



AIRSTREAMS

Renewables, Inc.

Experts in Renewable Energy Career Training

Building 460 Pancoast Place

MCBH Kaneohe Bay, Hawaii 96863

Phone: 808-900-3255

www.air-streams.com

School Catalog

2021-2022

Volume 1

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Airstreams Renewables, Inc.
Corporate Office : 410 West J Street, Suite A
Tehachapi, CA 93561
661-822-3963

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School Information

Name of Institution: Airstreams Renewables, Inc.
Website: www.air-streams.com
Office Hours: 8:00 am – 5:00 pm, Monday through Friday

Branch Campus

Physical Address: Building 460 Pancoast Place
MCBH Kaneohe Bay, HI 96863

Mail: P.O. Box 1292
Kailua, HI 96734

Telephone Number: 808-900-3255
Fax: 808-900-3256

Main Campus

Physical Address: 13681 Chantico Road, Tehachapi, CA 93561

Corporate Office/Mailing Address: 410 West J Street, Suite A
Tehachapi, CA 93561

Telephone Number: 661- 822-3963 General Information, Admissions, Funding,
Accounting
Fax: 661-822-6966

Additional Branch Campuses:

*Joint Base Lewis-McChord
(JBLM)*
Buildings R9653 and R9656
Fort Lewis, WA 98433
Phone: 253-328-8030
Fax: 253-301-0597

Fort Hood
4938 Santa Fe Avenue
Fort Hood, TX 76544
Phone: 785-613-1590
Fax: 785-613-1591

Camp Lejeune
Building 1413 East Rd.
Camp Lejeune, NC 28547
Phone: 910-939-6290
Fax: 910-939-6291

Fort Irwin
TR 4015 1st Street
Fort Irwin, CA 92310
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4938 Santa Fe Ave.
Fort Hood, TX 76544
Phone: 254-613-7590
Fax: 254-613-7591

Fort Benning
6500 Dickinson Drive, Bldg. 9063
Fort Benning, GA 31905
Phone: 706-478-3050
Fax: 706-478-3051

Fort Riley
Building 7175 Apennines Drive
Fort Riley, KS 66442
Phone: 785-530-5080
Fax: 785-530-5081

Airstreams is accredited by the Accrediting Council for Continuing Education & Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency. Airstreams has interim ACCET approval for the Marine Corp Base Hawaii branch campus.

Airstreams is approved by the Hawaii State Approving Agency for Veterans Affairs to enroll Veterans, Military, and other eligible persons in our program of education under provisions of Title 38, section 3676, United States Code.

This is the current catalog of this institution and it is certified to be true and correct in content and policy.

Kim Coleman

Kim Coleman, Accreditation Manager, March 23, 2021

Mission

Provide career skills Training, Education, And Mentoring that prepares our students to transition into successful careers and provides our industry partners with safety focused graduates who share our values of Accountability, Respect and Integrity.

Objectives to attain our mission and the educational outcomes of our program include:

- Provide hands on practical training measured with practical evaluation exams.
- Educate on industry safety and technical requirements through quizzes and written final exams.
- Prepare students to transition into successful careers with successful job placement.

Company Overview and History

Airstreams Renewables, Inc. (“ARI” or the “Company”), is a California Corporation. Mr. David Schulgen, Owner and Founder, is the Chief Executive Officer and Mr. Jeff Duff, Owner and Co-founder, is the Chief Operating Officer.

ARI is a veteran led, for profit post-secondary vocational training company providing compliance driven and industry-specific accelerated safety and hazardous duty technical training for the service and construction branches of the energy and industrial sectors. Its current customer list includes a wide range of industries including wind energy, safety equipment manufacturers (OEM’s), Utility and Telecommunications sectors. ARI growth is being driven by major industry demand and request for qualified new hires who have successfully completed their training within our programs.

ARI does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

School Governing Body, Administrators and Faculty

Airstreams Executive Leadership

CEO/Founder
Secretary/President/CFO
Vice President of EHS and Quality
Vice President, Business Development
Vice President of Operations
Vice President of Finance and Administration

Dave Schulgen
Jeff Duff
Mike Messier
Grant Johnston
Matt Barnes
Margie Cox

Office Administration

Executive Administrative Assistant (*Primary VA Certifying Official*)

Sharon Hunsaker

Finance

Staff Accountant

Sherry Holloway

Admissions

Director of Admissions
Admissions Supervisor (*VA Point of Contact*)
Admissions and Placement Specialist (*VA Point of Contact*)

Adrian Cervantes
Melannie Mosby
Kevin Tyson

Funding

Funding Advisor (*VA Certifying Official*)

Brandyn Davis

Career Services

Career Services Specialist

Ellie Jackson

Compliance

Accreditation Manager

Kim Coleman

Faculty- Marine Corps Base Hawaii

Regional Director of Operations	Felix Cruz (MA Management American Military University, WV 2019. BS Business Administration Global Business Management, Troy University, AL 2018. Airstreams Renewables, Inc. Renewable Energy and Communications Tower Technician Certificate, Fort Benning, GA 2020)
Training Supervisor	Brian Shields (Airstreams Renewables, Inc. Renewable Energy and Communications Tower Technician Certificate, Fort Benning, GA 2020. MA Management Organizational Leadership, American Military University, WV 2019.)
Training Specialist/Instructor	James Williams Jr. (Airstreams Renewables, Inc. Renewable Energy and Communications Tower Technician Certificate, Fort Riley, KS 2020)
Training Specialist/Instructor	Vacant
Training Specialist/Instructor	Vacant
Office Manager	Kari Kelly (<i>VA Point of Contact</i>)

Note: All instructors possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of related working and or instructional experience or a combination thereof. Instructors maintain their knowledge by completing continuing education.

Welcome

From all of our staff, welcome to Airstreams Renewables, Inc. (ARI). We take the decision you made to attend our Renewable Energy and Communications Tower Technician Program seriously and are committed to doing everything we can to assist you in the short time you are with us to prepare you to transition in to a new career.

The Renewable Energy and Communications Tower Technician Program is fast paced and packed with information. Our instructor led program is designed to transfer years of experience our faculty and staff bring from the energy, telecom tower, construction, and education industries while tapping into the experiences you each bring into the program to maximize your success.

ARI's quality and reputation have led to our program becoming a nationally recognized vocational training program. As part of the DoD Skill Bridge program, our program assists transitioning service members gain the valuable certificates our graduates receive which support new career opportunities.

The ARI certificate of completion is recognized throughout industries that hire our graduates and ensures that the holder has consistently met or exceeded the necessary requirements for successful graduation and are prepared for career employment with one of the many of our industry partners. Establishing a focus of safety while attending ARI is a primary objective of our staff and program to prepare you to approach your new career with a culture of safety and not just see it as an event.

Airstreams Renewables, Inc.'s mission is to train, educate and mentor each student with accountability, respect and integrity so that upon graduation you each become part of TEAM ARI.

