

RV TECH TRAINING CENTER, INC.

Catalog – *New Logo Forthcoming

We can make learning fun and easy!

www.rvtechtrainingcenter.com – 727-218-2486

2024 Catalog

2024 Calendar

Recreational Vehicle Technical Training Center, Inc.

12949 66th Street North

Largo, FL 33773

Phone: 727/218-2486

January 3	Day One First Session
March 20	Last Day First Session/Graduation Day
March 27	Day One Second Session
May 27	Memorial Day Holiday – No School
June 12	Last Day Second Session/Graduation Day
June 19	Day One Third Session
July 4	July 4 th Holiday – No School
September 2	Labor Day Holiday – No School
September 4	Last Day Third Session/Graduation Day
September 11	Day One Fourth Session
November 20	Last Day Fourth Session/Graduation Day

October 11, 2023

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Supplied as Addendum to Catalog:

- Welcome Letter
- Student Enrollment Form
- Course Topics
- Class Schedule
- Student Information Sheet
- Tool List
- Local RV Parks & Hotels/Motels

RV TECH TRAINING CENTER, INC.

12949 66th Street North

Largo, Florida 33773

Phone: Office: 727-218-2486, Colleen McGann-Rommel 727-599-4812

STATEMENT OF LEGAL CONTROL

LICENSED BY

RV TECH TRAINING CENTER, INC.

Incorporated with State of Florida, Division of Corporations

Owned and Operated by RV Tech Training Center, Inc.

OFFICERS

CEO – Kamran Rouhani

School Director – Colleen McGann-Rommel

Instructor

FACULTY

The commission for Independent Education, Florida Department of Education licenses RV Tech Training Center, Inc. To obtain additional information regarding this institution, contact the Commission at 325 W. Gaines St., Sute 1414, Tallahassee, FL 32399-0400, or by calling toll free (888) 224-6684.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Pursuant to the Family Educational Right and Privacy Act of 1974, as amended, a student or former student has the right to inspect his or her educational record maintained by the school. If the student wishes to inspect his/her records, an appointment must be made in advance with the school. Files can then be inspected under the supervision of a member of the administrative staff. Information will not be released by the school unless agreed upon with the student in writing. A form will be provided for this purpose.

ADMISSION GUIDELINES

Applicants may apply by completing the application form provided and submitting a \$150.00 non-refundable registration fee. Admission to RV Tech Training Center, Inc. is open to all who have a high school diploma. GED or college transcript and have the desire to learn RV service and repair. This 11-week program prepares students to work safely to maintain and service recreational vehicles as a certified RV Service Technician. Mail correspondence to:

Cole Link Foundation
2754 Sunset Point Road
Clearwater, FL 33759
Email:

GRADING SYSTEMS

Grades will be determined by using a numeric percentage to determine one of five letters to report student progress.

E = Excellent – Indicates that the student has achieved at least 90% mastery of the objectives in the area of study.

S = Satisfactory – Indicates the student has achieved between 80%-89% mastery of the objectives in the area of study.

N = Needs Improvement – Indicates the student has achieved 70%-79% mastery of the objectives in the area of study.

U = Unsatisfactory – Indicates the student has achieved a grade of 69% or less.

I = Incomplete – Indicates the student has not completed all requirements of the course.

STUDENT PROGRESS

Student progress is evaluated at the end of each segment. Students must have achieved mastery of at least 70% of objectives listed for each area of study. Students falling below the 70% mastery level in four academic courses will be placed on academic probation. This is a warning that academic progress is in jeopardy of falling below a satisfactory level. The student may retake the course and retest during scheduled RV Tech Training Center, Inc. hours up to one year from the original enrollment date. Probationary period will last for 2 weeks or until the student reaches academic progress above 70% mastery level again. Dropping lower than 70% achievement in an additional course will result in termination from the program.

In no case will the student be permitted to enroll in more than 400 clock hours in the RV course to satisfactorily complete the program. A student who completes only part of the program will receive a certificate listing the courses successfully completed. Students successfully completing the entire program will receive a diploma. RV Tech Training Center, Inc. maintains a permanent record for each student.

REFUND POLICY

Should a student terminate or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made by Certified Mail, return receipt requested only.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: when calculating the refund due to a student, the postmark on the Certified Letter will be considered the date of cancellation, regardless of actual time attended.
7. Refunds will be made within 30 days of termination of the students' enrollment or receipt of a Cancellation Notice from the student.

VETERAN'S REFUND POLICY (For Use by Non-Accredited Institutions Only)

For veterans or eligible persons who fail to enter a course, withdrawal, or discontinue prior to completion, refunds of the unused portion of the tuition, fees, or other charges, will be made for all amounts paid which exceed the approximate Pro Rata portion of the total charges. The length of the completed portion of the course will be deducted from the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours of the course.

