

ESCUELA TÉCNICA DE ELECTRICIDAD INSTITUTIONAL CATALOG 2022-2023



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PROPRIETORS/BOARD OF DIRECTORS

José A. Santiago José

J. Santiago, Jr.

July 2022

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Authorization and Affiliations

Escuela Técnica de Electricidad is authorized by Office of Registration and Licensing of Educational Institutions of the Department of State of Puerto Rico (ORLIE) 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, in 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, Office of Registration and Licensing of Educational Institutions of the Department of State of Puerto Rico (ORLIE), 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 and 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, 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, Puerto Rico.

The facilities include:

1. Administrative Offices: Reception, Admissions, Registrar, Financial Aid, Placement, Administrative Directors' Office, Academic Directors' Office.
2. There are ten (10) classrooms with capacity up to 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 up to twenty-five (25) students each with one (1) instructor per group; and one lab for the program.

4. One (1) classroom/Lab for Renewable Energy with capacity up to twenty-five (22) students and one (1) instructor
5. There is also a computer laboratory, with twenty (20) computers with AutoCAD, ten (10) PLC modules and one printer. This laboratory has capacity up to twenty (20) students with one instructor.
6. Restrooms for ladies and for gentlemen
7. Tools rooms – two (2) for electricity and two (2) for refrigeration and air conditioning.
8. Storage area for materials - twelve (12) designated areas in the workshops and a general stock room in the mezzanine
9. Parking for twenty (24) 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 workshops with capacity up to twenty-five (25) students each, with one (1) instructor per students' group. One (1) classroom/Lab for Renewable Energy with capacity up to twenty-five (25) students and one (1) instructor.
3. Restrooms for ladies and for gentlemen on 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 up to 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 five (5) classrooms with capacity up to twenty-five to thirty (25 to 30) students each, with one (1) instructor per one (1) practice workshop for electricity, one (1) workshop for Renewable Energy with one (1) instructor for each workshop and (2) restrooms for men and woman.
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 A. 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

Administrative/Academic Director

Mr. Daniel Schultz-Cruz
MSEE, 2015 – University of Colorado at Boulder
BSEE, 2008 – University of Puerto Rico

Administrative Assistance/ Placement Officer

Mrs. Carmen J. Santiago-Rodríguez
3rd year, 1997 – University of Puerto Rico

Admissions/Collections Officer

Sra. Julyane Ojeda Santiago
3rd year, 1997 – InterAmerican University

Registrar Officer

Mrs. Jelyanne Ojeda Santiago
HS Diploma Ponce High -2017

Financial Aid Officer

Ms. Yarry C. Ayala Rivera
BBA, University of Puerto Rico, 2017 Ponce

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 – University of Puerto Rico

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

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

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.A. Education 2021, Cambridge College

M.Ed., 2019 – Cambridge College

BA, 2004 – University of Puerto Rico

Admissions/Collection Officer

Mrs. Hillary Rodríguez Carreras

A.D. Science 201, UNE Carolina

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. Luis A. Carraballo Arizmendi

Cert. Electrical Technician, 2015 – Escuela Técnica de Electricidad HS

2001, Escuela Voc. Ana Delia Flores

Mr. Abner Calzada-Rosa

Cert Electrical Technician, 2003 – Escuela Técnica de Electricidad

HS, 1986 - Isidro Sánchez High School

Mr. Francisco Santana-Robles

BA Criminal Justice, 2012 - Interamerican University of Puerto Rico

Cert Electricity 1999 – Liceo de Arte y Tecnología

Sr. Alejandro Leguillow Piñeiro

Cert Electrical Technician, 2014 – Escuela Técnica de Electricidad

HS, 2013 - Isidro Sánchez High School

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

Directory of Personnel San Juan Campus

Administrative Personnel

Administrative Director

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
M.A. Education 2021- Cambridge College BA,
2012- Science
Caribbean University

