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Computer & Network Technology

Dental Assisting

Electrician: Industrial, Commercial, Residential

Low Voltage Technology

HVACR Heating, Ventilation, Air Conditioning, Refrigeration

Medical Assisting

Plumbing

Practical Nursing

Welding

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Not all programs offered at all campuses.

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Not all programs are offered at all campuses.

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www.porterchester.edu

Porter and Chester Institute and Porter and Chester Institute of Hamden are affiliated institutions under common ownership. As used in this catalog, the terms "Porter and Chester" and "the Institute" refer to both Porter and Chester Institute and Porter and Chester Institute of Hamden. Unless otherwise specified, all statements in this catalog apply equally to both Porter and Chester Institute and Porter and Chester Institute of Hamden.

Training Available by Campus Location

Porter and Chester Institute of Hamden (Main School)
Hamden, CT
1245 Dixwell Avenue, Hamden CT 06514 (475) 234-6600 (Affiliate of Porter and Chester Institute)
Automotive Technology+ – Plumbing
Low Voltage Technology – HVACR – Electrical Technology
Medical Assisting+ - Dental Assisting+ - Practical Nursing

Porter and Chester Institute, Bridgeport - Main School and Branch Campuses

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Bridgeport, CT
156 Boston Avenue, Bridgeport, CT 06610 (475) 273-2400 (Main Campus)
Automotive Technology – HVACR- Electrical Technology – Plumbing - Welding
Medical Assisting+ - Dental Assisting – Practical Nursing**

Brockton, MA
609 Belmont Street, Brockton, MA 02307 (774) 360-8300 (Branch Campus)
Automotive Technology+ - HVACR -
Career Industrial, Commercial, & Residential Electrician- Electrical Technology - Medical Assisting - Dental Assisting

---

Chicopee, MA
1984 Westover Road, Chicopee, MA 01022 (413) 459-9760 (Branch Campus)
Automotive Technology - *Computer Aided Drafting and Design+ - *Computer & Network Technology+- HVACR - Career Industrial, Commercial, & Residential Electrician -Electrical Technology - Medical Assisting - Dental Assisting

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New London, CT
351 North Frontage Road, Suite G-1 New London, CT 06320 (860) 629-8840 (Branch Campus)
Electrical Technology - Medical Assisting – Dental Assisting - Plumbing -Welding

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Waterbury, CT
881 Wolcott Street, Waterbury, CT 06705 (475) 689-3800 (Branch Campus)
Automotive Technology - *Computer Aided Drafting and Design+ –
*Computer & Network Technology + – HVACR - Electrical Technology-Medical Assisting - Dental Assisting - Practical Nursing – Plumbing

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Worcester, MA
220 Brooks Street, Worcester, MA 01606 (508) 304-6500 (Branch Campus)
Automotive Technology - HVACR - Electrical Technology- Medical Assisting – Dental Assisting

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** Offered 100% online through the Waterbury, CT and Chicopee, MA campuses to students anywhere in CT or MA*
***No longer enrolling in this program*
+ Currently not accepting new enrollments

History

The history of Porter and Chester Institute began in 1946 with the founding of the Porter School of Engineering Design in Hartford, Connecticut focused on teaching drafting.

In 1973, the Porter School and the Chester Institute for Technical Education of Stratford, Connecticut, became one institution. Subsequently, the name, Porter and Chester Institute, was adopted, and the curricula contents and operational policies of the two institutions were standardized. At the same time, the Porter School, which was located in Rocky Hill, Connecticut, became the Rocky Hill Branch of the Porter and Chester Institute.

In response to the increasing demand for Porter and Chester Institute graduates, the Waterbury Campus was established in 1977. As the need for graduates continued to expand, in reflection of this need, in 1979 a campus was established in Enfield.

In 1976 the Automotive Technology program was added to the curriculum.

In 1986 the Waterbury Campus was expanded and moved to Watertown, and in 1987 the Rocky Hill Branch was also moved to larger quarters in Wethersfield.

All during the 1980's the school found itself continuously adding more and more computer related technology and skills to the curriculum content of the occupations which it teaches. So, in 1981, in reflection of this deep involvement with computers and in keeping with its philosophy of staying with the latest technologies it teaches, Porter and Chester Institute added a program to teach students how to repair computers.

Almost every year the content of this program has advanced in reflection of the constantly improving technology of computers. Today, the program is entitled Computer and Networking Technology and covers not only repairing computers but also networking them using routers and various interface components. In addition, the program also addresses computer and network security and includes the repair and maintenance of peripherals including scanners and printers.

