This Catalog/Publication is true and correct in content and policy.

Corporate Staff

Janice Shannon	*CEO*
Susan Palasciano	*Corporate Officer*
Daniel J. Gorman	*Corporate Officer*
Amanda McGee	*Vice President*

Administrative Staff

Dawson Parker	*Daytime Director*
Richard Paoletto Jr.	*Evening Director*
Joseph McGee	*Director of Outside Training*
Janice Shannon	*Financial Aid Director*
Yvonne Gallo	*Administrative Assistant*
Donna Sulik	*Administrative Assistant*
Khin Swe	*Administrative Assistant*
Paola Al Zaatini	*Administrative Assistant*
Georgette El Hachem	*Attendance Coordinator*
Amber Ambrose	*Bookstore Mgr/Library Resources*
Raymond Shortt	*Admissions Representative*
Ed Sulik	*Student Services*

Instructors

Michael Bouffard	Richard Paoletto Jr.
Michael Cavanagh	William Pater
David Coelho	Robert Paternoster
John Cowell	Michael Petrocelli
Daniel Cox	Jessica Privitera
Scott Davis	Richard Rose
Daniel Gorman	Edward Socha
Gerard McDonald	Mark Wade
Lucas Munson	Mark Wade Jr.

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IMTI

233 Mill Street
Waterbury, CT 06706
Phone: 203.753.7910
IMTI.edu

History:

The Industrial Management & Training Institute is a coeducational technical institute founded in 1985 as Electrical Educators. In1998 the schools 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 and was granted its most recent 5 year approval in February 2014. In 2002 the institute was accredited by the National Center for Construction Education & Research (NCCER). The school received initial accreditation from the ACCSC in 1989 and was granted its most recent renewal of accreditation in February 2019 for a period of four 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 admits students and makes available to them its programs, privileges, and courses of study without regard to race, gender, identity, religion, national origin, sexual orientation, or disability.

Statement of 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. IMTI continuously evaluates student outcomes and institutional goal achievement and uses these evaluations to improve our efforts for our students, staff, employers and the community.

IMTI Objectives:

To provide programs that meet the career oriented needs and interests of our students for job demanding occupations. To establish the importance of theoretical knowledge and practical application used in industry today and in the future. To encourage our students to join and become active members in associations and organizations of their respective trade and obtain professional licensing when required.

General Information:

Physical 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 anmd interior demonsration 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.

Student Transportation –
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 (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 students 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 and Examinations –
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.

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.

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 CEU 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.

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 instruction.

Grading System:

All grades are a 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:

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	Withdrawl		

Students who withdraw prior to the half way point of a module will recieve 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	**5%**	**x**	**70**	**=**	**3.5**
Quiz	**37%**	**x**	**70**	**=**	**25.9**
Final Exam	**33%**	**x**	**70**	**=**	**23.1**
	100%				**70**
			GPA		**2.0**

Programs:

		Clock Hours	Weeks
HVAC Technician:	Day	962	41
	Nights	962	80
Electrical Technician:	Day	923	39.5
	Nights	923	77
Plumbing Technician:	Day	972	42
	Nights	972	82

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 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 must receive the approval of the school director or attendance coordinator before arrangements can be made for the make-up.

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.

Career Planning:

Career planning begins when each student chooses a program of study. However, each program offers various career avenues and a common complaint is, "I'm really not sure what career I want". In order to help inform our students and alleviate this uncertainty IMTI students are made aware of important issues to be considered in a career decision:

1. Which technical and licensed fields are expanding.
2. Where other IMTI graduates have been placed successfully.
3. Average starting salaries.
4. Opportunities for advancement with local industries and company benefits.
5. Technical training's role as a stepping stone to an engineering degree.
6. One-on-one discussions with counselors.

Student Placement:

The first position a graduate takes is an extremely important step in developing a successful career path. IMTI dedicates a great amount of time matching a student's interest and abilities with the most desirable job opportunity available. The placement process begins immediately for evening students who are in need of apprenticeship positions in their chosen fields. The goal for all evening students is to begin accumulating experience and on the job time towards their apprenticeship the entire time they are enrolled at IMTI. The Admissions/Placement Director develops resumes and begins, with the student, to find a job that best suits his/her abilities and interests. IMTI does not guarantee employment but does offer placement assistance to help graduates locate positions in their specialty. To further prepare students for employment areas of communication skills and employability skills specific to the construction trade are thoroughly covered in the Core section of each curriculum.

Financial Assistance for Those Who Qualify:

A meeting with our Financial Aid Office will be scheduled following the submission of your admissions application. Information and assistance filling out all necessary forms for receiving awards will be discussed at this time. The financial aid director will also explain IMTI's interest free payment plan for interested students and parents.

IMTI CAN HELP YOU REACH ALL YOUR CAREER GOALS

Alumni: An alumni of over 4500 students from many different courses and seminars who are now in a position to assist you when you graduate.

Experienced Faculty: A faculty with substantial industrial experience and background.

Hands-on Training: Well equipped labs and shops to give you hands on training to prepare you for work in the field.

Easy Access: Convenience of location in Central Connecticut makes it easily accessible by car, bus or train.

Concentrated Programs: Most Day Programs can be completed in 37.5 weeks, Night Programs in 75 weeks.

Placement Assistance: IMTI offers placement assistance to all graduates.

Library Resource Center &Technical Bookstore: A complete line of technical materials for all trades.

MEMBERSHIPS

- International Association of Electrical Inspectors
- National Association of Plumbing, Heating & Cooling Contractors
- National Fire Protection Association
- National Safety Council
- American Society for Training & Development

Tuition and 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 and Refund Policies:

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

IMTI's Institutional 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 President.

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 and 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 and Research

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.

Electrical Technician Program

The Electrical Technician Program is specifically designed to meet the needs of companies requiring individuals with skills in residential, commercial and industrial electrical wiring. In addition, the student will attain knowledge of the communication field and burglar/fire alarm systems. As the population creates more demand for electrical service the need for well trained electrical technicians continues to increase. Throughout the program students will receive a combination of theory and practical "hands-on" training. Graduates of the Electrical Program have many entry level career options: Electrical apprentice, residential, commercial or industrial, telecommunications technicians, burglar/fire alarm installation and repair, many students find a career as a cable installer, motor repair service technician or a maintenance electrician for manufacturers and large commercial buildings. Connecticut graduates of IMTI often complete the program to pursue self employment as an Electrical Contractor.

