above. **Official** evidence of this is required.
6. Students who wish to be considered for transfer of credits must request an **official** transcript from the previous institution, or an **official** evidence of the courses or credits approved in any of the armed forces of the U. S., or in training programs at non-educational entities properly certified or licensed by a federal or state agency.
7. The committee designated by ETE will determine which and how many credits will be accepted in transfer. The committee’s decision on the credits that will be accepted in transfer, if any, will be notified in writing to the student prior to the class start.
8. The tuition charge and the financial aid awarded (if any) for the term to which the transfer credits are applied will be adjusted accordingly.
9. No fees or charges will be assessed for the transfer of credits. Students may submit a written appeal to the campus director for the committee’s decision within five (5) days of the notification.
10. ETE will give a copy of the Transcript and the Catalog to the student, free of charge for a Transfer of credit to another school.

Cancellation Policy

- A. The student has the right to cancel the Enrollment Agreement at any time prior to starting classes. Applicants rejected by the school or international students rejected by the US Citizenship and Immigration Services (USCIS)

will receive a refund of all money paid in advance, excluding the admission fee or readmission fee, as applicable.

- B. If a program is cancelled by the school after any student is enrolled, the school will refund all money paid by the student.
- C. If the student cancels the Enrollment Agreement after signing it, but prior to starting classes, or never attends, the school will refund all money paid in advance, except the admission fee or readmission fee, as applicable.
- D. The cancellation after the start of class (Optional Student Trial Period) takes place within the first 5 weeks of class. A student who is considered a cancellation or no show will receive a refund of all money paid in advance, excluding the admission fee or readmission fee, as applicable.
- E. All refundable payments will be refunded within 30 days of the cancellation notification.

Educational Services Hybrid Classes

The Escuela Técnica de Electricidad (ETE) will implement the hybrid education modality under emergency scenarios such as COVID-19, conditional on the approval of the Office of Registration and Licensing of Institutions of the Department of State of Puerto Rico and the Accredited Agency ACCET.

Under the hybrid mode, it will work as follows:

- Lessons using online platforms.
- Workshops will be offered at the Institutions in person.
- Administrative services will be offered as usual following the corresponding security measures.
- All policies and procedures will be kept in accordance with the Institutional Catalog, if there are any changes, students will be duly notified.
- The Institution will maintain active communication of the operation through the different platforms: website, social networks, emails and text messages.

Facilities for the Handicapped

Now Escuela Técnica de Electricidad has ramp facilities to provide access to the facilities for the handicapped. However, we advise that the nature of our programs requires full use of the physical resources of the person for the lab practice and to practice as an electrical or refrigeration and air conditioning technician in the field.

Post-Secondary Passport Act of Reasonable Accommodation

To ensure that any person with disabilities is entitled under Article 6 of Law # 250 of 2012, of the Post-Secondary Educational Passport of Reasonable Accommodation to voluntarily enter an admission process. Students will be accepted under the legal principles of the regulations, rules and procedure under this law and that comply with the safety rules according to the nature of the programs.

POLICY:

Based on Article 6 of Law # 250 of 2012, the Postsecondary Educational Passport of Reasonable Accommodation, The Technical School of Electricity, Inc. establishes as a Policy the rights that students must comply with this Law.

PROCEDURE:

The Escuela Técnica de Electricidad, has the services of help to students with Physical limitations and to consumers of the Vocational Rehabilitation Program. All Student interested in receiving reasonable accommodation in the academic area must request the same, completing the form that is provided for these purposes. With the request you must include a medical certification and / or a reasonable accommodation referral from the Office of Vocational Rehabilitation, which evidences the health condition.

After analyzing the application, it refers to the faculty with the recommendation of the case. In other cases that merit, are assigned amanuenses (note takers). The process of application must begin 15 working days before the beginning of each academic semester.

Procedure for Responding to Complaints under Section 504 of the Rehabilitation Act Informal Procedure

Any student who understands that his / her rights under the laws have been violated which protect persons with disabilities may file a complaint in oral or written in the Academic Director's Office.

Formal Procedure

1. If the student is not satisfied with the informal procedure, he may file a complaint in writing with the Academic Director of the Campus.
2. The Academic Director will request the record from the Registrar's Office.
3. The Academic Director will cite witnesses from both the complainant and the complainant. He will keep a record of the statements and issue a written resolution within the next ten (10) working days of receiving the complaint. Such decision shall be notified to the parties.
4. If you do not agree with it, the aggrieved person will have 15 working days from the date of the notification to go to that decision with the principal executive.
5. The Chief Executive will review the case file and issue a final and firm decision within the next ten (10) working days after receiving the request for review.

When it is determined that the complaint violates the rules or procedures of the School that may lead to the formation of charges under any of the applicable rules, it will be reported to the Principal Executive for it proceed accordingly against the official or officials concerned.

Section 504 of the Rehabilitation Act of 1973 requires that persons with disabilities participate in any activity or program that receives federal financial aid. It is a policy of this School does not discriminate against any person, in any of its operations institutional, for any of the following reasons: race, color, age, sex, religion, nationality, marital status, physical appearance, political affiliation and physical disability.

Aliens

Alien students must present official evidence of the courses or programs taken in their country of origin, properly validated by the Puerto Rico Department of Education.

Student Identification Number

The student's identification numbers consist of:

1. The last three digits of the beginning year of study
2. The number assigned to the site of studies:
Ponce = 01
Fajardo = 02
San Juan = 03
3. The last four digits of the student's social security number

ID card

The use of the ID card has been implemented with the purpose of identifying the students and minimizing the risk of strangers or outsiders in the School, workshops or halls without first going to the administrative offices. The ID card has a fee of five dollars (\$5.00).

Students' Rules

The Students' Rules have been established with the purpose of implementing disciplinary rules in harmony with the objectives of the School; therefore, the Students' Rules pretend the following:

- Promote good behavior within the School.
- Advise students about their responsibility toward the School.

According to this, the disciplinary system will be used to judge the infractions that might be committed by students. The following patterns of conduct will be considered infractions to the established norms of institutional order, and will be subject to disciplinary sanctions:

1. Dishonesty on academic work
2. Alteration or forgery of official documents such as files, grades, records, certificates or diplomas, or any other official document.
3. Peace disturbance inside the School or in outside activities sponsored by the School.
4. Interrupt, obstruct or otherwise disturb the normal course of events inside the School, or in activities sponsored by the School, either inside or outside its facilities.

5. Publish or distribute obscene or defamatory literature or material inside the School.
6. Represent the School without previous official authorization to do so.
7. Malicious damage to School's property, and/or steal material and/or equipment of the school or that belongs to other students, instructors and/or administrators.
8. The use of alcoholic beverages or any other controlled substances inside the School or attend classes under the effects of alcohol or controlled substances. **Smoking is not permitted in the classrooms, laboratories or halls.**
9. Inappropriate clothing such as short pants, shirts with no sleeves, leggings, open sandals, caps, hat, sunglasses, hoods or any other accessories that the School may consider inappropriate. **Short pants, open sandals, sleeveless shirts or T-shirts are not permitted during normal class and laboratory hours and/or in activities outside the School sponsored by the School, for security reasons. This applies to both male and female students.**
10. Misbehavior observed, towards the members of the Board of Directors, the Advisory Board, the Directors, the Administration, and Faculty, other School's personnel or other students.
11. Not complying with the Attendance Policy.
12. Not completing the daily tasks on reasonable pace without justification, or not making arrangements for make-up.
13. Any behavior that interrupts the normal operations of the School, ***including the use of cellular phones during classes or laboratories.*** Any student that expects an ***emergency call*** should notify it to the administration and to the instructor. The student shall attend the call in the halls or outside the building. Once the call is completed, the student must return to class.
14. Possession of weapons, as defined by the laws of the Commonwealth of Puerto Rico, including those students with the legal permit to carry weapons from the Government of Puerto Rico. Those students who are part of the police authorities or law enforcement agents authorized by the Government shall be discreet.
15. Any offense related to domestic violence against women and gender violence within the institution to be applied all related laws instituted by the Government of Puerto Rico and the Federal Government.

Workshop's Rules

1. Only authorized by his teacher student can make use of equipment, materials and tools in the workshop.
2. Hand games, jokes, disorderly behavior, fights, arguments and language not appropriate **ARE NOT ALLOWED IN THE WORKSHOP.**
3. Energize, turn on, activate or connect to live lines any device, equipment or instrument will be allowed only in the presence of the student's teacher.
4. The student must return to the warehouse all materials used, as he took them, placing them in the appropriate compartments.
5. The student will make proper use of practice modules, ensure their conservation and returned them as received.
6. **NOT PERMITTED** to make changes or modifications to the modules, especially the magnetic. Connections are made from the connection points of the terminal block to them.
7. The student will make proper use of the tools that the institution provides to do their task and returned them as received. In case of break from improper use or loss, the student must replace them in the same model and quality.
8. Only the teacher can operate power panels in service on building or workshops.
9. **NOT PERMITTED** eat food inside the workshop.
10. The student will leave on the area and equipment clean as it were before use
11. Professor ensure due compliance with this Regulation by students.

Termination Policy

Violation of any of the above rules will constitute cause for termination. Also, possible causes for temporary or permanent termination will include, but not be limited to unsatisfactory academic progress, excessive number of unexcused consecutive absences. The School reserves the right to adopt additional norms in the future, as deemed necessary, which will be notified in a timely manner.

Bullying Policy

By disposition of Law #37 of 2008, Bullying Law, of the government of Puerto Rico, Escuela Técnica de Electricidad, implemented a regulation with the purpose of preventing violations in which students may incur in the premises of our school that could affect adversely our student environment and at the same time, will help maintain a healthy social one.

The following actions will be taken if adverse situations occur:

1. The student will be referred to the Academic Director for orientation.
2. If the student is a minor, his parents or legal guardians will be contacted.
3. If necessary, the student may be referred to the corresponding agencies for help.
4. After all resources have been attempted and if no changes occur, the termination policy will be applied.

