TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

National Coalition Certification Center (NC3) • Southeast Regional Training Center

2017 STUDENT HANDBOOK AND CATALOG

426 Highway 91 North
Located in the Watauga Industrial Park
Phone 423-543-0070 • Fax 423-547-2587

WWW.TCATELIZABETHTON.EDU

A Tennessee Board of Regents Institution

Spring Trimester 2017
January 4, 2017 through April 24, 2017
Student/Staff Holiday January 2
Student Holiday/In-Service January 3
New Student Registration (if previously admitted) January 4
Student Holidays/In-Service March 13-17
Administrative Closing Student/Staff April 14
Student Holidays April 25-28

Summer Trimester 2017
May 1, 2017 through August 21, 2017
New Student Registration (if previously admitted) May 1
Student/Staff Holiday May 29
Student Holidays June 26-30
Student Holidays July 3, 5-7
Student/Staff Holiday July 4
Student Holidays August 24-31

Fall Trimester 2017
September 5, 2017 through December 15, 2017
Student Holiday September 1
Student/Staff Holiday September 4
New Student Registration (if previously admitted) September 5
Student/Staff Holiday November 23
Administrative Closing Student/Staff November 24
Student Holidays December 18-22
Student/Staff Holiday December 25
Administrative Closing Student/Staff December 26-29

2017

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TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— ELIZABETHTON —

CATALOG
STUDENT HANDBOOK

This catalog has been prepared to provide information about education and training opportunities provided by the Tennessee College of Applied Technology Elizabethton. It is designed to serve as a guide for high school students, parents, guidance counselors and others who are interested in and seeking training for employment.

Tennessee College of Applied Technology Elizabethton
www.tcatelizabethton.edu
(423) 543-0070   Fax (423) 547-2587

Main Campus, 426 Highway 91 North, Elizabethton, TN 37643

Mountain City Instructional Center
110 Pioneer Village Drive, Mountain City, TN 37683
(423) 727-8747

ETSU at Kingsport Campus
1501 University Boulevard, Kingsport, TN 37664
423-392-8049

EFFECTIVE DATE – JANUARY 1, 2017

The Tennessee College of Applied Technology Elizabethton is a member of the Tennessee Board of Regents system, which includes six universities, 14 two-year colleges, and 27 Tennessee Colleges of Applied Technology. Over 80 percent of all Tennessee students attending public institutions of higher education are governed by the TBR system. The offices of the Tennessee Board of Regents are located at 1 Bridgestone Park, Nashville, Tennessee 37214, telephone (615) 366-4400.

Catalog and Student Handbook

Tennessee College of
Applied Technology Elizabethton

The course offerings and requirements of the school are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The school reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and former students. Enrollment of all students is subject to these conditions.

The Tennessee College of Applied Technology Elizabethton provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the school, are trained and qualified for teaching at the College of Applied Technology level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program. As a result, the school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

Table of Contents

Staff / Faculty

Administration

Dean Blevins	Director
Danny O'Quinn	Assistant Director
Patricia Henderson	Student Services Coordinator

Support

Nancy Perkins	Office Manager
Ranee Dula	Administrative Assistant
Jacqueline Woodward	Technical Support / Bookstore
Valerie Carrier	Business Office
Ashley Edens	Financial Aid Coordinator
Johnny Burleson	Financial Aid
Tyler Hankes	IT Support
Bob Robinson	Institutional Development
Lori Clarke	Counselor / Student Services
Charles Snodgrass	Recruiter / Technical Coordinator
Rickie Glass	Technology Foundations Assistant
Freddy Julian	Maintenance
Dana Blackburn	Maintenance
Michael Perrigan	Maintenance

Faculty

Alesia "Lisa" Miller	Instructor, Administrative Office Technology
James Smith II	Instructor, Administrative Office Technology
Jacky Livingston	Instructor, Automotive Technology
Nate Hall	Senior Instructor, Computer Information Technology
John Lee	NC3 Certified Instructor / SkillsUSA Coordinator
Tim Ward	Instructor, Diesel Powered Equipment Technology
Lester Julian	Adjunct Faculty, Diesel Powered Equipment Technology
Justin Booth	Adjunct Faculty, Diesel Powered Equipment Technology
Philip Peters	Associate Instructor, Electricity/Electronics
Lee Cole	Adjunct Faculty, Electricity/Electronics
Doug Street	Associate Instructor, HVAC/Refrigeration
Scott LaForest	Associate Instructor, Machine Tool Technology
Brian Irick	Associate Instructor, Millwright/Industrial Maintenance
Cathy Ashburn	Coordinator/Instructor, Certified Nurse Assistant-Phlebotomy
Kacie Hauldren	Director, Nursing
Sandy Barker	Master Instructor, Nursing
Kathryn Bullen	Instructor, Nursing
Emma Hopson	Master Instructor, Nursing
Melissa Price	Instructor, Nursing
Tim Pierce	Associate Instructor, Pipefitting and Plumbing
Dale Hicks	Senior Instructor, Welding
Jimmy Kee	Instructor, Welding
Lisa Blackburn	Senior Instructor, Dietary Manager/Technology Foundations
Phyllis Ensor	Adjunct Faculty, Dietary Manager
Eric Crawford	Adjunct Faculty, Dietary Manager

Welcome to the Tennessee College of Applied Technology Elizabethton, located in mountainous Northeast Tennessee, along the banks of the Watauga River, within a short driving distance from the North Carolina and Virginia state lines.

TCAT Elizabethton has been designated an NC3 Regional Training Center, one of only four in the U.S. The college is accredited by the Commission of the Council on Occupational Education and governed by the Tennessee Board of Regents.

TCAT Elizabethton offers full-time on campus programs in Administrative Office Technology, Automotive Technology, Computer Information Technology, Diesel Powered Equipment Technology, Electricity-Electronics, HVAC/Refrigeration, Machine Tool Technology, Millwright/Industrial Maintenance, Pipefitting and Plumbing, Practical Nursing and Welding. These programs may be completed in 12 to 20 months.

Safety guidelines suggested by the National Center for Construction Education and Research (NCCER) are followed in our programs.

We deliver when it comes to assisting our students. You will receive the individual attention you deserve so that your success is virtually guaranteed. All we ask is that you come each day.

May the time you spend at TCAT Elizabethton be a happy and productive period that will lead to a richer, more fulfilled life.

Sincerely,

Dean Blevins, Director

Background

The Main Campus of the Tennessee College of Applied Technology Elizabethton is located at 426 Highway 91 North in the Watauga Industrial Park, across from the Elizabethton Municipal Airport. Classes are also offered at the Mountain City Instructional Center, 110 Pioneer Village Drive, Mountain City, and at the ETSU at Kingsport Campus, 1501 University Boulevard, Kingsport.

Important Milestones:

- October 1, 2015, TCAT Elizabethton observed its 50th anniversary of operation.
- 2004, the college received the Exceptional Training Provider Award from the Tennessee Higher Education Commission for having the highest student job placement rate among 152 public and private postsecondary Workforce Investment Act training facilities in the state of Tennessee.
- August 20, 2012, construction of three new buildings and renovation of a fourth building began. The consolidated campus, completed in 2014, provides 95,000 square feet of training space to allow most training programs to be taught at one location. It replaced the 30,000-square-foot training facility, the original site located at the Herman Robinson Campus, 1500 Arney Street, in Elizabethton.
- 2013, the Tennessee College of Applied Technology Elizabethton was presented a plaque in recognition of 40 years of accreditation with the Council on Occupational Education and Commitment to Quality and Integrity in Career and Technical Education.
- August 1, 2014, elected and appointed federal, state and local government officials and educators attended the ribbon-cutting ceremony to officially open the $16-million campus consolidation project.
- October 8, 2014, state and local government officials joined business and industry executives and representatives to announce a Snap-on, Trane and NC3 strategic partnership with TCAT Elizabethton. National Coalition of Certification Centers (NC3) develop, implement and sustain industry-recognized portable certifications built on national skill sets.
- 2015, TCAT Elizabethton became a Trane NC3 Certification Training Center. TCAT Elizabethton will now award Trane NC3 Certifications related to Heating, Ventilation, Air Conditioning and Refrigeration.
- August 14, 2015, TCAT Elizabethton became the first of 27 Tennessee Colleges of Applied Technology to offer Mopar Level 1 Technician Certification to graduates of automotive and diesel programs leading to possible employment with area Chrysler dealers and others throughout the United States. TCAT Elizabethton has also developed a training partnership with Triad Freightliner of Tennessee.
- 2015, the Diesel Powered Equipment Technology Program at TCAT Elizabethton received the 2015 National Technical Program of the Year Award from the American Technical Education Association.
- September 1, 2015, Tennessee Promise and Tennessee Reconnect scholarships began. Tennessee Promise for high school seniors and Tennessee Reconnect for adults offers two years of free tuition at TCAT Elizabethton, after other applicable financial aid has been applied.

TCAT Elizabethton has a headcount enrollment of approximately 1,000 students, with an average of 32 years of age, who commute to classes daily from their residence in Carter, Johnson, Sullivan, Unicoi, and Washington Counties. At TCAT Elizabethton, the program completion rate, job placement rate, and licensure pass rate on the Tennessee Board of Nursing exam has averaged 90 percent for the past several years.

TCAT Elizabethton employs 42 full-time and part-time faculty and staff. Its annual operating budget of $3.2 million generates $11 million to the local economy. The tuition to attend TCAT Elizabethton is approximately $3,555 for 12 months of training. Financial assistance, up to $7,775 per year, is available from the Tennessee Lottery Wilder-Naifeh Scholarship and Federal Pell Grant to students who qualify.

Tennessee College of Applied Technology Foundation

The Community Board of Directors for the Tennessee College of Applied Technology Elizabethton held an organizational meeting on October 25, 2006.

A non-profit organization, the foundation has been designated a 501(c)(3) organization by the Internal Revenue Service. The purpose of the foundation is to promote education in the state of Tennessee; solicit, accept, administer and recommend disbursement of donations for the support and advancement of the Tennessee Colleges of Applied Technology; and, foster, support and aid the educational objectives and mission of the Tennessee Colleges of Applied Technology.

The Community Board of Directors for the Tennessee College of Applied Technology Elizabethton set a fundraising goal of $1 million and established the following donation categories: physical facilities, equipment, student scholarships and undesignated gifts.

Mission and Purpose

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The colleges fulfill the mission by:

- Providing competency-based training through various types of instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.

- Providing high quality training and retraining of employed workers.

- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

Advisory Committees

Advisory committees play an important role in the school by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas. The General Advisory Committee meets twice a year, once in the spring and again in the fall.

Tennessee College of Applied Technology General Advisory Committee

Deacon Bowers, State Veterans
    Employment Representative (Ret.)
Brian Culbert, CTE Director
    Elizabethton City Schools
Bill Darden, Office of Congressman
    Phil Roe
Nate Hall, Computer Instructor,
    TCAT Elizabethton
State Rep. John B. Holsclaw, Jr.
    Tennessee House of Representatives
Patricia Holtsclaw, President
    Mountain States Foundation
Leon Humphrey,
    Carter County Mayor
Dr. Jane Jones,
    Chief of Staff, ETSU
Jerome Kitchens, City Manager
    City of Elizabethton
Lana Moore, Office of U.S. Senator
    Lamar Alexander
Dr. Brian Noland, President
    East Tennessee State University

Kathy Pierce, Executive Director
    Alliance for Business & Training
Robin K. Pritchard, Human
    Resources Manager, Snap-On
Robert Reedy,
    Reedy & Sykes Architects
Bob Robinson, Coordinator
    Institutional Development
Jill Salyers, Office of U.S.
    Senator Bob Corker
Dr. Bo Shadden, CTE Director
    Sullivan County Schools
J. Parker Smith, Eastman Chemical
    Company and Regent
Dwayne Taylor, CEO
    Sycamore Shoals Hospital
Mickey Taylor, CTE Director
    Carter County Schools
Dr. Kevin Ward, Director
    Carter County Schools

Vision

In order to achieve its mission and purpose, the Tennessee College of Applied Technology Elizabethton subscribes to a vision that includes the following:

- Being the recognized leader in the Tri-Cities region in providing world-class technical training;

- Being the first choice for providing technical training for entry-level skills and upgrading of existing skills;

- Working partner with area business and industry in providing training for the 21st century;

- Supporting students by providing them with learning opportunities, based upon individualized instruction, when possible, and attending to each student's unique learning needs, while instilling a strong foundation of knowledge and skills in sophisticated technologies, along with a positive work ethic;

- Being the first place employers in the Tri-Cities contact when seeking highly qualified and skilled workers;

- Supporting faculty and staff by providing continuing opportunities to improve their professional expertise and excel in their work through training and resources necessary and by providing a work environment that is conducive to the growth and development of each employee;

- Being successful in the training of students as demonstrated by their work success;

- Providing a positive learning environment where the needs of the students and the community are the umbrella under which all decisions are made; and,

- Staying on the cutting edge of technological changes in each program and in the curricular offerings.

