

North American Board of
NABCEP
Certified Energy Practitioners

SOLAR PV APPRENTICESHIP PROGRAM

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School Catalog





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IMTI

233 Mill Street
 Waterbury, CT 06706
 Phone: 203-753-7910
 IMTI.edu



HISTORY

Industrial Management & Training Institute is a coeducational technical institute founded in 1985 as Electrical Educators. In 1998 the school's name was changed to its current name and the curriculum was expanded to offer full apprenticeship programs for electricians, plumbers, and HVAC mechanics. The institute was approved by the State of Connecticut Commissioner of Higher Education in 1985. In 2002 the Institute was accredited by the National Center for Construction Education & Research (NCCER). The school received initial accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC) in 1989 and was granted its most recent renewal of accreditation in February 2019 for a period of four (4) years.

PHILOSOPHY

IMTI is dedicated to giving men and women the best possible training and education in technical fields that will allow them to meet the job requirements of modern industry. IMTI provides the most up to date courses available and teaches industry's methods through intensive classroom study and practical hands-on training.

All IMTI programs are career oriented and our curriculum is an ongoing partnership between industry and education. IMTI prohibits discrimination on the basis of race, color, sex, religion, creed, age, and national origin in the admission and recruitment of students, the recruitment of faculty and staff and the operation of its programs and activities.

STATEMENT MISSION

IMTI has a primary mission to provide up to date professional training programs that will prepare our students for gainful employment or advancement in their chosen fields of technology.

OBJECTIVES

IMTI is dedicated to giving men and women the best possible training and education in technical fields that will allow them to meet the job requirements of modern industry. IMTI provides the most up to date courses available and teaches industry's methods through intensive classroom study and practical hands-on training.

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GENERAL INFORMATION

Facilities

The 19,800 square foot building allows for the following facilities: Financial Aid Office, library/ bookstore, 8 lecture rooms, and 6 laboratories: Plumbing, Electrical, HVAC, Electronics, computer testing room, and a student lounge. IMTI is handicapped accessible. In 2011, IMTI added a 3000 square foot classroom for Solar PV and Solar Thermal classroom and hands-on training including roof-top arrays and interior demonstration units. In 2018, IMTI added 400 square foot Piping Room. This newly designed space enables the students with more storage and working space for conduit and benders.

Location

IMTI is located just 1 mile south of Waterbury's downtown business district. Located at the intersection of I-84 and Rt. 8, IMTI is easily accessible.

Class Hours

Evening Programs meet three nights per week on (Monday, Tuesday, and Wednesday) from 6pm - 10pm.

Day Programs meet four days per week (Monday, Tuesday, Wednesday and Thursday) from 8am - 2:30pm.

Outside Studies

The time required for outside studies varies depending on the individual student and the program of study. During each student's period of enrollment they will be required to complete at least one library resource assignment per training level. The assignment will be clearly defined by the instructor and may be completed during classroom hours or assigned as an out of school project. Any questions or difficulties with these assignments should be addressed with either the instructor or school director.

Attendance

IMTI has a required attendance of 95%. This means that a student must attend a minimum of 95% of each module, level and total program.

Make-Up Work

The student is responsible to notify their instructor prior to or after any absence in order to receive make up work. All make up work will be performed before or after normal class schedules in the school's library or break room. A student with 95% attendance or above in a module will not be required to make up time. If a student falls below 95% attendance in any module the student will have to make up the entire time shortage and bring his/her attendance to 100% for that module. Make up time should be completed before the end of each module but in no event should extend beyond two weeks after the end of that module. Any student that does not complete a module within the make up time frame will be required to take the entire module over and pay the current tuition rate. In order to be eligible to make up time in a module a student must have at least 50% attendance in that module.

Grades & Exams

You will be tested and quizzed periodically at the discretion of your instructors. Final examinations are required for each module. Finals are counted as a third of your final average.



IN-PERSON PROGRAM RULES AND REGULATIONS

Students are responsible for knowledge of all regulations as published in the schools catalog, posted on bulletin boards, or announced. A lack of knowledge of regulations does not exempt a student from penalties resulting in nonfulfillment of obligations.