Day Program
923 Hours: 39.5 Weeks
Evening Program
923 Hours: 77 Weeks

Electrical Technician Program

Name	Hours
Core Curriculum and OSHA 30	
00101-V6 Basic Safety	30.0
00102-V6 Introduction to Construction Math	10.0
00103-V6 Introduction to Hand Tools	16.0
00104-V6 Introduction to Power Tools	13.0
00105-V6 Introduction to Construction Drawings	10.0
00106-V6 Introduction to Basic Rigging	10.0
00107-V6 Basic Communication Skills	8.0
00108-V6 Basic Employability Skills	8.0
00109-V6 Introduction to Materials Handling	5.0
70101-15 Your Role in A Green Environment	15.0
Total Hours	**125.0**
Electrical Level One	
26101-20 Occupational Overview: The Electrical Industry	3.0
26102-20 Safety For Electricians	10.0
26103-20 Introduction to Electrical Circuits	10.0
26104-20 Electrical Theory	10.0
26105-20 Introduction to the National Electrical Code	8.0
26106-20 Device Boxes	10.0
26107-20 Hand Bending	13.0
26108-20 Wireways, Raceways, and Fittings	22.0
26109-20 Conductors and Cables	14.0
26110-20 Basic Electrical Construction Documents	8.0
26111-20 Residential Wiring	16.0
26112-20 Electrical Test Equipment	5.0
Total Hours	**129.0**
Electrical Level Two	
26201-20 Alternating Current	20.0
26202-20 Motors: Theory and Application	20.0
26203-20 Electric Lighting	15.0
26204-20 Conduit Bending	15.0
26205-20 Pull and Junction Boxes	13.0
26206-20 Conductor Installations	14.0
26207-20 Cable Tray	8.0
26208-20 Conductor Terminations and Splices	12.0
26209-20 Grounding and Bonding	17.0
26210-20 Circuit Breakers and Fuses	17.0
26211-20 Control Systems and Fundamental Concepts	19.0
Total Hours	**173.0**

Electrical Technician Program continued

Day Program
923 Hours: 39.5 Weeks
Evening Program
923 Hours: 77 Weeks

Name	Hrs
Electrical Level Three	
26301-20 Load Calculations - Branch and Feeder Circuits	22.0
26302-20 Conductor Selection and Calculations	18.0
26303-20 Practical Applications of Lighting	16.0
57101-11 Introduction to Solar Photovoltaics	40.0
26304-20 Hazardous Locations	18.0
26305-20 Overcurrent Protection	27.0
26306-20 Distribution Equipment	13.0
26307-20 Transformers	15.0
26308-20 Commercial Electrical Services	10.0
26309-20 Motor Calculations	15.0
26310-20 Voice, Data, & Video	12.0
26311-20 Motor Controls	19.0
Total Hours	**225.0**

Electrical Level Four	
26401-20 Load Calculations - Feeders & Services	23.0
26402-20 Health Care Facilities	10.0
26403-20 Standby and Emergency Systems	10.0
26404-20 Basic Electronic Theory	10.0
26405-20 Fire Alarm Systems	15.0
26406-20 Specialty Transformers	12.0
26407-20 Advanced Controls	24.0
26408-20 HVAC Controls	18.0
26409-20 Heat Tracing and Freeze Protection	10.0
26410-20 Motor Operation and Maintenance 12 Hour	12.0
26411-20 Medium-Voltage Terminations/Splices	12.0
26412-20 Special Locations	20.0
46101-20 Fundamentals of Crew Leadership	23.0
Total Hours	**199.0**

Electrical Advanced Classes	
33209-21 Limited-Energy Cable Termination	25.0
33301-21 Limited-Energy Network Installations	25.0
33302-21 Fiber Optics	25.0
Total Hours	**75.0**

HVAC Technician Program

H V A C

The HVAC Technician program is structured to provide the technician with the skills, knowledge and techniques necessary for employment as an apprentice in the refrigeration, heating and air conditioning service industries. IMTI comprehensive program of theory combined with extensive "hands on" training impress upon the student the importance of accepting individual responsibility for the proper diagnosis and repair of various units. Focus on low voltage electrical and electronic systems gives our students the knowledge they need to wire low voltage HVAC systems. IMTI of Connecticut graduates will have learned the technical skills for an entry level apprenticeship position as a general service person installing or servicing heating, air conditioning and refrigeration systems. Other career options include maintaining and monitoring major installations in: hospitals, large offices and industrial buildings, or manufacturing HVAC equipment as a field technician or troubleshooter. Many graduates at IMTI complete the program to pursue self-employment as an HVAC Contractor.

Day Program
962 Hours: 41 Weeks

Evening Program
962 Hours: 80 Weeks

HVACTechnicianProgram

Name		Hours
Core Curriculum and OSHA 30		
00101-V6	Basic Safety	30.0
00102-V6	Introduction to Construction Math	10.0
00103-V6	Introduction to Hand Tools	16.0
00104-V6	Introduction to Power Tools	13.0
00105-V6	Introduction to Construction Drawings	10.0
00106-V6	Introduction to Basic Rigging	10.0
00107-V6	Basic Communication Skills	8.0
00108-V6	Basic Employability Skills	8.0
00109-V6	Introduction to Materials Handling	5.0
	Total Hours	**110.0**
HVAC Level One		
03101-V5	Introduction to HVAC	8.0
03102-V5	Trade Mathematics	10.0
03106-V5	Basic Electricity	13.0
03108-V5	Introduction to Heating	17.0
03107-V5	Introduction to Cooling	32.0
03109-V5	Introduction to Air Distribution Systems	15.0
03103-V5	Copper and Plastic Piping Practices	10.0
03104-V5	Soldering and Brazing	12.0
03105-V5	Basic Carbon Steel Piping Practices	8.0
	Total Hours	**125.0**
HVAC Level Two		
03206-V5	Alternating Current	12.0
03302-V5	Compressors	18.0
03301-V5	Refrigerants and Oils	13.0
03205-V5	Leak Detection, Evacuation, Recovery and Charging	30.0
214	EPA Science	20.0
03303-V5	Metering Devices	12.0
03211-V5	Heat Pumps	24.0
03215-V5	Basic Maintenance	10.0
03202-V5	Chimneys, Vent and Flues	8.0
03213-V5	Sheet Metal Duct Systems	10.0
03214-V5	Fiberglass and Fabric Duct Systems	8.0
03201-V5	Commercial Airside Systems	13.0
03204-V5	Air Quality Equipment	8.0
03203-V5	Introduction to Hydronic Systems	14.0
	Total Hours	**200.0**