This involvement with computers has proved to be significant for all concerned. It has provided students with an exciting, new occupational choice, and at the same time, insured Porter and Chester's leadership position in the occupations it teaches. After all, today, almost every occupation makes use of computers in some way or another.

The prevalence of medical and hospitalization insurance together with the shortage of registered nurses revealed the need for a new, technician level occupation. To meet this demand, in 1992 Porter and Chester Institute added Medical Assisting to the curriculum.

This growing occupation is attractive to people who have an interest in helping others by helping doctors and nurses with both the clinical and administrative aspects of healthcare.

As the application of computers widened, the types of controlling devices used in the heating, ventilating, air conditioning, and refrigeration fields have become computerized. Accordingly, in 1992 Porter and Chester Institute added another high demand occupation for students to consider, HVACR technician.

The success of the Enfield campus revealed the need for a school in Western Massachusetts. That being the case, in 1993 Porter and Chester Institute opened its campus in Chicopee, MA.

In August 1995, the stockholders of Porter and Chester Institute purchased the assets of the Connecticut School of Electronics (CSE). CSE was located in New Haven, Connecticut, and was established in 1947. The campus was moved to Branford and renamed Porter and Chester Institute of Branford, and enlarged the scope of its pro grams and student services so that students living in the New Haven and shore points areas had local access to additional training opportunities.

Dental Assisting is another occupation that people who are interested in helping others find attractive. In 1998 the Institute recognized this need by adding Dental Assisting to the curriculum at Enfield and in 2007 began expanding it to its other locations.

In 2002 it became clear that the electrician occupation had changed significantly and that an important opportunity had emerged for anyone interested in becoming trained in this occupation. In recognition of this trend, in 2003 the Institute added programs in high and low voltage electrical training.

In 2004 the Institute recognized the increasing demand for Porter and Chester graduates in Central and Eastern Massachusetts. Porter and Chester responded to this need by opening its Westborough branch in 2005 and its Canton and Woburn branches in 2010. The Woburn campus closed in October 2017 and the Canton campus closed in 2020.

In response to the incredible demand for nurses, Porter and Chester began offering its Practical Nursing program in 2006.

In 2007 there was a change of ownership in the majority stock holder of the Institute.

In 2013 Porter and Chester purchased the YTI Career School chain in Pennsylvania.

In 2014, the Westborough campus moved to Worcester, MA. and in 2016, the Watertown campus moved to Waterbury, CT

In 2018, the New London, CT branch campus opened. Also, in 2018 the Enfield campus began offering just the Practical Nursing program and the Plumbing program was introduced. In 2019 Porter and Chester Institute of Branford moved to Hamden, CT, becoming Porter and Chester Institute of Hamden.

In 2020 a branch campus was opened in Brockton, MA.

In 2021 the Stratford Main Campus relocated to Bridgeport, CT.

In 2022, Porter and Chester began offering a program in Welding, in Bridgeport May 22 and added an additional classroom site to the New London campus specifically for Welding that opened in July 2023. Also, in 2022, the Rocky Hill campus closed.

In October 2024 the Enfield campus closed.

In December 2024 Porter and Chester was acquired by the College of Court Reporting.

As its history indicates, Porter and Chester is an experienced, competent provider of administrative, technical, and medical expertise. This history also reveals that the Institute stays at the forefront of occupational training by continuously seeking new programs to offer and continuously modernizing the contents of the programs it teaches.

Philosophy

Mission
Our MISSION is to:
Support committed students in achieving the technical and professional skills essential for their chosen career through industry-modeled, student-centered education and training.

Vision
Our VISION is to:
Grow our school with quality and integrity, through the collaborative pursuit of excellence by:

- Delivering a high quality, industry-modeled learning environment for students
- Actively supporting our students, our employees, the employers of our graduates, and our communities
- Being recognized as the preeminent career education and training school in our geographic regions, a valuable partner in the communities we serve, and a great place to work

Values
Our VALUES are:

Professionalism
Teamwork
Integrity
Excellence
Trust
Relationships
Accountability
Having Fun

The Institute places heavy emphasis on developing graduates who are sought after in the job market place. That emphasis might be categorized as follows:

1. Education in the specific, practical skills required by the Employer. This reduces the amount of time required to train a graduate to an employer's particular situation. Accordingly, the Employer acquires a productive, cost-effective employee after a minimum orientation period.
2. Education in a selected cluster of occupationally related skills and knowledge. This fosters professional advancement and permits a smooth adjustment to the changing demands of the occupational world.
3. A knowledge and skills foundation that will provide graduates with a sufficient theoretical base to motivate and enable them to continue their own professional development.
4. Individualizing the curriculum content so that each student can take full advantage of the motivational fuel that comes from knowing one is truly acquiring skill and knowledge.
5. Assisting graduates in their job search efforts so that they promptly secure the kind of employment for which they have been prepared.