Student Services

The welfare of our students is our primary concern as it is directly related to the student's ability to successfully complete the program. At IMTI, we provide a host of services to enhance the college experience of our students. Faculty and staff make a conscientious effort to know students as individuals and assist them in achieving their educational and personal goals. These services below provide critical support information and guidance to IMTI students.

- **Admissions and Records Office:** Application and enrollment processing, student records management, academic transcript services.
- **Financial Aid Office:** Our Financial Aid office will guide you through all available federal, state and local agency grants and loans. IMTI students may also be eligible for interest free institutional financing. Students that are having difficulty with payments should seek the guidance of the financial aid director.
- **Learning Resource Center/Bookstore – CTBI:** The Campus Store has it all; textbooks, educational materials, stationery supplies. Also contains much of the institutes library resources and is available to students currently enrolled and past graduates. LRC hours: M- W, 8 am – 6pm and Thurs – Friday 8am – 3pm. Saturday hours are available the second Saturday of every month – 8 am – 12 pm.
- **Computer Lab:** Computers, printers and software for class projects and assignments; computer in the library available for resume writing and job searches.
- **Counseling Services:** Counseling services are available to assist in attaining personal and educational goals through tutoring. Any student interested in tutoring or students experiencing transportation or personal problems should contact the school director or the scheduling coordinator.
- **Scheduling and Attendance Coordinator:** Advises students on academic probation to develop a plan to return to good academic standing by clarifying goals, objectives, interests and abilities to ensure that students are on the right track to succeed.

- **Student Employment:** The Admissions/ Placement Director works with the student, to find a job that best suits his/her abilities and interests. All interested students should see the placement director to establish a resume and discuss their employment goals. A board with current job listings is also maintained in the foyer leading to the institutes shops.
- **Veterans Benefits:** IMTI will provide support and assistance to veteran students and those currently serving throughout their academic careers.
- **License Preparation:** A student upon graduation will be entitled to return and take the license review course for his journeyman's exam free of charge for the first time he takes the exam. The student is responsible to pay for all course materials, books and exam fees.
- **Advising:** Students are encouraged to bring both educational and personal problems that may affect their training to the attention of their instructor and/or the school director. Every effort will be made to help our students resolve problems that could interfere with their educational success

Loss of Property

The Institute assumes no responsibility for loss of student property due to fire, theft or any other cause.

Class Size

The size of theory/lab classes averages between 10 - 15 students per instructor. The maximum class size at IMTI is 20. This allows for a productive and interactive environment for all our students.

IN-PERSON PROGRAM RULES AND REGULATIONS

Early Dismissal

Students requesting an early dismissal must present evidence to the School Director as to the reason for such requests. Only then will a request for Emergency Leave be issued.

Tardiness/Absenteeism

Tardiness is marked 15 minutes after class start time. Students reporting late to class are charged with late reports which are recorded against their records. After 3 late recordings an absence will be charged. Classes must start on time and unless students have a very good reason for being late, they are required to be in their seat when attendance is taken. We want all students to feel that when they start their course of training, they have been hired for a job, and they should report on time to class as they would any job. Instructors will refuse a student entry into class if he/she frequently reports late to class. Students who are absent more than one day are to call the school to report their absence. Any student who knows they will be out for any period of time are to notify their instructor and the attendance office.

Academic Standing

In order to remain in good academic standing a student must maintain a 2.0 grade point average and fulfill all other requirements of IMTI. The institute reserves the right to require withdrawal, at any time, of a student who has failed to give satisfactory evidence of sincerity of purpose in his/her efforts.

IMTI Code of Conduct

It is expected that all students and employees will conduct themselves properly in an adult manner with respect to other students, staff and property of both the school and students. All students and employees will be held responsible for their behavior at all times. Obscenity, vulgarity, use of alcoholic beverages and/ or illegal drugs will not be tolerated and will be cause for dismissal. Cell Phone use is strictly prohibited during class time and violation will be cause for dismissal. Violation of accepted standards of conduct will be cause for referral to, and appropriate action by, the Director. Whenever, for any reason, students desire to appeal a ruling made by the Director, they will apply for such an appeal to the CEO of the Institute.