We are very pleased that you have chosen Airstreams Renewables, Inc. to achieve your career goals!

On behalf of the administration, faculty, and staff, we welcome you to our program.

Instructional Facilities

Classes are conducted on the base at Marine Corps Base Hawaii. The building provides approximately 4530 square feet. The classroom area is equipped with student tables and chairs, whiteboard, instructor laptop/podium and TV screens. The classroom can accommodate up to 24 students. Lab stations for electrical and mechanical equipment are located adjacent to the classroom area. The office/administrative areas are also located in the rooms adjacent to the classroom which houses the Training Supervisor, Office Manager, Instructors office, Admissions and Career Placement offices. The Airstreams training tower will be used for climbing associated lessons. All indoor areas provide appropriate lighting and heating/cooling systems. A unisex restroom facility is in the building.

Maximum number of students for the program is as follows:

AS1007 – Renewable Energy and Communications Tower Technician - 24 students

Student/Teacher Ratios are outlined in the course description (included in this catalog).

Admission Requirements

Standards for Admission:

- Must be at least 18 years of age.
- Must possess a high school diploma (or equivalent). A copy of the diploma or equivalent must be provided upon enrollment. Equivalent documentation may also be a copy of the GED, a high school transcript, a military DD Form 214, or written certification by an authority for home-schooled students.

Students with special needs are asked to contact the Admissions Department to discuss any requests for special accommodations. Individual assistance with enrollment will be provided.

The Airstreams program is taught in English and all student material is written in English.

Visa services for foreign students are not currently available.

In accordance with Title 38, Code of Federal Regulations, students paying for their tuition with their military education benefits, must provide a copy of their military transcript, e.g., Joint Services Transcript (JST). See Credit Evaluation Policy section of this catalog for more information regarding transfer of credit and transcript requirements.

Physical Requirements

Our course includes climbing requirements for which the student must have the physical ability to climb 300 feet towers.

Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations..

Physical Exertion Disclaimer: Portions of the training are considered physical in nature and will include climbing and hanging from towers up to 300 feet in height in all conceivable weather conditions. If a student has limitations or concerns with training in a physically exerting environment, this course is not recommended for them. If any student encounters any physical limitations while attending this institution, they are responsible for notifying an instructor or staff member immediately

and it is the student's responsibility to cease any activity or activities that could cause themselves to become injured or sick.

Enrollment Policy

Students must complete an enrollment agreement. Students may enroll, up to the first day of class, during Airstreams business hours, Monday through Friday, 8:00 am to 5:00 pm Pacific Time. Students will be contacted via phone or e-mail and receive a letter confirming enrollment upon successfully completing registration requirements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Payment shall be received before or on the first day of training or as agreed upon by Airstreams Renewables, Inc.

Non-Discrimination Policy

Airstreams Renewables, Inc. does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran or marital status. In compliance with the Americans with Disabilities Act of 1990, as amended, Airstreams Renewables, Inc. provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Student Disability Services and Accommodations

Airstreams Renewables, Inc. provides equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Applicants or students with disabilities that wish to request disability accommodations must make a request to Admissions and provide documentation of a diagnosed disability which required accommodations and adequate information on the functional impact of the disability so that the appropriate actions can be identified. Students with disabilities that request disability accommodations will receive a written response to their request. Accommodation determinations may be appealed via the "Student Grievance and Appeal Process". A copy of the grievance and appeal process can be obtained from the Student Services Office.

Course Description and Fees

Airstreams offers one course. The course is designed to address specific vocational needs. The course description is as follows:

Renewable Energy and Communications Tower Technician Program

Course Number: AS1007

Duration of course: 28 days (8.5 or 9 hours each, see note below*)

Ratio: Classroom-24 students to 1 instructor

Lab-8 students to 1 instructor



*Hours of Instruction: 8.5 hours per day, 4 days per week, with the exception of 4 days of training that will be 9 hours per day. The training will last 7 weeks, for a total training period of 240 clock hours. The specific training days that are 9 hours are: 1) Signalperson and Level 1 Crane Rigging labs; 2) Intermediate Electrical Theory lecture; and 3) Lines and Antennas, Capstan Hoist, and CADWELD Labs/Practical Evaluations.

This course is recommended for anyone interested in an entry-level position in any energy or industrial sector including, but not limited to, wind and communication towers.

Synopsis of course: This course offers a complete complement of safety and technical modules designed to prepare each student for an entry-level position in the wind, communication tower and many other industrial focused industries. Emphasis will be placed on working safely in all aspects of the technician job and the basic technical skills required when working with electricity and hydraulics. Students will be able to explain, identify, and demonstrate the safe troubleshooting and maintenance procedures utilized in the wind, cellular communication tower and other industrial based industries.

Total Tuition: \$10,500.00 Effective August 1, 2021 \$10,900.00

Admission requirements: 18 years of age. High School diploma or equivalent. Must be capable of climbing and working at heights of up to 300 feet. Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

Certificates/Completion Cards received upon successful graduation: Authorized Climber and Rescue Certificate and ID Card; Electrical Safety Certificate; Fasteners, Torque and Tension Certificate; OSHA 10 Hour Construction Safety Card; American Red Cross First Aid/CPR/AED Card; Level 1 Crane Rigging Certificate; Signalperson Certificate; Capstan Hoist Certificate; CADWELD Certificate; ARI Renewable Energy and Communication Tower Technician Program Certificate.

Attendance: Students are expected to attend each day class is in session. If a student must miss a day due to illness or an emergency, it is the student's responsibility to make arrangements with the instructor to make-up the necessary work.

All student text materials and books required for class are provided by Airstreams via a loaned Chromebook. All equipment used for the class instruction, e.g., tower climbing, and electrical troubleshooting is provided. All personal protective equipment (PPE) to keep students safe is provided during class. This includes, but is not limited to, Personal Fall Protection Equipment (PFPE), hard hats, safety glasses and shields, flame resistant (FR) coveralls and gloves.

Grading plan: In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a “pass” rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

The Renewable Energy and Communications Tower Technician program is delivered in modules called Gates. Final assessments are presented in the form of written exams and practical evaluations as applicable within each gate. Students must complete each Gate in order to progress through the program.

Weekly assessment gates are noted throughout the course outline below. Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and occur after the appropriate instruction is given.

The planned program of activities is controlled by Airstreams Renewables, Inc.

Program Outline

Subject #	Subject Title	Lecture	Lab	Total Hours
G1	Gate 1	36	5	41
G2*	Gate 2	9	31	40
G3	Gate 3	24	20.5	44.5
G4	Gate 4	24.5	23	47.5
G5	Gate 5	13	24	37
G6	Gate 6	6	24	30
	Total	112.5	127.5	240

* Note: Some days of instruction will last nine hours, e.g., the Signalperson and Level 1 Crane Rigging labs; Intermediate Electrical Theory lecture; and Lines and Antennas, Capstan Hoist and CADWELD Labs/Practical Evaluations.