Accreditation

Tennessee College of Applied Technology Elizabethton is governed by the Tennessee Board of Regents and accredited by the Council on Occupational Education. TCAT Elizabethton, a Workforce Investment Board training facility, is approved for the training of veterans by the Tennessee Office of Veteran's Affairs and the Tennessee Higher Education Commission.

The offices of the Commission of the Council on Occupational Education are located at 7840 Roswell Rd., Suite 325, Atlanta, GA 30350, telephone 1-800-917-2081.

Faculty

Tennessee College of Applied Technology Elizabethton faculty have extensive experience in their respective fields. They are employed by the Tennessee Board of Regents on the basis of their technical competence and professional training. A continuing program of supervision and teacher training is provided to keep the instructors current on trends, new developments, ideas, materials, teaching aids, and equipment in their area of specialization in vocational education.

Calendar of Operations

The Tennessee College of Applied Technology Elizabethton operates on a year-round basis, dismissing only for the observance of legal holidays, teacher in-service, term breaks and student vacation days. Students who are enrolled in full-time training programs receive 30 hours of training per week. Part-time class schedules will vary. School calendars are made available to all students, faculty and staff.

Release of Student Directory Information

The following items of student information are classified as "directory information" and may be released by the College without the consent of the student:

- Name
- Address
- Date and Place of Birth
- Certificate and/or Diploma Awarded (employment purposes only)
- Area of Training
- Enrollment Status Full- or Part-time

Upon written request to the Student Services Coordinator, a student may deny the issuance of any or all directory information.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Details of FERPA can be found on the TCAT Elizabethton website, www.tcatelizabethton.edu. From the Home Page, select Consumer Information. To file a complaint, contact the following office:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

TCAT Elizabethton also complies with the Gramm-Leach-Bliley Act. This act assists financial institutions in protecting the security of individuals' non-public financial information. Details of this act can be found on our website.

General Student Information

Admission Requirements/Procedures

Anyone who desires to attend the Tennessee College of Applied Technology Elizabethton must be at least 18 years old and not attending public school. However, high school students may attend, subject to space availability, through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology Director.

Effective January 4, 2010, students enrolling in full-time (30 hours per week) training courses at the Tennessee College of Applied Technology Elizabethton for the first time (excluding students enrolling in online courses and those taking Certified Nurse Aide training on campus) must provide proof of immunization for measles, mumps, rubella, and chicken pox.

Steps to apply for admission are as follows:

1. Complete an Admissions Application and Immunization Form, which are available online at www.tcatelizabethton.edu and at the Main Campus. Mail or deliver the Admissions Application and Immunization Form, with requested documentation attached, to the Main Campus. If classes are full, the applicant's name is placed on a waiting list. When an opening exists, applicants will be contacted and admitted in the order applications were received. The enrollment period may vary by program due to space availability and the anticipated date to complete the training program.

2. Every student who enrolls in full-time training programs at the Tennessee College of Applied Technology Elizabethton will be evaluated in the Technology Foundations Lab. If deficiencies are found in reading, writing, mathematics or study skills, the student must participate in a personalized remediation program as part of the regular instructional day. This activity is designed to help students make satisfactory progress in their chosen field of study.

3. Applicants who are not currently enrolled in high school are eligible for admission, provided they declare an occupational objective and demonstrate, through testing and counseling, reasonable potential for achieving that objective.

4. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants.

Note: Some classes, such as the Practical Nursing Program, may have different application procedures and may require certain additional physical and educational requirements. See the individual program listings for complete and specific requirements. Additional information may be found on the TCAT Elizabethton website, www.tcatelizabethton.edu.

PROGRAM WITHDRAWALS

Students should comply with all institutional and financial aid regulations when withdrawing, appealing suspension or probation procedures, and applying for readmission. Contact the Student Services and Financial Aid Offices for additional information.

Withdrawal procedures are as follows: (1) Inform proper personnel of intention to withdraw. (2) Instructor will obtain approval signatures from the Business Office, Financial Aid Office and Admissions Office.

APPLICATION FOR READMISSION

Students in good academic standing who withdraw from school for personal or health reasons will be readmitted with the approval of the Student Services Coordinator. Students who have unsatisfactory academic progress or attendance violations must set out the remainder of the current term before applying for readmission. The Readmission Screening Committee will advise the student of needed remediation to be completed prior to consideration of readmission, subject to space availability. Recommendations on readmission must be approved by either the TCAT Elizabethton director or the nursing director if a Practical Nursing student. Students who withdraw or drop during a term will have a waiting period of one complete term before being eligible for readmission. Students who have completed a program will have a one-year waiting period before readmission to another program.

VISITORS

Visitors and prospective students are always welcome. Students are encouraged to bring prospective students to visit the school or a particular program. All visitors must check in through an administrative office.

POLICY OF MINORS ON CAMPUS

TCAT Elizabethton is an institution of postsecondary education/training and, as such, must preserve conditions which will permit a proper learning and working environment at all times. Students, faculty, and staff may not leave minor children unsupervised on campus.

It is not the intent of this policy to prevent children, accompanied by an adult, from visiting the campus. However, consideration for the learning/ training environment of the students, the work routine of staff employees, and the safety of the children requires that children may not accompany adults into classrooms, offices, or other work space as a babysitting function nor be left unsupervised in the halls or grounds of the school. Childcare facilities should be utilized whenever possible.

In certain circumstances, children may be on campus when accompanied by an adult for a brief period of time. At such times, it is expected that the responsible adult will supervise the activities of the child.

Where a condition exists that does not appear to be covered by this policy, inquiry should be made to the Student Services Coordinator or the Director.

TRAFFIC AND PARKING

Students are required to follow the traffic flow and observe the 10 mile per hour speed limit on school grounds. Unless authorized to do so, students are prohibited from parking in areas designated for the handicapped and staff, as well as in other unauthorized parking areas. The administration may impose a fine for violation of this policy.

TELEPHONE CALLS

Cell phones must be turned off while in class. Students are not allowed to use business telephones. Students will not be taken out of class to receive telephone calls except in an emergency.

ENVIRONMENTAL POLICY

The Tennessee College of Applied Technology Elizabethton is committed to continued excellence, leadership, and stewardship in protecting the environment. Environmental protection is a primary management responsibility, as well as the responsibility of every employee. In keeping with this policy, our objective as a school is to reduce waste and achieve minimal adverse impact upon the air, water, and land through excellence in environmental control.

The Environmental Guidelines include the following points:

- Environmental protection is an important measure of employee performance. In addition, every employee is responsible for environmental protection in the same manner as he or she is for safety.

- Minimizing or eliminating the generation of waste has been and continues to be a prime consideration in school operation, and management considers it as important as safety and education.

- Reuse and recycling of materials are given first consideration prior to classification, treatment, and disposal of waste.

Student Rights Information

PUBLIC LAW 93-380 PRIVACY RIGHTS ACT

Tennessee College of Applied Technology Elizabethton adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records are provided to students and parents of dependent students as they relate to them and the dissemination of personally identifiable information without the student's consent is limited.

POLICY ON AFFIRMATIVE ACTION
TITLE VI/TITLE IX/ SECTION 504

Tennessee College of Applied Technology Elizabethton is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. The designated Affirmative Action Coordinator is Patricia Henderson, Student Services Coordinator. For a copy of TCAT Elizabethton policies, visit the college website, www.tcatelizabethton.edu.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in

hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

CAMPUS SECURITY

In support of the "Crime Awareness and Security Act of 1990," TCAT Elizabethton makes every effort to provide a crime-free campus. An electronic security system provides protection for buildings and equipment during periods of non-occupancy. In the event of criminal action during periods of occupancy, the local police authorities will be called. The school compiles statistics on crimes committed on campus each year. These statistics are available from the administration upon request and posted on the TCAT Elizabethton website.

EMERGENCY ALERTS

Rave Mobile Safety, an important campus information system, will to be sent to TCAT Elizabethton students via cell phone, text pager, e-mail, web page, etc.. The alert includes lock downs, fire drills, inclement weather, changes in school operation schedules, and other campus matters.

DRUG-FREE CAMPUS

TCAT Elizabethton reserves the right to enforce its zero tolerance policy on drugs by its occasional unannounced use of the local K-9 drug unit as a means of ensuring a drug-free campus.

SOLICITATION

Solicitation is prohibited on any campus facility.

HIGH SCHOOL DIPLOMA OR EQUIVALENT

TCAT Elizabethton encourages all students to obtain a high school diploma or equivalent for future employment.

Expenses

Tennessee Colleges of Applied Technology Fee Schedule

EFFECTIVE FALL TRIMESTER 2016

Hours	Tuition	Tech Fee	**Total
1-40*	$183.00	$41.00	$234.00
41-80*	247.00	41.00	298.00
81-135*	372.00	41.00	423.00
136-217*	631.00	67.00	708.00
218-340	1,019.00	67.00	1,096.00
341-432	1,139.00	67.00	1,216.00

*The College of Applied Technology has the option of charging $2.50 per hour within this range.

Total includes Student Activity Fee of $10.00 per trimester for on-campus programs.

Special Academic Fees, Per Trimester: Welding Technology, $100.00, and Practical Nursing, $100.00. There may be additional costs depending upon the program. Tuition and technology fees are set by the Tennessee Board of Regents.

FEES

Fees listed in this catalog are subject to change without notice. The school, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete or change fees for admission to the school at any time without prior notice to the public.

FULL-TIME STUDENT FEES

All full-time students enrolling for more than 341 hours, whether resident or nonresident, will pay the current maximum tuition fee. Students enrolling or completing between terms beginning and ending dates will pay a prorated fee for that term based upon the fee schedule. Fees must

be paid during registration before a student will be officially admitted to class, except for certain eligible veterans or their dependents who are allowed, by law, deferment of fees. Thereafter, the fee must be paid by the beginning of each term.

PART-TIME STUDENT FEES

Students enrolling in short-term, part-time, supplemental or special programs will be assessed a fee based upon the number of training hours for that particular program. The fee is collectible at the beginning of the program. Students must also pay the Technology Fee and Student Activity Fee.

LATE REGISTRATION

Students who are continuing their enrollment are encouraged to register by the first day of the next term. Any student who does not preregister or register by the first day of the term may lose his/her position in that program. TCAT Elizabethton reserves the right to enroll a new student in that position.

Students who register late are counted as absent until the day fees are paid. Any student who is not registered by the third day of the term may be terminated. When a student is terminated for failure to register, he/she must re-apply for admission before entering the college.

TECHNOLOGY ACCESS FEE

TCAT Elizabethton has always advocated and continues to support the position that student costs be kept at the most reasonable levels possible in order to make your postsecondary training experience affordable. At the same time, some fees are necessary to ensure that the training you receive is of the highest quality and competitive with that provided by other institutions while building a strong foundation for your success in the employment market. Such a fee is the student technology access fee. This fee is not refundable. The technology access fee will be applicable to all terms. The funds generated will be dedicated to improving the technology available on campus. TCAT Elizabethton realizes that we must make improvements in technology resources so that we can better prepare our students and help them open the door to expanded job opportunities.

DEFERMENT OF PAYMENT FOR VETERANS

Members of the Armed Services, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in **Tennessee Code Annotated 49-7-104** as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments.

Financial Assistance

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend the college. The college adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family.

It is the belief of the Tennessee College of Applied Technology Elizabethton that no qualified student should be denied the opportunity of an education because of financial need, provided that the need is determined to be real and the student is willing to work with the Financial Aid Office. To demonstrate financial need, students must file the Free Application for Federal Student Aid (FAFSA).

The information reported on the FAFSA is used in a formula, established by the US Congress, to calculate a student's Expected Family Contribution (EFC), an amount the student and student's family is expected to pay toward the student's education. The EFC is used by the Financial Aid Office to determine a student's financial need.

Financial Aid Awards are calculated on an academic year basis. Renewal of financial aid is not automatic; students must file a FAFSA each year.