HVAC Technician Program continued

Day Program
962 Hours: 41 Weeks

Evening Program
962 Hours: 80 Weeks

	Name	Hrs.
HVAC Level Three		
03313-V5	Fasteners, Hardware, and Wiring Terminations	10.0
03314-V5	Control Circuit and Motor Troubleshooting	30.0
03210-V5	Troubleshooting Cooling	24.0
03311-V5	Troubleshooting Heat Pumps	15.0
03209-V5	Troubleshooting Gas Heating	16.0
03310-V5	Troubleshooting Oil Heating	14.0
03312-V5	Troubleshooting Accessories	12.0
03315-V5	Zoning, Ductless and Variable Refrigerant Flow Systems	13.0
03305-V5	Commercial Hydronic Systems	20.0
03306-V5	Steam Systems	14.0
03304-V5	Retail Refrigeration Systems	22.0
03316-V5	Customer Relations	5.0
	Total Hours	**195.0**

HVAC Level Four		
03308-V5	Water Treatments	13.0
03403-V5	Indoor Air Quality	17.0
03404-V5	Energy Conservation Equipment	12.0
03405-V5	Building System Management	20.0
03402-V5	Air System Balancing	24.0
03406-V5	System Start-Up and Shut-Down	24.0
03401-V5	Construction Drawings & Specifications	27.0
03407-V5	Heating and Cooling System Design	29.0
03408-V5	Commercial and Industrial Refrigeration	25.0
03409-V5	Alternative Heating and Cooling Equipment	10.0
46101-11	Fundamentals of Crew Leadership	20.0
213	Solar Thermal	26.0
215	Mechanical Code	36.0
	Total Hours	**283.0**

HVAC Level Five		
04101-08	Introduction to the Sheet Metal Trade	5.0
04102-08	Tools of the Trade	5.0
04103-08	Introduction to Sheet Metal Layout and Processes	8.0
04106-08	Installation of Ductwork	15.0
26408-20	HVAC Controls	16.0
	Total Hours	**49.0**

Plumbing Technician Program

Plumbing

Day Program
972 hours: 42 Weeks
Evening Program
972 hours: 82 Weeks

The Plumbing Technician Program is designed to give the technician the skills to install, fit, repair, and maintain residential, commercial, and industrial plumbing. The student is taught to properly finish a job while maintaining the highest sanitary standards possible. Throughout the program students will receive a combination of theory and practical "hands-on" training.

There are three distinct plumbing systems that work together to achieve the desired result in a sanitary and safe manner. These systems are: the supply water brought into the building and piped through the system under pressure; the fixtures – lavatories, bathtubs, toilets, drinking fountains, washing machines, etc… and the drain – water leaving the system usually by means of gravity.

Graduates of the Plumbing Technician program will have learned the necessary skills for an entry level apprenticeship position in residential, commercial, and industrial plumbing applications. Many IMTI graduates complete the program to pursue self-employment as a plumbing contractor.

Plumbing Technician Program

Name	Hours
Core Curriculum and OSHA 30	
00101-V6 Basic Safety	30.0
00102-V6 Introduction to Construction Math	10.0
00103-V6 Introduction to Hand Tools	16.0
00104-V6 Introduction to Power Tools	13.0
00105-V6 Introduction to Construction Drawings	10.0
00106-V6 Introduction to Basic Rigging	10.0
00107-V6 Basic Communication Skills	8.0
00108-V6 Basic Employability Skills	8.0
00109-V6 Introduction to Materials Handling	5.0
Total Hours	**110.0**

Plumbing Level One		
02101	Introduction to the Plumbing Profession	6.0
02102	Plumbing Safety	24.0
02103	Tool of the Plumbing Trade	12.0
02104	Introduction to Plumbing Math	15.0
02105	Introduction to Plumbing Drawings	20.0
02106	Plastic Pipe and Fittings	15.0
02107	Copper Pipe and Fittings	15.0
02108	Cast-Iron Pipe and Fittings	15.0
02109	Carbon Steel Pipe and Fittings	15.0
02110	Introduction to Plumbing Fixtures	10.0
02111	Introduction to Drain, Waste, Vent Systems	12.0
02112	Introduction to Water Distribution Systems	12.0
Total Hours		**171.0**

Plumbing Level Two		
02201-13	Plumbing Math Two	20.0
02202-13	Reading Commercial Drawings	25.0
02203-13	Structural Penetrations Installations and Fire Stopping	22.0
02204-13	Installing and Testing DWV Piping	34.0
02205-13	Installing Roof, Floor and Area Drains	8.0
02207-13	Types of Valves	8.0
02206-13	Installing and Testing Water Supply Piping	23.0
02208-13	Installing Fixtures and Valves	24.0
02210-13	Basic Electricity	24.0
02209-13	Installing Water Heaters	16.0
02211-13	Fuel Gas Systems	24.0
Total Hours		**228.0**

Plumbing Technician Program continued

Day Program
972 hours: 42 Weeks

Evening Program
972 hours: 82 Weeks

	Name	Hrs
Plumbing Level Three		
02301-14	Applied Math	22.0
02312-14	Sizing and Protecting the Water Supply System	36.0
02303-14	Potable Water Supply Treatment	20.0
02305-14	Types of Venting	24.0
02306-14	Sizing DWV and Storm Systems	24.0
02307-14	Sewage Pumps and Sump Pumps	15.0
02308-14	Corrosive-Resistant Waste Piping	8.0
02309-14	Compressed Air	12.0
02311-14	Service Plumbing	30.0
	Total Hours	**191.0**

	Name	Hrs
Plumbing Level Four		
02401-14	Business Principles for Plumbers	16.0
02403-14	Water Pressure Booster and Recirculation Systems	16.0
02404-14	Indirect and Special Waste	20.0
02405-14	Hydronic and Solar Heating Systems	20.0
02406-14	Codes	24.0
02408-14	Private Water Supply Systems	12.0
02409-14	Private Waste Disposal Systems	10.0
02410-14	Swimming Pools and Hot Tubs	8.0
02411-14	Plumbing for Mobile Homes and Travel Trailers	8.0
02412-14	Introduction to Medical Gas and Vacuum Systems	20.0
46101-11	Fundamentals of Crew Leadership	20.0
213	Solar Thermal	26.0
215	Mechanical Code	36.0
216	National Fuel Gas Code	36.0
	Total Hours	**272.0**