Policy for students who suffer from ASMA (Law Number 56, February 1, 2006, Commonwealth of PR).

ETE students must provide the office of the Academic Director, medical evidence, certifying this condition and a certification from the parent or legal guardian giving authorization for the student to administrate the medication. For more information, please refer to the mentioned law.

Drugs and Alcohol Policy

Escuela Técnica de Electricidad prohibits the use of alcohol and the use of drugs not prescribed by a physician during normal class time. To alert students and employees about the implications of using and/or abusing of these substances, Escuela Técnica publishes brochures and other literature in the bulletin boards and sponsors lectures from governmental agencies about this matter throughout the year. If any student or employee shows problems with this matter, the Director will refer the person to the Social Services Department for guidance and help.

Confidentiality of Students' Records (FERPA)

Escuela Técnica de Electricidad guarantees the privacy of students' files, as instructed under FERPA. In case that any information needs to be released, it must be requested **in writing**. Under no circumstance's information is to be given by telephone. If the student benefits from certain financial aid programs, the stipulations of such programs will be considered before giving information about students. In the same way, the School recognizes the students' right to see and revise the information in their own files.

Access to student files will be authorized to contracted auditors for school monitoring, personnel from the Federal Department of Education/The General Inspector or the Accrediting Agency and personnel legitimate educational interest.

POLICY ON THE RETENTION OF STUDENTS RECORDS

The Institution's written policy for maintaining students' records follows the U.S. Department of Education's regulations under [34 CFR §668.24 and The Federal Student Handbook Volume 2 Chapter 7 pp. 2-188] revised 2018. Academic, financial aid and bursar records are kept for a minimum of three years. All records are maintained accurately, orderly, and with appropriate access provided for participants, as required by FERPA. Students' file including admissions documents, attendance, and academic progress records are kept safe and properly protected from unauthorized access in locked cabinets, following the policies established by federal and state regulations.

Copyright Law Policy

Based on the Copyright Federal Law (U.S. Copyright Law, 17 U.S / c.), The Escuela Técnica de Electricidad, Inc. established as a Policy to Protect Copyright the following:

PROCEDURE:

1. Is prohibited photocopy entire books, papers, monographs and any other written or recorded document, having copyright without prior written permission of the author, except under the stipulated in the # 4-a and 4-b below.
2. Copy computer programs and / or licenses of these on paper, tapes, disks or any other means or methods without prior written permission of the author and / or the company that produces them is also prohibited, except under the stipulated in the # 4-a and 4-b below.
3. This applies to all educational materials and / or equipment and programs that are currently in school, and that are acquired and / or publish in the future.
4. However, this policy takes into consideration the following:
 - a. Under some conditions this law allows the use fragments of copies of copyrighted works in the classroom. The Act states that "The fair use of a copyrighted work, including reproduction in copies for purposes such as teaching (including multiple copies for use in the classroom) does not infringe the copyright."
 - b. Similarly, the nations covered by the Treaty of Berne Convention have an international agreement on copyright, also the laws of copyright many other nations contain provisions "fair use" and allow some partial use material copyrighted without permission, if such material is not altered, credit is given to the author, and is used for educational or research purposes and not for commercial use.

Social Security Use Policy

By disposition of law #186 of the Government of Puerto Rico on September 1, 2006, that prohibits the use the social security number for identification purposes. Escuela Técnica de Electricidad, will maintain students and prospect student's social security numbers under strict confidentiality, and this number will only appear in official documents.

1. Admission Application
2. Student Contracts
3. The Free Application for Student Aid (FAFSA)
4. Other documents related to Financial Aid – If required by the pertinent agency.
5. Student Transcripts

Students or parents of dependent students that request that their social security number be given as information to any agency, will have to authorize the institution in writing by using the form "Authorization for giving student information", which will be available in the school offices.

Campus Security and Safety

The U.S. Department of Education requires that the institution put into effect Public Law 101-542^a, "The Student Right-to - Know and Campus Security Act", amended and signed on November 8, 1990. The Act contains requirements that protect the continuity of the institution's participation in Financial Aid for students.

Title II of the Act is known as Alert Crime and Security Act on Campus, it requires that the institution collect information concerning crimes committed within the premises of the same, in the immediate vicinity (front sidewalk and / or back) during the current year and future years. The word campus means any building, property or areas near the school that are used by the institution or student organizations for educational purposes. In our case refers to the campus main building, rooms and parking. These offenses are described as: murder, rape, robbery, burglary and theft, among others.

This law also requires collected statistics for the number of arrests for crimes committed on campus such as violation of the alcohol use or abuse policy, violation of the policy on possession and / or use of controlled substances and possession of weapons.

Financial Aid Office

Escuela Técnica de Electricidad participates in the Federal Pell Grant program. This program has been established by the U. S. Department of Education as the basis for all other federal student aid programs. Students should apply for eligibility by means of the Free Application for Federal Student Aid (FAFSA). The information contained in the FAFSA is processed electronically. The eligibility is informed to students. The financial aid officer determines the amount of money the student is eligible for taking into consideration the cost of the program and the estimated family contribution (EFC). The student cannot possess a bachelor's degree or neither its equivalent nor the student should have used more than 600% of the Aid. This is a free grant that does not have to be repaid.

Eligibility Requirements

1. Be enrolled in an eligible program.
2. Be a U. S. Citizen or eligible non-citizen.
3. Demonstrate financial need.
4. Make satisfactory academic progress.
5. Not be in default in federal student loans and have not exceeded the maximum accumulated loan amounts or the maximums for any academic year.
6. Be registered with the Selective Service System (males born since January 1, 1960 who are eighteen (18) years or older and have not reached the 26 years old).
7. Be a high school graduate or have the recognized equivalent.
8. Eligibility scholarship student will be affected by the percentages or grant payments have used the student in other educational institutions that have studied. The Department of Education gives the name of "Lifetime eligibility Used" (LEU) to the percentage of use of the grant. If the same is equal to or greater than 600% used the student is ineligible to receive subsequent payments of federal Pell Grant
9. Does not have a bachelor's degree or its equivalent,
10. Has not been convicted for sale or possession of controlled substances.

Students whose SAR or ISIR has an asterisk (*) besides the EFC must provide evidence of

the family income, household size and number enrolled in postsecondary schools or colleges. Instructions will be given to each student to whom this is applicable, accordingly. In those cases where a “C” appears next to the EFC, the student **must** resolve the issue represented by the “C” code **before** any Federal Pell Grant funds can be disbursed.

Procedure

1. The student delivers the required documentation as applicable, when the SAR or ISIR is received.
2. The Financial Aid Officer determines the dollar amount according to the Payment and Disbursement Schedule provided by the U. S. Department of Education for each year.
3. The award letter is prepared, to notify the student the amount for the fiscal year or portion of it.
4. The payrolls are prepared, and the Federal Pell Grant is credited to the students' accounts, one disbursement per term in which the student is eligible.
5. The amount of the payrolls is requested to ED through G5.

The institution also participates in the State Grant Program of the Puerto Rico Educational Opportunities Act. These are state funds. Students must apply for this grant. **Students who do not abide to this program's rules will forfeit the right for future disbursements and will not be permitted to apply for this program again.**

Policy to Update the Cost of Attendance (COA)

Purpose

The purpose of the Policy to Update the Cost of Attendance (COA) is to establish how much financial aid a student is eligible for, based on the Expected Family Contribution.

Policy

This policy applies to all programs to ensure that students do not receive financial aid in excess of their financial need determined by the need analysis calculation based on the student's COA less the EFC and other aid.

Procedure

1. The Cost of Attendance (COA) will be reviewed at the beginning of each fiscal year. This review will be in charge of the Administrative Director and the Financial Aid Institutional Director.
2. Estimated annual cost of attending for ETE, includes tuition, books, supplies, room and board, transportation, licensing costs, tools and miscellaneous expenses.
3. Transportation cost include expenses related to attending classes.
4. The COA is classified into dependant and independent students.

5. The third term in the 36-credit programs will be considered in calculations of the COA for students whose disbursement meets the requirements of the Year Round Pell.
6. Once the COA is approved, it will be updated on the Regsys platform and will be distributed to the financial aid office and of the campuses.

Enrollment Status Reporting to National Student Loan Data System Policy

Purpose

The purpose of this policy is to outline the Enrollment Status Reporting to National Student Loan Data System (NSLDS) procedure. This outline establishes the guidelines that enable the certification of students' enrollment status in the Department of Education through the NSLDS.

Policy

Enrollment Reporting is required for all institutions participating in Title IV programs. This policy applies to all Title IV eligible students enrolled in a program approved by the Department of Education.

At a minimum, institutions are required to certify enrollment every 60 days, and respond to NSLDS within 15 calendar days. Any error identified by NSLDS will be corrected and resubmitted within a period of no more than 10 days.

NSLDS provides the list of students that the Institution needs to certify enrollment status through the EDConnect system.

Procedure

7. The Financial Aid Institutional Director (FDA) verifies EDConnect system on a daily basis. Once the NSLDS student list is available for review, the FDA segregates the information received by branch and provides the information to the registrar officers to update the students' enrollment status.
8. The registrar officers will provide the updated information to the FDA.
9. The following are valid status values:

F – Full Time
A – Leave of Absence
G – Graduated
W – Withdrawed
D – Death
X – Never attended
Z – Record not found

Effective Date – The most recent date the status became effective.

Anticipated Completion Date (ACD) – The date the student completed or is expected to complete the program.

Program Beginning Date - The date the student began attending the program.

Status Effective Date – The date that the current status became effective.

Certification Date – The date from which the school certified that enrollment information is accurate.

10. The Financial Aid Institutional Director and the Main Campus Administrative Director will proceed to update and certify the enrollment status of the students on listed on the NSLDS platform.

11. A verification process will include the request of report #32 in the NSLDS platform to recertify that the information submitted is correct. The list of NSLDS certified students must be printed and kept as evidence of this process.

Common Origination and Disbursement (COD) Policy

Purpose

The purpose of this policy is to establish the guidelines that must be followed to update the payment information of a student in the COD platform.