G1- Gate 1

Subject: Student Orientation
Subject Hours: 1.5 Hours (1.5 Lecture/0.0 lab)
Criteria: None
Subject Description: Distribution of syllabus and loaned tablet for access to student materials. Introduction to the course, academic and conduct policies, Airstreams Renewables, Inc. company, and staff and faculty members.

Subject: Intro to Wind and Communication Tower Industries
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Criteria: None
Subject Description: At the end of this lesson, in a group verbal review, the student will be able to:

- Give a basic explanation of a wind turbine and a cell tower
- Explain advantages of wind energy
- Explain disadvantages of wind energy
- Explain the types of employment opportunities within the industrial sectors.

G1- Gate 1 Continued

Subject: Resume and Cover Letter Workshop
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Criteria: None
Subject Description: Upon completion of this workshop, students will be able to demonstrate the skills to draft a new or revised resume that will effectively sell skills and experience to a future employer.

Subject: Interview Workshop
Subject Hours: 1.0 Hour (1.0 lecture/0.0 lab)
Criteria: None
Subject Description: Upon completion of this workshop, given a mock interview in both a one on one and group interview environment, students will be able to:

- Demonstrate how to make the right first impression
- Demonstrate how to handle difficult interview questions
- Dress for interview success
- Determine their personal interviewing style
- Communicate effectively
- Demonstrate how to effectively close the interview
- Exhibit interview questioning skills

Subject: Safety in the Industries
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Criteria: None
Subject Description: At the end of this lesson the student will:

- Describe what and why an injury and illness prevention program is in place
- Define employer responsibilities
- Define employee responsibilities.
- Identify dangers found within the wind and communication tower industries
- Describe common safety programs

Subject: CPR/First Aid/AED
Subject Hours: 8.0 Hours (6.0 lecture/2.0 lab)
Criteria: Safety lesson 80% and pass or fail practical evaluation
Subject Description: At the end of this American Red Cross program students will:

- Define, recognize and demonstrate care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies
- Define CPR and care for breathing and cardiac emergencies in adults
- Explain and Demonstrate how to use automatic external defibrillators

Subject: OSHA 10 Hour Construction Safety
Subject Hours: 10.0 Hours (10.0 lecture/0.0 lab)
Criteria: Safety lesson 80%
Subject Description: At the end of this lesson the student will accurately explain and describe:

- What OSHA is
- What OSHA does
- Hazards addressed in OSHA standards
- Fall, electrical, struck by, and caught in or between hazards
- PPE, health and hazardous materials
- Material handling, tools and excavations

G1- Gate 1 Continued

Subject:	Signalperson
Subject Hours:	7.5 Hours (6.0 lecture/1.5 lab)
Criteria:	Safety lesson 80% and pass or fail practical evaluation
Subject Description:	Upon completion of this course, the student will be assessed on the ability to accurately: <ul style="list-style-type: none">• Identify basic crane terminology and definitions• Explain boom deflection, center of gravity, and how to compensate for it• Identify the hazards and safety concerns associated with overhead lifting• Recognize the applicable OSHA and ASME standards.• Demonstrate hand signals per ASME B30.5 and B30.3.• Demonstrate voice communication and recognize safety concerns when using them• Explain the pre-lift planning process

Subject:	Level 1 Crane Rigging
Subject Hours:	8.0 Hours (6.5 lecture/1.5 lab)
Criteria:	Safety lesson 80% and pass or fail practical evaluation
Subject Description:	Upon completion of this course, the student will be able to accurately: <ul style="list-style-type: none">• Define responsibilities and safety rules for rigging and hoisting loads• Accurately inspect, select, maintain, and reject rigging equipment and hardware• Identify rigging hardware and slings along with defining their limitations• Identify load ratings, safety factors, and stresses imposed by hoisting• Calculate material load weights• Identify capacities of rigging and attach the appropriate rigging with the correct hitch configuration

G2- Gate 2

Subject:	Authorized Climber and Rescue
Subject Hours:	40.0 Hours (9.0 lecture/31.0 lab)
Criteria:	Safety lesson 80% and pass or fail practical evaluation
Subject Description:	Upon completion of this lesson, the student will be able to accurately: <ul style="list-style-type: none">• Identify and/or define the health and safety governing body regulations for fall protection• Define your responsibilities and those of your employer• Define and identify the risks involved when working at heights on various tower structures• Define and demonstrate how to perform an inspection of Personal Fall Protection Equipment (PFPE)• Properly don and use a full body harness• Demonstrate the mechanics and performance of each piece of PFPE you are required to use on the job• Define common hazards for PFPE• Demonstrate how to properly tie and use knots• Demonstrate safe and proper climbing techniques on both wind and cell towers• Demonstrate safe and proper rescue techniques on various tower structures

G3 Gate 3

Subject:	Basic Electrical Theory
Subject Hours:	8.5 Hours (8.5 lecture/0.0 lab)
Criteria:	Technical lesson 70%
Subject Description:	<p>At the end of this lesson, the student will be able to accurately:</p> <ol style="list-style-type: none">1. Define electricity or electrical current.2. Explain the two things that occur when current flows.<ul style="list-style-type: none">• Heat is created.• A magnetic field is created3. Describe the three properties of electricity, their units of measure and relationship with each other.<ul style="list-style-type: none">• Voltage• Current• Power4. Identify various electrical terms by their letter abbreviations.5. Explain the two kinds of current flow.<ul style="list-style-type: none">• Direct Current (DC)• Alternating Current (AC)6. Explain the basics of electromagnetic induction.7. Identify common values of voltage used in industrial electrical circuits.8. Identify various electrical terms by their letter abbreviations.9. Describe conductors and insulators.10. Describe the three properties of circuits and components and their units of measure.<ul style="list-style-type: none">• Resistance• Capacitance• Inductance11. Identify basic electrical components and describe their schematic symbols, their basic uses, and how to check them.<ul style="list-style-type: none">• Batteries• Fuses• Resistors• Capacitors• Inductors• Diodes12. Identify various electrical terms by their letter abbreviations.13. Explain the three parts of electrical circuits, and their purposes.<ul style="list-style-type: none">• Source• Load• Complete conductive path14. Explain the three categories of electrical sources and their characteristics.<ul style="list-style-type: none">• Storage devices• Generation devices• Isolation devices15. Explain the two circuit arrangements and their effect on the relationship of voltage current.<ul style="list-style-type: none">• Series• Parallel16. Identify various electrical terms by their letter abbreviations.