To be eligible to receive financial assistance, students who are 18 to 25

years of age must be registered with the Selective Service. To apply for any of the Federal Student Aid programs, an individual must complete the "Free Application for Federal Student Aid" (FAFSA) and obtain a valid "Student Aid Report" (SAR). The FAFSA application is on Web site www.fafsa. gov. The school code for the Tennessee College of Applied Technology Elizabethton is 005281 and must be listed on page six of the application.

If a student is notified by letter that verification is needed, the student needs to bring the following to the Financial Aid Office:

- Your 2015 IRS Income Tax Transcript and/or your parent's Income Tax Transcript if you are considered a dependent student. (Refer to questions 48-54 on the application).
- All other untaxed income, such as Social Security benefits, AFDC benefits and child support received.
- Verification worksheet provided by the Financial Aid Office.
- For more information, contact the Financial Aid Office, 423-543-0070.

Financial Aid information is also posted on the college website, www.tcatelizabethton.edu.

AVAILABLE FINANCIAL AID

FEDERAL PELL GRANT

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the student's expected family contribution.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC. The amount of the FSEOG award is $200.00 per term for full-time students and $100.00 per term for part-time students.

FEDERAL WORK-STUDY PROGRAM (FWS)

The FWS program provides part-time jobs for students who have financial need. Students will generally work on-campus after class in staff support jobs.

TENNESSEE STUDENT ASSISTANCE AWARD (TSAA)

The Tennessee Student Assistance Award is a state grant program that awards students based on the cost of tuition and the need of the student.

WILDER-NAIFEH TECHNICAL SKILLS GRANT (WNTSG)

The Wilder-Naifeh Technical Skills Grant is a part of the Tennessee Education Lottery Scholarship Program. The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology.

TENNESSEE RECONNECT GRANT

The Tennessee Reconnect Grant is part of the Drive to 55 Education Initiative. It is available as a last dollar grant for tuition and mandatory fees for any independent Tennessee resident that attends a Tennessee College of Applied Technology.

TENNESSEE PROMISE SCHOLARSHIP

The Tennessee Promise Scholarship is part of the Drive to 55 Education Initiative. It is available to a graduating high school senior who has met all other requirements as mentioned above. This is a last dollar scholarship for Tennessee residents.

VETERANS ASSISTANCE

This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Appropriate forms to be completed should be obtained from the Financial Aid Office/VA Certifying Official prior to enrollment.

Veterans must submit transcripts/certificates of previous education/training from colleges, technical or vocational schools, military, etc., in order to apply for benefits.

VOCATIONAL REHABILITATION DEPARTMENT OF HUMAN SERVICES

The Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Eligibility should be established prior to enrollment.

WORKFORCE INVESTMENT ACT (WIA)

Eligible students may receive federal assistance for books and supplies, transportation, and day care services. Students should be assessed and certified by the WIA office prior to their enrollment.

APPLICATION PROCESS AND DEADLINES

Students are encouraged to complete the FAFSA application as soon after October 1st as possible.

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FASFA via the internet at www.fafsa.ed.gov. You will need to include our **Federal School Code #005281** on the FAFSA.

- Be accepted for admission to TCAT Elizabethton.

- Apply for Tennessee Promise Application if applicable via TSAC Web Portal

Pell Grant: The FAFSA must be received by the processor no earlier than October 1st and no later than June 30th of the following year. All required forms must be received by the Financial Aid Office by June 30th or your last day of enrollment, whichever comes first.

Wilder Naifeh Technical Skills Grant: Students must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the WNTSG for subsequent terms.

Fall term deadline: November 1st
Spring term deadline: March 1st
Summer term deadline: June 1st

Tennessee Student Assistant Award: Students whose FAFSA is filed and processed on or before January 17, 2017, will be given priority in determining awards. Applications processed will be considered in the order that they are processed to the extent that funds are available after making awards to students who met the priority deadline.

Tennessee Promise Scholarship: The student must file out a Tennessee Promise Application via the TSAC Portal prior to November 1st. The student must attended the first mandatory meeting prior to March 1st and a second mandatory meeting prior to May 1st. Students must have a completed award year FAFSA on file by January 17. Students must complete eight hours of community service prior to August 1st. Students must turn in all verification requirements prior to October 15th.

Tennessee Reconnect Grant: Student must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the Tennessee Reconnect Grant for subsequent terms.

Fall term deadline: November 1st
Spring term deadline: March 1st
Summer term deadline: June 1st

Additional Rules and Requirements for the Wilder-Naifeh Technical Skills Grant

Eligibility: To be eligible to receive funds from the Wilder-Naifeh Technical Skills Grant (WNTSG) a student must meet the following eligibility requirements in addition in to those listed above.

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2

- Must not be incarcerated

- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)

- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.

- Must have never received completed a certificate or diploma program with Wilder-Naifeh Technical Skills Grant funding.

Note: Students may enroll as full-time or part-time. There is no income

limit for eligibility. Students may receive the WNTSG for all coursework required for completion of the certificate or diploma.

Additional Rules and Requirements for the Tennessee Reconnect Grant

Eligibility: To be eligible to receive funds from the Tennessee Reconnect Grant a student must meet the following eligibility requirements in addition in to those listed above.

- Must be an Independent student as determined by the FAFSA

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2

- Must not be incarcerated

- Must meet the enrollment requirements for both the school and the program. (Do not have or required to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)

- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.

- Must have never received completed a certificate or diploma program with Tennessee Reconnect Grant Funding.

- Must have remaining financial need for tuition and mandatory fees (not special course fees or RODP Technical Access Fee) after all gift aid has been applied.

Additional Rules and Requirements for the Tennessee Promise Scholarship

Eligibility: To be eligible to receive funds from the Tennessee Promise Scholarship a student must meet the following eligibility requirements in addition in to those listed above.

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2.

- Must not be incarcerated.

- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG).

- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.

- Must have never received completed a certificate or diploma program with Tennessee Promise Scholarship Funding.

- Must have remaining financial need for tuition and mandatory fees (not special course fees or RODP Technical Access Fee) after all gift aid has been applied.

Calculation of Financial Aid Awards: The maximum Pell and WNTSG award may vary from year to year. The maximum award amount for Pell is determined by the Department of Education in January each year. The amount of WNTSG, TSAA, and Tennessee Promise and Tennessee Reconnect are determined by TSAC each year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Retention of WNTSG Award and Tennessee Reconnect Grant: To continue to be eligible for WNTSG funds a student must meet the following requirements:

- Continue to meet all eligibility requirements as stated above.

- Reapply each year using the FAFSA by the application deadline date.

- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted) Continuous Enrollment is defined as enrollment within consecutive terms.

- Maintain enrollment status during the term (unless a change in status is granted).

- Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

Note: Once the student becomes ineligible for WNTSG or Tennessee Reconnect for any reason, the student shall not be eligible to regain the aid.

Retention of Tennessee Promise: To continue to be eligible for Tennessee Promise Scholarship funds a student must meet the following requirements:

- Reapply each year using the FAFSA by the application deadline date(February 15th).

- Continue to complete eight hours of community service per term.

- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted). Any break in enrollment constitutes non- continuous enrollment no matter the length of time.

- Maintain enrollment status during the term (unless a change in status is granted).

Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

Note: Once the student becomes ineligible for Tennessee Promise for any reason, the student shall not be eligible to regain the Tennessee Promise Scholarship.

Appeal and Exception Process for Wilder-Naifeh Technical Skills Grant: The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's WNTSG award. The following items are allowed to be appealed to the IRP:

1. Denial of a Change in Status request.

2. Denial of a Leave of Absence request.

3. Denial of Reinstatement of eligibility after a change in grade.

4. Denial of Reinstatement of eligibility after the grade for an incomplete course is reported.

The IRP members will be designated by the school Director and may be composed of, but not limited to, the following: two faculty members, two students, one administrator and one support staff. An alternate will be designated for an IRP member who is personally involved in a

particular case or is otherwise unable to attend. No school official rendering a decision to deny or revoke a WNTSG award shall participate in the appeal process.

IRP Appeals Process and Timeline: Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial. The IRP may review the student's appeal with or without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal. The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for exigent circumstances.

Appeals of IRP Decisions: A student seeking an appeal of a decision rendered by the IRP shall submit a request in writing outlining the basis for the appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

<div align="center">

Tennessee Student Assistance Corporation
TELS Award Panel
404 James Robertson Parkway
Suite 1510
Nashville, Tennessee 37243

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SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

A. To make satisfactory progress a student must:

1. Complete 75% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid for the prior enrollments.

2. Must maintain a minimum cumulative passing grade of "C" or higher if specified by the program and as published by the institution. (CFR 668.34.)

B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is

no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

C. Remedial Courses – Any courses considered 'remedial' are included in the student's normal program of study and are included in the students SAP calculation.

D. Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

E. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.

F. Repeats

Program Repeats – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completions of the first program and beginning the same program or another program.

Course Repeats - The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

G. **Withdrawals** will not impact a student's satisfactory academic progress unless they return within 180 days.

Reentry within 180 days – A student who withdraws from a clock hour or credit hour non-term program and reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules. The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

Reentry after 180 days and transfer students – Generally, you must

calculate new payment periods for a clock hour or credit hour non-term program for:

*A student who withdraws and then reenters the same program at the same institution after 180 days, or

*A student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution within any time period.

H. **Maximum Time Frame** (this is for maximum timeframe only, cannot pay more than 100% of student's program length

Students may continue to receive Title IV Financial Aid and State Aid at the pace of 75% or greater until they have been enrolled 133.3% of their scheduled hours.

For example: A full-time student enrolled in a 1296 hours (12 months) program progressing at a rate of 75% may take 1728 hours (16 months) to successfully complete the 1296 hours.

I. Notification

Students will be notified of any evaluations that impact eligibility of Title IV aid.

FINANCIAL AID DISBURSEMENT

In keeping with federal grant regulations, TCAT Elizabethton pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. TCAT Elizabethton will apply a portion of each payment period's grant funds to pay estimated direct school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. If, once actual costs are determined, excess funds have been withheld a residual check will be issued. If insufficient funds have been withheld, those charges will be applied to the next payment period if you are in good standing. Otherwise those charges will be invoiced to you directly. Grant funds will be credited to a student's account or disbursed by check to the student no later than the 45th

class day of the academic term or the end of the term, whichever comes first. Students may pick up their residual check at the TCAT Elizabethton Business Office by showing their student I.D. badge.

All disbursements represent payment made in advance of training. Students must successfully complete the hours and weeks in the payment period before they can receive disbursement for subsequent payment periods. In addition, if you withdraw before completing the hours you have been paid for you are at risk for overpayment with the Department of Education and may owe money to the school.

LEAVE OF ABSENCE FOR STATE AID

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious or extended illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

The student must see the Student Services Office/Financial Aid Office to receive the LOA request form. The student must submit the written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation. An approved LOA may be treated as a withdrawal for all other financial aid programs and enrollment. This may cause other financial awards to be recalculated and in some cases, the student may have to return funds already disbursed. These funds must be returned before the LOA can be approved. The student may be required to complete a re-admission form and a new application for enrollment. The student will be re-admitted, as space is available upon completion of the LOA. If the student's request for a Leave of Absence is denied, the student may appeal the decision to the Institutional Review Panel.

INSTITUTIONAL REFUND OF TUITION

Calculation of the Refund

1. Full Refund:

   a. 100% of fees will be refunded for classes cancelled by the school.

   b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.

   c. 100% of fees will be refunded in the case of death of the student during the term

2. Partial Refunds:

   a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.

   b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.

   c. No refund may be permitted after 20% of the class hours has been completed

Return of Title IV Funds Policy

Financial aid is considered to be used first for direct education costs-tuition and fees. Therefore, if a student withdraws and is scheduled to receive a refund of fees, all or part of this refund will be used to reimburse the financial aid programs from which the student received funds. Any student receiving financial aid will not receive a cash refund until all financial aid funds disbursed have been applied back to the respective accounts from which they were issued.

Return of Title IV Funds calculations apply for any student who:

- Withdraws before the point when 60% of the hours for the payment period are scheduled to be completed.
- Received or could have received a disbursement of Title IV Funds (Pell grants, SEOG, or Stafford Loan).

If both of the above conditions apply to the student, the institution will perform a Return of Title IV funds calculation in addition to the TBR Refund of Maintenance Fee and Technology Fee calculation.

Step 1. Determine Amount of Title IV Aid Disbursed or that Could Have Been Disbursed

In addition to aid disbursed, aid that could have been disbursed is used. Aid that could have been disbursed includes aid that legally could have been disbursed but was not. This would include situations where the school chooses to disburse in increments or chooses to delay disbursement.

Step 2. Determine the Percentage of Title IV Earned by the Student

Divide the clock hours scheduled to have been completed as of the last day of attendance in the payment period by the total clock hours scheduled for the payment period.