Policy

The COD system is required to process records for the Pell Grant program. This policy applies to all Title IV eligible students enrolled in a program approved by the Department of Education.

ETE is required to register the approved financial aid on the COD platform on or before 7 days prior to the disbursement date.

Procedure

12. If the student does not have a record, the profile is created with all the information required for the student. If the student has record, the following information is updated, if necessary:

- ✓ Last Name
- ✓ First Name
- ✓ Middle Initial
- ✓ Address
- ✓ Social Security
- ✓ Date of Birth

- ✓ Telephone Number
- ✓ Email
- ✓ Citizenship

13. Once the profile is created or updated, the financial aid officer will create or update the student's award for the corresponding year.

14. After selecting the award for the corresponding year, the disbursement is created.

15. Once the COD system accepts the disbursement, within a period of 24 to 48 hours, the Electronic Statement Account (ESOA) is received with the amount available to place the order.

16. The Financial Aid Institutional Director (FDA) receives the report and validates that the information entered in COD is correct. If any error is identified, the FDA will proceed to notify the financial aid officer for immediate correction. Once the payroll is officialized, the FDA verifies the disbursement date to ensure that it matches with the information reported in COD.

Authorizing Payments and Disbursing or Delivering Funds to Students Policy

Purpose

The purpose of the Title IV Funds Request Policy is to outline the process and responsibilities that must take place when disbursements and returns funds of eligible students are made to title IV funds.

Policy

This policy applies to all students who are enrolled, have completed the FAFSA, received approval from the Department of Education, and demonstrated financial need.

The verification process must be completed for those students selected by the Department of Education.

Must meet the eligibility requirements of Title IV programs.

Procedure

1. The financial aid officer creates the origination and disbursement with the corresponding date of the eligible students in COD.
2. The registrar certifies the attendance and satisfactory academic progress of the students (if students are finalizing the first or second term) to the financial aid office.
3. The financial aid officer prepares a pre-payroll in the Regsys system that includes eligible for disbursement and notifies the collections officer.

4. The collections officer validates the pre-payroll and proceed to formalize the payroll by making the corresponding posting in the student ledger. Once officialized, the official and signed payroll is provided to the Main Campus Administrative Director to proceed with the request.

5. The Main Campus Administrative Director proceed with the request of funds or any corresponding action on the G5 platform.

Students Rights and Responsibilities

Students' Rights

Students have the right to ask to the School about the following:

1. Which financial aid programs are available, including federal and state aid?
2. Which are the deadlines established by the financial aid office to submit applications and for the administrative processes that may affect the students.
3. How are financial aid distributed, and the criteria for this decision?
4. How the student's need is determined.
5. How are the payments realized and the frequency of these?
6. Which are the fees assessed to students and the school's refund policy?
7. What is the school's criterion to determine satisfactory academic progress?
8. How the cost of education is determined.
9. Which is the institutional policy to protect the confidentiality of student records, including their social security number?

Students' Responsibilities

1. Complete the applications accurately and deliver them on time at the financial office.
2. Provide accurate information. If any student provides false or incomplete information in any application, it may be considered an infraction to existing laws, and he or she may be punished by law.
3. Submit any additional information or documents requested, such as certifications and/or new information to the agency that require the information.
4. Read and understand the documents required and that sign and keep copy of them.
5. Accept responsibility for the documents that sign.
6. Have knowledge of the refund procedure of the school.
7. All schools and colleges are required to provide, upon request, information about the programs and about what is expected from them. Students should read and understand this information completely before taking the decision to enroll in any school.
8. Students who are participants of the federal student financial aid programs must notify the financial aid office the following information:
 - a. Address changes (also to the Registrar's Office)
 - b. Graduation date
 - c. Withdrawals
 - d. Changes in name or marital status
 - e. Change in the academic program or to another institution

The financial aid offering is conditioned to the actual receipt of the funds from the different sources. The financial aid office reserves the right to make the necessary changes or adjustments, according to amendments or changes in the federal or state regulations, or the school's internal procedures.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. As an example; if the student transfers in 16 credits, and therefore must complete 20 credits in the current program at E.T.E., the maximum time frame is $20 \times 150\%$, or 30 attempted credits.

Refund Policy

This Refund Policy applies to students who have started attending classes and are administratively withdrawn or are terminated by the school. The tuition charge for the term is based on the total tuition charge (cost) for the program divided by the number of terms.

A. Refund amounts are based on a student's last date of attendance (LDA). If the student is present at least one day during the scheduled week, the school considers as if a whole week was completed. One week is defined as any 7 consecutive days' period in which there is at least one day of classes.

B. If the student is given an administrative withdrawal or is terminated by the school during the first week of classes, after the cancellation period, the school will retain 10% of the tuition charge for the term or five hundred dollars (\$500.00); whichever is less.

C. If the withdrawal or termination occurs after the first week of classes, after the cancellation period, but within the 60% of the term, the school will retain a prorated portion of the tuition charge for the term, based on the number of weeks the student attended versus the number of weeks in the term, plus a 10% of the unearned portion of the tuition charge.

D. If the withdrawal or termination occurs after the 60% of the term, the school will retain 100% of the tuition charge for the term.

E. For an enrolled student, refunds due will be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the Satisfactory Academic Progress policy.

RETURN OF TITLE IV FUNDS POLICY

The Return of Title IV Funds Policy applies to students who are participants of the Federal Title IV programs (Federal Pell Grant) and who are administratively withdrawn or are terminated by the school after attending classes. This policy responds to the amendments provided in the Higher Education Act Reauthorization, and The Higher Education Act of 1965. In order to determine the amount of the Federal Title IV Aid awarded that the student has the right to keep, the total number of credits that the student actually started attendance up to the date of the withdrawal or termination will be considered. The date in which the student notifies the intention to withdraw will be taken as the date of withdrawal. If the student does not notify the intention to withdraw and ceases attendance, the last day of actual attendance per the school's records will be taken as the date of withdrawal. The procedure is as follows:

- A. The financial aid officer will check the number of credits that the student actually started attendance in the *Federal Pell Grant Payment and Disbursement Schedule*, and the student's *EFC*.
- B. The amount of money shown in the *Payment Schedule* is divided by two. If the product of this division has cents, it will be rounded up to the next dollar.
- C. The result in #2 above is the final adjusted amount of Federal Pell Grant funds for the term, according to the credits started up to the withdrawal or termination.
- D. This adjusted amount is then subtracted from the original disbursement in the student's ledger (if any).
- E. The difference is the refund to the Title IV programs.

If the student starts attendance to the 12 credits or more of the term and later on withdraws, is administratively withdrawn or is terminated, then dispositions of the R2T4 regulations will apply. These are based on the number of **days attended**, vs. the number of **calendar** days in the term. This computation is made using the R2T4 website provided by the U. S. Department of Education for this purpose. The amount determined by the computation at the website will be returned to the Title IV programs.

ETE Institutional Scholarship Policy

PURPOSE:

Escuela Técnica de Electricidad has established a scholarship fund for economically disadvantaged students that comply with the satisfactory academic progress, attendance requirements, and demonstrate eagerness to fulfill the graduation requirements, as established by the Institution.

POLICY:

The objective of this scholarship is to help students that are academically committed to achieve their goals and personal growth within our society, but lack of the economic resources necessary to cover the economic responsibilities of the education. By breaking the economic barriers that prevents such students from completing their studies, the Institution procures to assist in meeting educational goals.

PROCEDURE:

Eligibility Requirements:

- a. Enrolled and officially accepted at Escuela Técnica de Electricidad
- b. American citizens or lawful permanent residents of Puerto Rico
- c. Demonstrated financial need, after completing FAFSA corresponding to the fiscal year (on or before the deadlines established for each period of disbursement of funds) in the Financial Aid Office or online at: www.fafsa.ed.gov (including students who have covered 600% of Federal Pell Help or do not have the percentage necessary to cover the cost of studies)
- d. Confronts economic difficulties that do not allow the full coverage of economic responsibilities regarding education, certificate and goals achievement
- e. Compliance with the Attendance policy, Satisfactory Academic Progress policy, and all the regulations established in the Institutional Catalog

To request the Institutional Scholarship, applicants must complete the Institutional Scholarship Form available at the Administrative Director's office.

The Institution will evaluate the Institutional Scholarship Forms submitted by students and will determine the granting using the following criteria:

- a. Institutional funding is available for scholarships
- b. Full compliance with eligibility requirements
- c. Financial assistance needs, based on the needs' analysis performed by the Financial Aid office and the particular economic difficulties that do not allow the student to cover the economic responsibilities regarding education
- d. Academic Progress performance, including attendance, and grades

After the request of the Institutional Scholarship:

- a. The Administrative Director is responsible for preparing and monitoring the list of candidates for the Institutional Scholarship to be granted in the corresponding term.
- b. The Administrative Director will reach out to the Financial Aid office, Registrar office, Academic Director, and the corresponding instructor to analyze such requests.
- c. Once the Institutional Scholarships are approved, the Institution prepares a credit note that includes the name, student number, corresponding program section and amount awarded. Furthermore, the amount awarded is credited to the student's account Ledger.
- d. The number and amounts of Institutional Scholarships are determined on a case by case basis and dependent on the economic needs and recommendations of the evaluation committee (Administrative Director and Academic Director).

The Institutional Scholarship award is conditioned to the full compliance with the graduation requirements and completion of the program of study.

FERPA Law:

All provisions concerning the privacy of information in student records as established in the FERPA law, shall apply equally to this Institutional Scholarship.

Note: These funds come directly and exclusively from the Board of Directors of the Escuela Técnica de Electricidad. They reserve the right to award these grants to all students who demonstrate financial need according to the provisions of this document. This scholarship is not a federal aid.