G3 Gate 3 Continued

Subject:	Voltage Test Procedures 50 Volts or Higher
Subject Hours:	3.0 Hours (3.0 lecture/0.0 lab)
Criteria:	Safety lesson 80% and pass or fail practical evaluation
Subject Description:	At the end of this lesson the student will accurately: <ul style="list-style-type: none">• Define volts, amps, ohms• Explain the causes of high voltage Arc Flash• List the current thresholds that can harm the human body• List the types of Arc Flash PPE required to work on circuits of 50 volts or higher• List the types of burns associated with electrocution and arc flash• List the various safety electrical boundaries• Explain use of insulated electrical tools and how to identify them
Subject:	Electrical Measurement Safety
Subject Hours:	3.0 Hours (3.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	Upon completion of this lesson, the student will be able to: <ul style="list-style-type: none">• Describe the IEC 61010 category ratings and how they affect the end user• Describe the safety specifications for DMMs and testers
Subject:	Multimeters
Subject Hours:	3.0 Hours (3.0 lecture/0.0 labs)
Criteria:	Safety lesson 80%
Subject Description:	At the end of this lesson, the student will accurately define: <ul style="list-style-type: none">• Types of multimeters (analog and digital)• Basic multimeter safety• Basic multimeter functionality• Multimeter symbols and their meaning
Subject:	Amp Clamps
Subject Hours:	2.0 Hours (2.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	At the end of this lesson, the student will accurately define: <ul style="list-style-type: none">• Define what an Amp Clamp is• Define the symbols on an Amp Clamp
Subject:	Megohmmeters
Subject Hours:	2.0 Hours (2.0 lecture/0.0 labs)
Criteria:	Safety lesson 80%
Subject Description:	At the end of this lesson, the student will accurately define: <ul style="list-style-type: none">• Basic Megger / Hipot safety
Subject:	Infrared Testers
Subject Hours:	1.0 Hour (1.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	At the end of this lesson, the student will accurately define: <ul style="list-style-type: none">• The features of an IR tester• The distance to spot ratio• Field of view• Emissivity• Safe use of an Infrared (IR) tester

G3 Gate 3 Continued

Subject:	Phase Rotation Meter
Subject Hours:	0.5 Hour (0.5 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	At the end of this lesson, the student will accurately define: <ul style="list-style-type: none">• What a Phase Rotation Meter is and what it does• The symbols on a Phase Rotation Meters• Safe use of the Phase Rotation Meter
Subject:	Tic Tracers
Subject Hours:	1.0 Hour (1.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	Upon completion of this lesson, the student will be able to accurately define: <ul style="list-style-type: none">• Tic Tracer functionality• Safe and accurate Tic Tracer usage
Subject:	Electrical Meter Labs
Subject Hours:	20.5 Hours (0.0 lecture/ 20.5 lab)
Criteria:	Safety. Pass or fail practical evaluation.
Subject Description:	Upon completion of the lab/practical evaluations, the student will be able to demonstrate: <ul style="list-style-type: none">• The ability to safely use and care for the metering equipment covered in this gate• The ability to minimize and avoid electrical measurement hazards• Multimeter care and maintenance• Safe and accurate multimeter usage• Safe use of an Amp Clamp• Megger usage• Hot Cold Hot procedure

G4-Gate 4

Subject:	Intermediate Electrical Theory
Subject Hours:	9.5 Hours (9.5 lecture/0.0 lab)
Criteria:	Technical lesson 70%
Subject Description:	<p>At the end of this lesson the student will be able to accurately:</p> <ol style="list-style-type: none">1. Define the IEC definition of 'Low Voltage'.2. Explain what frequency of an AC sine wave is.3. List the two most common frequencies used in AC power transmission.4. Explain what property of electricity affects the size of electrical conductors.5. Explain what a Bridge Rectifier is, the schematic symbol, and what function a Bridge Rectifier serves.6. Explain the difference between Neutral and Ground.7. Explain basic steps of troubleshooting.8. Explain the properties of voltage, current and resistance and how they interact with each other.9. Explain Watt's Law and the three formulas associated with it, and use the formulas to make calculations for power, voltage, and current.10. Explain Ohm's Law and the three formulas associated with it, and use the formulas to make calculations for voltage, current, and resistance.11. Explain the relationship between voltage, current and resistance in series and parallel arrangements.12. Explain the two most relevant Principles of Electromagnetism: Current flow through a conductor produces a magnetic field. Relative motion between a conductor and a magnetic field will induce current in the conductor.13. List various electrical components that utilize electromagnetic Induction to operate.14. Explain the purpose of transformers and how they work.15. Explain the basic differences between single-phase and 3-phase AC power systems.16. Explain the two different 3-phase sequences. Right-Hand rotation Left-Hand rotation17. Explain the two different phase configurations for 3-phase components: Delta Wye18. Explain the two basic parts of motors and generators: Stator Rotor19. Define a Motor.20. Explain the basic concept of how motors work.21. Explain how an electrical circuit reverses the direction of a 3-phase motor.22. List uses for motors on Wind Turbines.23. Define a Generator.24. Explain the basic concept of how generators produce electrical energy.25. Explain the basic difference between synchronous and asynchronous generators.26. Explain the basic purpose of a Frequency Converter.27. Explain how some components can function as either a source and/or a load; give three examples:<ul style="list-style-type: none">○ Rechargeable Batteries○ Capacitors○ Transformers28. List two electrical components that retain voltage and the hazards associated with them:<ul style="list-style-type: none">○ Batteries○ Capacitors29. Explain the effects that capacitance and inductance have on AC circuits:<ul style="list-style-type: none">○ Capacitance○ Inductance30. Define impedance and how it affects AC circuits.31. Explain the term phase-shift and the result of phase-shift.32. Define True Power, Apparent Power and Reactive Power.33. Explain what Power Factor is and ideal Power Factor of a WTG.

G4-Gate 4 Continued

Subject: Virtual Wind Turbine Tour
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Criteria: None
Subject Description: This interactive wind turbine tour video will provide and identify the various parts and components on a wind turbine.

Subject: Drivetrain Gearboxes
Subject Hours: 2.5 Hours (2.5 lecture/0.0 lab)
Criteria: Technical lesson 70%
Subject Description: Upon completion of this lesson, the student will be able to:

- List the drive train components
- Describe the function of the drive train components
- Explain the gearbox functions

Subject: Yaw Systems
Subject Hours: 1.0 Hours (1.0 lecture/0.0)
Criteria: Technical lesson 70%
Subject Description: Upon completion of this lesson, the student will be able to identify and describe:

- Yaw purpose / operation
- Wind tracking data and devices
- Component descriptions
- Cable untwist function
- Yaw system control
- Yaw system faults

Subject: Maintenance Practices
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Criteria: Technical lesson 70%
Subject Description: Upon completion of this lesson, the student will be able to:

- Explain reasons, methods and importance of following maintenance procedures consistently
- Explain hazards associated when performing maintenance procedures
- Identify the consequences of not following proper maintenance procedures

Subject: Electrical Systems, Components, and Schematics
Subject Hours: 8.0 Hours (.0 lecture/0.0 lab)
Criteria: Technical lesson 70%
Subject Description: At the end of this lesson the student will be able to accurately:

- List the 2 common electrical schematic methods
- Identify various schematic symbols and labeling
- Identify potential energy sources on a schematic diagram
- Identify the elements of:
 - Safety-chain/loop,
 - Latching,
 - Lock-out
 - PLC to Motor-Control
 - Reversing sub-circuits
- Follow an electrical schematic diagram to trace a circuit from source to load

G4-Gate 4 Continued

Subject:	Electrical Simulator Labs/Practical Evaluations, PLC and SCADA Demo
Subject Hours:	23.0 Hours (0.0 lecture/23.0 lab)
Criteria:	Technical. Pass or fail practical evaluation
Subject Description:	Upon completion of this lesson of instruction, the student will be able to demonstrate how to accurately and safely: <ul style="list-style-type: none">• Follow LOTO procedures• Perform pre-power up checks and follow all electrical safety precautions including Hot Cold Hot Checks• Follow the schematics to build, operate and troubleshoot motor control circuits• Troubleshoot motor control circuits, components and devices to identify faults

G5-Gate 5

Subject:	Fasteners, Torque and Tension
Subject Hours:	32.5 Hours (8.5 lecture/ 24.0 lab)
Criteria:	Safety lesson 80% and pass or fail practical evaluation
Subject Description:	At the end of all lessons in this course of instruction, the student will be able to explain the basic dynamics of fasteners and demonstrate how to safely use hand-held and hydraulic torque and tension equipment.

Subject:	Basic Hydraulics
Subject Hours:	4.5 Hours (4.5 Lecture/ 0.0 lab)
Criteria:	Technical lesson 70%
Subject Description:	Upon completion of this lesson, the student will be able to: <ul style="list-style-type: none">• Describe hydraulics and what they are used for• Read a hydraulic schematic• Explain a basic hydraulic system• Describe an accumulator

G6-Gate 6

Subject:	Cell Site Basics
Subject Hours:	2.0 Hours (2.0 lecture/ 0.0 lab)
Criteria:	Technical lesson 70%
Subject Description:	Upon completion of this lesson, the student will be able to accurately identify and/or define: <ul style="list-style-type: none">• Different types of cell towers• Ground components and structures• Tower components and appurtenances
Subject:	Capstan Hoist
Subject Hours:	1.0 Hours (1.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	Upon completion of this lesson, the student will: <ul style="list-style-type: none">• Define a capstan hoist and its features• Define anchorages, blocks, ropes, and how to use and inspect them
Subject:	Radio Frequency Awareness
Subject Hours:	0.5 Hours (0.5 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	Upon completion of this lesson of instruction, the student will be able to accurately: <ul style="list-style-type: none">• Define Radio Frequency (RF)• Define what makes RF dangerous• Explain how RF works• Identify the hazards when working around RF• Identify how to avoid RF hazards• Recognize RF signage and their implication/s
Subject:	Lines and Antennas
Subject Hours:	1.5 Hours (1.5 lecture/0.0 lab)
Criteria:	Technical lesson 70%
Subject Description:	Upon completion of this lesson, the student will be able to safely and accurately: <ul style="list-style-type: none">• Define and explain line and antenna procedures
Subject:	CADWELDING
Subject Hours:	1.0 Hours (1.0 lecture/0.0 lab)
Criteria:	Safety lesson 80%
Subject Description:	Upon completion of this lesson, the student will: <ul style="list-style-type: none">• Define the CADWELD process• Explain safety measures when using CADWELD
Subject:	Lines and Antennas, Capstan Hoist and CADWELD Labs/Practical Evaluations
Subject Hours:	24.0 Hours (0.0 lecture/ 24.0 lab)
Criteria:	Pass or fail practical evaluations
Subject Description:	Upon completion of this lesson, the student will: <ul style="list-style-type: none">• Safely and accurately perform a lift using a capstan hoist• Hang and remove an antenna from a tower• Demonstrate rigging techniques• Perform weatherproofing• Perform grounding for coax line• Determine and demonstrate color coding• Safely and accurately perform a CADWELD

Course Schedule 2021-2022

All course dates/schedule is subject to change. The school operates on a year round basis. In observance of the following holidays, classes will not be offered on:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday, Day after Thanksgiving
- Christmas Day

AS1007 Renewable Energy and Communications Tower Technician Program 28 Days (7 weeks/240 Hours)

*Make up hours for no school holidays that fall within the regular schedule will be dispersed throughout the Tuesday – Friday scheduled days or on a Monday to account for 240 hours.

All scheduled dates are subject to change.

2021

1. March 23-May 7
2. May 11-June 25
3. June 29-August 13
4. August 17-October 1
5. October 5-November 19 (No school November 11)
6. November 30-January 21, 2022 (No school December 21-24, 31)

2022

1. January 25-March 11
2. March 15-April 29
3. May 3-June 17
4. June 21-August 5
5. August 9-September 23
6. September 27-November 11 (No school November 11)
7. November 15-January 13, 2023 (No school November 22-25, December 27-30, January 2)

Instructional Schedule

Training hours are Tuesday through Friday. Class periods typically meet on the following schedule:

Instruction	8:00-10:00 am
Break	10:00-10:15 am
Instruction	10:15 am -12:00 pm
Lunch	12:00-12:30 pm
Instruction	1:00-3:00 pm
Break	3:00- 3:15 pm
Instruction	3:15-5:00 pm

Some days of instruction will last nine hours, e.g., the Signalperson and Level 1 Crane Rigging labs; Intermediate Electrical Theory lecture; and Lines and Antennas, Capstan Hoist and CADWELD Labs/Practical Evaluations.

Exception to lunch schedule: Students will be notified of exceptions to the scheduled lunch break as far in advance as possible. Potential reason for lunch schedule exceptions: Lunch may be taken slightly earlier or slightly later or extended by 30 minutes to allow for pre-scheduled group interviews.

Instructional Delivery

Airstreams currently administers courses primarily in instructor-led, classroom and lab based format. These courses are designed to be delivered at the Airstreams Campus. The Airstreams program is taught in English and all student material is written in English. Any assessments/assignments that require instructor review will be processed and returned with scores within 5 days.

Portions of some lessons are taught on simulated equipment to facilitate the required learning. In these cases, all equipment used is inspected to ensure the safety of the simulation and students are provided all necessary Personal Protective Equipment, as well as training on how to properly use it.

All equipment utilized in our course is comparable to equipment generally used in all energy related industries. Equipment is inspected monthly and is in good working condition. The equipment used for instructional purposes provides the student with the necessary experience and skills to prepare each student for an entry-level position in the wind, communication tower and other industrial focused industries and to perform the tasks associated with those positions.

Airstreams utilizes a Process and Guidelines for Training Development that provides a thorough method for planning, implementing, and evaluating coursework and learning events. Learning events are promoted as an important investment because education is essential to sustaining growth and competitiveness. Airstreams is committed to providing quality education that responds to an identified need and results in on-job performance.