IMTI School Holidays

	2023	2024
New Year's Day	Sunday, January 1	Monday, January 1
	(Classes Resume Tuesday, January 3)	*(Classes Resume Tuesday, January 2)*
Martin Luther King Day	Monday, January 16	Monday, January 15
Presidents Day	Monday. February 20	Monday. February 19
Good Friday	Friday, April 7	Friday, March 29
Memorial Day	Monday, May 29	Monday, May 27
Juneteenth	Monday, June 19	Wednesday, June 19
July 4th Break	Tuesday, July 3 – 7	Monday, July 1 – 5
	(Classes Resume Monday, July 10)	*(Classes Resume Monday, July 8)*
Labor Day	Monday, September 4	Monday, September 2
Halloween	Tuesday, October 31 (Evening Students only)	Thursday, October 31 (Evening Students only)
Veteran's Day	Friday, November 10	Monday, November 11
Thanksgiving Break	Wednesday, November 22 – 24	Wednesday, November 27 – 29
Christmas Break	Monday, December 25 – January 1	Tuesday, December 24 – January 1
	(Classes Resume Tuesday, January 2)	*(Classes Resume Monday, January 6)*

Core Curriculum and OSHA 30

00101-V6 Basic Safety - 30 Hours
Work at construction and industrial job sites can be hazardous. Most job-site incidents are caused by atrisk 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. HV AC 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.

00103-V6 Introduction to Hand Tools - 16 Hours
Every profession has its tools. A surgeon uses a scalpel, an instructor uses a whiteboard, and an accountant uses a calculator. The construction crafts require a broad array of hand tools. Even if you are familiar with some of the tools, all craftworkers need to learn how to select, maintain, and use them safely. A quality hand tool may cost more up front, but if it is properly used and maintained, it will last for years. A true craft professional invests wisely in hand tools, and uses, maintains, and stores them with the same wisdom.

00104-V6 Introduction to Power Tools - 13 Hours
Power tools play an important role in the construction industry. Thousands of construction workers across the world use power tools every day to make holes, cut different types of materials, smooth rough surfaces, and shape a variety of products. Regardless of their specialization, all construction workers eventually use power tools on their job. This module provides an overview of the common types of power tools and how they function. It also describes the proper techniques required to ensure their safe and efficient operation.

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 Introduction to 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.

00107-V6 Basic Communication Skills - 8 Hours
The construction professional communicates constantly. The ability to communicate skillfully will help to make you a better worker and a more effective leader. This module provides guidance in listening to understand and speaking with clarity. It explains how to use and understand written materials, and it also provides techniques and guidelines that will help you to improve your writing skills.

00108-V6 Basic Employability Skills - 8 Hours
Becoming gainfully employed in the construction industry takes more preparation than simply filling out a job application. It is essential to understand how the construction industry and potential employers operate. Your trade skills are extremely important, but all employers are also looking for those who are eager to advance and demonstrate positive personal characteristics. This module discusses the skills needed to pursue employment successfully.

00109-V6 Introduction to Materials Handling - 5 Hours
Lifting, stacking, transporting, and unloading materials such as brick, pipe, and various supplies are routine tasks on a job site. Whether performing these tasks manually or with the aid of specialized equipment, workers must follow basic safety guidelines to keep themselves and their co-workers safe. This module provides guidelines for using the appropriate PPE for the material being handled and using proper procedures and techniques to carry out the job.

70101-15 Your Role in A Green Environment - 15 hours (Electrical Program Only)
Featuring a comprehensive vocabulary list, this module brings together the expertise of industry and higher education in defining a topic of growing international importance: green building. Geared to entrylevel craft workers, this module provides fundamental instruction in the green environment, green construction practices, and green building rating systems.

Electrical Technician Program
Electrical Level One

26101-20 Occupational Overview: The Electrical Industry - 3 Hours
Provides an overview of the electrical craft and discusses the career paths available to electricians, including apprenticeship requirements.

26102-20 Safety For Electricians - 10 Hours
Discusses hazards and describes the various types of personal protective equipment (PPE) used to reduce injuries. Covers the standards related to electrical safety and the OSHA-mandated lockout/tagout rule.

26103-20 Introduction to Electrical Circuits - 10 Hours
Introduces electrical concepts used in Ohm's law and how the power equation can be used to determine unknown values. Covers basic atomic theory and electrical theory, electrical schematic diagrams, and electric power equations.

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 Electrical Code - 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 addle 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.

26109-20 Conductors and Cables - 14 Hours
Discusses conductor types, cable markings, color codes, and ampacity derating. Describes how to install conductors using fish tape and power conduit fishing systems.

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 branch circuits, install wiring, size outlet boxes, and install wiring devices.

26112-20 Electrical Test Equipment - 5 Hours
Covers the applications of various types of electrical test equipment. Describes meter safety precautions and category ratings.

Electrical Technician Program
Electrical Level Two

26201-20 Alternating Current - 20 Hours
Describes AC circuits and explains how to apply Ohm's law to solve for unknown circuit values.

26202-20 Motors: Theory and Application - 20 Hours
Covers AC and DC motors, including the main components, circuits, and connections.

26203-20 Electric Lighting - 15 Hours
Introduces the principles of human vision and the characteristics of light. Covers different types of light sources and the operating characteristics and installation requirements of various lighting fixtures.

26204-20 Conduit Bending - 15 Hours
Describes how to make conduit bends using mechanical, hydraulic, and electric benders.

26205-20 Pull and Junction Boxes - 13 Hours
Explains how to size and install pull and junction boxes. Identifies various specialty enclosures, including conduit bodies, FS and FD boxes, and handholes.

26206-20 Conductor Installations - 14 Hours
Describes how to prepare conduit for conductors. Explains how to set up and complete a cable pulling operation.

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.

26208-20 Conductor Terminations and Splices - 12 Hours
Explains how to prepare cable ends for terminations and splices. Describes how to train cable at termination points and describes crimping techniques.

26209-20 Grounding and 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 and Fuses - 17 Hours
Describes the operating principles of circuit breakers and fuses and explains how to select and install overcurrent devices.

26211-20 Control Systems and Fundamental Concepts - 19 Hours
Describes the operating principles of contactors and relays, including both mechanical and solid-state devices. Explains how to select and install relays and troubleshoot control circuits.

Electrical Technician Program
Electrical Level Three

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 Selection 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.

26303-20 Practical Applications of Lighting - 16 Hours
Describes various luminaires and the types of luminaires suited for various applications. Covers dimming, lighting controls, and energy management systems.

57101-11 Introduction to Solar Photovoltaics - 40 Hours
Covers the basic concepts of PY systems and their components, along with general sizing and electrical/mechanical design requirements. Provides an overview of performance analysis and troubleshooting. Successful completion of this module will help prepare trainees for the North American Board of Certified Energy Practitioners (NABCEP) PY Entry Level Exam.