If this percentage is greater than 60%, the student has earned 100% of the Title IV aid, proceed to Step 4.

If this percentage is less than or equal to 60%, proceed to Step 3.

Step 3. Determine the Amount of Title IV Aid Earned

Multiply the percentage of Title IV aid earned from Step 2 times the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from Step 1.

Step 4. Determine the Amount of Title IV Aid to be Returned or Disbursed

Compare the amount of Title IV aid earned to the amount of Title IV aid that was disbursed for the payment period.

If the amount of Title IV aid earned is less than the amount of Title IV aid disbursed, the difference must be returned to the Title IV programs.

If the amount of Title IV Aid earned is greater than the amount of Title IV aid disbursed, the difference must be offered to the student as a post-withdrawal disbursement.

Step 5. Determine the Amount of Title IV Aid to be returned by the School

Multiply the institutional charges for the payment period times the percentage of aid unearned. The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.

Note: Maintenance and Technology Access fees are always considered institutional charges no matter how they were paid.

The school must return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

1.   Pell Grant
2.   FESOG

Step 6. Determine the Initial Amount of Title IV Aid to be returned by the Student

Subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned. (Amount from Step 5 minus amount from Step 4)

Step 7. Determine the Amount to be returned by the Student to Title IV Loans

Subtract the amount that the school must return to loans from the net loans disbursed to the student to find the amount of Title IV loans the student is still responsible for repaying. Any amount to be returned to loan by the student is repaid according to the terms of the borrower's promissory note.

Step 8. Determine the Amount of Title IV Grant Funds to be returned by the Student

1. Initial amount of Title Grant for student to return:
   Subtract amount from Step 7 from the amount in Step 6.

2. Amount of Title IV Grant protection:
   Multiply the total Title IV grant aid that was disbursed or could have been disburse for the period of enrollment by 50%.

3. Title IV Grant Funds for student to return:

Subtract the protected amount of Title IV Grants from the initial amount of Title IV Grants for the student to return.

The grant funds returned by the student are applied to the following sources, in order, up to the total amount disbursed from that grant program, after subtracting the amount the school will return.

1.   Pell Grant
2.   FSEOG

REPAYMENT OF TITLE IV FUNDS BY THE STUDENT TO THE DEPARTMENT OF EDUCATION

Within 45 days of notice, the student must make full payment of the amount owed to federal grants. During this initial 45 days, the student must make payment to the school. If the student does not make payment in the full during the 45-day period, the student will lose eligibility for additional Title IV funds at any school.

After the 45-day period, the Tennessee College of Applied Technology - Elizabethton will report the amount owed to the Department of Education and the student will be required to make payment arrangements with the Department of Education before being eligible to receive future Title IV assistance at any school.

APPLYING THE RETURN OF TITLE IV FUNDS POLICY AND TBR REFUND POLICY:

In most instances when a student has charged their maintenance and technology access fees to their Pell grant and withdraws prior to completing 60% of their scheduled hours for the payment period, the student will owe payment to the school. This will occur when the TBR policy determines that the school has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the school will require payment of the difference from the student. A "HOLD" will be placed on the student's account until full payment is made to the school. The student will not be allowed to apply for re-admission, register for class, or receive official copies of transcripts until the outstanding balance on their account is paid.

Examples of TBR refund calculations and Return of Title IV Funds calculations are available, upon request, from the Financial Aid Department.

Student Services

Student Services include those activities involving recruitment, pre-enrollment counseling, and training period counseling. Although training period counseling is the responsibility of the administration, counseling, and instructional staff, the school has an occupational guidance counselor available to assist students in making their selection of a career objective. The counselor assists the students in matters concerning their education, personal and social problems, and financial aid. Since the students come from varied backgrounds, the counselor is cognizant of the student's need for guidance and counseling in the vocational school setting.

The TCAT Elizabethton program is designed to prepare students for a specific vocational objective; therefore, it is important that an intelligent vocational selection be made based upon the student's interests, aptitudes, and abilities.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA serves more than 300,000 students and instructors annually.

STUDENT OF THE YEAR

Each year, a TCAT Elizabethton Student of the Year is chosen to represent the college in regional and state competition sponsored by the Tennessee Board of Regents. Students deliver a speech before a panel of judges in which each student outlines how the TCAT job training they received improved their quality of life.

NATIONAL TECHNICAL HONOR SOCIETY

The Tennessee College of Applied Technology Elizabethton received its National Technical Honor Society Charter in July of 1999. Membership in NTHS is limited to students with a 95 overall grade point average and no attendance policy violations who are nominated by a faculty member. In 2010-2011, the NTHS chapter at TCAT Elizabethton received the NTHS Silver Star of Excellence Outstanding Chapter and Community Service Awards and in 2011-2012, the NTHS Silver Star of Excellence Community Service Award.

BOOKS AND SUPPLIES

Supplies and books for programs offered by the Tennessee College of Applied Technology Elizabethton are available in the Bookstore, located at the Main Campus, 426 Highway 91 North, Elizabethton, telephone 423-543-0070.

CREDIT FOR PREVIOUS TRAINING

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at his/her proficiency level. The time normally required for training will be shortened accordingly. Training completed in the high school, technical institutes, colleges, and other training situations, such as business and industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student.

ARTICULATION PROCESS

Transfer Credit From High School To Colleges of Applied Technology

The articulation process at TCAT Elizabethton is designed to strengthen the high school student's education by implementing a course of study that will encourage and reward exemplary work done at the high school level. Students completing a course of study at the high school level and who have met the competencies for that program will be awarded credit at TCAT Elizabethton when they continue their education.

Several articulation agreements are in place at this time. Additional agreements are in the developmental process. Students in our five-county service area interested in articulation need to contact their high school counselor or TCAT Elizabethton Student Services Coordinator.

Transfer Credit For College of Applied Technology Graduates

A student wishing to receive credit toward a degree at a community college governed by the TBR should work with that institution on a case-by-case and course-by-course basis.

STUDENT CONDUCT

Institutional Student Disciplinary Rules for the Tennessee College of Applied Technology Elizabethton are specified in Rules of the Tennessee Board of Regents (see TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions).

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or endangers property or persons on institution-controlled property.

Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Conduct Dangerous to Self or Others.
2. Hazing.
3. Disorderly Conduct.
4. Obstruction or Interference with Institutional Activities or Facilities.
5. Misuse of or Damage to Property.
6. Theft, Misappropriation, or Unauthorized Sale of Property.
7. Misuse of Documents or Identification Cards.
8. Firearms and Other Dangerous Weapons.
9. Explosives, Fireworks, and Flammable Materials.
10. Alcoholic Beverages.
11. Drugs.
12. Drug Paraphernalia.
13. Public Intoxication.
14. Gambling.
15. Financial Irresponsibility.
16. Unacceptable Conduct in Disciplinary Proceedings.
17. Failure to Cooperate with Institutional Officials.
18. Violation of General Rules and Regulations.
19. Attempts, Aiding and Abetting.
20. Violations of State or Federal Laws.
21. Violation of Imposed Disciplinary Sanctions.
22. Sexual Battery or Rape.
23. Harassment or Retaliation.
24. Academic Misconduct.
25. Unauthorized Duplication or Possession of Keys.
26. Litter.
27. Pornography.
28. Abuse of Computer Resources and Facilities.
29. Unauthorized Access to Institutional Facilities and/or Grounds

30. Providing False Information.
31. Unauthorized Surveillance.
32. Smoking Violations.

Disciplinary action may be taken against a student for violation of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the institutional community.

The instructor has the responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in conduct in violation of the regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be affected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the instructor of the class.

In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a Zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

SMOKING

There is a no tolerance policy for the use of tobacco products of any kind (chewing, smoking, electronic) on the perimeter of, adjacent to, inside of or on grounds of campus buildings. Violation of this policy can result in disciplinary action. Repeat offenders could be subject to increased disciplinary sanctions. Disposal of these products on campus grounds will result in disciplinary actions, as well.

DISCIPLINARY SANCTIONS

Upon a determination that a student or organization has violated any of

Restitution	Fines
Warning	Restriction
Reprimand	Probation
Service to the Institution or Community	Suspension
	Expulsion
Specified Educational / Counseling Program	Revocation of Admission, Degree, or Credential
Apology	Interim Suspension

the rules, regulations or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.

The administrator of the institution is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

STUDENT GRIEVANCE PROCEDURES

PURPOSE
The purpose of these procedures is designed to provide expediency through which students attending TCAT Elizabethton may process a legitimate complaint or grievance with the administration or employees of TCAT Elizabethton.

SCOPE
These procedures are applicable to students currently enrolled at TCAT Elizabethton. Students may utilize these procedures when they believe that they have been treated unfairly or inequitably with regard to the employees or policies while attending the school.

GRIEVANCE PROCEDURES
Students shall be entitled to present their complaints or grievances without fear of retaliation, interference, coercion, or discrimination. These procedures, principles and policies offer equal opportunity for admission into grievance procedures without regard to race, religion, sex, national origin, or age under **Title VI of the Civil Rights Act of 1964**.

INFORMAL DISCUSSION
The student must notify the school's administration within five (5) business

days after the occurrence of the event claimed to have given rise to the grievance. Any grievance or complaint must be in writing and submitted to the administration within five school days after an informal discussion. Any claim not presented within this time frame shall be deemed invalid. If the decision rendered after an informal discussion is unsatisfactory to the student, a formal grievance procedure request can be made at that time. Please contact the Student Services Coordinator for the exact process.

STUDENT DUE PROCESS PROCEDURE

Institutions and Colleges of Applied Technology governed by the Tennessee Board of Regents, in the implementation of Board-approved policies and regulations pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process law.

If, in accordance with the institution or school regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which he or she is charged.
3. The student shall be advised of the following rights:
   a. The right to present his or her case.
   b. The right to be accompanied by an advisor.
   c. The right to call witnesses on his or her behalf.
   d. The right to confront witnesses against him or her.
4. The student shall be advised of the method of appeal.

NOTICE ON FILING COMPLAINTS

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1 Bridgestone Drive, Nashville, Tennessee 37214, or by going online and filling out the form electronically at http://www.tbr.edu/contact/StudentComplaintForm.aspx. Under Tennessee's open-records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at

7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 (www.council.org). Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

PROGRESS

Progress reports, attendance records and work evaluations are kept on each student and filed in the school office, along with such information that may be pertinent to successful employment.

An evaluation and discussion of progress is conducted on a term basis. Students must maintain a "C" or better average for each term of instruction or be placed on academic probation if a D overall average (70-76%) is recorded. A grade of less than 70% is failing and the student will be terminated. Students who are terminated for unsatisfactory academic performance must sit out the remaining term before being eligible to apply for readmission. Re-entry into training programs for any student so suspended must be approved by the school director.

ATTENDANCE

The nature of the programs at Tennessee College of Applied Technology Elizabethton is such that it is necessary for every student to attend classes on a regular basis. Too many interruptions due to absences will have an adverse effect on student progress. Full-time students attend classes 30 hours per week, Monday-Friday from 8 AM to 3 PM, except designated holidays or student breaks. Part-time students attend classes less than 30 hours per week.

When a full-time student attending TCAT Elizabethton has been absent a total of 18 hours in a term of instruction, the student will be counseled by the program instructor. After a full-time student has been absent for a total of 24 hours in a term of instruction, the instructor will give probation notice and refer the student to Student Services. Any student or organization placed on probation will be notified in writing of the terms and length of the probation.

When a full-time student has missed in excess of 42 hours within a term of instruction, the student will be suspended and cannot attend class. The student has three days to write a letter to Student Services to appeal the suspension and provide documentation regarding absences. The hours missed due to tardiness or leaving early will be included in the

accumulation of hours leading to suspension.

A student is considered tardy if not in the classroom at the designated time for class to start. Five tardies result in documented warning by the instructor. Six tardies result in documented probation by designated authority. Seven tardies result in referral to the College Director, which may result in suspension from the Tennessee College of Applied Technology.

When a student attending TCAT Elizabethton on a part-time basis, less than 30 hours per week, has been absent for a total of 13.5 hours of instruction, the student will be counseled by the instructor. After a part-time student has been absent for a total of 18 hours in a term of instruction, the instructor gives probation notice and the student is referred to Student Services. Any student or organization placed on probation will be notified in writing of the terms and length of the probation.

When a part-time student has missed in excess of 31.5 hours within a term of instruction, the student will be suspended and cannot attend class. The student has three days to write a letter to Student Services to appeal the suspension and provide documentation regarding absences.