Required Dress

No shorts, sleeveless shirts, or sandals allowed. Sturdy work/hiking boots (composite or steel toed preferred, but not required) steel or fiberglass shank with a defined heel. Cotton pants, (jeans are acceptable), cotton long and short sleeve shirts. Form fitting, durable work gloves (Examples: CLC Handyman, Mechanix Wear, Iron Clad). Optional seasonal cold weather gear (Examples: Wind resistant lined work jackets, hooded sweatshirt, balaclava, insulated overalls or coveralls, natural fiber upper/lower “long johns”).

Progress Policies

Learning outcomes are established for each ARI course. All learning outcomes state the performance expected of each student and under which condition the behavior is performed. All learning outcome statements meet the following criteria:

1. States the expected performance in measurable terms.
2. Specifies the condition under which the learner is to perform.
3. Specifies the criteria for acceptable performance.
4. Is directly related to the subject matter and content.

It is ARI’s goal to ensure that each of our students meet all established learning outcomes within our program. Our instructors closely monitor student progress and adjust instruction as needed. Instructors will work with you and are here to help, so please be sure to communicate with them if you are struggling.

Grading Plan – Requirements for Graduation

In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a “pass” rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Attendance Policy

At the beginning of each course, students are required to sign in on the appropriate course roster during registration. The instructor keeps a daily attendance record.

Daily attendance is required. One of the most significant factors that contribute to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course. Consider attendance at Airstreams as a job interview. Employers will be looking for graduates with perfect (or near-perfect) attendance records. Students must attend at least 90% of the scheduled class hours on a cumulative basis. You are expected to call the Marine Corps Base Hawaii campus office at (808) 900-3255, if you will be absent.

Absence

If a student misses a class, it is the student’s responsibility to work with the instructor or Training Supervisor to make-up the missed instruction in both content and time, e.g., hours or days missed, lesson, exam, or practical evaluation missed. If a student misses class (up to 10%), the Training Supervisor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. Make-up hours must be prearranged with the instructor and/or Training Supervisor, must not interfere with other scheduled class hours/activities, and must be completed by the end of the course or within the maximum timeframe of 150% of the class time. If the missed instruction cannot be made-up or if a student misses more than 10% of the instruction and falls below the 90% attendance requirement, the student will not be a graduate of the course. Any student who is absent from class for three consecutive days without contacting the instructor or school and without a valid excuse will be considered automatically withdrawn from the course.

Tardiness/Early Departure

Students are expected to be in their seats at the scheduled times, ready for instruction at the beginning of class and following any lunches or breaks. Tardiness is a disruption to the learning environment and is not acceptable. A tardy is a late arrival for any scheduled start time.

In addition, early departure from class (leaving before the instructor releases the class) is counted as a tardy.

Tardiness and early departures will be counted toward the 90% attendance policy as follows:

- 3 tardies or early departures = written/documented counseling.
- 4 tardies or early departures = one-half (1/2) day of absence.
- Tardiness or early departures in conjunction with absence will count cumulatively toward the 90% attendance rule which could result in academic probation.

Satisfactory Academic Progress

Satisfactory academic progress is evaluated at least weekly throughout the program.

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% at the conclusion of each evaluation period for the safety assessments and 70% for the technical assessments. Incomplete grades are not given, and students must repeat any assessment in which they earn less than an 80% average or 70% average accordingly. Students will be allowed two additional attempts to retake an assessment. Work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each lesson interrupted by the withdrawal. All interrupted lessons, if available at the time of reenrollment, must be repeated upon readmission to ARI.

Probation

Students who are making unsatisfactory progress (less than 90% attendance and/or less than 80% or 70% accordingly on weekly assessments) will be contacted by the Training Supervisor to offer support and assistance along with being placed on academic probation at that time. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. This can include retaking an assessment within one week of the failure or demonstrating sustained academic progress toward program completion. These discussions will be documented via a Student Progress Report.

If after receiving additional support, the student continues to not be successful with the initial retake of the exam or practical evaluation, an additional conference will be held between the Training Supervisor and the Student to evaluate the student's continuance in the program and to determine the best course of action for sustained improvement. Students will be allowed two attempts to retake any assessment required. If unsuccessful after a total of two retakes, the student will be notified of termination verbally and in writing. The retake must be taken within one (1) week of the original assessment date failure or the student must demonstrate sustained academic progress toward program completion in order to stay compliant with the student academic progress policy.

In the case of a termination due to unsatisfactory academic progress and the student notifies ARI that they wish to re-enroll (which must be in writing), the student will be placed on a waiting list and re-enrolled in another administration of the same course, as space is available. Re-enrollment or re-entrance will be approved only after evidence is shown to the Vice President of Operations satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. Upon return, the student will be placed on an academic plan to monitor student progress to ensure satisfactory progress is being made.

Appeal Process

The student may submit a written appeal of his/her placement on academic termination within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Vice President of Operations. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Airstreams will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status with a written academic plan, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of ARI's receipt of the appeal. The decision of the Vice President of Operations is final.

Students reinstated upon appeal are on a probationary status with a written academic plan for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The Renewable Energy and Communications Tower Technician (AS1007) program, 7 weeks in length, must be completed within 10.5 calendar weeks.

Students exceeding the maximum time frame will be administratively withdrawn.

For VA Students only: All VA students are required to finish their program requirements within the allotted timeframe for the course contract offered.

Tuition Funding Options/Assistance

Tuition and Fees: Tuition and fees for the Renewable Energy and Communications Tower Technician Program can be found in the course description section of this catalog.

Payment arrangements for courses must occur before or on the first day of instruction. Payment may be made by cash, check, money order, (Visa, MasterCard or American Express) or direct payment from the VA.

Military Education Benefits: Airstreams is approved by the Hawaii State Approving Agency to enroll Veterans and other eligible persons in our program. If you are a Veteran and/or a survivor or dependent, you may have access to benefits to assist you in furthering your education, including the VA Education Benefits, Veterans Educational Assistance, and Survivors' and Dependents Educational Assistance. Our VA Certifying Officials work with Veterans and assist with the procedure to obtain the benefits. Once a Veteran student is approved, Airstreams processes the necessary paperwork with the VA to get the Veteran all of his or her benefits.

The information regarding the 1098-T below is not intended as legal or tax advice. Tax scenarios may vary by each individual. The Institution highly recommends each student consult with a tax practitioner about personal tax situations.

The 1098-T form is used by eligible educational institutions to report tuition and educational related expenses to the Internal Revenue Services (“IRS”) and to the students as required by the Internal Revenue Code.

Currently, the Institution is not required by the IRS to furnish the 1098-T to any student. If this should change, the student will be notified immediately.