Financial Aid Director

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

Custodial Personnel

Mr. Wilfredo Figueroa Esquilin
A.D. Accounting, 1990 MBTI

Faculty
Instructors of Electricity

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

Mr. Luis A. Rivera Morales
Cert Electrical- 1997, Vocational Miguel Such

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

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

Mr. Omar A. Pérez Castaigne
Cert Electrical Technician, 2014- Escuela Técnica de Electricidad

Design and Installation of Photovoltaic Systems Mr.
José R. Cotto Villegas
Cert Electrical Technician,1988 Vocational School AD
Engineering, 1987- Polytechnical University

Instructors of Refrigeration and Air Conditioning

Mr. Félix J. Rosa González
Cert. Refrigeration and Air Conditioning, 2000- Escuela Técnica Metropolitana

The faculty has the corresponding certificates from the Department of Education of Puerto Rico.

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 a 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 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, phone call or email to the prospective student to notify the orientation date and the beginning date of the program. In this orientation the General Catalog is discussed with the students and sent 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 the orientation student must inform a valid email to receive the catalog. In order to be formally enrolled, the student must sign the Enrollment Agreement.

Late Enrollment Policy

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.

Policy

- 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.

Procedure

1. 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.
2. 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.
3. Once the student has completed all the corresponding coursework, if any, the instructor performs the evaluation and proceeds to complete the Late Enrollment Certification.
4. 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.
5. 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.

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.

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.

Interactive Distance Learning

The programs based on the Interactive Distance Learning (IDL) modality include lectures and laboratories sessions on campus from Monday – Thursday. Lecture sessions will be offered every Friday with the use of the Institutional online platform. The student can use any electronic device such as laptop, computer, tablet, or cell phone with Internet connection and Google Chrome, Safari or Microsoft Edge browsers (preferred) to have access to class session. However, with the objective to maintain the continuity of educational services despite situations out of the Institution’s control, such as atmospheric events, restrictions of on campus meetings established by the Government of Puerto Rico, among others; the Institution will notify in advance the use of the online platform any day of the week. With the objective of guaranteeing the effectiveness of the educational services, the Institution has the right to modify the modality, as necessary.

Facilities for the Handicapped

At the moment, ETE 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 PostSecondary 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:

ETE, has the services of help to students with Physical limitations and to consumers of the Vocational Rehabilitation Program. All Students 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 a 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.
6. 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 to 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, students 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 return 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 return 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 buildings 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 ensures due compliance with this Regulation by students.
- 12.

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 administer 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 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 circumstances is information 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 of 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' files 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:

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 published in the future.
4. However, this policy takes into consideration the following:
 - a. Under some conditions this law allows the use of 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.
 - c.

Social Security Use Policy

By disposition of law #186 of the Government of Puerto Rico on September 1, 2006, that prohibits the use of 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 it 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). A full-time student is defined as a student carrying a full-time academic workload (12 credits). 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). 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 students will be affected by the percentages or grant payments they 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.

The student's SAR/ISIR may be selected for verification, this is a process to verify that the information you provide on your application is correct. The student must evidence or document the information contained in their scholarship. If this circumstance exists, an asterisk (*) will appear next to the EFC that appears on the right side of the upper margin on the first page of the SAR or ISIR. For the academic year 2022-2023 onwards, the students selected for verification will be divided into groups: V4, V5. The data to verified will depend on the group in which the student is selected. In those cases where a

“C” appears next to the EFC, the student must resolve the discrepancy represented by the “C” before the financial aid money (if any) for the term 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 award 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 supplementary aid programs of the government of Puerto Rico, the Office of Registration and Licensing of Educational Institutions of the Department of State of Puerto Rico (ORLIE). This program provides aid to the institution’s standards. This aid is supplemental to any other financial aid for which the student has qualified. The amount assigned to the student varies according to the allocation of funds that the institution receives annually.

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 requires the information.
4. Read and understand the documents required and sign and keep a 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 75% 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 it 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 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 attending 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:

ETE 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
- f. 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:
 - i. Institutional funding is available for scholarships
 - ii. Full compliance with eligibility requirements
 - iii. 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
 - iv. 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. With the objective of compensating for situations that may provoke

absences, 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. Make up work must be completed before the beginning of the next unit.