The IMTI Annual Security Report can be found on our website: <http://imti.edu>

Student Attire/ Safety

All Students are required to wear long pants and closed toe shoes daily to comply with safety regulations in our shop area. No tank tops allowed.

Dismissal

Students will be dismissed from IMTI for the following reasons:

1. The student is not satisfying the school's minimum academic requirements.
2. The student is not satisfying the school's minimum attendance requirement (95%).
3. The student enters the school under the influence of alcohol or illegal drugs, possess a weapon or is found gambling.
4. The student's actions are harmful to either school staff or student body.
5. The student fails to meet his/her financial obligations to the school as outlined in the school enrollment agreement.

Re-Entrance Procedure

A student who withdraws from school in good standing will be allowed to re-register in the same program. A student who is dismissed from school may be allowed to re-register in the same program after a 90 day waiting period provided the Director or President feels the student has the capacity and sincere intention to complete the program. A student who is re-admitted to the institution after being dismissed will be notified that they will be enrolled on a probationary status. This process applies only to dismissals caused by lack of satisfactory progress and will be approved only one time. It does not apply to voluntary withdrawals. All work successfully completed prior to withdrawal may be granted. Students will be charged the current re-registration fee of \$75 and pay the current tuition rate.

Appeal Procedure

Students may appeal for one extra probationary period if they can demonstrate that the causes of the previous poor performance report will be eliminated and that they will show improvement during the probationary period. In this case the Director or President may determine that the student is making satisfactory progress towards his/her certificate despite the failure to conform within the minimum cumulative grade standards.

IN-PERSON PROGRAM RULES AND REGULATIONS

Required Completion Time

The maximum time frame allowed for completion of a program is 1.5 times the total number of weeks in the program under normal matriculation.

Program Changes

IMTI reserves the right to modify, withdraw, or add to any course or curriculum offered or to change the order or content of any program with the approval of the Department of Higher Education.

Graduation Requirements

Each student must complete the required number of modules as described in the curricula for each program with a minimum grade point average of 2.0 and a cumulative attendance of 95% of each module. All financial obligations to the school must be fulfilled before a certificate can be awarded. Upon successful completion of a full-time program a certificate will be awarded.

Satisfactory Progress

After the first level of a program any student with a grade point average of 1.5 or lower must meet with the school director in order to continue in the program. After the second level any student who is still at 1.5 or below will be placed on academic probation and must bring his/her overall average to 2.0 by the midpoint of the third level in order to complete the program. Any student who fails to bring his/her overall average to 2.0 by the midpoint of the third level will be academically dismissed. Students will receive their academic standing in writing at the completion of each level. In order to be removed from academic probation, a student must achieve grades high enough to yield an overall grade point average of 2.0

Definitions

1 Clock Hour = 50 minutes of instruction. Academic Year: An academic year consists of 900 clock hours of

Grading System

All grades are calculated by a numerical system and a corresponding quality point system. In order to successfully complete a module a minimum grade of 2.0 must be maintained and a minimum grade of 70 must be achieved for the module grade exam.

Please note the grading chart below:

Score	Score Description	GPA	Grade
90-100	Outstanding	4.0	A+
85-89	Superior	3.5	A
80-84	Excellent	3.0	B
75-79	Above Average	2.5	C
70-74	Average/Passing	2.0	D
65-69	Below Average	1.5	F
60-64	Poor	1.0	F
0-59	Failing	0.0	F
I	Incomplete		
W	Withdrawal		

Students who withdraw prior to the half way point of a module will receive a "W" and no numeric grade will be given. Students who withdraw after the half way point of a module will have the grade of "59" used in the calculation of their grade point average. Incomplete grades will automatically convert to a "59" if the work is not made up in the time specified in the make up work policy. If a student repeats a module the most recent grade will replace the prior grade even if it is lower.

An Example of IMTI's Grading System

Weight	Grade	Final Grade
Shop	15% x 85 =	12.8
Participation	5% x 95 =	4.8
Notes	5% x 0 =	0.0
Homework	37% x 70 =	3.5
Quiz	37% x 70 =	25.9
Final Exam	33% x 70 =	23.1
	100%	70

GPA

2.0

IN-PERSON PROGRAM RULES AND REGULATIONS

Program Breakdown

Program	Clock hours	Weeks
Solar Days	481	21
Solar Nights	481	41

Admission Policy

IMTI seeks qualified applicants whose goal is a career in the industrial technical fields. IMTI requires a High School Diploma, GED or equivalent.