Registrar Office

ATTENDANCE, TARDINESS AND EARLY DEPARTURE POLICY

PURPOSE

The Institution recognizes that regular class attendance is an essential part of its educational programs. Being an institution accredited by ACCET, students must comply with a minimum of 80 % cumulative assistance, consistent with Document 35 - Policy on Attendance Requirement. Furthermore, as part of student's preparation and professional

development, the Institution procures a sense of responsibility not only in the academic area, but also interpersonal skills needed for their careers.

POLICY

For students to be considered graduated from a program, they must have completed a minimum of 80% cumulative attendance. Even though some absences are justifiable, class attendance is compulsory. Therefore, to attend situations that may arise, make-up sessions are available to meet the graduation requirements and provide the opportunity to acquire the material or task missed during the absence period.

PROCEDURE

Attendance is taken daily in class by the instructor and turned over to the Registrar at the end of the class day. Students are responsible of the material given daily in class. It is the faculty's responsibility to maintain a roll book for the students. The registrar maintains the absences recorded in the student's cumulative sheet.

The following will be considered justified absences:

- ✓ Sickness of a student
- ✓ Fatal sickness of immediate family member or death of an immediate family member
- ✓ Reasons that are out of the control of a student

Every student is obligated to justify 3 consecutive absences, as minimum. Every possible effort will be made to keep the student active in class but if the absent period reaches 8 consecutive absences, the student will be withdrawn administratively.

Make up work for absences:

It is the responsibility of the student to make arrangements with the Registrar to make-up work missed for the absences. These make-up work must be completed outside of normally scheduled class hours. Activities for make-up work must be educationally sound and comparable to the content, time, and delivery of the classes missed. These activities may include completing class exercises, special projects, lab assignments or written work related to the absence. In collaboration with the Instructors, the Registrar is responsible for completing the make-up work sheet along with evidence of the make-up work done (required to enable validation). Students must make-up work within the allowed timeframe to meet the minimum graduation requirements.

Tardiness / Early departures

Punctuality is an important factor in education and business. Therefore, students are required to be on time and stay for the entire duration of class. A student is considered tardy after 15 minutes. Time missed in class due to students' tardiness or early departures is recorded as time absent from class.

Our programs follow the schedule:

Day Students:

Monday thru Thursday: 7:30 AM. - 12:00 PM

Friday: 7:30 AM – 11:30 AM

Evening Students:

Monday thru Thursday: 5:30 PM – 10:00 PM

Friday: 5:30 PM - 9:30 PM

Our Electrical Technicians Program, and Refrigeration and Air Conditioning Program are 1080 contact hours/36 semester credits, 16 weeks per term and the duration of the program is approximately 49 weeks. To comply with the federal Clock-Credit hour regulations, 270 clock hours of work outside of class (homework) will be completed during the program.

Our Design and Installation of Photovoltaic Systems Program consists of 720 contact hours/24 semester credits, 16.5 weeks per term and the duration of the program is approximately 33 weeks. To comply with the federal Clock-Credit hour regulations, 180 clock hours of work outside of class (homework) will be completed during the program.

TRACKING ATTENDANCE

PURPOSE

Students' attendance to classes is mandatory, as stated in the Attendance Policy, Tardiness and Early Departures. To be consistent in the application of this policy, it is necessary to establish a procedure to track students' attendance.

POLICY

Attendance is mandatory and students are encouraged to make up the tasks and acquire the material and complete the work missed during the absence period, in coordination with the instructor and Registrar.

PROCEDURE

- ✓ Students sign the daily attendance sheets

- ✓ Instructors deliver these to the Registrar and dynamically engage with the students to follow up with students that are absent.
- ✓ Registrar keeps and monitors students' attendance. Registrar posts the absences in the cumulative attendance form and REGIS system.
- ✓ Instructors and the Registrar are in continuous interaction to procure appropriate attendance rates for all students.
- ✓ Attendance is reviewed by Registrar on a daily basis and the Academic Director on a biweekly basis with a focus on those who can be found within a pattern of absences of 15% of the scheduled program term.
 - a. Students that are identified during this reviewing process will be called, emailed or cited to the office by the Registrar to inform the current attendance status, understand the reasons for the absences, and encourage the student to comply with the attendance requirements and make-up work missed. The Registrar shall maintain an activity log of all communication in the Student Report Sheet.
 - b. Students that continue with the aforementioned absence pattern and do not improve since the meeting with the Registrar, are cited to meet with the Academic Director and Registrar to establish a make-up work plan.
 - c. Students that do not comply with the make-up work plan as established by the Registrar and the Academic Director, are given an Attendance Warning with specific terms and conditions. Students must fully comply with these terms and conditions.
 - d. During Attendance Warning status, students have the opportunity to receive attendance counseling, as appropriate and are eligible for financial aid. However, if students do not fully comply with the terms and conditions established in the Attendance Warning, students are given an Academic Warning, as established by the Satisfactory Academic Progress (SAP) Policy.
- ✓ Maximum absences per term (grading period) will not exceed 15% of the total number of cumulative attendance days. At the end of each grading period, a student who has missed more than 15% of the scheduled classes will be placed on Attendance Warning with specific terms and conditions. Students must fully comply with these terms and conditions.
- ✓ If a student is absent for 8 consecutive days without justification he will be withdrawn from the program, after all reasonable means of communication attempts have been made.

TRACKING TARDINESS OR EARLY DEPARTURES

PURPOSE

Arrival Time of students to classrooms and complete class schedule is key to a clearer understanding of their education and fulfillment of the total program hours, as indicated in

the Attendance Policy, Tardiness and Early Departures. To maintain consistency of the implementation of this policy, the following procedure is used for tracking tardiness or early departures of the students.

POLICY

Students must comply with class schedule, including arrival time and duration. Instructors are required to record any lack of compliance with this matter and exhort students of the responsibility of obtaining the material missed and make-up process, if applicable.

PROCEDURE

- ✓ Students have up to 15 minutes after the time of entry to arrive. After 15 minutes, students are considered late. Tardiness is recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence.
- ✓ When students are on time, initials are placed on the daily attendance sheet. When students are late or leave early, instructors write the time of arrival in red ink, and students proceed to place their initials.
- ✓ Students are encouraged to make up the lost material.
- ✓ Instructors deliver this form to the Registrar in a daily basis.
- ✓ Attendance records are maintained by the Registrar as part of the student's cumulative attendance form.

LEAVE OF ABSENCE

PURPOSE

Enable a mechanism for students that encounter a justifiable situation that requires a leave of absence. The Institution developed a form that is used when students need to be absent for a prolonged period of time for justified reasons and may need an extension of time to complete their program of study. Leave of Absence may be granted for up to 180 days for any twelve (12) months period.

POLICY

Students may request a leave of absence for the following reasons:

- ✓ Illness
- ✓ Military Service
- ✓ Death
- ✓ Maternity
- ✓ Others: Requires Academic Director's approval

PROCEDURE

- ✓ Students must request the leave of absence at the Registrar's office.
- ✓ The institution must document and approve the leave of absence request in accordance with the policy.
- ✓ Students who need a leave of absence, must make a signed written request indicating the reason for the request. Only 1 Leave of Absence can be granted for up to 180 days for any 12 months period.
- ✓ For students in the Design and Installation of Photovoltaic Systems' program, the policy is to grant up to 120 days, as a maximum (one-half the published program length).
- ✓ Students may request more than one Leave of Absence during any twelve-month period if they have not reached the 180 or 120 days maximum.
- ✓ Students that need a leave of absence for more than 180 or 120 (for students in the Design and Installation of Photovoltaic Systems' program) consecutive days, should request a withdrawal and apply for readmission.
- ✓ The Institution may not assess the student with any additional charges as a result of the leave of absence.
- ✓ Students must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- ✓ If a student fails to return from a Leave of Absence at the established time or does not request an extension period, the student will be withdrawn from the program.

Withdrawals

In accordance with federal regulations, when a federal financial aid recipient withdraws from all classes during a term, it is Escuela Técnica de Electricidad's (ETE) responsibility to determine the withdrawal date and amount of grant that the student earned. If a student received less attendance than what was earned, he/she may be able to receive those funds. On the other hand, if the student received more attendance than earned, the unearned funds must be returned by the school and/or aid recipient to the appropriate aid program.

Withdrawal Date

A student's withdrawal date varies depending on the type of withdrawal.

Official Notification provided by the Student

A student is considered officially withdrawn if the Registrar Office is notified by the student in writing or by phone of intent to withdraw.

If students document the circumstances in writing, the withdrawal date is the date that student submits a document to the registrar office.

If a student sends written notification of intent to withdraw, the withdrawal date is the date

the letter is received via postal, electronic, or fax mail.

No Official Notification Provided by the Student

If a student ceases attendance without providing official notification, the withdrawal date used is the date that is reported as the last date of attendance at an academically related activity by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. The faculty member will maintain the documentation of the last date of attendance. In the case when an official notification was not provided by the student because of circumstances beyond the student's control, i.e., illness, accident, grievous personal loss or other circumstances, the date related to the onset of that circumstance will be used as the withdrawal date. This date will be determined by the Registrar.

Date of Determination that the Student Withdrew

The date of determination that a student withdrew varies depending upon the type of withdrawal.

➤ **Official Notification Provided**

The date of determination is the date the student provides ETE official notification or begins the withdrawal process, whichever is earlier.

➤ **No Official Notification Provided**

The date that ETE becomes aware that the student has ceased attendance will be the date of determination. All students must justify absences after three consecutive absences, as minimum. A student who is absent during eight (8) consecutive days will be administratively withdrawn. Every reasonable effort will be made for the continuation of a student.

Total Withdrawal

Students who withdraw on or before the last day of classes will have the word “withdrawal” in their records. The date in which the student notifies the school their intent to withdraw will be the date used for refund and for the return to the Title IV programs (if applicable) computations. If the student ceases attendance and does not notify his or her intent to withdraw, the last date of actual attendance per the school’s records will be used for refund and return of Title IV funds computation (if applicable).

Withdrawal for Academic Deficiency

If the student does not make satisfactory academic progress in a probationary period will be given an administrative withdrawal.