26304-20 Hazardous Locations - 18 Hours
Presents the NEC® requirements for equipment installed in hazardous locations.

26305-20 Overcurrent Protection - 27 Hours
Explains how to size and select circuit breakers and fuses for various applications. Covers short circuit calculations and troubleshooting.

26306-20 Distribution Equipment - 13 Hours
Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. Covers ground fault relay testing.

26307-20 Transformers - 15 Hours
Describes the construction, operation, and applications of various transformers. Covers transformer connections and grounding requirements.

26308-20 Commercial Electrical Services - 10 Hours
Covers the components, installation considerations, and NEC® requirements for commercial services.

26304-20 Hazardous Locations - 18 Hours
Presents the NEC® requirements for equipment installed in hazardous locations.

26309-20 Motor Calculations - 15 Hours
Covers the calculations required to size the conductors and overcurrent protection required for motor applications.

26310-20 Voice, Data, & Video - 12 Hours
Covers the installation, termination, and testing of these systems.

26311-20 Motor Controls - 19 Hours
Provides information on selecting, sizing, and installing motor controllers, as well as control circuit pilot devices and basic relay logic.

Electrical Technician Program
Electrical Level Four

26401-20 Load Calculations - Feeders & Services - 23 Hours
Covers basic calculations for commercial and residential applications, including raceway fill, conductor derating, and voltage drop.

26402-20 Health Care Facilities - 10 Hours
Covers the installation, alarm system, and backup system requirements of electrical systems in health care facilities, including the requirements for life safety and critical circuits.

26403-20 Standby and Emergency Systems - 10 Hours
Explains the NEC® installation requirements for electric generators and storage batteries used during such emergency situations.

26404-20 Basic Electronic Theory - 10 Hours
Explains the function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors.

26405-20 Fire Alarm Systems - 15 Hours
Explores the technologies, codes, and wiring approaches used to assemble a fire alarm system. Examines installation and troubleshooting techniques.

26406-20 Specialty Transformers - 12 Hours
Covers various types of transformers, and provides information on selecting, sizing, and installing them.

26407-20 Advanced Controls - 24 Hours
Discusses applications and operating principles of various control system components, such as solid-state relays, reduced-voltage starters, and adjustable-frequency drives. Covers basic troubleshooting procedures.

26408-20 HV AC Controls - 18 Hours
Provides a basic overview of HV AC systems and their controls. Also covers electrical troubleshooting and NEC® requirements.

26409-20 Heat Tracing and Freeze Protection - 10 Hours
Presents heat-tracing and freeze protection systems along with various applications and installation requirements.

26410-20 Motor Operation and Maintenance - 12 Hours
Covers motor care procedures, including cleaning, testing, and preventive maintenance. Describes basic troubleshooting procedures.

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 Fundamentals of Crew Leadership - 23 Hours
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.

Advanced Electrical Classes

33209 Limited-Energy Cable Termination - 25 Hours
Provides information and instructions for selecting, installing, and testing connectors and other terminating devices on cables used in limited-energy work, including telecommunications, video, audio, and fiber optic installations.

33301 Limited-Energy Network Installations - 25 Hours
Details procedures for connecting computers and other devices using both wired and wireless network connections. Describes components and architecture of ethernet, LAN, and powerline carrier networks.

33302 Fiber Optics - 25 Hours
Introduces the types of equipment and methods used in fiber-optic cable installation.

HVAC Technician Program
HVAC Level One

03101-V5: Introduction to HVAC – 8.0 hours
Covers the basic principles of heating, ventilating and air conditioning, career opportunities in HVAC, training, and apprenticeship programs.

03102-V5: Trade Mathematics – 10.0 hours
Explains how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. Also introduces scientific notation, powers, roots, basic algebra and geometry.

03106-V5: Basic Electricity – 13.0 hours
Teaches power generation and distribution, electrical components, DC circuits, and electrical safety.

03108-V5: Introduction to Heating – 17.0 hours
Covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces.

03107-V5: Introduction to Cooling – 32.0 hours
Covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes the components and accessories used in air conditioning systems.

03109-V5: Introduction to Air Distribution Systems–15.0 hours
Describes air distribution systems and their components, air flow measurement, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity.

03103-V5: Copper and Plastic Piping Practices–10.0 hours
Covers the selection, preparation, joining, and support of copper and plastic piping and fittings.

03104-V5: Soldering and Brazing – 12.0 hours
Covers tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping.

03105-V5: Basic Carbon Steel Piping Practices – 8.0 hours
Covers various types of iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping.

HVAC Technician Program
HVAC Level Two

03206-V5: Alternating Current – 12.0 hours
Covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. Also reviews electrical safety.

03302-V5: Compressors - 18.0 hours
Explains the operating principles of the different types of compressors used in comfort air conditioning and refrigeration systems, along with basic installation, service, and repair procedures for these compressors.

03301-V5: Refrigerants and Oils – 13.0 hours
Covers characteristics and applications of the current generation of refrigerants, including both pure and blended refrigerants. Also provides extensive coverage of lubricating oils used in refrigeration systems.

03205-V5: Leak Detection, Evacuation, Recovery, and Charging – 30.0 hours
Covers the basic refrigerant handling and equipment servicing procedures to service HVAC systems in an environmentally safe manner.

214: EPA Science - 20.0 hours
This course will enable the student to apply the scientific principles of EPA science in their daily work including that vapor-compression refrigeration cycle and common service equipment and procedures. The student will prepare for and take the EPA refrigerant certification test. All students who pass the independent exam will receive the

03303-V5: Metering Devices- 12.0 hours
Covers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices used in air conditioning equipment.

03211-V5: Heat Pumps – 24.0 hours
Covers the principles of reverse cycle heating, describes the operation of the various types of heat pumps, and describes how to analyze heat pump control circuits. Includes heat pump installation and service procedures.

03215-V5: Basic Maintenance – 10.0 hours
Describes common tasks associated with basic maintenance. Specific tasks, such as lubrication and belt installation, are reviewed in detail. Provides detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems.

03202-V5: Chimneys, Vents, and Flues – 8.0 hours
Describes the principles of furnace venting of fossil-fuel furnaces and the proper methods for selecting and installing vent systems for gas-fired heating equipment.

03213-V5: Sheet Metal Duct Systems – 10.0 hours
Covers layout, fabrication, installation, and insulating sheet metal ductwork. Also includes selection and installation of registers, diffusers, dampers, and other duct accessories.

03214-V5: Fiberglass and Fabric Duct Systems – 8.0 hours
Covers the layout, fabrication, installation, and joining of fiberglass ductwork and fittings. Describes the proper methods for attaching and supporting flex duct.