Transfer of Credits

An applicant who has completed courses at an accredited school or college may transfer credits for similar courses at IMTI. Each request will be evaluated on an individual basis by the School Director. **Any student requesting credit for a class must present a transcript to IMTI prior to starting their program. No credit will be given once enrollment is complete.**

Students considering continuing their education at or transferring to other institutions, must not assume that credits earned at IMTI will be accepted by the receiving institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept. At a minimum, 25% of the clock hours/credits required to obtain a certificate from IMTI must be completed at IMTI.

IMTI will accept all previous NCCER modules from accredited training providers. The student must have successfully completed the module and performance test and have at least 90% attendance in each module.

Steps for Admission

Familiarize yourself with the description of the program you are interested in and write down any questions you have. When you meet with our admissions representative we will answer all of your questions. Call the Admissions Office to set an appointment to visit IMTI. If you would like to see classes in session or meet with the instructors, tell us when you call so that we can accommodate your request.

Your admissions representative will also evaluate your ability to complete the program and show the proper motivation to proceed with the application process. He/She will also explain the procedure for applying for financial assistance. All other questions on financial assistance must be directed to the Financial Aid Administrator.

You will be given a math aptitude test at the time of your admission interview. After the testing is complete, you will meet again with the admissions representative who will review your scores and answer any further questions. Your math scores are used to assist the instructors and evaluate your needs.

Final Examination Make-Up

If a student misses a final examination, he/she must receive the approval of the school director or attendance coordinator before arrangements can be made for the make-up.

A student can be denied enrollment if they are unable to reach a score on the math entrance exam.

Transcript of Record

All student's records are kept in a permanent file. Before a transcript is issued, the school must have written permission by the individual concerned.

A student in good financial standing may obtain transcripts of his academic record for a fee of \$2 per transcript.

TUITION & EXPENSES

Tuition

Tuition and other costs are explained in the enclosed insert which is an integral part of the catalog. Absence from class does not constitute withdrawal or reduce the financial obligation. Tuition does not include books and tools.

Cancellation & Refund

When a student is denied access to an IMTI program all advance money is refunded. A student who cancels enrollment before the beginning of class will receive all advanced monies back. All refund and exchanges on books, tools and materials purchased at the CTBI Technical Bookstore are subject to the refund policy of the Bookstore. The percentage of refund to a student is prorated based on the number of school hours remaining in the student's program. The US Dept. of Education Federal Return of Funds Policy may be obtained in the IMTI of CT's Financial Aid Office.

Refund Policy

*A student who has completed 1-10% of the program hours will receive a 90% refund less a \$100 administrative fee

*A student who has completed 11 - 25% of the program hours will receive a 75% refund less a \$100 administrative fee

*A student who has completed 26 - 50% of the program hours will receive a 50% refund less a \$100 administrative fee

*A student who completes 51 - 100% of the program hours will not receive a refund.

If more than one refund policy should apply the refund would be the one that most benefits the student. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment, training and services are provided.

Withdrawal

Any student withdrawing from a program is expected to notify IMTI in writing of their intent to withdraw. All refunds will be made within 45 days of the date of determination of withdrawal from the program. **When written notice is not given by the student the date of determination of withdrawal will be no more than 14 days from the last date of attendance. The refund calculation will be based on the students last day of verifiable attendance.**

Payment

Check or money orders should be made payable to IMTI. Visa, Master Card, Discover, and American Express are also accepted. Company PO's are acceptable upon approval of the school's Vice President

Late Charges

If any payment is more than 10 days late, the Student will be charged 5% of the payment due or \$5.00, whichever is less, but in no event less than \$1.00. If the Student defaults in the performance of his/ her obligation hereunder, including making of any payment provided for herein when due and payable, the School, at its option and without notice to the Student, may declare the whole amount unpaid and immediately due and payable. The Student shall be in default when payment is more than 20 days late. In the event that the school prevails in any action to enforce the terms or provisions hereof, the Student agrees to pay reasonable Attorney & Collection fees and actual court costs.