Withdrawal for Absenteeism

In accordance with the USDE, a federal regulation, Escuela Técnica de Electricidad, has developed a procedure for taking attendance. All students are required to sign a daily attendance sheet, which is received by the registrar daily and the professors are responsible for taking attendance on the teacher’s roll book.

All students must justify absences after three consecutive absences, as minimum. A student who is absent during eight (8) consecutive days will be administratively withdrawn. Every reasonable effort will be made for the continuation of a student.

The registrar will proceed to prepare the withdrawal sheet and notify the financial aid office immediately after the eight consecutive absences, within the time frame required by the USDE.

Termination Withdrawal

Students who do not complete a program in the established timeframe of 150%, will lose the right to Financial Aid, if any, and will be terminated.

Withdrawal procedure

1. The student will request the withdrawal form and be oriented at the registrar's office. Students may request withdrawal by telephone, or send a letter requesting the withdrawal. This can also be done by e-mail to: eteponce@etepr.edu if the student is from the Ponce Campus; to etefajardo@etepr.edu if the student belongs to the Fajardo Branch; or to eteriopi@etepr.edu if the student is from the San Juan Campus, stating the reasons for the withdrawal.
2. The withdrawal form is completed, and this constitutes the formal withdrawal
3. Before making an administrative withdrawal, students are called by phone and are oriented to continue in the program in which he or she was enrolled. If he or she cannot be contacted, after the eight (8) day he or she is given an administrative withdrawal. Copy of the withdrawal form with pertinent signatures will be sent to the student.

Evaluation and Grading System

Students are evaluated by means of exams, projects, and tasks in the laboratory and/or homework. Students' attendance to the examinations is required. Any student who is unable to attend an examination for a valid reason and it is accepted by the instructor, will have a make up the test. The evaluation system of Escuela Technical de Electricidad is based on the standard grading system, as follows:

Rating	Percentage	Grade	Honor Points
Excellent	90 – 100%	A	4.0
Good	80 - 89%	B	3.0
Satisfactory	70 – 79%	C	2.0
Deficient	60 - 69%	D	1.0
Failure	0 – 59%	F	0.0
Withdrawal	-	W	-
Inactive Student	-	-	No

Procedure to calculate Average

To calculate the general average of every term and the general average accumulated (or accumulative) (GPA), uses the system of Honor's Points, system that is in use for the institutions that operate in hours - credits. To calculate the general average (GPA) the value of the note multiplies for the points that it represents, being the result Honor's Points, and then there being divided the whole of points of honor between the total number of credits (of the term or accumulated).

Example:

$$A = 4 \times 4.00 = 16 \text{ Honor Points}$$

$$B = 3 \times 3.00 = 9 \text{ Honor Points}$$

$$C = 2 \times 2.00 = 4 \text{ Honor Points}$$

$$D = 1 \times 1.00 = 1 \text{ Honor Points}$$

Having finished each term of study, the total honor points, that represent the notes or grades of the unit multiplying the value of each grade by points, is divided by the total credits of the term and the result is the general percent of the term.

Similarly, having completed a term, the total numbers of honor points are accumulated, and they are divided by the total of intended credits and the result is the general cumulative percentage, better known as the GPA.

SATISFACTORY ACADEMIC PROGRESS POLICY

PURPOSE

Used to monitor, assess, and record student progress, consistent with the institution's assessment system, Document 18 - Satisfactory Academic Progress Policy, as well as consistent with Federal Title IV programs.

POLICY

Students must comply with the Satisfactory Academic Progress, as established by the Institution for each term to be able to participate in Financial Aid and meet to meet the necessary performance, knowledge retention, and minimum graduation requirements. The overall objective is to ensure that students have the ability to successfully complete their programs.

PROCEDURE

The Electrical Technician, and Refrigeration and Air Conditioning programs are divided into 3 terms of 12 credits each. The Design and Installation of Photovoltaic Systems program is divided into 2 terms of 12 credits each. At the end of each term, all students are evaluated for satisfactory academic progress.

- ✓ Quantitative Progress is defined as the credit hours achieved divided by the credit hours attempted. For satisfactory academic progress, a student must have attempted a minimum of 67% (8 of 12 credits) at each term.

- ✓ Qualitative Progress is defined as the student's cumulative grade point average which is reviewed at the end of each term to determine the progress. The minimum grade point average required by term is evaluated by the following table:

TERM	# MINIMUM CREDITS	MINIMUM AVERAGE
First	12	1.50
Second	24	1.75
Third	36	2.00
*Fourth	36	2.00
*For students that exceed the normal time required by program		

Warning Policy

- ✓ If a student fails to maintain the required academic progress at the end of any term, the student will be placed on Academic Warning for the next term.
- ✓ To maintain eligibility for financial aid during the warning period, the student must attain the required GPA and/or number of achieved credit hours.
- ✓ If the student fails to comply with the required GPA and/or number of achieved credit hours, eligibility for financial aid will be lost and the student may be dismissed from school.

Appeals Procedure

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within 5 calendar days of receipt of the dismissal notice. The appeal should be addressed to the Academic Director and must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress.

The Appeals Committee is composed of the:

- ✓ Academic Director
- ✓ Administrative Director
- ✓ Financial Aid Director
- ✓ Instructor

The Appeals Committee will examine the appeals and if granted, an Academic Plan that clearly identifies a viable path for the student to successfully complete the program within the maximum timeframe allowed, must be provided. The student will be notified of the

committee's written decision within 5 days of the Academic Director's receipt of the appeal. The decision of the committee is final and must be signed by the student and the members of the committee.

Students reinstated upon appeal are placed on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. If the student does not progress, a withdrawal from the program will proceed.

Maximum Time Frame to Complete the Program

All program requirements must be completed within a maximum timeframe of:

- ✓ 1.5 times the normal program length, as measured in attempted credit hours (i.e. Programs of 36 credits in length must be completed within 54 attempted credits, and programs of 24 credits in length must be completed in 36 attempted credits).
- ✓ Students exceeding the maximum time frame are no longer eligible to receive financial aid.

Graduation Requirements

To obtain the Certificate from Escuela Técnica de Electricidad, candidates to graduation must:

1. Obtain a minimum average of 2.00
2. Have a minimum of 80% of attendance
Conditional to the approval of the Academic Director and Registrar, each case will be evaluated individually.
3. Pay the graduation fee
4. Have no outstanding debts with the School and 22 credits in the programs of 24 credits.
5. Complete a minimum 33 credits of the 36 credits of the program
6. Complete all work outside of class (homework) required in each program.

Certificate

Students who complete satisfactorily the program for which was enrolled will receive a *Certificate*, in which the specific title of the technical program that was completed will appear.

Delivery of Certificate and Transcripts

The certificate will not be delivered to the students until they have completed all the academic requirements and have satisfied all their financial obligations. Copies of the permanent academic record (transcript) with the credits approved up to any date may be issued upon request, if the student's account is current. If the student has completed the

academic program but has an outstanding balance, no copies of transcripts or certifications will be issued until the outstanding balance is paid in full. Students must pay the appropriate fee for each copy.

Student Services

Placement Service

Escuela Técnica de Electricidad has a Placement Officer to help students and graduates to get placed in jobs related to their areas of study. This officer also notifies students about employment opportunities that come to our knowledge, and schedules appointments for job interviews with the different companies who call in search of prospect employees. The School also gives advice and help on how to prepare the resume to students ready for graduation and when they are referred to employment interviews.

Licensing Services

Our placement officers aid the students with all their licensing procedures, guide them step by step in the process of completing their applications and the submission of their documents. These documents must be upload on a website. There is a timeframe placed by the agency for this application. This service is given to our students and graduates free of charge. Also, we keep record of the student's that pass the exam's, that help us to measure and improve the quality of our programs.

Pre-employment Orientations

Prior to graduation, our students receive guidance on how a resume is prepared, orientation on the process of interviews, before, during and after and dress codes are discussed. Orientation on small business and Self-employment.

Fraternization between students

Sporting events, competences workshop, visits to industry and commerce, site visits related to the program.

NOTE: Escuela Técnica de Electricidad does not guarantee employment to students and graduates, nor it commits to find employment to them.

Business Office (Finance)

Escuela Técnica de Electricidad has established the following policies:

1. The tuition charge is made by the term, dividing the total cost of the program by the three terms of the program.
2. Admission fee or readmission fee non-refundable.
3. Payments are to be made in cash, checks or money orders payable to Escuela Técnica de Electricidad, ATM cards, VISA or MasterCard.
4. No interest charges are assessed on students' accounts.

5. All costs are as stated in the Enrollment Agreement. Enrollment Agreements are not sold to third parties.
6. Payment plans can be made, according to the student's need, for private students and/or for the portion not covered by the financial aid.
7. In case any student pays with a check for tuition, transcripts or for any other charges and the check is returned by the bank, the following procedure will apply:
 - a. The Business Office will notify the student and collection efforts will be made.
 - b. A collection agency may be used to collect the monies due to the School, or the amount of returned checks.
8. If the School issues a refund check to a student and the student loses it, the student will be responsible of reimbursing to the School the amount of the bank charge for the suspension of the payment for the lost check. The school will issue a new check to student and it will be paid to the student as soon as he/she pays the bank charge.

Clock-Credit Hour Policy

Purpose:

To facilitate the transfer of credit between institutions of higher education, we have defined our programs in terms of credit hours and have adopted a common classification system. These facilitate the evaluation of courses by other educational institutions and encourage articulation.

Policy:

ETE uses a credit-hour measurement which requires work outside of class such as homework. This will be documented in the curricular materials and syllabi, including an approximation of the time required for the student to complete the assignments. The evaluation of homework or work outside of class will be identified as a grading criterion and weighted appropriately in the determination of the final grade for a course. For academic purposes we use Carnegie clock-to- credit hour conversions:

Lecture Hours: Instructional hours consist of theory or new principles.