Delinquent Tuition Collection Policy

It is the responsibility of the student account holder (a) to provide Airstreams Renewables, Inc. with a current address and phone number and (b) to contact the Finance Office if he or she will have difficulty meeting any payment deadlines.

The student account holder is responsible for all interest, fines, penalties, and collection costs associated with a past due or delinquent student account. The student account holder is responsible for the amount owed, even if the student no longer receives bills from Airstreams Renewables, Inc.

If a student fails to make payment to a monthly payment plan in accordance to the agreement, the account will be determined the account to be delinquent. Once the account is determined to be delinquent, Airstreams Renewables Inc., Finance department will send a formal letter to request payment and remind the student that failure to make payment will result in the account being sent to an outside collection agency. The student may lose access to services related to their certificates including access to: additional course registration, transcripts, graduation, and certificates/recertifications. If the student fails to respond within 30 days, the account will be sent to an outside collection agency.

Students Using U.S. Department of Veterans Affairs (VA) Benefits

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 Benefits (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’s enrollment
- Assess a late penalty fee
- 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.

Credit Evaluation Policy

Airstreams will review any student’s previous education and training from another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation for evaluation of transfer credit. Students utilizing their VA education benefits must provide all transcripts and Airstreams will evaluate and provide the student with an evaluation. Transcripts, course descriptions, course outlines, syllabi, and/or certifications must be provided to Airstreams to be evaluated and credit will be granted as appropriate, up to a maximum of 50% of a course. Any course/training submitted for evaluation must have been passed with at least a C/70%. Courses/certifications that will be considered are any that can be verified as offering the **same wind and communication tower specific content and rigor as ARI courses**. Because of the nature of our accelerated training, transferability of credit is extremely limited. Course fees will be adjusted accordingly (approximately \$300 per day of training for which transfer credit is

accepted). Please contact the Funding Advisor to request credit evaluation. The result of the credit evaluation will be communicated to all students via the signed Previous Education and Training form signed by both the student and Airstreams. The signed form will be maintained in the student's record. If you would like to appeal a transfer of credit, please contact the Director of Admissions.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution:

The transferability of credits you earn at ARI is at the complete discretion of an institution to which you may seek to transfer. ARI will assist with providing a transcript, course descriptions, and certificates you have earned. Acceptance of the certificates you earn in the name of ARI is also at the complete discretion of the institution to which you may seek to transfer. If the credits/certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Airstreams does not have an articulation agreement with any institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ARI to determine if your credits/certificates will transfer.

Cancellation and Refund Policies

Each student who drops will be given a comparison of drop calculations from ALL regulatory bodies that Airstreams is approved through which includes ACCET (<https://accet.org/>). Airstreams will always use the drop calculation for refunds that is most favorable for the student.

The student must contact/notify Airstreams Admissions or the Training Supervisor to cancel or to drop. A withdrawal may be effectuated by the student's notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

ACCET

Cancellations

If an applicant is rejected for enrollment by Airstreams, a full refund of all monies paid must be made to the applicant.

If Airstreams cancels a program subsequent to a student's enrollment, Airstreams must refund all monies paid by the student.

If an applicant accepted by Airstreams cancels prior to the start of scheduled classes or never attends class (no-show), Airstreams must refund all monies paid.

Withdrawal or Termination After the Start of Class and after the Cancellation Period

Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, Airstreams may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.

After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped not the tuition charged for the entire program listed on the enrollment agreement.

Refund Due Dates

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Definitions:

- **Cancellation:** A student who never attends classes at the institution after enrolling and informs the institution.
- **No Show:** A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.
- **Withdrawal:** A student who attends at least one class at the institution, but does not complete his/her program.
- **Termination:** A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- **Period of Financial Obligation:** The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
- **Last Date of Attendance (LDA):** The final date the student attends class.
- **Date of Determination (DOD):** The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

VA Benefit Recipients Refund Policy (Title 38 CFR 21.4255)

The student must contact the school to drop or cancel. VA students attending this facility will be given a pro rata refund which is prorated on a daily basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course.

(# of days of instruction remaining) ÷ (# of instructional days in the course) X (tuition charged)

In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded. The unused portion of the tuition fees and other charges paid by the VA for the individual will be refunded promptly within forty (40) calendar days of notification of a student's change of status. Airstreams pays any refund directly to the VA on behalf of the student.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal or other discontinuance there from.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

No Tolerance Conduct Policy

ARI reserves there right to remove any student who is disruptive to the learning environment. Students shall conduct themselves in an orderly and considerate manner and shall appear for classes in an alert and receptive condition. Violation of this condition is just cause for dismissal from the program.

ARI does not allow firearms or explosives of any kind on campus or at any training activity. Violation of this policy will result in immediate dismissal from the program.

ARI facilities are violence free and any altercations resulting in verbal threats or physical violence of any kind will result in immediate dismissal from the program.

Examples

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any school policy, procedure, protocol, rule, or regulation.
3. Obstructing an investigation (e.g., falsifying a report of an incident).
4. Misusing any fire equipment or other life-safety equipment on or off ARI training property.
5. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, brass knuckles, or other device used as a weapon on or off ARI training property or where not otherwise legally allowed.
6. Behaving in a manner that significantly endangers the health or safety of other people, including members of the ARI training community and visitors on or off campus.

7. Stealing, destroying, defacing, damaging or misusing school property or property belonging to others and/or participating as an accessory in such activity.
8. Infliction, threat or inciting bodily harm while on or off school property: (1) infliction of bodily harm upon any person; (2) any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
9. Using, possessing, or distributing intoxicating beverages or substances.
10. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance.
11. Forging, altering or misusing any school or other documents, forms, records, or identification cards.
12. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, in writing, or in electronic form.
13. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner dating violence, domestic violence, sexual assault, or stalking.
14. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
15. Engaging in academic dishonesty.

For further clarification, harassment/sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance.
5. Offering favors for educational benefits, such as grades in exchange for sexual favors.

Disciplinary Procedures for Student Misconduct

All disciplinary actions for student misconduct will follow a chain of custody, Training Supervisor, Regional Director of Operations, Vice President of Operations in consultation with the Vice President of EHS and Quality. Unless immediate action is required, all student conduct issues should be immediately brought to the attention of the campus Training Supervisor, who will address the student conduct and specific rules being addressed via notice, either oral or in print.

The Training Supervisor, in consultation with his/her leadership, will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student(s) and other potentially involved parties including the complainant or reporting party.

If a student does not respond to the allegations either oral or in print, a decision determining responsibility may be based on the information that is currently available. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the Vice President of Operations in consultation with the Vice President of

Quality will make a final recommendation for the executive leadership of ARI. Communication with the student of the final decision will be by the Training Supervisor in coordination with the operations leadership team.

See the Student's Rights/Complaint Policy section in this catalog for details on appealing a decision.