TERMINATION POLICY

A student will be terminated from the program for the following reasons:

1. If a student falls below the 70% mastery level in five (5) courses.
2. If a student has three (3) unexcused absences or any combination of six (6) absences.
3. If a student is guilty of theft or defacement of school property.
4. If tuition payment is more than five (5) school days late as due in the Enrollment Agreement.
5. A student can be dismissed at the discretion of the Director, for insufficient progress, disruptive behavior in a class or lab, nonpayment of costs, or failure to comply with RV Tech Training Center, Inc. rules.
6. If a student abuses our drug and alcohol policy and refuses to seek counseling as directed by the school.

STUDENT APPEAL

Students who are terminated after failing to achieve minimum requirements may appeal this decision. The student must submit written appeal to the Director of Training, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. The Director must receive this appeal within five (5) business days of the termination. Should a student fail to appeal this decision, the decision to terminate will stand. A meeting will be scheduled within three (3) business days of receipt of the written appeal. The student (parent/guardian if the student is a dependent minor), the student's instructor, and the Director of Training will attend this meeting. The Director will make a decision on the student's appeal in writing within 24 hours. This decision will be final.

The student will automatically re-enter the course and be reinstated as an eligible student should it be determined in the appeal that satisfactory progress is being made.

STUDENT COMPLAINTS

RV Tech Training Center, Inc.'s policy regarding student complaints is as follows:

1. Student complaints must be submitted in a written letter to the Director outlining the complaint within two (2) weeks of each occurrence.
2. Director will consult with student within five (5) business days of receipt of written letter of complaint. If no resolution is reached regarding the complaint within five (5) business days.
3. Student may submit a written letter outlining the complaint to:

STUDENT CONDUCT

Commission for Independent Education – Florida Department of Education, 325 W. Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400, Toll-free (888) 224-6684

While enrolled in the program, students are expected to conduct themselves in a professional manner. Unacceptable conduct includes (but is not limited to) illegal drug use, intoxication, disruptive behavior at school or violation of any state, federal, or local laws. Unacceptable conduct will result in dismissal from the program. Students are

RE-ADMITTANCE POLICY

required to see counseling from the instructor and if not resolved, see counseling from Director to discuss any issues.

Students who withdraw or are dismissed for any reason may re-enroll in a later class. The student must complete an interview with the Director of Training. After approval from the Director, the student may submit an updated Enrollment Agreement.

SAFETY

Students are required to use safe conduct, which includes:

1. Wearing safety equipment (such as safety glasses and back belts) when necessary.
2. Using proper lifting techniques.
3. Reporting any accidents immediately to the instructor.
4. No horse play.

SMOKING

Smoking is not allowed inside any school building or outside on school property except in the designated smoking areas.

PREVIOUS EDUCATION & TRAINING CREDIT TRANSFER

Current certified courses taken at other institutions may be accepted, provided the courses are comparable in content to courses taught at RV Tech Training Center, Inc. and the student passes our module test with a score of 70% or better in that subject.

Credit may also be given for training or experience in specific areas of study. Example: an air conditioning tech or a trailer brake tech may test out of the course in these areas if they can pass our module tests with a score of 70% or better. The fee for these module tests will not exceed \$50 for each course of study. RV Tech Training Center, Inc. will accept up to 75% transfer of credits if the student qualifies by the testing and experience mentioned here. At least 25% of the credit must be taken at the award issuing institution. Transfer of credit from another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether another institution of the student's choice will accept credits.

VETERAN'S PREVIOUS EDUCATION & TRAINING CREDIT

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

FINANCIAL AID

There is information available from financial assistance, such as Veterans Affairs, Vocational Rehabilitation, and the Workforce Investment Act (WIA). Prospective students may call or make an appointment to speak with our office staff between the hours of 9:30 AM and 5:30 PM, Monday through Friday. Evening and weekend hours may be available upon request.

CLASS SCHEDULE

All regular day classes begin at 8:00 AM and end at 4:30 PM Monday through Friday. Lunch break is scheduled from 12:00 noon to 12:30 PM daily. Occasionally it may be necessary to conduct class on a Saturday.

CLASS SIZE

Due to our hands-on approach to learning, maximum class size is 15, giving each student the opportunity for more individual attention and assistance. RV Tech Training Center, Inc. reserves the right to cancel class with notice of five (5) days before beginning of class if minimum enrollment of four (4) students cannot be met. Average class size expected is 8 to 15 students.

ACADEMIC YEAR

RV Tech Training Center, Inc.'s academic school year will begin during the first week of January each year. Each class, (four 11- week day classes annually, and on occasion) begin every January, March, June, and September. Please see attached addendum for the exact beginning and anticipated graduation dates.

Seminars and/or makeup classes may be held either during or between regular sessions. A minimum of 400 clock hours are required to complete the RV Technician program. A “clock hour” is a period of 60 minutes with a minimum of 50 minutes instruction in the presence of an instructor. We do not hold classes on the following days: New Year's Day, Memorial Day, Labor Day, July 4th, Thanksgiving, and Christmas.

ATTENDANCE

The instructor will monitor attendance and tardiness throughout the entire 11-week course. Regular attendance is required unless other arrangements are made in advance.

Excused Absence: An excused absence is one that is due to personal illness, death in the immediate family, and other unavoidable circumstances; however, the school must be informed at once of the reason or those absences will be recorded as unexcused.