Lecture Credit hours:	Semester Credits – Must teach a minimum of 15 lecture Hours to award 1 semester credit hour (divide lecture hours by 15)
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-OR-

Laboratory Hours:

Laboratory Credit Hours:	Semester Credits – Must teach a minimum of 30 laboratory Hours to award 1 semester credit (divide laboratory hours by 30).
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Work Outside of Class:

Work Outside of Class: Semester Credits – Must have a minimum of 45

work outside of class hours to award 1 semester credit (work outside of class hours by 45).

Our Programs are composed of technical courses divided into three semesters. Instructional hours consist of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

For purpose of Title IV Federal Financial Aid, the method we use for converting clocks to credit hours is as follows:

One semester credit hour is based on 37.5 clock hours of direct faculty instruction and at minimum of two hours of out of class student work each week.

Academic Calendar

At the beginning of the academic year, the academic calendar is prepared. It is prepared based on the academic calendar of the Department of Education of Puerto Rico. It will be taken into consideration when preparing the study time of each program. It is sent to the executive director for any changes. Upon being approved, the calendar will be delivered to the registrars.

Veterans Policy

Admission

The institution is authorized to enroll veterans and their beneficiary's students referred by federal and state agencies. Any student veteran and / or beneficiary must meet all admission requirements in addition to those related to their status as beneficiary of the appropriate agency in the federal or state and deliver them before the first day of school.

Readmission

After having spent the stipulated term suspension, the student may be readmitted to the program of study, without the right to receive your benefit. Once elapses first class, having accumulated a minimum GPA of 2.00, the student veteran will reinstall your benefit.

Validation of hours / credit for previous studies

Each Certifying Officer must ensure that the student with previous studies submitted for consideration an official transcript from the institution and / or program source. The student must request credit validation following the procedures established by the institution. They

ensure that, to validate hours / credits for previous studies, the cost and duration of the program shall be reduced proportionately.

Satisfactory Academic Progress

The student receiving educational benefits from the Veterans Administration shall maintain all evaluation period minimum cumulative overall average (GPA) of 2.00 to be considered making satisfactory progress.

Probationary Period / ** Unsatisfactory Progress (Academic Warning)

Students who fail to accumulate a minimum grade point average (GPA) 2.00 at the end of the first grading period or term, be placed on probation for their benefit. In the case of being in a program consisting of only two (2) terms, will lose their benefit for the second term. In programs of three (3) terms or more, will be on probation if it is not his last term and maintain their advantage. Failure to achieve the minimum average (GPA) of 2.00 at the end of the term in which is in evidence, it shall suspend the benefit.

Reinstalling the benefit

After that the benefit has been suspended for unsatisfactory progress, and once after the next term of school, having accumulated at least 2.00, the student veteran reinstalls your benefit you. Once he returns from his first suspension, for failing to reach the minimum of 2.00 again, your benefit will be suspended for one year.

Satisfactory Attendance

The Veterans Administration will pay for the total program hours. Therefore, a student receiving educational benefits maintain satisfactory attendance. An evaluation of care at the end of each period. Only allow 10% of the total hour's absences for the period, term or session. In case of excused absences, they will not have to be replenished, more must be evidenced itself (according to the reasons stated in the institutional catalog or authorized excused absences). One veteran or beneficiary that exceeds 10% of absences in the first period, term or session will be suspended with immediate benefit. Consequently, accumulating 10% in any period, term or session not being replaced, the benefit will be suspended. All absences will be replaced as soon as the student returns to the classroom.

Authorized Absence (LOA)

Educational benefit is suspended while the veteran student is absent with permission. The benefit will again be reinstated once the student returns to school.

Complaints Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training

(ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

COMPLAINTS MUST BE ADDRESSED TO:

**ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org**

Academic Programs

Electrical Technician

Our Program consists of, 1080 hours/36cr. Semester Credit, 16 weeks per term and the duration of the program is approximately 49 weeks. To comply with the new federal credit hour regulations, 270 clock hours of work outside of class (homework) will be completed during the program.

General Objective:

After completing the program, the student will have the knowledge, both in theory and practice, with the technical and practical skills that enable him or her to:

1. Successfully perform installation and maintenance of the electrical equipment that may exist in residential and commercial areas.
2. Be eligible work in the field of electricity.
3. Be able to understand the basic components and different aspects of renewable energy.

Level of the Occupation

The occupation of electrical technician is recognized as a specialized technical level in the field of electricity, and includes residential, commercial and industrial areas, both the theory and practical aspects. This program is oriented to obtain a certificate and prepares the student to work as a technician in the field of electricity.

Fees

1. Admission fee or Readmission fee:
Fifty dollars (\$50.00), Ten dollars (\$10.00) non-refundable
2. Graduation fee (To cover the cost of preparing the Certificate):
Thirty dollars (\$30.00), to be paid when requesting graduation.
3. Tuition charge:
Ten thousand, six hundred (\$10,600.00), which will be charged to the students' accounts in three portions, for each of the three terms of the program.

Escuela Técnica de Electricidad has established the following policies regarding finance:

1. The tuition charge is made by the term, dividing the total cost of the program by the three terms of the program.
2. Payments are to be made in cash, checks or money orders payable to Escuela Técnica de Electricidad, ATM cards, VISA or MasterCard.
3. No interest charges are assessed on students' accounts.
4. Payment plans can be made, according to the student's need, for private students and/or for the portion not covered by the financial aid.

Equipment, Materials and Books

Escuela Técnica de Electricidad provides a hands-on education with fully equipped workshops. Students are encouraged and recommended by instructors to acquire the basic tools needed for the practical tasks throughout the program of study. Additionally, the Institution provides students (free of charge) with the corresponding textbook used as a reference guide in class and for out of class assignments.

Graduation Requirements

GPA not less than 2.00-point average, must complete 80% of the program and satisfy the financial obligations with the School. Conditional to the approval of the Academic Director and Registrar, each case will be evaluated individually.

Complete all work outside of class (homework) required in each program.

Description of the Units of the Electrical Technician Program

TE-110: Introduction to the Electricity

Prerequisite: None

This course is to alert students about the norms of behavior for the program and at the institution, as well as the laws that rule the expert electrical technician trade in P. R. It also provides theory information about electricity and applied mathematics and physics necessary for the practice of the trade.

TE-120: The Electrical Circuit

Prerequisite: none

This course provides students the opportunity to make their first electrical circuits, using the theory learned about the laws of Ohm, Watt and Kirchhoff.

TE-130: The Alternate Current

Prerequisite: none

This course provides the students with knowledge on alternate current, the differences from direct current, its use and application.

TE-140: The Electrical Conduit

Prerequisite: none

This course provides the knowledge about the different types of conduits that exist and their uses, some examples are; metallic pipes, flexible, hermetic to liquid conduits, and wire moldings.

TE-150: The Electrical Conductor and Devices**Prerequisite: none**

The course provides theory and practice on conductors and insulators; the connections of the electrical conductors. They will learn about the isolation of electrical conductors and different types of cables. In addition, they will know and connect the different types of electrical devices most used in practice.

TE-210: Branch Circuit**Prerequisite: none**

The course offers the student the practical knowledge to install circuits, wire ramifications and the regulations of existing resources in Puerto Rico and the NEC regarding the location of receptacles and plugs.

TE-220: Services Entrances and Distribution Panels**Prerequisite: none**

The course offers the student the opportunity to know panels and electrical connections, the installation of these and the regulations that exist in Puerto Rico and with the NEC.

TE-230: Alternate System of Electrical and Photovoltaic Energy**Prerequisite: none**

The course offers the student the opportunity to know the different ways of producing electricity, such as the electric generator, the solar systems and the different NEC regulations.

TE-240: Lighting & Controls**Prerequisite: none**

The course offers the student the opportunity to know the history, the components and the operation of the light bulbs. It also promotes the practice of correctly connecting the different luminaires with their respective controls and how to perform the lighting calculations and their applications.

TE-310: Installation and Control of Generators and Motors**Prerequisite: none**

The course discusses the history, composition, operation and the different combinations of motors and generators of alternating and direct current. It also provides a way to detect and correct faults and the regulations that apply to these facilities according to the NEC. In addition, prepares the student for the installation of controls and their functions in the theoretical and practical aspects.

TE-320: Programmable Logic Control (PLC)**Prerequisite: none**

The course provides the student with the theory and practice in the facilities, the logical controls, their operation and the programming of the PLC and other controls for electric and digital motors.

TE-330: Distribution Transformer**Prerequisite: none**

The course will provide the student with practical knowledge about the operation of the transformers and their applications, the different types of substations and the necessary devices in the facilities. In addition, it prepares the student in the theory and practice of the different combinations of three-phase transformers, how they are constructed and how they work. They will also learn about the regulations of the Electric Power Authority of Puerto Rico and the regulations of the NEC.

TE-340: Drawing Reading and Autocad**Prerequisite: none**

The course provides the student the opportunity to learn about computerized electrical diagrams in accordance with NEC regulations. They will learn the basic use of the computer, Windows, Power Point and the AutoCAD program.

TE-350: Electric Backup Generators**Prerequisite: none**

This course will provide the knowledge and practice necessary for students have the necessary tools of initial level in the area of the operation and maintenance of electric backup generators and electrical connections.

TE-360: Journeyman & Master Electrician Examination Review**Prerequisite: none**

The course offers the student the opportunity to review all the material offered in the classroom for applicants for the exams of assistant and expert electrician.