Leave of Absence

If a student is forced to interrupt his/her course for reasons of serious illness, accident, or other circumstances deemed justifiable by the School Official, he/she will be permitted to repeat the phase in whole or part without any additional charge. The student must request a leave of absence in writing from the school official. The request must include an effective date and date of return. A leave of absence can be no longer than 30 days unless specially approved. After this point a student must withdraw and re-enroll when they are able to return to class on a full-time basis. **Such an interruption would also affect a student's Financial Aid and must be discussed with the Financial Aid office immediately.**

Books & Supplies

Textbooks, supplies, and equipment are required for each program and MUST be purchased through Construction Training Bookstore Inc. These items are mandatory and must be purchased by the student.

Accreditation

- ACCSC - Accrediting Commission for Career Schools and Colleges
- NCCER - National Center for Construction Education

TUITION & EXPENSES

Approvals

- State of Connecticut Office of Higher Education
- Department of Labor Apprenticeship Training
- State of Connecticut Approving Agency for

Veterans Education Benefits.

- Connecticut Worker's Compensation Commission
- Connecticut Division of Rehabilitation Services

Industrial Management Training Institute has been approved by the Connecticut State Approving Agency to train eligible veterans and their dependents. Please contact the VA hotline with any questions at 1-888-442-4551. In accordance with Title 38 US Code 3679 subsection(e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill(R) (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA. This school **will not:**

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

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

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

- Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Solar Photovoltaic Technician Program



Evening Program

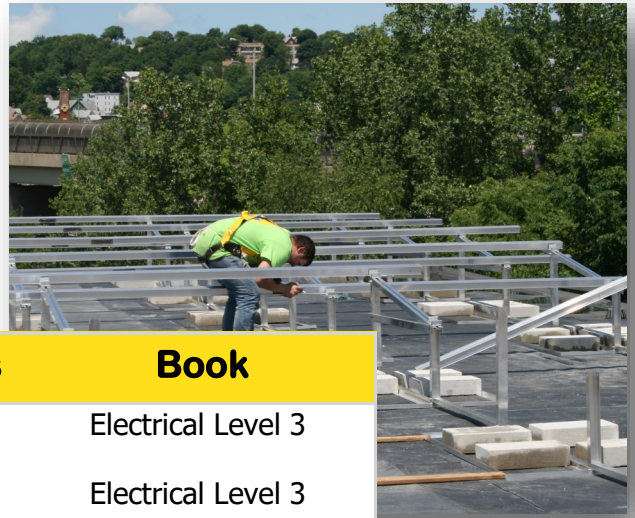
481 Hours @ 41 Weeks

Day Program

481 Hours @ 21 Weeks

Courses	Hours	Book	
00101-V6 Basic Safety	30	Core	
00102-V6 Intro to Math	10	Core	
00105-V6 Intro to Drawings	10	Core	
00106-V6 Intro to Rigging	10	Core	
70101-15 Your Role in Green	10	Core	Core 75 Hours
26103-20 Intro to Circuits	10	Electrical Level 1	
26104-20 Electrical Theory	10	Electrical Level 1	
26105-20 Intro to NEC	8	Electrical Level 1	
26106-20 Device Boxes	10	Electrical Level 1	
26107-20 Hand Bending	13	Electrical Level 1	
26108-20 Wireways, Raceways	22	Electrical Level 1	
26110-20 Basic Electrical Docs	8	Electrical Level 1	
26111-20 Residential Wiring	16	Electrical Level 1	Electrical L1 97 Hours
26201-20 Alternating Current	20	Electrical Level 2	
26204-20 Conduit Bending	18	Electrical Level 2	
26207-20 Cable Tray	8	Electrical Level 2	
26209-20 Grounding & Bonding	17	Electrical Level 2	
26210-20 Circuit & Fuses	17	Electrical Level 2	Electrical L2 80 Hours