Procedure

- ✓ Attendance is taken daily in class by the instructor through the daily attendance sheet and register in the academic portal where students have access at all times.
- ✓ All the students must sign it. At the end of the day, it will be delivered to the Registrar. If the class is in interactive remote mode, the attendance must be reported by the instructor through the Academic Portal.
- ✓ In both scenarios' attendance will be verified by the registrar. In addition, the registrar keeps the absences 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
- ✓ Court summons

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) eight 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 for make-up work missed due to absences. The make-up work must be completed outside of normally scheduled class hours, and it must be delivered before the beginning of the next unit. 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 time frame 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 and assume the responsibility for deciding with their instructors for all make-up work and time missed because of being late for classes or leaving early. 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

Tracking Attendance

- ✓ Instructors will continue to monitor the absences of their students.
- ✓ Registrar keeps and monitors students' attendance. Registrar posts the absences in the cumulative attendance form and REGSYS system.
- ✓ Instructors and the Registrar are in continuous interaction to obtain appropriate attendance percentages for all students.
- ✓ The Registrar and the Academic Director review attendance reports in a monthly basis with a focus on those who can be found within a pattern of absences of 15% of the scheduled program term.
- ✓ Students that are identified during this reviewing process will be called, e-mailed, 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 makeup time missed. The Registrar shall maintain an activity log of all communication in the Student Report Sheet.
 - Students that continue with the 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 time plan.
 - ✓ Students that do not comply with the make-up time 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.
 - ✓ During Attendance Warning status, students have the opportunity to receive attendance counseling, 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) eight consecutive days without justification he will be withdrawn from the program, after all reasonable means of communication attempts have been made.

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 a student documents 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.

Official Notification not 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.

➤ Without 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. 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 X 4.00 = 16 Honor Points

B = 3 X 3.00 = 9 Honor Points

C = 2 X 2.00 = 4 Honor Points

D = 1 X 1.00 = 1 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, graduation, and performance requirements for knowledge retention to be effective. For this reason, satisfactory academic progress is discussed in orientation to new groups. The overall goal into ensure that students have the ability to successfully complete their programs of study.

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. Students are encouraged to maintain a satisfactory academic average at the end of each term of their respective programs. To facilitate the monitoring of this information, the Institution developed the academic portal. This portal allows students to have access to their grades and attendance at all times.

- ✓ Quantitative Progress is defined as the credit hours achieved divided by the credit hours attempted. For satisfactory academic progress, a student must have completed a minimum of 75% in 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 AVERAGE
First	1.50
Second	1.75
Third	2.00

Satisfactory Academic progress is defined as:

1. Students must maintain regular attendance and met at 80% cumulative attendance by the end of the program of study to graduate.
2. At the end of the first trimester, students must have a minimum cumulative grade point average of 1.50.
3. At the end of the second trimester, students must have a minimum cumulative grade point average of 1.75.
4. At the end of the third trimester, students must have a minimum cumulative grade point average of 2.00.
5. Student must successfully complete at least 75% of the credits attempted in each term.

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 the 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
- ✓ Registrar
- ✓ 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
- ✓ 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
3. Pay the graduation fee
4. Have no outstanding debts with the School

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 an external 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 exams, that help us to measure and improve the quality of our programs.

The material provided in the programs enables students to take the following examinations:

For Electrical Technician:

Electrician Apprentice Examination

Electrician Helper Examination

Electrical Technician Examination

For Refrigeration Technician:

EPA 608 Examination

EPA 609 Examination

Refrigeration Technician Examination

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.

Finance

ETE 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, ATH Mobile, 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:

This policy procures to comply with federal requirements for clock-to-credit hour conversions for financial aid purposes, and ACCET requirements for academic purposes. 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)

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)

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 30 hours of direct instruction with the professor.

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. Our courses are year-round. It is sent to the executive director for any changes. Upon being approved, the calendar will be delivered to the registrars.