NOTE: All counseling sessions will be documented in the permanent electronic student file (SIMS). All students are required to call in absences to their instructor. Unless a student contacts the school within three business days, the student is subject to being dropped from the class roll.

Since all occupational training offered at TCATs involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves in order to achieve success in their chosen career training objective.

ATTENDANCE/ACADEMIC SUSPENSION

Attendance: Should a student fail to abide by the school's attendance policy and fall into attendance violation, he/she will be suspended for the remainder of the term he/she is enrolled. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition. *Example: If a student is suspended during the term, the suspension will be in effect for the remainder of the term.*

Academic: Should a student fail to make satisfactory progress or maintain a 77 average, the student will be placed on academic probation for one term. Two consecutive poor evaluations will result in suspension. A grade average below 70% is failing and the student will be dropped.

NOTE: Students enrolled in the Practical Nursing program are required to maintain an 81 average in all subjects, in order to continue enrollment in the program, and comply with guidelines and standards set by the Tennessee Board of Nursing.

Extenuating Circumstances: A student can appeal his/her attendance policy suspension to Student Services. A Student Services counselor will serve as the hearing authority for an initial attendance suspension appeal.

UNSATISFACTORY ATTENDANCE APPEAL PROCEDURES

1. The student has three (3) business days to write a letter to Student Services to appeal the suspension and provide reasons for excessive absenteeism, including tardiness.

2. The student is to submit complete documentation to Student Services to explain the reasons for absenteeism, i.e., doctor/dentist statement for period of time he/she was absent.

3. Following suspension, a student may request a hearing before the hearing authority to explain or answer questions related to the suspension.

4. After reviewing the documentation, the hearing authority will either (1) uphold the school suspension, (2) reinstate the student, or (3) reinstate the student with conditions. Any future appeals are automatically referred to the College Director for consideration.

5. Under Due Process, the student may appeal any decision made by the hearing authority or the College Director.

SAFETY

The **Occupational Safety and Health Act, P.L. 91-596 of 1970**, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught.

In some areas of training, safety glasses, protective clothing and protective footwear are required. At all times and in all training areas, proper school attire is a must for all students.

STUDENT ACCIDENT INSURANCE

At the time of registration, each student will be furnished information regarding the purchase of student accident insurance through an independent carrier. All students are encouraged to purchase this insurance, especially those who will be working in shop situations where they may be exposed to potentially dangerous materials and equipment.

CLASS TRANSFERS

Whenever it is deemed that a student is not enrolled in the desired program, the counseling department will work with the student in order to find a more suitable occupational area. It is expected that generally, this will occur during the first two or three months of the student's training. Therefore, transfers will be limited. If a student is sponsored, the transfer must be approved by the sponsoring entity. Check with the Financial Aid Office.

INCLEMENT WEATHER POLICY

After listening to weather reports on the local radio stations giving the road conditions and the forecast, the director consults with the assistant director and a final decision is made as to whether or not classes will be cancelled or the school closed. An announcement will be made on the following radio and television stations: WBEJ, WXBQ, WTFM, WJCW, WCYB, and WJHL and via Rave Emergency Notification System.

This decision will normally be made by 5:30 AM, or as early as possible. Once a decision has been made, the radio and TV stations will be notified. When classes are in session and weather conditions are questionable, students are advised to use their own judgment in attending.

It is highly recommended that all students make up missed hours due to inclement weather. This is the only time that makeup work can be granted. Any student in danger of going over the maximum number hours they are permitted to miss in a term must make up their time before the end of the term. Failure to do so will result in termination due to attendance violations.

MILITARY DUTY

Students who are members of the Reserve or National Guard and are required to serve two weeks active duty each year will be permitted to do so. In such cases, the student will be granted leave for the period of active duty. VA students will be terminated for the two-week period, then re-enrolled upon their return. These students should advise the school of their military schedule at the beginning of the term their active duty tour is to occur so their tuition can be adjusted. The student must provide the school with a copy of the official orders.

COMPLETION REQUIREMENTS

Graduates of TCAT Elizabethton should not necessarily be expected to compete with persons who have developed skills and experience on the job. Usually, they are considered for "entry-level" employment in their respective occupation. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

A Diploma will be awarded upon completion of the required units of study in the training program. (See each training program listing for job titles designed as complete courses of study.)

Graduates are required to conduct an exit interview with their instructor.

STUDENT TRANSCRIPTS

Previous students or their employers requesting copies of transcripts must complete and sign a request for release of information. If transcripts need to be mailed to another institution, the former student must make a written request, or may appear in person with a photo ID. Contents of the request must contain the student's name while enrolled, social security number and the official name of the school and the mailing address. All students should complete an exit interview with their instructor before receiving a certificate, diploma or transcript. Visit www.tcatelizabethton.edu for a copy of the student transcript request form.

PLACEMENT

The placement of students in satisfactory employment is one of the primary objectives of TCAT Elizabethton. Responsibility for placement of students in employment is vested in administrative, counseling and instructional staff who maintain close communication with employers. Students are expected to participate in the job-seeking process.

TCAT Elizabethton provides resume assistance and mock interviews for students upon request. Transcripts are available to students and others authorized upon request.

FOLLOW-UP

To better evaluate the effectiveness of course offerings, the instructional staff maintains close contact with their former students by correspondence, personal contact, and contact through a working relationship with their employers. Surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual student needs as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

Students may expect the initial follow-up contact to come approximately three to five months after leaving the training program. There will be additional periodic contact for further follow-up, and students are strongly urged and encouraged to take a few moments to respond to the questionnaires in a frank and candid manner.

PROGRAM OFFERINGS

Specific course offerings at TCAT Elizabethton are based primarily upon the needs and employment opportunities in the region. The total program is designed to provide the type of training that leads directly to employment, or that assists the employed worker to improve skills and increase technical knowledge. TCAT Elizabethton currently offers eleven full-time training programs.

CONTINUING EDUCATION PROGRAMS

All continuing education programs are designed to prepare students for employment in specific or closely-related occupations. Full-time continuing education programs are offered on a 30-hour per week basis. Part-time continuing education programs are offered on a less than 30-hour per week basis. Instructional units are designed as a guide to assist the instructor in developing an individualized training program for each student. The instructor will adjust the number of hours students must spend on each instructional unit based on their previous work experience and training progress. Persons who have completed with a diploma must wait a full year prior to re-entering a full-time preparatory program. Extenuating circumstances beyond the control of the student may justify granting a waiver of this general policy for earlier re-entry.

SUPPLEMENTAL PROGRAMS

All supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment or to acquire new skills and knowledge for a higher level of employment. The length of the courses is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the conveniences of the groups for which the class is organized.

TECHNOLOGY FOUNDATIONS

The Technology Foundations program is a requirement of the Tennessee Board of Regents to help students gain technical skills in reading, math, writing and locating information necessary to be gainfully employed. Every student enrolled in an on-ground program at TCAT Elizabethton will undergo a skill assessment. Each student will have an individual schedule developed to meet his/her learning objectives. No student will be awarded a certificate or diploma without first having passed the Technology Foundations program.

TESTING CENTER

The Tennessee College of Applied Technology Elizabethton has partnered with several testing companies to offer testing and training solutions that utilize state-of-the-art, web-based curriculum and assessments.

TESTING CENTER HOURS

Monday through Friday 8:00 AM to 4:00 PM

NOTE: The Testing Center is closed on student and staff holidays, and may be closedwhen students are not in session. School closures are noted on the yearly school calendar.

TESTING CENTER CONTACT

Lisa Blackburn
Phone: (423) 342-3977
Fax: (423) 547-2587
lisa.blackburn@tcatelizabethton.edu

EXAMS OFFERED

WorkKeys/ NCRC – National Career Readiness Certificate

- Builds confidence that skills meet the needs of employers.
- Concrete proof of skill levels achieved.
- Improves opportunities for career changes and advancement.

HESI Exam

The HESI Admissions Assessment Exam is used to evaluate and rank students for admission to the practical nursing program at TCAT Elizabethton. Typically, there are eight subtests that make up the academic portion of the exam: math reading, vocabulary, grammar, biology, physics, anatomy and physiology, and chemistry. Visit the TCAT Elizabethton website, www.tcatelizabethton.edu, select practical nursing, and go to the pdf file at the bottom of the page for a list of specific subtests for students applying for admission to the TCAT Elizabethton practical nursing program.

HiSET Exam– High School Diploma Equivalency Test

The Tennessee College of Applied Technology Elizabethton is an official High School Equivalency Test Center approved by the state. Go to www.DiplomaSender.com for a copy of the HiSET diploma.

National Healthcare Association Certification Exams

The National Commission for Certifying Agencies (NCCA) nationally accredited certifications for allied health professionals

- Certified Phlebotomy Technician – CPT
- Certified Medical Administrative Assistant – CMMA
- Certified Electronic Health Record Specialist – CEHRS
- Certified Billing & Coding Specialist – CBCS

National Institute for Automotive Service Excellence Certification Test

ASE Exams are segmented by sub-specialty such as automobile, medium/heavy truck, truck equipment, school bus, collision repair, and more. There are 40-plus exams available to discern the automotive service technician's knowledge of job-related skills.

EXAM INFORMATION

- Paper, pencil and a calculator are provided.
- Your results will print out in the testing center office and you will know your scores before you leave.
- If you pass and want to attend this school, you will be given an application to complete and leave at the testing center. You will also be given an information packet to take with you.
- If you do not pass the exam, you will have to wait 30 days to retake it.
- If you pass one of the two exams, you only have to take the one you did not pass.
- If you miss your scheduled exam time, regardless of the reason, you will have to re-register and choose another test date from those available.

- All exams are scheduled in advance. **We do not do walk-in testing.**
- Test retakes will be limited.

Valid IDs for Testing Purposes:

A valid ID is one that has been issued by either of the following:
- State
- Federal, or
- Foreign government

Valid IDs must include the following:
- Color photo
- Date of birth
- Expiration date
- Signature
- Address

Valid IDs must be current and not expired at the time of testing.

The following items ARE NOT VALID IDs:
- School ID
- Social Security card by itself
- Birth certificate by itself
- Membership cards
- Any ID that does not contain the required information

GRADING POLICY

Student achievement is measured by the successful attainment of a series of competencies that are designed to measure entry-level workforce requirements. Students progress at their own pace in the majority of programs but must meet benchmark requirements before proceeding to the next level of instruction.

Letter grades are awarded, based upon the following scale:

A	Excellent	93-100%
B	Good	85-92%
C	Fair	77-84%
D	Poor	70-76%
F	Unacceptable	Below 70%
I	Incomplete	

A list of hours of instruction and the percentage of test scores indicating mastery learning by the student is maintained by the instructor and placed

in the student's file. A student is apprised on a monthly basis of his/her academic progress through conferences with the instructor. A student who does not make satisfactory progress for two consecutive academic terms is dropped from the program. An overall grade of below 70% will result in immediate dismissal at the end of a term.

NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, are hereby notified that the Tennessee College of Applied Technology Elizabethton does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability in admission or access to, or treatment or employment in, its programs and activities.

The following person has been designated to handle inquiries and coordinate compliance under Section 504: Patricia Henderson, Student Services Coordinator, Administration Building Room 101B, Telephone 423-543-0070, Ext. 1004, Fax: 423-547-2587, Email patricia.henderson@tcatelizabethton.edu.

Additionally, the following person has been designated to handle inquiries and coordinate compliance under Title IX: Danny O'Quinn, Assistant Director, Administration Building Room 101F, Telephone 423-543-0070, Ext. 1003, Fax 423-547-2587, Email danny.oquinn@tcatelizabethton.edu.

Disclosure Requirements for Current Gainful Employment Programs

For information about graduation rates, the median debt of students who complete full-time training programs at TCAT Elizabethton, and other related information, visit our website at www.tcatelizabethton.edu. For additional information on Federal Student Aid Gainful Employment FAQs ("GE FAQs") D-Q3, visit www.ifap.ed.gov/GainfulEmploymentInfo/2011GEFAQ.html.

Program Listings

Training programs offered by the Tennessee College of Applied Technology Elizabethton are listed alphabetically in the following pages, accompanied by a brief course description, approximate length of time to complete each proficiency level, and the award for each level. One week equals 30 classroom hours. Daily class hours are subject to change.