Solar Photovoltaic Technician Program



Evening Program

481 Hours @ 21 Weeks

Day Program

481 Hours @ 21 Weeks

Courses	Hours	Book	
26301-20 Load Calculations	22	Electrical Level 3	
26302-20 Conductor Selections	18	Electrical Level 3	
57101-11 Intro to Solar	40	Electrical Level 3	
26304-20 Hazardous Locations	29	Electrical Level 3	
26308-20 Commercial Electrical	10	Electrical Level 3	Electrical L3 119 Hours
26401-20 Load Calculations	23	Electrical Level 4	
26403-20 Standby & Emergency	10	Electrical Level 4	
26406-20 Specialty Transformers	12	Electrical Level 4	
26409-20 Heat Tracing & Freeze	10	Electrical Level 4	
26411-20 Medium-Voltage	12	Electrical Level 4	
26412-20 Special Locations	20	Electrical Level 4	
46101-20 Fundamentals of Crew	23	Electrical Level 4	Electrical L4 80 Hours

Total Hours 481



00101-V6 Basic Safety (30 Hours)

Work at construction and industrial job sites can be hazardous. Most job-site incidents are caused by at-risk behavior, poor planning, lack of training, or failure to recognize the hazards. To help prevent incidents, every company must have a proactive safety program. Safety must be incorporated into all phases of the job and involve employees at every level, including management.

00102-V6 Introduction to Construction Math (10 Hours)

Craft professionals rely on math to do their jobs accurately and efficiently. Plumbers calculate pipe lengths, plan drain slopes, and interpret dimensioned plans. Carpenters meet code requirements by using math to frame walls and ceilings properly. HVAC professionals develop ductwork and calculate airflow with practical geometry. Whichever craft lies in your future, math will play a role in it. This module reviews the math that you will need and sharpens the skills that you will be using in the exciting modules ahead.

00105-V6 Introduction to Construction Drawings (10 Hours)

Various types of construction drawings are used to represent actual components of a building project. The drawings provide specific information about the locations of the parts of a structure, the types of materials to be used, and the correct layout of the building. Knowing the purposes of the different types of drawings and interpreting the drawings correctly are important skills for anyone who works in the construction trades. This module introduces common types of construction drawings, their basic components, standard drawing elements, and measurement tools that are typically used when working with construction drawings.

00106-V6 Basic Rigging (10 Hours)

A common activity at nearly every construction site is the movement of material and equipment from one place to another using various types of lifting gear. The procedures involved in performing this task are known as rigging. Not every worker will participate in rigging operations, but nearly all will be exposed to it at one time or another. This module provides an overview of the various types of rigging equipment, common hitches used during a rigging operation, and the related Emergency Stop hand signal.

70101-15 Your Role In the Green Environment (15 Hours)

The construction industry is always changing. In this new era, the green environment is an important consideration. As a construction craft worker, you should know how daily activities at work and at home affect the green environment. With this knowledge, you can make smart choices to reduce your impact. This module explains how your daily choices make a difference. You will learn to measure your carbon footprint and reduce it. You will also learn how buildings affect the green environment and how green building rating systems work.



26103-20 Introduction to Electrical Circuits (10 Hours)

Discusses basic atomic and electrical theory and electrical units of measurement. Explains how Ohm's law and the power equation can be used to determine unknown values, and introduces electrical schematic diagrams.

26104-20 Electrical Theory (10 Hours)

Introduces basic circuits, as well as the methods for calculating the electrical energy within them. Covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis.

26105-20 Introduction to the National Electric Code (NEC) (8 Hours)

Introduces the NEC® and explains how to use it to find the installation requirements. Provides an overview of the National Electrical Manufacturers Association and Nationally Recognized Testing Laboratories.

26106-20 Device Boxes (10 Hours)

Describes the various types of boxes and explains how to calculate the NEC® fill requirements for outlet adjunction boxes under 100 cubic inches (1,650 cubic centimeters).

26107-20 Hand Bending (13 Hours)

Covers methods for hand bending conduit, including 90-degree bends, back-to-back bends, offsets, and saddle bends. Describes how to cut, ream, and thread conduit.

26108-20 Wireways, Raceways, and Fittings (22 Hours)

Introduces various types of raceway systems, along with their installation and NEC® requirements. Describes the use of various conduit bodies.