No Tolerance Alcohol and Drug Policy

We proudly welcome each of our students to ARI and commit to producing a healthy and safe environment for each of the students who attend our school, as well as the instructors and faculty who work at our institution. Airstreams maintains a drug-free environment. In compliance with the Drug Free Schools and Campuses Act of 1989, ARI prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campus or during any training activity. This policy applies to all employees and students. Due to the dangers involved in the course (heights, electrical hazards, etc.) we reserve the right to remove any student from class immediately if we suspect alcohol abuse, use of illegal substances, or abuse of legal drugs.

Smoking Policy

There is a non-smoking policy within the classrooms, offices, and any school vehicles. Smoking is prohibited within 30 feet of an entrance to any of the school buildings. There is no smoking in or around turbines, transformers or any equipment used for training purposes.

Copyright Policy

All student material issued to students by ARI, printed or electronic, is the copyrighted property of Airstreams Renewables, Inc.

Airstreams Renewables, Inc. strictly enforces its policy for copyright violations and complies with all copyright applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, in any form, is subject to discipline by the school and copyright violation liabilities per U.S. Copyright laws, for each separate act of infringement. Copyright infringement may also be subject to criminal prosecution.

FERPA-Records Policy

Airstreams maintains a permanent student record, electronically and original copies, that includes registration information, course title, date, instructor name, and location. Records also include quiz, final exam and practical evaluations results, certificates, and cards of completion issued, and all other required documentation. Upon successful completion of a course, the student's information is recorded in the individual student's paper file and in the electronic file. Paper files will be maintained for 3 years on campus. Students have a right to review their records at any time. Please contact the Office Manager to arrange for access.

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student of Airstreams Renewables, Inc. (ARI), you are entitled, in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), to have all information concerning your educational records (e.g., academic, student financing, billing data) kept confidential. This information cannot be discussed with anyone (parent, spouse, relative, sponsor, organization, etc.). Schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Airstreams may disclose, without consent, "directory" information. Airstreams policy is to only release student's name, dates of attendance and degrees, honors and awards. You may request that the school not disclose directory information about you in writing.

Please be aware that if anyone contacts Airstreams on your behalf, staff will be limited to providing directory information that would not generally be considered harmful or an invasion of privacy if disclosed unless written permission from you is on file. If you would like to grant permission for someone to have access to your records (e.g., potential employers), please complete a Release of Information Form and return to Admissions on the first day of class.

This policy is adhered to without exception.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These include:

1. The right to inspect and review the student's education records within 45 days after the day Airstreams Renewables, Inc. receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before Airstreams Renewables, Inc. discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Airstreams Renewables, Inc. to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Transcripts

The student will receive the first copy of their official transcript for free. For any additional copies of a transcript, there will be a \$5.00 charge each. Contact the main office 661-822-3963 for a Transcript Request Form.

Personalized Flash Drive

Upon completion of the program, students receive a personalized USB flash drive which includes:

- Program curriculum
- Student's updated Resume and a sample Cover Letter
- Reference material
- Copies of earned certificates
- Transcript

If a replacement USB flash drive is required, there is a \$15.00 replacement fee. Please contact the Training Administrative Assistant if a replacement flash drive is needed.

Certificate Distribution

Certificate/Transcript Mailing Forms will be distributed prior to the last day of the scheduled program. If not distributed on graduation day, certificates will be mailed approximately 7 business days after the graduation date. All certificates are mailed via the U.S. Postal Service.

NOTE: Students with a financial hold for tuition will not receive their certificates until the hold is released. Students who have unsatisfactory completion grade levels, attendance below 90%, withdrawal or termination for any reason will not be considered for certificates.

Certificate Replacement

All applicable course certificates are issued to the student upon graduation. If a replacement certificate is required, there is a \$25.00 replacement fee per certificate and accompanying ID card as applicable. Please contact the Marine Corps Base Hawaii campus Manager at (808) 900-3255 if replacement certificates are needed.

Audio and Video

No videotaping of class instruction by students is allowed. Audio taping is permitted during instruction. Students must notify instructors when a student intends to audio record instruction.

Pets/Service Animals

Students are not permitted to bring pets to the Airstreams campus. Service animals defined by the American Disabilities Act (ADA) are allowed. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. If you fall into this category, please speak with the Admissions Department.

Course and Instructor Evaluations

Students complete an End of Course Questionnaire which includes evaluation of the overall experience at Airstreams. The results of the questionnaires are summarized and put into a report format. These reports are reviewed and discussed by staff, and changes/improvements are made accordingly.

Student Services

Student Lodging

Securing lodging or housing is the responsibility of the student. Airstreams does not provide lodging.

Airports/Transportation

Arrangements for travel/transportation are the responsibility of the student. The following major airports are within travel distance to our Marine Corps Base Hawaii training facility:

Daniel K. Inouye International Airport (HNL) Approximately 20 miles

New Student Orientation

The Instructor facilitates the orientation presentation on the first day of class. The orientation introduces students to the Airstreams team of employees and what their specific functions are to help students. The orientation also provides a list of rules and expectations for new students and allows them to better understand what to expect and what they will gain from their studies at Airstreams.

Student Counseling

Airstreams management provides counseling services for any student who is struggling in specific areas. This counseling may include discussions pertaining to obstacles which may be preventing students from focusing in class, concerns with necessary accommodations, including hidden disabilities.

Graduation Ceremony Luncheon

Student Services conducts a formal graduation ceremony at which students receive a class photo and a celebration luncheon.

Career Placement Services

Airstreams Renewables, Inc. cannot guarantee job placement after graduation, but we do assist students in a variety of ways. The first step in assisting our students is the training they receive on resume writing, cover letter writing, and interviewing skills which includes mock interviews. Our Placement Services team provides all students career opportunity listings via the student job board, email, and text, both during the time students are in class and after graduation. Hiring company contact information is included and we assist, as needed with application submission. Students are also provided with links to pertinent job boards and encouraged to post their resumes. ARI has dedicated staff members who work closely with dozens of companies to fill their open positions and career placement assistance doesn't end at graduation. We maintain career profiles for each student to ensure they receive the most current job listings available.

Student's Rights/Complaint Policy

Students have the right to receive a quality education and fair, supportive treatment from our staff. If you have any difficulties or problems while attending our programs, we encourage you to communicate with the ARI staff to resolve any issue of concern. If, in working with our other staff, you do not find a resolution, then please contact the Training Supervisor. The complaint will be investigated and a written response will be provided upon request.

Students may request a copy of the Airstreams policy, "Student Grievance and Appeal Process" from any staff member.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Airstreams to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to contact ACCET as follows: ACCET, Chair, Complaint Review Committee, 1722 N Street, NW Washington, DC 20036. Telephone 202-955-1133, Fax 202-955-1118, email complaints@accet.org, website www.accet.org.

School Catalog Acknowledgement

I acknowledge that I have received, read, understood and will comply with the information contained in this Student Handbook/Catalog.

Student's Name (Print)

Student Signature

Date