TRAINING PROGRAMS THAT MAY BE COMPLETED IN 12 TO 20 MONTHS

Administrative Office Technology	Automotive Technology
Computer Information Technology	Diesel Powered Equipment Technology
Electricity-Electronics	HVAC/Refrigeration
Machine Tool Technology	Millwright/Industrial Maintenance
Pipefitting and Plumbing	Nursing
	Welding

REGISTRATION FEE TO ATTEND TCAT ELIZABETHTON AS A FULL-TIME STUDENT
(Effective Fall Trimester, 2016)

COST FOR 12 MONTHS		COST PER TRIMESTER*	
All Programs Except Nursing & Welding	$3,648	All Programs	$1,216
Nursing	$3,948	Nursing	$1,316
Welding	$3,948	Welding	$1,316
		*Includes $10 Student Activity Fee per trimester for on-campus programs	

MAXIMUM FINANCIAL ASSISTANCE TO QUALIFYING STUDENTS
(Effective Fall Trimester, 2016)

YEARLY		PER TRIMESTER	
Wilder-Naifeh Lottery Scholarship	$2,000		$667
Federal Pell Grant	$5,775		$1,925
Total	7,775	Total	$2,592

ADMINISTRATIVE OFFICE TECHNOLOGY

C.I.P. Code 52.0402

The Administrative Office Technology program is designed to develop skills through technical training necessary for entry-level employment in an office setting of the 21st Century. The curriculum reflects the use of the latest software applications and state-of-the-art office equipment.

During the technical training, students also learn proper office procedures, and interpersonal skills through the strong emphasis of worker characteristics necessary for success in any working environment. Additionally, many of the courses assist the student with the preparation needed to sit for various certification examinations.

The program is designed to prepare students for employment with a variety of professional organizations as accounting assistants, administrative assistants, or medical administrative assistants.

LENGTH OF PROGRAM
The average length of the competency-based program is 1,296 hours (12 months) for full-time students and 1,296 hours (16 months) for part-time students.

ADMISSION REQUIREMENTS
This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability.

UNITS OF STUDY

First and Second Trimesters (Core Courses)

Orientation and Safety	Computer Essentials
Office Technology Foundations	Word Processing Applications
Keyboarding/Data Entry	Spreadsheet Applications
Office Procedures I & II	Employability Skills

Third Trimester (Choose your program.)

Accounting Assistant
  Accounting
  Payroll
  Computerized Accounting

Administrative Assistant
  Customer Service
  Financial Functions
  Business Communication
  Practicum/Software Simulation

Medical Administrative Assistant
  Medical Terminology
  Medical Ethics &
    Office Management
  Introduction to Medical Insurance
  Electronic Health Records
  Medical Practicum/Simulation

CERTIFICATE AWARDS

General Office Assistant (432 hours to complete)
Office Software Specialist (864 hours to complete)

DIPLOMA AWARDS

*Accounting Assistant
*Administrative Assistant
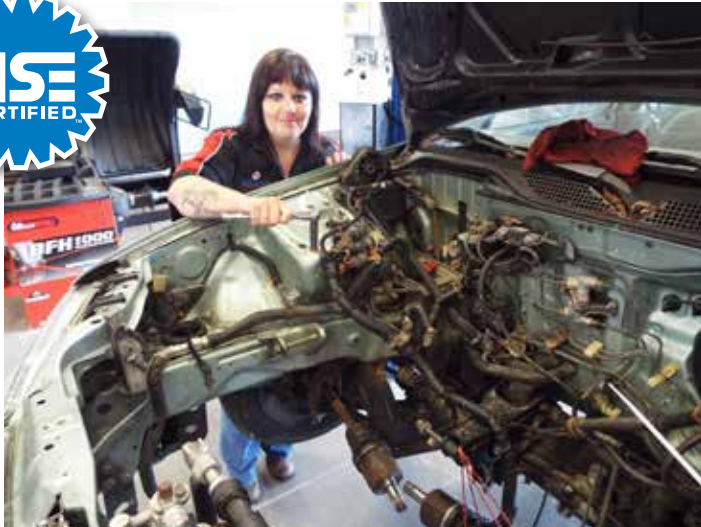*Medical Administrative Assistant

CLASS HOURS
Classes meet from 8:00 AM to 3:00 PM Monday-Friday at the Main Campus and the Mountain City Instructional Center, 110 Pioneer Village Drive, Mountain City, TN 37683.

*Available online at www.rodp.org.

AUTOMOTIVE TECHNOLOGY

C.I.P. CODE 47.0604

ASE Certified Program, (Snap-on NC3 Certification)

All eight areas of the Automotive Technology Program have been certified by the National Automotive Technician Education Foundation. The goal of the Automotive Technology Program is to meet the occupational and technical training and retraining needs of the local automotive service industry by (1) offering full-time and supplemental training in response to local employment demands; (2) offering individualized instruction based on individual student needs and abilities; (3) being committed to achieving customer satisfaction through continuous improvement and retraining of the instructor and upgrading the lab and instructional equipment on an ongoing basis; (4) emphasizing the development of work ethics consistent with employee success; and, (5) making training opportunities available to all that possess the desire and potential to excel in the automotive service industry. This comprehensive training program provides instruction in the classroom and hands-on experience with state-of-the-art equipment used to diagnose and repair today's high tech automobiles. The training includes computerized engine analysis, heating and air conditioning, electrical and electronics systems, brake repair, front-end alignment, manual and automatic transmissions, and chassis and steering, among others.

LENGTH OF PROGRAM

The average length of the competency-based program is 2,160 hours (20 months) for full-time students. Actual time is dependent upon enrollment and the length of time it takes to achieve each competency. This program contains several comple-

tion points designed to prepare students for various entry-level jobs within the automotive field. A certificate may be awarded after each unit of instruction is completed. A diploma is awarded when all outlined courses are completed.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

UNITS OF STUDY

Engine Repair
Automotive Electrical
Engine Performance
Chassis and Steering
Manual Transmissions/Transaxles
Automotive Transmissions/Transaxles
Automotive Brakes
Heating/Air Conditioning

CERTIFICATE AWARDS*

2 weeks	Safety and Orientation
	Technician Assistant (compete 3 of 8 areas)
	Technician Apprentice (complete 6 of 8 areas)
2 months	Engine Repair Technician
2 months	Automatic Transmission / Transaxle Technician
1.5 months	Manual Drive Train and Axles Technician
1.5 months	Suspension and Steering Technician
1.5 months	Brake Technician
4.0 months	Electrical / Electronics System Technician
1.5 months	Heating and A / C
4.0 months	Engine Performance

DIPLOMA AWARDS

20 months	Master Technician (Complete all eight areas)

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday. A part-time training program is also offered in the evening.

* Safety and Orientation is not included but is mandatory for all Certificate Awards.

COMPUTER INFORMATION TECHNOLOGY

C.I.P. Code 52.0407

Computer Information Technology is a 12- to 20-month program that will enable students to become familiar with computer equipment and peripherals and the proper handling and care of the equipment. Students will also learn how the computer works and how it can benefit employees in the modern workplace.

Students will gain knowledge in terminology, installation of software and become proficient in the use of software programs.

Upon completion of the fundamentals of computer operations, students will advance to the technical aspects of computers. This will include troubleshooting computer problems. Students will learn computer networking setup, multimedia, how to access the Internet, and the latest in technological advancements in the world of computers.

When students complete all levels of this program, they should be able to pass the Microsoft Office User Specialist Certification, the A+ Certification Exam, and several different certifications for networking.

LENGTH OF PROGRAM

The average length of this competency-based program is 2,160 hours (20 months) for full-time students choosing the computer technology field. Actual time is dependent upon the length of time it takes to achieve each competency. This program contains several completion points designed to prepare students for entry-level jobs within the Computer Technology field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

UNITS OF STUDY

Orientation and Safety
Technology Foundations
Introduction to Electricity
Computer Fundamentals
A+ Certification Preparation
Networking+ Certification Preparation
Security+ Certification Preparation
Linux+ Certification Preparation
C-Tech Cabling (Fiber optic and Copper Construction)
MOS (Microsoft Office Specialist):
    Word • Excel • Powerpoint • Outlook • Access

CERTIFICATE AWARDS

4 months	Computer Operator
8 months	Application Specialist
12 months	Hardware Technician
16 months	Network Analyst
20 months	Network Security Specialist

DIPLOMA AWARDS

12 months	Microcomputer Specialist
20 months	Networking Specialist

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

DIESEL POWERED EQUIPMENT TECHNOLOGY

C.I.P. Code 47.0605

(Snap-on NC3 Certification)

The Diesel Powered Equipment Technology Program provides students with practical experience in the repair and maintenance of diesel engines, fuel systems, electrical systems, clutch and transmissions, hydraulics, drive-lines, axles, frame suspension, and diesel truck and tractor steering. Students receive instruction in diagnosing trouble and engine analysis. The lab allows students to work on actual diesel vehicles.

LENGTH OF PROGRAM
The average length of this competency-based program is 2,160 hours (20 months) for full-time students choosing the Diesel technology field. Actual time is dependent upon the length of time it takes to achieve each competency. This program contains several completion points designed to prepare students for entry-level jobs within the Diesel Powered Equipment Technology field.

ADMISSION REQUIREMENTS
This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

UNITS OF STUDY
Safety and Orientation
Diesel Engines
Drive Trains
Brakes
Suspension and Steering
Electricity/Electronics
Heating/Air Conditioning
Preventative Maintenance
Hydraulics
ASE Test Prep

CERTIFICATE AWARDS
4 months	Preventative Maintenance Service Technician
8 months	Diesel Engine Assembler
12 months	Diesel Technician Apprentice
16 months	Diesel Technician Assistant

SNAP-ON CERTIFICATION
Safety
Torque
Multi-meter
Wheel Balance & Alignment
Scan Tool
PMI
Pro-Cut

DIPLOMA AWARDS
20 months	Diesel Technician

CLASS HOURS
Classes meet from 8:00 AM to 3:00 PM Monday-Friday. A part-time training program is also offered in the evening.

ELECTRICITY / ELECTRONICS

C.I.P. Code 47.0101

NCCER Curriculum (Snap-on NC3 Certification)

NCCER develops standardized construction and maintenance curricula and assessments with portable credentials. These credentials are tracked through NCCER's National Registry which allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. The National Registry also assists craft professionals by maintaining their records in a secure database.

The Electricity/Electronics Program provides students with basic theory, practice, experiments and real work experiences in this field. After completion of basic electrical and electronic curricula, students have the option of specializing in one or more of the following areas: Advanced Digital Electronics, Solid State Motor Controls, Robotics, and Programmable Logic Controllers. Upon completion of the course, students can apply this knowledge to today's ever-changing technological advancement in residential, commercial, industrial electricity and electronics.

LENGTH OF PROGRAM

The average length of this competency-based program is 1,296 hours (12 months) for full-time students choosing the Electricity field and 1,728 hours (16 months) for the full-time student choosing the Electronics field. Actual time is dependent upon the length of time it takes to achieve each competency. This program contains several completion points designed to prepare students for entry-level jobs within the Electricity/Electronics field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. However, entrance is dependent upon space availability.

UNITS OF STUDY

    Orientation and Safety
    AC/DC Fundamentals
    Residential Wiring and NEC
    Transformer Theory
    Test Equipment & Soldering Techniques
    Blueprint Reading/Symbols/Applied Math
    AC/DC Motors and Controls
    Industrial Wiring
    Semiconductors/Electronic Circuits/Circuit Analysis
    Programmable Logic Controllers
    Digital Electronics
    Basic Robotics
    Basic Fiber Optics
    Renewable Energy

Note: For full NCCER course listing, visit tcatelizabethton.edu/programs/electricityelectronics

CERTIFICATE AWARDS

    3 months   Electrician Helper
    3 months   Electronics Assembler

DIPLOMA AWARDS

    12 months   Electrician
    16 months   Industrial Electronics Technician

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday. A part-time training program is also offered in the evening.

HVAC / REFRIGERATION

C.I.P. Code 47-0201

(Snap-on NC3 Certification) Trane NC3 Certification Center

The HVAC/Refrigeration program consists of classroom and shop learning experiences, as well as computer simulators that are concerned with commercial and residential heat pumps, gas furnaces, geo-thermal units, oil furnaces, chillers and walk-in coolers. Instruction will be given in charging and evacuating refrigerants, testing compressors, relays and overload devices. Other learning experiences include installation, repair, trouble shooting and maintenance of commercial and residential units. Included in the curriculum is the theory and application of basic principles of air conditioning, cooling, heating, cleaning, filtering and humidifying, blueprint reading, load calculations, air balancing, schematic wiring, diagram reading and low-voltage controls.