Complaints Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) and the Junta de Instituciones Post-Secundarias (JIP) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET, JIP 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 and JIP 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. JIP will process complaints that do not apply to disputes of a labor nature, between teaching and administrative personnel, parents, students and faculty for absences such as academic evaluation, disagreement due to grades, disputes between institutions, financial assistance to students or conflicts over contractual aspects.

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**

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 to JIP.
2. The letter of complaint must contain the following:
 - a) Name and location of the JIP institution, it must be presented in writing in original and a copy signed by the complainant or complainant under oath before a public notary.
 - 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 JIP;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, JIP 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.).

COMPLAINTS MUST BE ADDRESSED TO:

**Junta de Instituciones Postsecundarias
P.O. Box 902371
San Juan, P.R. 00902-3271**

Academic Programs

Electrical Technician

Our Program consists of, 1080 contact hours / 50 academic credit/ 36 credit for financial aid purposes Semester Credit, 16 weeks per term and the duration of the program is approximately 49 weeks.

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:
eleven thousand, four hundred seventy (\$11,470.00), 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.

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: Programable 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 TÉCNICA DE ELECTRICIDAD

Ponce * San Juan * Fajardo
 (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 contact hours / 54 academic credit/ 36 credit for financial aid purposes Semester Credit, 16 weeks per term and the duration of the program is approximately 49 weeks.

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:
eleven thousand, four hundred seventy (\$11,470.00), 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/ 39 academic credit/24 credit for financial aid purposes Semester Credit, 16 weeks per term and the duration of the program is approximately 33 weeks.

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 six hundred sixty-five (\$7,665.00), 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.

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 selfconsumption 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 2022

01/10/22	Monday	Return from Holidays
01/17/22	Monday	Martin Luther King
02/21/22	Monday	Presidents Day
03/02/22	Wednesday	American Citizenship
03/22/22	Tuesday	Abolition of Slavery
04/11/22	Monday	Holly Week Recess
04/12/22	Tuesday	Holly Friday Recess
04/13/22	Wednesday	Holly Friday Recess
04/14/22	Thursday	Holly Friday Recess
04/15/22	Friday	Holly Friday Recess
05/06/22	Friday	Teachers Day
05/30/22	Monday	Memorial Day
06/20/22	Monday	Juneteenth
07/04/22	Monday	Independence Day
07/25/22	Monday	Commonwealth of P.R. Day
07/27/22	Wednesday	José Celso Barbosa Day
09/05/22	Monday	Labor Day
10/10/22	Monday	Columbus Day
11/11/22	Friday	Veterans Day
11/24/22	Thursday	Thanksgiving Day
11/25/22	Friday	Thanksgiving Day Recess
12/16/22	Friday	Last day of class
12/19/22	Monday	Christmas Recess

**This schedule is subject to change

ACADEMIC CALENDAR 2023

01/09/23	Monday	Return from Holidays
01/16/23	Monday	Martin Luther King
02/20/23	Monday	Presidents Day
03/02/23	Thursday	American Citizenship
03/22/22	Wednesday	Abolition of Slavery
04/06/23	Thursday	Holly Thursday Recess
04/07/22	Friday	Holly Friday Recess
05/05/23	Friday	Teachers Day
05/30/23	Tuesday	Memorial Day
06/19/23	Monday	Juneteenth
07/04/23	Tuesday	Independence Day
07/25/23	Monday	Commonwealth of P.R. Day
07/27/23	Thursday	José Celso Barbosa Day
09/04/23	Monday	Labor Day
10/09/23	Monday	Columbus Day
11/20/23	Monday	Discovery of Puerto Rico
11/21/23	Tuesday	Thanksgiving Week Recess
11/22/23	Wednesday	Thanksgiving Week Recess
11/11/23	Thursday	Thanksgiving Day Recess
11/24/23	Friday	Thanksgiving Week Recess
12/22/23	Friday	Last day of class
12/25/22	Monday	Christmas Recess

**This schedule is subject to change