26110-20 Basic Electrical Construction Documents (8 Hours)

Describes how to interpret electrical drawings, including the use of architect's and engineer's scales.

26111-20 Residential Wiring (16 Hours)

Covers basic load calculations and NEC® requirements for residential electrical systems. Describes how to lay out



26201-20 Alternating Current (20 Hours)

Describes AC circuits and explains how to apply Ohm's law to solve for unknown circuit values.

26204-20 Conduit Bending (18 Hours)

Describes how to make conduit bends using mechanical, hydraulic, and electric benders.

26207-20 Cable Tray (8 Hours)

Discusses various types of cable tray, supports, and associated fittings. Explains how to determine the loads on a cable tray and calculate fill per NEC® requirements.

26209-20 Grounding & Bonding (17 Hours)

Explains the grounding and bonding requirements of NEC Article 250. Covers how to size the main and system bonding jumpers and the grounding electrode conductor for various AC systems.

26210-20 Circuit Breakers & Fuses (17 Hours)

Describes the operating principles of circuit breakers and fuses, and explains how to select and install over-current devices.





26301-20 Load Calculations— Branch and Feeder Circuits (22 Hours)

Explains how to calculate branch circuit and feeder loads for residential and commercial applications. Covers various derating factors.

26302-20 Conductor Selections and Calculations (18 Hours)

Explains how to make conductor calculations. Covers other factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop.

57101-11 Introduction to Solar Photovoltaic (40 Hours)

Welcome to Solar Photovoltaics training! In this program, you will learn about solar energy and how it is harnessed to provide electricity for residential, commercial, and utility installations. Along with reviewing a Solar PV system's primary component, this program addresses system installation, site assessment, system design, maintenance, and troubleshooting. You'll also learn about Solar PV installation safety considerations.

26304-20 Hazardous Locations (29 Hours)

Covers the NEC® requirements for equipment installed in various hazardous locations.

26308-20 Commercial Electrical Services (10 Hours)

Covers the components, installation considerations, and NEC® requirements for commercial services.





26401-20 Load Calculations— Feeders and Services (23 Hours)

Covers basic calculations for commercial and residential applications, including raceway fill, conductor derating, and voltage drop.

26403-20 Standby & Emergency Systems (10 Hours)

Explains the NEC® installation requirements for electric generators and storage batteries used during such emergency situations.

26406-20 Specialty Transformers (12 Hours)

Covers various types of transformers, and provides information on selecting, sizing, and installing them.

26409-20 Heat Tracing & Freeze Protection (10 Hours)

Presents heat-tracing and freeze protection systems along with various applications and installation requirements.

26411-20 Medium Voltage Terminations/ Splices (12 Hours)

Identifies types of medium-voltage cable and describes how to make various splices and terminations. Covers hi-pot testing.

26412-20 Special Locations (20 Hours)

Describes the NEC® requirements for selecting and installing equipment, enclosures, and devices for special locations that require unique attention. Locations include places of public assembly, theaters, carnivals, agricultural and livestock facilities, marinas, swimming pools, and temporary facilities.

46101-20 Fundamentals of Crew Leadership (23 Hours)

While this module has been designed to assist the recently promoted crew leader, it is beneficial for anyone in management. The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Jobsite safety and the crew leader's role in safety are discussed, as well as project planning, scheduling, and estimating. Includes performance tasks to assist the learning process.



Student Concerns

The administration and faculty of Industrial Management and Training Institute are interested in seeing that every student enrolled receives the education and training that is outlined in this catalog. Students should follow the steps outlined below if they do not have their concerns addressed by the School Advisor:

1. Make an appointment to meet with the Director.
2. Be prepared to present to the Director a written list of specific concerns which you feel need to be resolved.
3. If you feel that the school has not satisfactorily answered or resolved School Calendar your concerns within 15 working days you should file an inquiry or complaint with the CT. Department of Higher Education - 450 Columbus Boulevard, Suite 707, Hartford, CT 06103-1841 Tel: (860) 947-1800
4. Once a complaint has been made with the Department of Higher Education IMTI will make a response in writing to the State within twenty days. A copy of the response will be mailed to the student. A response will be made to the Accrediting commission within 10 days and a copy sent to the student.
5. After a complaint has been resolved the student and the Director will sign a statement of complaint resolution

Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(203) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <http://www.accsc.org/Student-Corner/Complaints.aspx>



IMTI HOLIDAYS

The IMTI Holidays below only applies to in-person students and not online students.