LENGTH OF PROGRAM

The length of this competency-based program is 1,296 to 2,160 hours (12 to 20 months). Actual time is dependent upon enrollment and length of time it takes students to achieve each competency. This program contains several completion points designed to prepare students for various entry-level jobs within the HVAC field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

UNITS OF STUDY

Orientation and Safety	Electricity
Air Conditioning Systems	Air Handling
Principles of Heat Transfer	Controls
Heat Pump Systems	System Installation/Start Up
Tools and Equipment	Load Calculations
Heating Systems	System Servicing
Piping and Piping Principles	Refrigeration System Components
Commercial Refrigeration	Sheet Metal

CERTIFIED TESTING CENTER

CERTIFICATION

Section 608 EPA Certification
Air Conditioning Certification
Commercial A/C Certification
Heat Pump Certification
Commercial Refrigeration Certification
GEO-Thermal Certification
Gas Heat Certification
Oil Heat Certification
Hydronics – 1 (Steam) Certification
Hydronics – 1 (Hot Water) Certification

CERTIFICATE AWARDS

4 months	HVAC Installer and Service Helper
8 months	Domestic Unit Repairer
8 months	EPA Certification
8 months	Sheet Metal

DIPLOMA AWARDS

12 months	HVAC Technician
12 months	Refrigeration Technician
16 months	HVAC/Refrigeration Technician
20 months	Commercial Refrigeration / Air Conditioning Technician

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

MACHINE TOOL TECHNOLOGY

C.I.P. Code 48.0501

TThe Machine Tool Technology program provides basic skills in machine tool operations and experience on a variety of machine tools, such as lathes, milling machines, computer numerical control (CNC) machines, and the CAD-CAM.

The program integrates the National Institute for Metalworking Skills (NIMS) national metalworking standards and credentialing assessments, combining the traditional on the job learning of apprenticeship with the use of NIMS assessments as performance measures.

The NIMS Competency Based Apprenticeship System brings national standards and third party objective assessments to the nation's metalworking industry. To become a NIMS Certified Machinist, Toolmaker, CNC Setup Programmer or a Certified Journey Worker at any NIMS occupation, the apprentice must earn NIMS credentials in demonstrating satisfactory performance in a required number of competencies

LENGTH OF PROGRAM
The average length of the competency-based program is 1,728 hours (16 months)

UNITS OF STUDY
Math and Blueprint Reading
Sketching and Textbook Assignments
Bench Layout
Filing and Sawing
Hand Tools and Measuring Tools
Drilling, Tapping and Reaming
Lathe Work
Milling Machine
Electrical Discharge Machining
Surface Grinders
Heat Treating
Plasma Cutting
New Processes and Special Machines
CNC Mill (Haas)
CNC Lathe (Haas)
Shop Management and Record Keeping
CAD/CAM

Note: For full NIMS credentialing, visit tcatelizabethton.edu/programs/machine-tool-technology

CERTIFICATE AWARDS

Production Machine Tender	432 Hours.
Machine Set-up Operation	864 Hours
PMI (Precision Measurement)	
AMI (Advanced Measurement)	
Dremel (3D Printing)	
Siemens (Siemens Controller)	
DS Solidworks (CAD)	

DIPLOMA AWARDS AND REQUIRED CLOCK HOURS

General Machinist	1,296
Machinist 1	1,728

CLASS HOURS
Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

MILLWRIGHT / INDUSTRIAL MAINTENANCE

C.I.P. Coded 47.0303

NCCER Curriculum (Snap-on NC3 Certification)

NCCER develops standardized construction and maintenance curricula and assessments with portable credentials. These credentials are tracked through NCCER's National Registry which allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. The National Registry also assists craft professionals by maintaining their records in a secure database.

The Millwright/Industrial Maintenance Program consists of classroom and shop learning experiences in the installation, alignment and maintenance of all types of industrial equipment and machinery using the latest technologies in troubleshooting, alignment and repairing.

Graduates will have basic knowledge of the tools, materials, equipment, processes and career opportunities available in the industrial maintenance field and will have the knowledge necessary to acquire employment and develop a career.

LENGTH OF PROGRAM

The average length of this competency-based program is 1,296 hours (12 months). Actual time is dependent upon enrollment and length of time it takes students to achieve each competency. This program contains several completion points designed to prepare students for various entry-level jobs within the Millwright field.

ADMISSION REQUIREMENTS

The program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability.

NCCER Core Curriculum	Millwright Book 2
Safety Intro to Construction Math Intro to Hand Tools Intro to Power Tools Intro to Construction Drawings Intro to Rigging Basic Communication and Employability Intro to Material Handling	Intermediate Trade Math Field Sketching Intermediate Blueprint Reading Specialty Tools Millwright Power Tools Intermediate Rigging Setting Baseplates and Soleplates Lubrication Intro to Bearings
Millwright Book 1	**Millwright Book 3**
Orientation to the Trade Millwright Hand Tools Fasteners and Anchors Basic Layout Gaskets and O-Rings Intro to Oxyfuel Cutting Intro to Welding	Advanced Trade Math Precision Measuring Tools Installing Packing Installing Seals Installing Mechanical Seals Removing and Installing Bearings Couplings Fab Shims Alignment Fixtures and Jigs Pre-alignment Installing Belt and Chain Drives

CERTIFICATE AWARDS

1 month	Millwright Apprentice
2 months	Millwright Helper I
4 months	Maintenance Apprentice
9 months	Millwright Helper II

DIPLOMA AWARDS

12 months	Maintenance Mechanic
12 months	Millwright

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

PIPEFITTING AND PLUMBING

C.I.P. Code 46.0502

NCCER Curriculum (Snap-on NC3 Certification)

NCCER develops standardized construction and maintenance curricula and assessments with portable credentials. These credentials are tracked through NCCER's National Registry which allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. The National Registry also assists craft professionals by maintaining their records in a secure database.

Pipefitting and Plumbing Technology is a competency-based training program that takes 1,296 hours (12 months) to complete. Actual time is dependent upon the length of time it takes to achieve each competency.

The individualized concept allows each student to progress at their own learning rate. The training program prepares students for an entry-level position as a pipefitter.

Students will learn various pipe and welding fabrication techniques in including interpreting blueprints and specifications; making detailed sketches for pipe and equipment fabrication and installation; cutting pipe using various hand or power tools; measuring, cutting with blades and torches; threading, grooving, bending, soldering, brazing, welding, assembling, joining; and installing pipes, valves and fittings.

LENGTH OF PROGRAM
The average length of this competency-based program is 1,296 hours (12 months).

Actual time is dependent upon enrollment and length of time it takes students to achieve each competency. This program contains several completion points designed to prepare students for various entry-level jobs within the Pipefitting and Plumbing fields.

UNITS OF STUDY

First Trimester (432 clock hours)
Orientation and Safety
Applied Math – Pipefitting
Trade Tools
Blueprint Reading
Oxy-fuel Cutting and Welding
Rigging and Pipe Hangers
Pipe Valves, Flanges and Fasteners

Second Trimester (Sub-total Trimesters 1 & 2) 864 clock hours)
Types and Schedules of Pipe
Fabrication, Piping Diagrams
Butt Weld Fabrication
Socket Weld Fabrication
OSHA Certification
Threaded Pipe Fabrication
Career Skills

Third Trimester (Sub-total Trimesters 1, 2 & 3) (1296 clock hours)
Plumbing Codes and Standards
Plumbing Rough In Specifications
Testing and Inspection
Final Installation

CERTIFICATE AWARD

48 hours of instruction	Pipefitter Entry-Level Helper
432 hours of instruction	Pipefitter Middle Class Helper
630 hours of instruction	Pipefitter Top Helper

DIPLOMA AWARDS

| 1,296 hours of instruction | Pipefitting/Plumbing Diploma |

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

PRACTICAL NURSING

C.I.P. Code 51.3901

Completion Rate: 74%   Placement Rate: 95%

The 12-month Practical Nursing Program is designed to meet the educational needs for members of the nursing team employed in hospitals, nursing homes and health care agencies, among others, to give assistance in the care of patients. The program gives students technical knowledge and skills needed for employment as a practical nurse.

Each student will receive classroom instruction and clinical experience. All instructors are Registered Nurses and each has at least three years of experience as a practicing RN. This program is designed to prepare graduates to take the State Board of Nursing examination to become a Licensed Practical Nurse.

LENGTH OF PROGRAM
The length of this competency-based program is 1,296 hours (12 months) for the full-time student choosing the practical nursing field.

ADMISSION REQUIREMENTS
Students desiring to enroll in the Licensed Practical Nursing Program must have a high school diploma or equivalent. Applicants must take the HESI Admissions Assessment Exam. It is used to evaluate and rank students for admission to the practical nursing program at TCAT Elizabethton. Typically, there are eight subtests that make up the academic portion of the exam: math, reading, vocabulary, grammar, biology, physics, anatomy and physiology, and chemistry. Visit the TCAT Elizabethton website, www.tcatelizabethton.edu, select practical nursing, and go to the pdf file at the bottom of the page for a list of specific subtests for students

applying for admission to the TCAT Elizabethton practical nursing program. .

To begin the admission process, the applicant must bring a copy of their high school diploma or equivalent/transcript to the Main Campus, 426 Highway 91 North, Elizabethton, and pay the test fee in order to schedule the admissions test. If necessary, payment can be made in the form of cash/debit or credit card (checks will not be accepted). In addition, personal and work experiences may be requested.

Once enrolled, the nursing student must maintain an 81 average in all classes

CLINICAL REQUIREMENTS
Physical examination, immunizations, negative drug screen, criminal background check, malpractice insurance, and certification in CPR by the American Heart Association for Health Care Providers, including Automatic Electronic Defibrillator. Applications and passing test results will be retained by TCAT Elizabethton for two (2) years. In order to complete all required clinical hours, students must be 18 years of age.

LICENSURE REQUIREMENTS
Graduate of an approved school of Practical Nursing and Criminal Background Check.

UNITS OF STUDY
Basic Nursing Skills
Basic Sciences
Nutrition
Basic Math
Medical-Surgical Nursing I and II
Pharmacology/Administration of Medicines
Obstetrics
Pediatrics
Geriatrics
Psychiatric Nursing
Clinical
Nursing Trends and Issues I and II

DIPLOMA AWARD
12 months   Practical Nurse

CLASS HOURS
Classes meet from 8:00 AM to 3:00 PM Monday-Friday with clinical hours scheduled at various times. TCAT Elizabethton also offers a Practical Nursing Program at ETSU at Kingsport Campus, 1501 University Blvd., Kingsport.

WELDING

C.I.P. Code 48.0508

The Welding Program provides students with the techniques of welding processes commonly used in industry, such as Shielded Metal Arc (STICK), Gas Tungsten Arc (TIG) and Gas Metal Arc (MIG). Instruction in operations of flame cutting, plasma cutting, grinding, metal preparation and use of tools and equipment, related math, physical properties of metal, effects of heat thickness allowances, shrinkage, basic joint design, layout and fabrication are provided.

LENGTH OF PROGRAM

The average length of this competency-based program is 1,296 hours (12 months). Actual time is dependent upon enrollment and length of time it takes students to achieve each competency. This program contains several completion points designed to prepare students for various entry-level jobs within the Welding field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years of age and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

UNITS OF STUDY

Shop Orientation and Safety
Basic Welding Procedures, Setting Up Equipment, Machines and Accessories
Technical Information, Shop Management and Related Equipment
Flat, Vertical, Horizontal and Overhead Positions
Selecting Electrodes
Pipe Welding to include STICK and TIG Welding
Selecting Wires, Rods, Gases and Electrodes
Flame and Plasma Cutting
Metal Prep and Welding Basic Joints
Pad Welding, Fillet Welds and Grove Welds
Basic Math, Blueprint Reading, Layout and Structural Projects (live work)
Ferrous Casting, Hard Surfacing, Non-Ferrous Casting and Metallurgy
Welding Stainless and Aluminum
Brazing and Soldering
Code Testing to include ASME and AWS

CERTIFICATE AWARDS

1 month	Welder Helper
3 months	Tack Welder
6 months	Shielded Metal Arc Welder
9 months	Gas, Metal Arc Welder

DIPLOMA AWARDS

12 months   Combination Welder
AWS & ASME Certification Available

The Tennessee College of Applied Technology Elizabethton is a designated American Welding Society Educational Institution member.

CLASS HOURS

Classes meet from 8:00 am to 3:00 pm Monday-Friday.

CERTIFIED NURSE ASSISTANT TRAINING PROGRAM

C.I.P. Code 51.3902

Certified Nurse Assistant is a 120-hour training program designed to provide the basic training for nursing aides to function in a nursing home or facility, improve the quality of care, encourage personal career development and provide students with necessary skills for job opportunities in a health care facility.