03201-V5: Commercial Airside Systems – 13.0 hours
Describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations, such as constant volume single-zone and multi-zone, VVT, VAV, and dual-duct VAV.

03204-V5: Air Quality Equipment – 8.0 hours
Covers the basic principles, processes, and devices used to control humidity and air clean-lines, as well as devices used to conserve energy in HVAC systems.

03203-V5: Introduction to Hydronic Systems – 14.0 hours
Introduces hot water heating systems, focusing on safe operation of the low-pressure boilers and piping systems commonly used in residential applications.

HVAC Technician Program
HVAC Level Three

03313-V5: Fasteners, Hardware and Wiring Terminations - 10.0 Hours
Covers a variety of fasteners, hardware, and wiring terminations used in HVAC systems including the installation of these components.

03314-V5: Control Circuit and Motor Troubleshooting - 30.0 Hours
Provides information and skills to troubleshoot control circuits and electric motors found in heating and cooling equipment.

03210-V5: Troubleshooting Cooling – 24.0 hours
Covers the basic techniques and equipment used in troubleshooting cooling equipment, focusing on analyzing system temperatures and pressures in order to isolate faults.

03311-V5: Troubleshooting Heat Pumps – 15.0 hours
Reviews heat pump operation and heat pump control circuits, including how to isolate and correct faults in the heating, cooling, auxiliary heat, and defrost functions of heat pumps.

03209-V5: Troubleshooting Gas Heating – 16.0 hours
Covers tools, instruments, and techniques used in trou-bleshooting gas heating appliances, including how to isolate and correct faults.

03310-V5: Troubleshooting Oil Heating – 14.0 hours
Covers how to identify the common causes of problems in oil furnaces and offers hands-on experience in isolating and correcting oil furnace malfunctions.

03312-V5: Troubleshooting Accessories – 12.0 hours
Provides hands-on lab sessions on how to troubleshoot humidifiers, electronic air cleaners, economizers, zone controls, and heat recovery ventilators.

03315-V5: Zoning, Ductless and Variable refrigerant Flow Systems - 13.0 Hours
Introduces the information and skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems.

03305-V5: Commercial Hydronic Systems – 20.0 hours
Covers the various types of boilers, components, and piping systems used in commercial heating applications. Also introduces chilled water systems and their components.

03306-V5: Steam Systems – 14.0 hours
Covers operating principles, piping systems, components, and preventive maintenance requirements of steam systems and steam traps.

03304-V5: Retail Refrigeration Systems - 22.0 hours
Introduces the product refrigeration components and systems, such as the reach-in coolers and freezers commonly used in markets.

03316-V5: Customer Relations - 5.0 Hours
Presents the importance of establishing good relations with customers and provides guidance on how to achieve that goal. Focuses on ways for a technician to make a good first impression and describes how to communicate in a positive manner with customers. The elements of a service call and dealing with different types of problem customers are also covered.

HVAC Technician Program
HVAC Level Four

03308-V5: Water Treatment – 13.0 hours
Covers the kinds of water problems encountered in heating and cooling systems and identifies various water treatment methods and equipment.

03403-V5: Indoor Air Quality - 17.0 hours
Defines the issues associated with indoor air quality and its affect on the health and comfort of building occupants. Provides guidelines for performing an IAQ survey and covers the equipment and methods used to monitor and control indoor air quality.

03404-V5: Energy Conservation Equipment – 12.0 hours
Covers the various heat recovery/reclaim devices, along with other energy recovery equipment used to reduce energy consumption in HVAC systems.

03405-V5: Building Management Systems – 20.0 hours
Explains how computers and microprocessors are used to manage zoned HVAC systems. This module has been updated to reflect new system architecture, advances in network protocols and systems controllers, and communication via Internet and wireless.

03402-V5: Air System Balancing – 24.0 hours
Covers air properties and gas laws, as well as the use of psychrometric charts. It covers the tools, instruments, and methods used in balancing an air distribution system.

03406-V5: System Start-Up and Shut-Down – 24.0 hours
Covers procedures for the startup of hot water, steam heating, chilled water, and forced-air distribution systems. Emphasis is on startup after initial equipment installation or after an extended period of shutdown. Includes procedures for preparing these systems for extended shutdown.

03401-V5: Construction Drawings and Specifications – 27.0 hours
Covers how to interpret the various drawings used in commercial construction, including mechanical drawings, specifications, shop drawings, and as-built and to perform takeoff procedures for equipment, fittings, ductwork and other components.

03407-V5: Heating and Cooling System Design – 29.0 hours
Identifies and explains the factors that affect heating and cooling loads, describes the process by which heating and cooling loads are calculated, and shows how load calculations are used in the selection of heating and cooling equipment. Covers types of duct systems and their s election, sizing, and installation requirements.

03408-V5: Commercial and Industrial Refrigeration– 25.0 hours
This module expands the study of product and process refrigeration begun in Level3. It deals with the type of systems used in cold storage and food processing facilities, as well as transportation refrigeration.

03409-V5: Alternative Heating and Cooling Equipment– 10.0 hours
Covers the variety of alternative devices that are used to reduce energy consumption, including wood, coal, and Pelletfired systems, waste-oilheaters, geothermal heat pumps, solar heating,in-floor radiant heating, and direct-fired makeup units.

46101-11: Fundamentals of Crew Leadership - 20.0 hours
Teaches the basic leadership skills required to supervise personnel. Discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

213: Solar Thermal - 25.0 hours
This module covers the fundamentals of design & installation of solar water heating systems, including the use of site-assessment tools for solar system design. The student will learn the basics of Solar Thermal heating, including: roof top collectors, hot water tanks and computerized control panels and pumps.

215: Mechanical Code - 36.0 hours
This module covers general criteria of International Mechanical Code that relates to the design and installation of mechanical systems. The purpose of the code is to establish the minimum acceptable level of safety and to protect life and property from the potential dangers associated with the installation and operation of mechanical systems.

HVAC Technician Program
HVAC Level Five

04101-08: Introduction to the Sheet Metal Trade – 5.0 hours
Summarizes the history and development of the sheet metal trade, explains the benefits of apprenticeship training, and identifies career opportunities in the trade.

04102-08: Tools of the Trade – 5.0 hours
Describes the hand and power tools used in the sheet metal trade, including layout tools and cutting, bending, and forming machines. Includes safety and maintenance guidelines.

04103-08: Introduction to Sheet Metal Layout and Processes – 8.0 hours
Introduces parallel line development, radial line development, and triangulation. Covers selection and use of layout, hand, and machine tools. Discusses how to transfer patterns, and how to cut, form, and assemble parts.