ESCUELA TECNICA DE ELECTRICIDAD

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 (787) 843-3588 * (787) 750-1020 * (787) 801-5555
 www.etepr.edu

SUBJECT HOUR BREAKDOWN

School: Escuela Técnica de Electricidad

Date: Julio-18

Program / Course Name: Técnico Electricista

COURSE TITLE / NUMBER		LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS		Hours of Works Outside of Class/ Homeworks
		Clock	Credit	Clock	Credit	Clock	Credit	
TE-110	Introducción a la Electricidad	45	3.0	15	0.5	60	3.5	15
TE-120	El Circuito Eléctrico	45	3.0	45	1.5	90	4.5	22.5
TE-130	La Corriente Alterna	60	4.0	30	1.0	90	5.0	22.5
TE-140	El Conducto Eléctrico	15	1.0	45	1.5	60	2.5	15
TE-150	El Conductor y Dispositivos Eléctricos	15	1.0	45	1.5	60	2.5	15
Finaliza Primer Término		180	12.0	180	6.0	360	18.0	90
TE-210	Circuitos Ramales	30	2.0	90	3.0	120	5.0	30
TE-220	Entrada de Servicio y Paneles de Distribución	30	2.0	60	2.0	90	4.0	22.5
TE-230	Sistemas Alternos de Energía Eléctrica y Fotovoltaica	30	2.0	30	1.0	60	3.0	15
TE-240	Iluminación y Controles	30	2.0	60	2.0	90	4.0	22.5
Finaliza Segundo Término		120	8.0	240	8.0	360	16.0	90
TE-310	Instalación y Control de Generadores y Motores	30	2.0	60	2.0	90	4.0	22.5
TE-320	Controlador Lógico Programable	15	1.0	45	1.5	60	2.5	15
TE-330	Transformadores Eléctricos	30	2.0	60	2.0	90	4.0	22.5
TE-340	Lectura de Planos y AutoCAD	15	1.0	15	0.5	30	1.5	7.5
TE-350	Generadores Eléctricos de Resguardo	15	1.0	15	0.5	30	1.5	7.5
TE-360	Repaso para los exámenes de lic. de Ayudante y Perito Electricista	15	1.0	45	1.5	60	2.5	15
Finaliza Tercer Término		120	8.0	240	8.0	360	16.0	90
TOTALS		420	28	660	22	1080	50	270

Refrigeration and Air Conditioning

Our Program consists of, 1080 hours/36cr. Semester Credit, 16 weeks per term and the duration of the program is approximately 49 weeks. To comply with the new federal credit hour regulations, 270 clock hours of work outside of class (homework) will be completed during the program.

General Objective

The general objective is to prepare the student to be able to read and interpret schematically blue prints, diagnostic diagrams and to repair refrigeration or air conditioning units in domestic, industrial and commercial areas. This program prepares the student in a competitive occupation, with the necessary knowledge and skills to be able to work as a technician in the field of refrigeration and air conditioning.

Level of the Occupation

The purpose of the program is to prepare the student both in the theory and practical aspects as an occupational technician. The program is oriented towards obtaining a Certificate in Refrigeration and Air conditioning Technician and prepares the student to work as a technician in the field of refrigeration and air conditioning.

Fees

1. Admission fee or Readmission fee:
Fifty dollars (\$50.00), Ten dollars (\$10.00) non-refundable
2. Graduation fee (To cover the cost of preparing the Certificate):
Thirty dollars (\$30.00), to be paid when requesting graduation.
3. Tuition charge:
Ten thousand, six hundred (\$10,600.00), which will be charged to the students' accounts in three portions, for each of the three terms of the program.

Escuela Técnica de Electricidad has established the following policies regarding finance:

1. The tuition charge is made by the term, dividing the total cost of the program by the three terms of the program.
2. Payments are to be made in cash, checks or money orders payable to Escuela Técnica de Electricidad, ATM cards, VISA or MasterCard.
3. No interest charges are assessed on students' accounts.
4. Payment plans can be made, according to the student's need, for private students and/or for the portion not covered by the financial aid.

Equipment, Materials and Books

Escuela Técnica de Electricidad provides a hands-on education with fully equipped workshops. Students are encouraged and recommended by instructors to acquire the basic tools needed for the practical tasks throughout the program of study. Additionally, the Institution provides students (free of charge) with the corresponding textbook used as a reference guide in class and for out of class assignments.

Graduation Requirements

GPA not less than 2.00-point average, must complete 80% of the program and satisfy the financial obligations with the School. Conditional to the approval of the Academic Director and Registrar, each case will be evaluated individually.

Complete all work outside of class (homework) required in each program.

Description of the Units of the Refrigeration and Air Conditioning Program

REF-110: Fundamental and History of Refrigeration

Prerequisite: None

The course the fundamentals of Refrigeration, including the history, Physical Law of heat displacement and heat molecular theory. Emphasis is given to the laws to be followed on the refrigeration technician trade, and which entities enforce these laws and regulations.

REF-120: Basic Fundamental of Soldering

Prerequisite: None

The course describes the basic fundamentals of welding, safety rules and leads the student to perform welding exercises with oxyacetylene equipment.

REF-130: Refrigeration Electrical Applications

Prerequisite: None

The course presents the different theoretical principles and laws of electricity that apply to Refrigeration.

REF-140: Fundamental of Physic in Refrigeration

Prerequisite: None

The course analyzes the basic principles of physics in refrigeration, emphasizing temperatures and critical pressures of evaporators and condensers. the physical changes that occur in the refrigeration systems are studied.

REF-210: Refrigeration Cycle and Physical Changes**Prerequisite: None**

The course describes the basic systems of refrigeration and covers the aspects of classification and identification of them by means of pressures, temperature and refrigerant loads.

REF-220: Domestic Refrigeration**Prerequisite: None**

The course provides knowledge of the basic fundamentals of domestic refrigeration, its diagrams, diagnostics and repairs.

REF-230: Commercial Refrigeration**Prerequisite: None**

The course provides the student with knowledge about the basic fundamentals of commercial refrigeration, diagram, repair and installation calculation.

REF-240: Fundamental of Air Conditioning**Prerequisite: None**

The course covers all aspects of the different domestic, commercial and industrial air conditioning systems and apply the knowledge to the practices in the workshops.

REF-310: Domestic and Inverter Air Conditioning**Prerequisite: None**

The course It deals with the basic fundamentals, diagnosis and repair of residential and commercial air conditioning faults. It also includes calculation in BTU for its installation.

REF-320: Commercial and Industrial Air Conditioning**Prerequisite: None**

The course provides the students the basic knowledge of industrial air conditioning, in cooling towers, safety systems and water quality, processes and treatments.

REF-330: Automotive Air Conditioning**Prerequisite: None**

The course provides the basic fundamentals of air conditioning in the car are known and faults in the system are diagnosed and repaired. It also includes the review of the Refrigeration Technical Exam of Puerto Rico.

REF-340: Programmable Logic Controls (PLC)**Prerequisite: None**

The course provides the students to acquire the basic knowledge of electricity by emphasizing programmable logic controls (PLC) and the application of this technology.

REF-350: Drawings Reading and Autocad**Prerequisite: None**

The course offers the student knowledge about the reading of computerized drawings and in application to refrigeration.



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SUBJECT HOUR BREAKDOWN

School: Escuela Técnica de Electricidad

Date: July-17

Program / Course Name: Refrigeración y Aire Acondicionado

COURSE TITLE / NUMBER		LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS		Hours of Works Outside of Class/ Homeworks
		Clock	Credit	Clock	Credit	Clock	Credit	
REF-110	Historia y Fundamentos de la Refrigeración	90	6.0	30	1.0	120	7.0	30
REF-120	Fundamentos Básicos de Soldadura	30	2.0	60	2.0	90	4.0	22.5
REF-130	Aplicaciones Eléctricas en la Refrigeración	60	4.0	60	2.0	120	6.0	30
REF-140	Fundamentos de la Física en la Refrigeración	15	1.0	15	0.5	30	1.5	7.5
Finaliza Primer Término		195	12.0	165	5.0	360	18.5	90
REF-210	Ciclo de Refrigeración y Cambios Físicos	75	5.0	45	1.5	120	6.5	30
REF-220	Refrigeración Domestica	30	2.0	60	2.0	90	4.0	22.5
REF-230	Refrigeración Comercial	30	2.0	60	2.0	90	4.0	22.5
REF-240	Fundamentos de A/C	30	2.0	30	1.0	60	3.0	15
Finaliza Segundo Término		165	11.0	195	6.5	360	17.5	90
REF-310	Aire Acondicionado Domestico e Inverter	60	4.0	60	2.0	120	6.0	30
REF-320	Aire Acondicionado Comercial e Industrial	60	4.0	30	1.0	90	5.0	22.5
REF-330	Aire Acondicionado Automotriz	30	2.0	60	2.0	90	4.0	22.5
REF-340	Controles Lógicos Programables	15	1.0	15	0.5	30	1.5	7.5
REF-350	Lectura de Planos y AutoCAD	15	1.0	15	0.5	30	1.5	7.5
Finaliza Tercer Término		180	12.0	180	6.0	360	18.0	90
TOTALS		540	35.0	540	17.5	1080	54.0	270

Design and Installation of Photovoltaic Systems

Our Program consists of, 720 hours/24cr. Semester Credit, 16.5 weeks per term and the duration of the program is approximately 33 weeks. To comply with the new federal credit hour regulations, 180 clock hours of work outside of class (homework) will be completed during the program.

General Objective:

After completing the program, the student will have the knowledge, both in theory and practice, with the technical and practical skills that enable him or her to:

1. Will be capable of understanding the basic components and different aspects of the renewable energy. The uses, applications, advantages, legislation and regulations respecting the environment, energetic and economy situation that exist worldwide.
2. Will acquire the necessary skills to work in the implementation, development, evolution and the maintenance and troubleshooting of the renewable energy photovoltaic stations.
3. Will have been oriented about the certification which is required to license electricians and the knowledge helper's electrician's needs to aid the electricians in these photovoltaic systems installations.

Level of the Occupation

The occupation of Design and Installation of Photovoltaic Systems is recognized as a specialized technical level, as a field technician, which includes the residential, commercial and industrial areas in the theory and practical aspects. This program is oriented to obtain a certificate as a Field Technician in the Electrical Field, and prepares the student to work as a technician in this field. The graduates are prepared to provide service in different areas: electrical, installation of these systems and troubleshooting. By means of this, they can satisfy the needs of the modern industry.

Fees

1. Admission fee or Readmission fee:
Fifty dollars (\$50.00), Ten dollars (\$10.00) non-refundable
2. Graduation fee (To cover the cost of preparing the Certificate):
Thirty dollars (\$30.00), to be paid when requesting graduation.
3. Tuition charge:
Seven thousand one hundred (\$7,100.00), which will be charged to the students' accounts in three portions, for each of the three terms of the program.