The conceptual framework of the Certified Nurse Assistant Training Program is centered around state regulations mandated by the Tennessee Department of Health and Environment. Graduates of the program are prepared to take the state exam to become a Certified Nurse Assistant.

ADMISSION REQUIREMENTS

No high school diploma or GED is required. Must be at least 17 years of age. Prior to admission, results of TB Skin Test and Proof of Hepatitis B Immunity are required. Must achieve at least level 3 on the Technology Foundations assessment test.

APPROXIMATE COST OF PROGRAM

Tuition and Fees	$341.00
Books and Materials	51.00
Student Activity Fee	10.00
Liability Insurance	12.00
Total	$415.00

State Certification Test $90.00
(Program costs subject to change.)

Possible Additional Costs (For Clinical Training)
  2 uniforms (scrubs, white shoes)
  Watch with second hand
  TB Skin Test
  Hepatitis B Immunization

Possible Total Program Cost $625.00

UNITS OF STUDY

Role of Nursing Assistant
Communication and Interpersonal Skills
Infection/Safety/Emergency Care
Resident Rights/Resident Independence
Basic Nursing Skills
Personal Care Skills
Mental Health and Social Needs
Care of the Cognitively Impaired
Restorative Services

AWARDS

Certificate-qualified to take the State examination to become a Certified Nursing Assistant

CLASS HOURS

Total Classroom and Lab Hours: 80 (8:00 AM to 2:30 PM) (15 days)
Total Clinical Hours: 40 (7:00 AM to 1:30 PM) (5 days)
Total Training Hours: 120
Note: Hours subject to change

ONLINE DIETARY MANAGER TRAINING PROGRAM

C.I.P. Code 51.3104

The Tennessee College of Applied Technology Elizabethton offers an online Dietary Manager Training Program, approved by the Association of Nutrition & Foodservice Professionals (ANFP), that can be completed in eight months. The program is designed to prepare graduates for the National Credentialing Exam to become a Certified Dietary Manager.

DESCRIPTION

The program consists of 684 web-based hours and 150 hours of field training experience. First term: 342 web-based online hours, 60 field training hours. Second term: 342 web-based online hours, 90 field training hours.

ADMISSION REQUIREMENTS

Must have a high school diploma or equivalent; recent TB skin test or chest x-ray prior to field training, and pay tuition and fees. There is no out-of-state tuition fee.

APPROXIMATE COST OF PROGRAM

Tuition and Fees Term I	$1,206.00
Tuition and Fees Term II	$1,206.00
Books and Materials*	277.00
Liability Insurance	12.00
Total	$2,701.00

excludes shipping and handling

Note: Add $52.00 graduation fee if participating

The program is approved for the Federal Pell Grant and Tennessee Lottery Education Scholarship, the latter for residents of Tennessee. (Program costs are subject to change.)

UNITS OF STUDY

1st Trimester
Orientation to CDM
Career Skills I
Management of Foodservice
Sanitation and Food Safety
Field Training for MFS, S&FS

Second Trimester
Career Skills II
Nutrition/Medical Nutrition Therapy
Human Resource Management
Field Training for N/MNT, HRM

CERTIFICATE AWARDS

Dietary Aide	4 months
Foodservice Technician	4 months
Dietary Manager	8 months
Certified Dietary Manager	Upon passing national exam

You may apply online. From the Home Page, www.tcatelizabethton.edu, select online programs, Dietary Manager, Apply Now. Money orders should be mailed to Tennessee College of Applied Technology Elizabethton, P.O. Box 789, Elizabethton, TN 37644. Credit cards will be accepted by contacting the Business Office, 423-543-0070. Payment for books and shipping will be accepted in the same form.

Contact Person:

Ms. Lisa Blackburn, Program Director

423-342-3977

PHLEBOTOMY

C.I.P. Code 51.1009

TCAT Elizabethton also offers a course in phlebotomy, which teaches students how to draw blood via venipuncture or skin puncture. The program, which requires 49 hours of study to be completed over four weeks, prepares students for the National Phlebotomy Certification Exam and employment as a phlebotomist.

Students must be at least 18 years of age and a high school graduate. The cost of the program is $443 (subject to change), which includes tuition and fees, textbooks, materials, and required liability insurance. Financial aid is not applicable.

The curriculum incudes classroom study and supervised clinical practice in hospitals. Units of study include safety and infection control, medical terminology, anatomy and physiology, math and calculations, phlebotomy and collection procedures, interpersonal skills, and clinical training.

Prior to admission, students must provide a copy of their high school diploma or equipment; score at least a level three in reading and math on the Assessment Test in Tech Foundations; provide proof of CPR for the Healthcare Provider Certification; Proof of Healthcare Providers Service Organization Liability Insurance; proof of rubella and varicella immunity; negative TB skin test or chest x-ray; and be subject to a drug screen and criminal background check.

Specialized Training for Business and Industry

The Tennessee College of Applied Technology in Elizabethton, the premier provider of workforce development in Carter, Johnson, Sullivan, Unicoi, and Washington Counties, provides specialized training to business and industry.

TCAT Elizabethton is governed by the Tennessee Board of Regents. TCAT Elizabethton is a designated National Coalition Certification Center (NC3) - Southeast Regional Training Center, one of four in the United States.

Our Automotive, Diesel Powered Equipment and HVAC-Refrigeration programs grant Snap-on (NC3) Certification. Our HVAC-Refrigeration program grants Trane (NC3) Certification.

In addition, TCAT Elizabethton became the first among 27 Tennessee Colleges of Applied Technology to offer Mopar Level 1 Technician certification to graduates of automotive and diesel programs leading to possible employment with area Chrysler dealers and others throughout the U.S.

John Lee, coordinator of NC3 certification and the MOPAR CAP LOCAL at TCAT Elizabethton, received the Dennis Iudice award for issuing 1,133 NC3 certifications last year, the highest in the U.S. The award, honoring the memory of Dennis Iudice who developed the concept of NC3 certifications, was presented July 16, 2015 at the NC3 Leadership Conference at Gateway Technical College in Kenosha, Wisc.

NC3 CERTIFICATION TRAININGS INCLUDE:

Torque
High Torque
Meter (We offer a variety of multi-meters for different jobs)
Tools at Heights
Precession Measuring Instruments
Verus, Solus, Ethos & ProLink Ultra (Scan Tool Training)
Shop Key Pro
Truck Pro Demand
Electrical Tool Safety
Hand Tool Safety
Building Performance Instruments (HVAC Training for
Residential and Commercial)
Building Automated Systems (HVAC)
For information on NC3, go to the website http://www.nc3.net

OTHER CERTIFICATE TRAININGS INCLUDE:

OSHA 10 & 30 Hours Training
Diesel and Automotive Maintenance
Diesel and Automotive Repair
Diesel and Automotive Diagnostics
Light & Heavy Duty Equipment Maintenance
Light & Heavy Duty Equipment Repair
Light & Heavy Duty Equipment Diagnostics
PLC Training
Millwright Laser Alignment
Basic Cutting and Welding
Basic Electrician Training

The Tennessee College of Applied Technology Elizabethton offers:
• Reasonable cost to business and industry.
• Professional faculty and staff.
• Flexibility of course offerings.
• Timely response to your training needs.

We handle the planning, registration, evaluation, selecting competent instructors, record keeping and training. As economic and technological advancements place new demands on businesses and industry, TCAT Elizabethton will assist you in developing courses to fulfill employee training and retraining needs. Our training programs have been accredited by Commission of the Council on Occupational Education for more than 40 years. In addition, TCAT Elizabethton is a certified NCCER training facility and offers NCCER curriculum in the construction trades, including electricity-electronics, millwright/industrial maintenance, and pipefitting and plumbing.

Through ongoing collaboration, TCAT personnel will design a training program that meets the specific needs of your organization and that of your employees. Training can be held at your place of employment or on our campus, located at 426 Highway 91 North in the Watauga Industrial Park, Elizabethton, Tennessee.

Together, TCAT personnel can assist your company gain the competitive edge needed in today's global marketplace, as well as successfully integrate a highly-trained workforce to ensure employee safety and your company's profitability.

Tennessee College of Applied Technology Elizabethton Online Training Programs

The Tennessee College of Applied Technology Elizabethton also offers short-term online training programs. The time to complete each course is also shown.

Certificate Awards	Time to Complete
Dietary Manager	8 months
Dietary Aide	4 months
Career Skills	40 Hours
Business Etiquette & Business Writing Skills	24 Hours
Sanitation & Food Safety	24 Hours
Introduction to Foodservice	24 Hours
Financial Management of Foodservice	24 Hours
Basic Nutrition Principles	24 Hours
Compass Prep	20 Hours
Communication Skills in the Workplace	18 Hours
OSHA General Industry	16 Hours
OSHA Construction Industry	16 Hours

Note: Schedules and fees are subject to change.

Tennessee Board of Regents Online Technical Certificate & Degree Programs

The Tennessee College of Applied Technology Elizabethton serves as a home institution for Tennessee Board of Regents online Certificate and Diploma Programs. Visit http://www.rodp.org to become an RODP student.

Online Technical Certificate Awards may be earned in one or two trimesters requiring 432 to 864 clock hours.

Allied Health Courses

Dementia Care	40 clock hours
Dosage Calculations for Nurses	36 clock hours
Electronic Health Records	60 clock hours
Licensed Practical Nurse Refresher	100 clock hours
Math Assessment Test Prep	30 clock hours
Medical Terminology	80 clock hours

Administrative Office Technology Certificate

General Office Assistant
Office Software Specialist

Administrative Office Technology Diploma

Accounting Assistant
Administrative Assistant
Medical Administrative Assistant

For additional information, contact Nancy Perkins at TCAT Elizabethton, telephone 423-543-0070

Tennessee Board of Regents RODP Fee Schedule
EFFECTIVE FALL TRIMESTER 2016

Hours	Tuition	Access Fee	Total
1-40*	$183.00	$64.00	$247.00
41-80*	247.00	86.00	333.00
81-135*	372.00	130.00	502.00
136-217*	631.00	221.00	852.00
218-340	1,019.00	357.00	1,376.00
341-432	1,139.00	399.00	1,538.00

*The College of Applied Technology has the option of charging $2.50 per hour within this range.
Special Academic Fees: RODP CNA Lab Fee $75.00 per trimester

FACULTY CREDENTIALS

Cathy Ashburn	B.S.N. – ETSU
Sandy Barker	B.S.N., M.S. – ETSU
Lisa Blackburn	B.S.N. – ETSU
Dean Blevins	B.S. – ETSU
	M.S. Adult Technology Education – ETSU
	Ph.D. Adult Technology Education (ABD) –
	University of Tennessee
Kathryn Bullen-Heath	B.S.N. – Georgia State University
Lee Cole	Industry Training
Eric Crawford	B.S., M.S., RD, LDN – ETSU
Ashley Edens	A.A.S – Northeast State
	B.B.A – ETSU
	M.B.A. – Milligan College
Phyllis Ensor	CDM, CFPP
Nate Hall	B.S. – University of Wise
Kacie Hauldren	B.S.N. – ETSU
	M.S.N. – King College
Patricia Henderson	M.Ed. Educational Leadership,
	Student Personnel Concentration,
	Bachelor of General Studies – ETSU
Dale Hicks	TCAT Diploma, AWS & ASME Certification
Emma Hopson	A.D.N. – ETSU
	B.S.N. – Regis University
	M.S.N. – Liberty University
Brian Irick	TCAT Diploma
Scott LaForest	Industry / Military Training
John Lee	ASE Certification – Master Technician
	Master Diesel Technician, Diesel College
Jacky Livingston	ASE Certification – Master Technician
Alesia "Lisa" Miller	A.S. – Northeast State Community College
	B.S. – Milligan College
Danny O'Quinn	B.A. – ETSU
	M.Ed. – Lincoln Memorial University
Philip Peters	Electricity-Electronics Diploma –
	Tennessee College of Applied Technology
Tim Pierce	Industry Training
Melissa Price	A.A.S. – Southwest Va. Community College,
	A.A.S., B.S. – ETSU
James Smith II	M.B.A. – King University
Doug Street	Industry Training
Tim Ward	Industry Training
	ASE Certification – Master Technician

Our Training Partners

Tennessee Governor Bill Haslam is pictured presenting to TCAT Elizabethton a grant totaling $650,000 to add a welding class and machine tool technology program. He is pictured with students in the Diesel Powered Equipment shop.

TENNESSEE COLLEGE
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ELIZABETHTON