04106-08: Installation of Ductwork – 15.0 hours
Addresses ductwork assembly, use of different types of sealants, using lifts, and installation of ductwork. Describes the types of fasteners (screws, nuts, bolts, and rivets), and supports used in an air distribution system. Discusses proper spacing of hangers, load ratings, and installation of hangers and support systems.

26408-20: HVAC Controls – 16.0 hours
Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements.

Plumbing Technician Program
Plumbing Level One

02101: Introduction to the Plumbing Profession – 6.0 hours
Introduces trainees to the many career options available in today's plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations that make up the modern plumbing profession. Also reviews human relations and safety skills.

02102 Plumbing Safety – 24.0 hours
Discusses the causes of accidents and their consequences including delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Instructs trainees in the use of critical safety information conveyed in hazard communication (HazCom), safety signs, signals, lockout/tagout, and emergency response. Covers confined-space safety, and reviews safety issues related to hand and power tools.

02103: Tools of the Plumbing Trade – 12.0 hours
Instructs trainees in the care and use of the different types of hand and power tools they will use on the job. Gives trainees the information they need to select the appropriate tools for different tasks, and reviews tool maintenance

02104: Introduction to Plumbing Math –15.0 hours
Reviews basic math concepts, such as whole numbers, fractions, decimals, and squares, and demonstrates how they apply to on-the-job situations. Teaches trainees how to measure pipe using fitting tables and framing squares and how to calculate 45-degree offsets.

02105: Introduction to Plumbing Drawings – 20.0 hours
Introduces trainees to the different types of plumbing drawings they will encounter on the job and discusses how to interpret and apply them when laying out and installing plumbing systems. Discusses the symbols used in plumbing and mechanical drawings and reviews isometric, oblique orthographic, as well as schematic drawings. Requires trainees to render plumbing drawings and to recognize how code requirements apply to plumbing drawings.

02106: Plastic Pipe and Fittings – 15.0 hours
Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, EX, and PB. Describes how to measure, cut join and support plastic pipe according to manufacturers instructions and applicable codes. Also discusses pressure testing of plastic pipe once installed.

02107: Copper Pipe and Fittings – 15.0 hours
Discusses sizing, labeling, and applications of copper pipe and fittings and reviews the types of valves that can be used on copper pipe systems. Explains proper methods for cutting , joining and installing copper pipe. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements

02108: Cast-Iron Pipe and Fittings – 15.0 hours
Introduces trainees to hub-and-spigot and no-hub cast-iron pipe and fittings and their applications in DWV systems. Reviews material properties, storage, and handling requirements, and fittings and valves. Covers joining methods and installation and testing.

02109: Carbon Steel Pipe and Fittings – 15.0 hours
Discusses threading, labeling and sizing of steel pipe and reviews the differences between domestic and imported pipe. Covers the proper techniques for measuring, cutting, threading, joining and hanging steel pipe. Also reviews corrugated stainless steel tubing.

02110: Introduction to Plumbing Fixtures – 10.0 hours
Discusses the proper applications of code-approved fixtures in plumbing installations. Reviews the different types of fixtures and the materials used in them. Also covers storage, handling, and code requirements.

02111: Introduction to Drain, Waste, and Vent (DWV) Systems – 12.0 hours
Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains , traps , and vents, work. Reviews drain and vent sizing, grade, and waste treatment. Also discusses how building sewers and sewer drains connect the DWV system to the public sewer system.

02112: Introduction to Water Distribution Systems – 12.0 hours
Identifies the major components of water distribution systems and describes their functions. Reviews water sources and treatment methods and covers supply and distribution for the different types of systems that trainees will install on the job.

Plumbing Technician Program
Plumbing Level Two

02201-13: Plumbing Math Two – 20.0 hours
Explains the Pythagorean theorem and reviews methods for laying out square corners. Discusses the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe.

02202-13: Reading Commercial Drawings – 25.0 hours
Explains how to identify and inerpret civil, architectural, structural, HVAC/mechanical, plumbing, and electrical drawings. Discusses how to ensure accurate dimensions, generate RFIs, and locate plumbing entry points, as well as how to establish piping routes and fixture locations. Isometric drawings, material takeoffs,approved submittal data, and Building Information Management (BIM).

02203-13: Structural Penetrations, Insulation and Fire Stopping – 22.0 hours
Introduces methods for adjusting structural members, insulating pipe andi nstalling fire-stopping. Covers reinforcement techniques for modified structural members; how to measure, cut, andi nstall fiberglass and flexible foam insulation; and how to identify walls floors, and ceilings that require fire-stopping.

02204-13: Installing and Testing DWV Piping – 34 hours
Explains how to locate, install, connect and test a complete drain, waste, and vent (DWV) system. Discusses how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures and test a DWV system.

02205-13: Installing Roof, Floor and Area Drains - 8.0 hours
Covers the proper techniques for locating, installing, and connecting roof, floor, area drains and floor sinks according to code. Also discusses waterproof membranes and flashing, drain components, shower pans, trap primers and proper drain applications.

02207-13: Types of Valves – 8.0 hours
Reviews the types of valves, their components, and applications. Also covers valve servicing.

02206-13: Installing and Testing Water Supply Piping – 23.0 hours
Explores the proper techniques for locating, installing and testing complete water service and distribution systems, including meters, water heaters, water softeners and hose bibs. Introduces trainees to basic backflow prevention and water hammer prevention, and discusses the installation of shower and tub valves, ice maker and washing machine boxes, and pipe stubouts and supports.

02208-13: Installing Fixtures and Valves – 24.0 hours
Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, water closets and urinals. Reviews the installation of associated valves, faucets and components. Also discusses how to connect appliances such as dishwashers, food-waste disposers, refridgerators and icemakers, and washing machines.

02210-13: Basic Electricity – 24.0 hours
Introduces electrical, the principles of electricity, including voltage, current, resistance and power. Includes important electrical formulas, circuitry and common plumbing-related electrical applications.

02209-13: Installing Water Heaters – 16.0 hours
Discusses gas-fired, electric, tankless, heat pump and indirect water heaters, components, and applications. Reviews proper installation and testing techniques and covers the latest code requirements for water heaters.

02211-13: Fuel Gas Systems – 24.0 hours
Introduces the techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. Reviews fuel gas and fuel oil safety precautions and potential hazards, applications, systems installation, and testing.

Plumbing Technician Program
Plumbing Level Three

02301-14: Applied Math – 22 Hours
Reviews math concepts including weights and measures, area and volume, temperature, pressure and force, Also describes the six simple machines: inclined planes, levers, pulleys, wedges, screws and wheels and axles.