Escuela Técnica de Electricidad has established the following policies regarding finance:

1. The tuition charge is made by the term, dividing the total cost of the program by the three terms of the program.

2. Payments are to be made in cash, checks or money orders payable to Escuela Técnica de Electricidad, ATM cards, VISA or MasterCard.
3. No interest charges are assessed on students' accounts.
4. Payment plans can be made, according to the student's need, for private students and/or for the portion not covered by the financial aid.

Equipment, Materials and Books

Escuela Técnica de Electricidad provides a hands-on education with fully equipped workshops. Students are encouraged and recommended by instructors to acquire the basic tools needed for the practical tasks throughout the program of study. Additionally, the Institution provides students (free of charge) with the corresponding textbook used as a reference guide in class and for out of class assignments.

Graduation Requirements

GPA not less than 2.00-point average, must complete 80% of the program and satisfy the financial obligations with the School. Conditional to the approval of the Academic Director and Registrar, each case will be evaluated individually. Complete all work outside of class (homework) required in each program.

Description of the Units of Design and Installation of Photovoltaic Systems Program

DISF-110: History, Energy Policy and Laws of Renewable Sources

Prerequisite: None

This course includes a base focused on the objectives behind energy policies related to renewable energy sources. In this way, students can compare power systems based on a centralized generation scheme and one of distributed generation with renewable energy sources. In addition, Law 114-2007, known as the Net Measurement Law and Law 57-2014, known as the Energy Transformation and Relief Act, is included to integrate the efforts made by the PR government to promote the use of sources Renewable energies.

DISF-120: Fundamentals of Renewable Energy Sources

Prerequisite: None

This course will reinforce the issues associated with solar photovoltaic technology, since it is the technology that uses renewable sources with the highest boom in PR and in which our program specializes. The themes related to other renewable sources are maintained but in an introductory context. Through this unit, the student will learn how the solar path is and how the solar resource behaves in different parts of PR. In addition, you will know how shade studies are performed to determine areas useful for the design and installation of photovoltaic modules. Finally, you can determine for which types of applications are used or can be used photovoltaic systems.

DISF-130: Photovoltaic Systems Installations

Prerequisite: None

This course integrates the concepts of electricity, safety aspects in the work area and the use of tools and measuring instruments that are used when installing photovoltaic systems. In this way, those students who do not have a background in the area of electricity can benefit those who, if they have such knowledge, can also know how they are applied specifically in the installations of photovoltaic systems. Finally, it integrates the theme of Energy Vs. Power so that the student can know the differences that exist between these quantities and also acquire the fundamental basis necessary to carry out the capacity, economic and technical analyzes that are needed to develop projects of photovoltaic systems.

DISF-140: Equipment and Components of Photovoltaic Systems I

Prerequisite: None

This course integrates updated topics that relate to the different components that are used today in installations of photovoltaic systems interconnected with the electricity grid. In the same, the student will know how the photovoltaic modules work, what is the performance as their operating point varies with different variables such as temperature and solar irradiation, how they are installed in anchorage systems and how connections are made between the inverter and distribution panels / meter base. In addition, it includes the subject of the different types of inverters that are commercially available and their functions of protection and operation in accordance with the standard IEEE 1547.

DISF-150: Equipment and Components of Photovoltaic Systems II

Prerequisite: None

This course integrates the updated topics related to the different components that are used today in the different installations of photovoltaic systems that have some type of technology to store energy, such as batteries. However, the topics related to the different energy storage technologies are also included and how the calculations are made to determine the storage capacity by technology, accompanied by the days of autonomy or how long the stored energy will last according to the behavior of energy use. In addition, this unit integrates the topics of power optimizers, load controllers, plant controllers and the standard that governs all this equipment at the international level, UL 1741.

DISF-210: Connections and Arrangements of Photovoltaic Systems

Prerequisite: None

This course is added so that the student can analyze and understand how all the equipment that is used in the different types of photovoltaic systems works. In particular, autonomous and self-consumption photovoltaic systems are high interest systems due to the flexibility they offer both for customers and for electricity companies. Also, DC and AC coupling techniques and the concepts of Micro networks and Intelligent Networks are integrated, since they are the next step in the energy revolution that we are currently experiencing.

DISF-220: Electrical Design of Photovoltaic Systems

Prerequisite: None

This course is added so that the student can get to know the article of the National Electrical Code that contains the design requirements for the installations of photovoltaic systems and apply this knowledge in conjunction with the tools acquired so far to complete the electrical designs of photovoltaic systems in programs like Microsoft Visio and Autocad. Also, the student will know the concepts of telecommunications systems that are used to monitor the equipment and photovoltaic systems. Finally, the NAD83 coordinate system topics and location diagrams are integrated to complete the requirements of the Electric Power Authority (AEE) in relation to the diagrams and plans to be installed.

DISF-230: Analysis of Performance of Photovoltaic Systems

Prerequisite: None

This course integrates the techniques and processes that are used to manage the projects of photovoltaic systems during all stages of development. Also, it will provide the student with the tools to know how to monitor and identify the solutions to problems that may be experienced in the installations of photovoltaic systems. Finally, the student will learn about the maintenance that the different types of photovoltaic systems require and how they are carried out.

DISF-240: Interconnection and Net Measurement Regulations

Prerequisite: None

This course integrates the topics related to the regulations in force established by the AEE, the State Office of Public Energy Policy and the Net Measurement Programs. It is of utmost importance that all certified professionals to carry out installations of photovoltaic systems know in detail all the requirements established in these regulations, how the different types of Net Measurement programs work and how to request the interconnection evaluation of a distributed generator with the system of the AEE. In addition, the topic of electronic filing of projects is integrated through the new PREPAEE system.

DISF-250: Economic Analysis of Projects with Renewable Sources of Energy

Prerequisite: None

This course integrates the topics related to the economic analysis that involves all types of installation of photovoltaic systems. In addition, information is included on the different business models and sales strategies currently used in the solar industry. In this unit, the mechanisms and programs used in the industry are introduced to perform the economic analysis and thus be able to compare the cost-effectiveness of different options. Finally, the theme of the Green Energy Fund is integrated, which provides an incentive for customers to install their own energy generation system using renewable sources.



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SUBJECT HOUR BREAKDOWN

School: Escuela Técnica de Electricidad

Date: 1-Jul-17

Program / Course Name: Diseño e Instalación de Sistemas Fotovoltaicos

COURSE TITLE / NUMBER		LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS		Hours of Works Outside of Class/Homeworks
		Clock	Credit	Clock	Credit	Clock	Credit	
DISF-110	Historia, Política Energética y Leyes de Fuentes Renovables	30	2.0	0	0.0	30	2.0	7.5
DISF-120	Fundamentos de Fuentes Renovables de Energía	30	2.0	30	1.0	60	3.0	15
DISF-130	Instalaciones de Sistemas Fotovoltaicos	60	4.0	30	1.0	90	5.0	22.5
DISF-140	Equipos y Componentes de Sistemas Fotovoltaicos I	60	4.0	30	1.0	90	5.0	22.5
DISF-150	Equipos y Componentes de Sistemas Fotovoltaicos II	60	4.0	30	1.0	90	5.0	22.5
Finaliza Primer Término		240	16.0	120	4.0	360	20.0	90
DISF-210	Conexiones y Arreglos de Sistemas Fotovoltaicos	60	4.0	30	1.0	90	5.0	22.5
DISF-220	Diseño Eléctrico de Sistemas Fotovoltaicos	45	3.0	45	1.5	90	4.5	22.5
DISF-230	Análisis de Desempeño de Sistemas Fotovoltaicos	30	2.0	30	1.0	60	3.0	15
DISF-240	Reglamentos de Interconexión y Medición Neta	45	3.0	15	0.5	60	3.5	15
DISF-250	Análisis Económico de Proyectos con Fuentes Renovables de Energía	30	2.0	30	1.0	60	3.0	15
Finaliza Segundo Término		210	14.0	150	5.0	360	19.0	90
TOTALS		450	30.0	270	9.0	720	39.0	180

ACADEMIC CALENDAR 2020

01/07/20	Wednesday	Seismic Event
01/08/20	Thursday	Seismic Event
01/09/20	Friday	Return to Classes
01/20/20	Monday	Martin Luther King
02/17/20	Monday	President Day
03/02/20	Monday	American Citizenship
03/16/20-		COVID-19 Academic Recess
03/23/20	Monday	Abolition of Slavery
03/30/20		COVID-19 Academic Recess
04/10/20	Friday	Holly Friday Recess
07/30/20	Thursday	Emergency Storm Isaías
11/03/2020	Tuesday	Election Day
11/26/20	Thursday	Thanksgiving Day
11/27/20	Friday	Thanksgiving Day Recess
12/18/20	Friday	Last Day of Class
12/21/20	Monday	Christmas Recess

ACADEMIC CALENDAR 2021

01/11/21	Tuesday	Return from Holidays
01/18/21	Monday	Martin Luther King
02/15/21	Monday	Presidents Day
03/22/21	Monday	Abolition of Slavery
04/01/21	Thursday	Holly Week Recess
04/02/21	Friday	Holly Friday Recess
05/07/21	Friday	Teachers Day
05/31/21	Monday	Memorial Day
07/05/21	Monday	Independence Day
07/26/21	Monday	Puerto Rico Constitution Day
09/06/21	Monday	Labor Day
10/11/21	Thursday	Day of the Races
11/11/21	Thursday	Veterans Day
11/19/21	Friday	Discovery of Puerto Rico Day
11/22/21	Monday	Thanksgiving Day Recess
11/23/21	Tuesday	Thanksgiving Day Recess
11/24/21	Wednesday	Thanksgiving Day Recess
11/25/21	Thursday	Thanksgiving Day
11/26/21	Friday	Thanksgiving Day Recess
12/17/21	Friday	Last Day of Class
12/21/20	Monday	Christmas Recess