Unexcused Absence: Days of learning lost due to absence cannot be regained.

Tardiness: Students who arrive more than thirty (30) minutes late for class will be considered absent from class. A student will be terminated if three (3) unexcused absences or any combination of tardy six (6) occurs during the 11-week program. Arrangements for re-admittance in a future class may be made with the Director of Education based on availability.

EQUIPMENT AND SUPPLIES

The students attending RV Tech Training Center, Inc. will receive training on modern components and equipment used in the RV industry today. This has been made possible through the support of the major manufacturers supplying the RV industry. Some of the many manufacturers and distributors who contribute to the program are:

- | | | | | | |
|----------|----------------|-------------|----------|-------------|------------|
| Atwood | Manchester | Progressive | Dynamics | Seeley Inc. | Carefree |
| Hayden | Marshall Brass | Pull Rite | Shurflo | Norcold | |
| | Suburban | | | | |
| Dinosaur | Onan | Reese | Tekonsha | Dometic | Magic Chef |
| Parallax | Thetford | | | | |

HANDICAPPED FACILITIES

RV Tech Training Center, Inc. has provisions for the training of handicapped persons. Our building is on one level and can accommodate students who may be handicapped.

NON-DISCRIMINATION POLICY

No person, based on gender, race, national origin, or disability*, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction and control of RV Tech Training Center, Inc.

* Persons must have use of their hands and arms and have correctable vision and

DIPLOMA, CERTIFICATE AND GRADUATION REQUIREMENTS

hearing to participate in this vocation safely.

Upon satisfactory completion of the program, the student will be awarded a diploma and certificate the student understands that in order to graduate from the program and to receive a diploma, they must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the school.

LOCATION AND FACILITIES

RV Tech raining Center, Inc. is located at 12949 66th Street North, Largo, FL 33773 (Pinellas County). The school building totals over 3500 sq. ft. covered space, including inside warehouse shop facilities, reception area and two administrative offices and one large classroom. The school also has a break area with kitchen facilities, refrigerator, microwave, coffee maker, and water machine for use by the students. We are conveniently located approximately 1/4 mile from the St. Pete/Clearwater airport, campgrounds, hotels, restaurants, and nationally known grocers.

From the initial admission interview, RV Tech Training Center, Inc. personal personnel

STUDENT SERVICES

recognize the need for providing guidance to the student in all phases of their academic life. The Director assists in evaluating individual's goals. Orientation sessions acquaint the student with staff and faculty member(s) and services available to him or her. The Director also helps resolve academic and personal problems, which may interfere with satisfactory progress. Students who encounter difficulty in financing their education should consult the director for information and assistance students who desire employment should meet with the Director. RV Tech Training Center, Inc. makes no guarantees of employment or salary upon graduation. The school will provide help with placement assistance which will consist of identifying employment opportunities and advisement on appropriate means of attempting to realize those opportunities.

Our library consists of pertinent reference materials and includes a computer and Internet access. Staff members are available to assist each student with their specific needs. Available during all breaks, lunch, and from 4:30 to 5:00 PM, Monday through Friday.

TUITION, FEES, AND PROGRAMS OFFERED
Scholarships available – Please reach out to the School Director to discuss.

Although all fees are subject to change at any time by RV Ttraining Center, Inc. for new students, those already accepted for enrollment will be charged as posted.

1. Registration Fee for each course	\$ 150.00	
(Non-refundable if cancelled by student.) _____		
<u>Tuition</u>		
2. RV Technician	\$8,250.00	
Number of weeks required to complete the selected programs: Day Class – 11 _____		
TOTAL COST:		\$8,400.00

Fee charged each time a student’s check is returned by bank - \$35.00.
ALL FUNDS MUST BE RECEIVED 30 DAYS BEFORE START OF CLASS

PROGRAM DESCRIPTION

RV Technician: This 11-week day program prepares students to safely maintain and service recreational vehicles as a certified RV Service Technician.

CAREER PLACEMENT ASSISTANCE

RV Tech Training Center, Inc. career placement services will be provided by the Office Manager or Director. The staff will work with a student to find job opportunities upon completion of the program. Current job opportunities are posted to our bulletin board. RV Tech Training Center, Inc. cannot guarantee employment; however, RVTC graduates may have an opportunity for employment by many recreational vehicle dealers in the country. Specific career advice and placement information is posted on our bulletin board and available from the school's Director.

At any time, a graduate of RV Tech Training Center, Inc. who wishes to refresh their knowledge of the repair and maintenance of a component may enroll in a class for a nominal fee ranging from \$100 per segment. Acceptance is dependent on class size.

CONTINUED TRAINING

Continued education classes may be added in the future as industry needs dictate (Example: a one (1) week course in slide-out rooms. These continuing education classes are scheduled at the time of enrollment. The prerequisite will be RV certification. Prices will be published at the time of implementation.

LOCATION OF OUR SCHOOL

**RV Technical Training Center, Inc.
12949 66th Street North
Largo, FL 33773
Phone: 727/218-2486**