02312-14: Sizing and Protecting the Water Supply System – 36.0 hours
Teaches techniques for sizing water supply systems, including calculating system requirements and demand, developed lengths, and pressure drops. Also reviews the factors that can reduce efficiency of water supply piping. Introduces the different types of backflow prevention devices and explains how they work, where they are used, and how they are installed in water supply systems.

02303-14: Potable Water Supply Treatment - 20.0 hours
Explains how to disinfect, filter and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system

02305-14: Types of Venting - 24.0 hours
Reviews the different types of vents that can be installed in DWV system and explains how they work. Also teaches design and installation techniques.

02306-14: Sizing DWV and Storm Systems – 24.0 hours
Explains how to calculate drainage fixture units for waste systems. Reviews how to size drain, waste and vent (DWV) systems; storm drainage systems; and roof storage and drainage systems.

02307-14: Sewage Pumps and Sump Pumps – 15.0 hours
Discusses the installation, diagnosis and repair of pumps, controls, and sumps in sewage and storm water removal systems.

02308-14: Corrosive-Resistant Waste Piping - 8.0 hours
Discusses corrosive wastes and reviews related safety issues and hazard communications. Discusses how to determine when corrosive-resistant waste piping needs to be installed, as well as how to correctly select and properly connect different types of piping.

02309-14: Compressed Air – 12.0 hours
Explains the principles of compressed air systems and describes their components and accessories. Reviews installation and periodic servicing of air compressor systems.

02311-14: Service Plumbing – 30.0 hours
Covers troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines. Explains how to diagnose and repair water supply and drainage piping, water heaters, and other appliances and fixtures. Describes the effects of corrosion, freezing, and hard water on plumbing systems.

Plumbing Technician Program
Plumbing Level Four

02401-14: Business Principles for Plumbers –16.0 hours
Introduces concepts and practices that are essential for competitive, successful plumbing businesses. Covers basic business accounting and project estimating, as well as techniques for cost control and task organization

02403-14: Water Pressure Booster and Recirculation Systems –16.0 hours
Builds on trainees' previous experience with pumps, storage tanks, controls, and pipes and fittings by explaining how to assemble those components into systems that boost water pressure and provide hot water.

02404-14: Indirect and Special Waste – 20.0 hours
Explains the code requirements and installation procedures for systems that protect against contamination from indirect and special wastes.

02405-14: Hydronic and Solar Heating Systems - 20.0 hours
Introduces basic hydronic and solar heating systems and their components. Reviews hydronic and solar heating system layout and installation. Also discusses methods inhibiting corrosion in solar heating systems.

02406-14: Codes – 24.0 hours
Discusses the different codes used by plumbers across the country and explains how those codes are written, adopted, modified, and implemented.

02408-14: Private Water Supply Systems - 12.0 hours
Explains the operation of pumps and well components. reviews the qualities of good wells and how to assemble and disassemble pumps and components.

02409-14: Private Waste Disposal Systems - 10.0 hours
Describes the types of private sewage systems, discusses the maintenance and replacement of these systems, and explains how to determine the local code requirements for these systems. Covers percolation tests and sewage system planning and layout.

02410-14: Swimming Pools and Hot Tubs - 8.0 hours
Introduces plumbing systems in swimming pools, hot tubs, and spas. Trainees will learn how to install and troubleshoot water supply systems and drains.

02411-14: Plumbing for Mobile Homes and Travel Trailers - 8.0 hours
Describes the location and layout of plumbing systems for mobile home and travel trailer parks. Reviews how to design and lay out a system, how to connect water and sewer lines to a mobile home, and how to estimate materials for the park.

02412-14: Introduction to Medical Gas and Vacuum Systems - 20.0 hours
Provides and introduction to the various types of medical gas and vacuum systems used in health care facilities today. Covers the system requirements and professional qualifications required by code, describes common types of medical gas and vacuum systems, and introduces the safety requirements observed when installing, testing, and servicing these systems.

46101-11: Fundamentals of Crew Leadership –20.0 hours
Introduces trainees to the knowledge and skills required for team leadership. Covers practical information about today's construction industry; basic leadership skills; safety responsibilities of a supervisor; and a detailed survey of project control techniques.

213: Solar Thermal - 26.0 Hours
This module covers the fundamentals of design & installation of solar water heating systems, including the use of site-assessment tools for solar system design. The student will learn the basics of Solar Thermal heating, including: rooftop collectors, hot water tanks and computerized control panels and pumps.

215: Mechanical Code - 36.0 Hours
This module covers general criteria of International Mechanical Code that relates to the design and installation of mechanical systems. The purpose of the code is to establish the minimum acceptable level of safety and to protect life and property from the potential dangers associated with the installation and operation of mechanical systems.

216: National Fuel Gas Code - 36.0 Hours
This course offers general criteria for the installation and operation of gas piping and gas equipment on consumers' premises. The student will learn to ensure better public safety and consumer satisfaction by correctly applying code requirements. Fuel gas safety and compliance demand strict adherence to code requirements.

Resolving 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 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.

STUDENTCOMPLAINT/GRIEVANCEPROCEDURE
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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of 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, Suite302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

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

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 is the only building on the right.

Detach and mail to IMTI, 233 Mill Street, Waterbury, CT 06706:

Application For Admission:

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: _____ St: _____ Zip: _____
S.S.#: _____-____-_____ Date of Birth: _____/____/_____ Phone (H) : (____) _____-_____ Phone (C) (_____) _____ -_____
E-Mail: _____
Citizenship Status: U.S. Citizen _____ Other _____ Alien #: _____

Program Desired	**Day Program**	**Evening Program**
Electrical	_____	_____
HVAC	_____	_____
Plumbing	_____	_____

Program Start Date: _____/_____/_____

Are you being sponsored by a State Agency? Yes_____ No_____ If yes, which Agency? _____
Counselor: _____ Phone: (_____) _____-_____

<u>This Section is used for a U.S. Department of Education Survey</u>

Ethnicity Information	
Nonresident Alien	_____
Black, non-Hispanic	_____
American Indian/Alaska Native	_____
Asian	_____
Pacific Islander	_____
Hispanic	_____
White, non-Hispanic	_____

Are you interested in meeting with the Financial Aid Dept.? Yes_____ No_____
High School Graduate? Yes_____ No _____ Year Graduated?_____
High School Attended _____
Did you receive your GED? Yes_____ No _____Year Received?_____State that awarded GED?_____
Do 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 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):_____