Day	2024	2025	2026
New Year's Day	Monday, January 1 (Classes Resume Tuesday, Jan 2)	Wednesday, January 1 (Classes Resume Thursday, Jan 2)	Thursday, January 1 (Classes Resume, Friday Jan 2)
Martin Luther King Day	Monday, Jan 15	Monday, January 20	Monday, January 19
Presidents Day	Monday, February 19	Monday, February 17	Monday, February 16
Good Friday	Friday, March 29	Friday, April 18	Friday, April 3
Memorial Day	Monday, May 27	Monday, May 26	Monday, May 25
Juneteenth	Wednesday, June 19	Thursday, June 19	Friday, June 19
July 4th Break	Monday July 1-5 (Classes Resume Monday, July 8)	Monday, June 30-July 4 (Classes Resume Monday, July 7)	Monday, June 29– July 4 (Classes Resume Monday, July 6)
Labor Day	Monday, September 2	Monday, September 1	Monday, September 7
Halloween	Thursday, October 31 (Evening Students Only)	Friday, October 31 (Evening Students Only)	Not Applicable
Veteran's Day	Monday, November 11	Tuesday, November 11	Wednesday, November 11
Thanksgiving Break	Wednesday, November 27-29	Wednesday, November 26-28	Wednesday, November 25-27
Christmas Break	Tuesday, December 24– January 1 (Classes Resume Monday, January 6)	Wednesday, December 24– January 3 (Classes Resume Monday, January 5)	Thursday, December 24– January 4 (Classes Resume Monday, January 4)



Admission Information

Directions To Industrial Management & Training Institute: East - Take I-84 to exit 22. Turn right at light; left at next light; left at the bottom of hill. IMTI is the only building on the right. West - Take I-84 to exit 22. Turn left at the light; left at the 3rd light; left at the next light; left at the bottom of the hill. IMTI is the only building on the right. Detach and mail to IMTI, 233 Mill Street, Waterbury, CT 06706:

Application For Solar PV Registration

I hereby make application to enroll in Industrial Management & Training Institute, Inc. in accordance with the conditions and terms of this application form, and the rules and regulations in the current catalog. Please complete all items.

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

SSN#: _____ - _____ - _____ DOB: ____/____/____ Home Phone: _____ Cell: _____

Email: _____ Citizenship Status: US Citizen _____ Other _____ Alien# _____

Are you being sponsored by a State Agency? Yes _____ No _____ If yes, which Agency? _____

Counselor: _____ Phone: _____

This section is used for a US Department of Education Survey (Ethnicity Information) (Select One)

Nonresident Alien _____ Asian _____ American Indian/ Alaska Native _____

Black, non-Hispanic _____ Hispanic _____

White, non-Hispanic _____ Pacific Islander _____

High School Graduate? Yes _____ No _____ Year Graduated _____ High School Attended _____

Did you receive your GED? Yes _____ No _____ Year Received _____ State that awarded GED? _____

Did you presently have a job? Yes _____ No _____ Full time _____ Part time _____

Are you currently working in the field? Yes _____ No _____

If yes, employer name: _____ Address _____ City _____

State _____ Zip: _____

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment, training, and services provided.

In connection with my application for admission with the school, I understand that a consumer report which may contain public records information is being requested. This report may include the following types of information: names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, etc, from federal, state, and other agencies which maintain such records. I have reviewed and accept the terms and conditions in this catalog: I agree to set forth payment when due and as later billed; I agree to comply with all the rules and regulations as printed in this catalog, or other rules and regulations of IMTI.

Date: _____ Signature: _____

Date: _____ Parent Signature (if applicant is under 18) _____

There is a \$75.00 Non-Refundable Registration Fee for this Application.



Accrediting Commission of Career Schools and Colleges



National Center for Construction
Education and Research

CALL 203-753-7910

IMTI

233 Mill St.

Waterbury, CT 06706



www.IMTI.edu