Career Services

As part of a student's program, the Institute is responsible for helping each graduate get situated in the kind of job for which he or she has been prepared. This includes training in the task of job search as well as personal preparedness and securing interviews.

The Career Services department offers a variety of Professional Development seminars throughout the student's enrollment designed to enhance the student's preparedness for the work world. All students are expected to attend and participate in these seminars as assigned. Failure to complete and submit Career Services assignments is a violation of the professionalism expectations the Institute holds for students and can lead to disciplinary actions including warning, probation, suspension and dismissal.

Accreditation standards do not permit any school to guarantee employment to its graduates.

Records are kept about each graduate as he or she secures employment. The employer the graduate will be working for, the nature of the work he or she will be doing, the date he or she will begin work, and (if provided) the amount of the starting salary are recorded.

If a graduate seeks additional education, joins one of the Services, or for any reason is not available for prompt placement, these facts are also recorded in the Institute's placement file. In other words, the Institute's staff assists and stays in touch with every graduate until he or she has secured employment, or it has been determined that the graduate does not wish our assistance any longer.

Graduates of all programs should be aware that they may be subject to a background check and those with a felony conviction may experience difficulty in obtaining employment.

Accreditation

Porter and Chester Institute and Porter and Chester Institute of Hamden are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Medical Assisting program is additionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org

****Accrediting Bureau of Health Education Schools*** (ABHES) (Medical Assisting, programmatic accreditation)

6116 Executive Blvd., Suite 730
North Bethesda, MD 20852

(301) 291-7550
www.abhes.org
** Offered at Worcester , MA campus only**

State Approval and Licensing
Porter and Chester Institute and Porter and Chester Institute of Hamden are approved by the Connecticut Office of Higher Education. Porter and Chester Institute is licensed by the Commonwealth of Massachusetts Division of Occupational Licensure, Office of Private Occupational School Education.

If you would like to review the documents which authorize Porter and Chester state approval and accreditation they are available for viewing in the lobby of each campus.

Veterans Approval
All Porter and Chester Institute campuses are approved to train veterans and their qualified dependents who are eligible for Veterans Administration educational benefits. See the program pages for individual program eligibility. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Memberships
The faculty and staff of Porter and Chester are represented in the following associations and have access to their publications:

- Air Conditioning Contractors of America (ACCA)
- Alldata
- American Association of Medical Assistants (AAMA)
- American Dental Assistants Association (ADAA)
- American Design/Drafting Association (ADDA)
- American Correctional Association (ACA)
- American Heart Association Instructor Network
- American Institute of Steel Construction
- American Medical Technologists (AMT)
- American Nurses' Association (ANA)
- Apple Developers Network
- Apple Teacher Network
- ASE - National Institute for Automotive Service Excellence
- Association of Energy Engineers (AEE)
- Association for Supervision and Curriculum Development (ASCD)
- Automatic Transmission Rebuilders Association (ATRA)
- Automotive Engine Rebuilders Association (AERA)
- Automotive Service Association (ASA)
- Career Education Colleges and Universities (CECU)
- CompTIA
- CompTIA Academic Partner Program
- CT Association of Professional Financial Aid Administrators (CAPFAA)
- Connecticut League for Nursing
- Connecticut Nurses' Association
- Connecticut State Dental Association (CSDA)
- Eastern Association of Student Financial Aid Administrators (EASFAA)
- Imagine America Foundation
- Indoor Air Quality Association
- International Brotherhood of Electrical Workers (IBEW)
- International Society of Bone Densitometrists
- Massachusetts Association of Student Financial Aid Administrators (MASFAA)
- Massachusetts Society of Medical Assistants (MSMA)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Commission on Correctional Health Care (NCCHC)
- National Fire Protection Association (NFPA)
- National League for Nursing (NLN)
- National Oil Heat Research Alliance (NORA)
- New England Private Career School Association (NEPCSA)
- North American Council of Automotive Teachers (NACAT)
- North American Technical Excellence (NATE)
- Oil Energy Service Providers
- Refrigeration Service Engineers (RSES)
- Society of Automotive Engineers (SAE)

Tuition and Fees Payments

Payment Procedure and Records

Tuition and student fee amounts may be found on the Enrollment Agreement and on page 64 of this catalog. There are no additional charges for programs delivered via Distance Education (Hybrid or fully Online). Tuition and fee charges are payable according to the procedures outlined below.

The staff in the Educational Funding department help students assess their financial resources and determine what best suits each student's situation. All students are encouraged to apply for federal financial aid. If the federal financial aid will not enable the student to cover all educational costs, PCI will assist the student to locate other alternative sources of educational funding. Educational funding may be from federal, state, institutional or private sources in the form of loans, grants, scholarships or benefits.

After deducting all anticipated educational funding from the total charges for each term, any balance due to the Institute must be paid by the student out-of-pocket prior to the start of each term. Or, the student may request a monthly payment plan. The first payment on a monthly payment plan is due prior to the start of the first term. Please note that this extension of credit will not be extended to reenrolling students with a prior history of payment delinquency; such students must pay their balance due after educational funding prior to the start of each term.

If a student receives additional educational funding after starting school, the student's personal out-of-pocket balance may be reduced.

If, for any reason, a student is not eligible to receive the anticipated educational funding scheduled for the current or future terms, the student is responsible for paying, out-of-pocket, on the due date set by the Institute, the balance of the tuition charges which would have been paid by the lost educational funding.

For those students who are not interested in applying for federal financial aid or any other source of educational funding, payment of the Materials Fee and Technology Fee is due prior to the start of classes. Tuition for each term, and any lab or externship fees must be paid prior to the start of the term, including the first term's tuition charge which must be paid prior to class start.

Tuition payments are accepted on our website; just go to www.porterchester.edu click on "Student and Career Services" and then click "Pay Online." We also offer direct debit for those who wish to have their payments processed automatically. Students on certain payment plans are required to have their payments processed via direct debit (from a credit or debit card) or ACH (from a checking or savings account). Failure to maintain a valid direct debit/ACH authorization may subject a student to financial probation, suspension and dismissal. Please see the Educational Funding department for the direct debit form.

Late payments, or failure to complete paperwork to finalize estimated financial aid, may subject a student to financial probation. Financial probation may progress to financial suspension (no access to the Canvas LMS or on campus labs) if the student does not make their scheduled in-school, monthly or term cash balance payment or fails to fulfill any other financial obligation, including completing the paperwork necessary to finalize estimated financial aid or making satisfactory arrangements to pay tuition charges which become due because of a loss of anticipated educational funding. If the financial issue is not resolved during probation or suspension, the student will be dismissed. All outstanding charges must be paid in full prior to a student receiving their diploma or a transcript being issued, including transcripts needed to sit for licensure or certification exams.

In accordance with Title 38 US Code 3679 subscription (e), for covered individuals (students entitled to educational assistance under VA CH.33 or Ch. 31 benefits), while payment is pending from the VA, the institute will not prevent the student's enrollment, assess a late penalty fee, require students to secure additional funding or deny their access to any resources available to other students who have satisfied their tuition and fee bills to the institution, provided that the student has submitted their Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, the VA Form 28-1905, by the first day of class.

Cancellation and Refund Policy

1. If the Applicant wishes to cancel enrollment any time after signing the Enrollment Agreement they may do so orally or in writing.
2. In the event of cancellation after application, any money the Applicant paid the school will be refunded within 45 days.
3. Applicants to residential or hybrid programs who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Tuition for the program is as stated on the Enrollment Agreement and there will be no increase in the tuition rates after completion of the Enrollment Agreement. If during the first week of the first term, the student withdraws or is dismissed for any reason after starting classes, 100% of the Technology and Materials Fees will be refunded. After the student begins the second week of the term, no portion of the fees is refunded.

If the student withdraws or is dismissed for any reason after starting classes but before completion of the term, the Student's enrollment is terminated and the applicable schedule below is used to determine the tuition refund amount. Under the pro-rata term tuition refund schedule, the school retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. No portion of the term's tuition is refunded after the Student has completed 60% of the term. The refund computation is based on the last date of actual attendance. (Note: The "First Term Refund Schedule" applies only to the first period of enrollment. Students who withdraw or are dismissed and then restart or reenroll are considered to be in their "Second through Last Term" of enrollment.)

First Term Tuition Refund Schedule CIRCE, PN (1596)

If the last date of attendance occurs:	The Charge is:	The amount of the tuition refund is:
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

Second through Last Term Tuition Refund Schedule CIRCE PN (1596)

If the last date of attendance occurs:	The Charge is:	The amount of the tuition refund is:
In the first week (calendar day 1 through 7)	8%	92% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

First Term Tuition Refund Schedule (All programs except CIRCE and PN (1596))

If the last date of attendance occurs:	The Charge is:	The amount of the tuition refund is:
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh week through tenth weeks	100%	None

Second through Last Term Tuition Refund Schedule (All programs except CIRCE and PN (1596))

If the last date of attendance occurs:	The Charge is:	The amount of the tuition refund is:
In the first week (calendar day 1 through 7)	10%	90% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh week through tenth weeks	100%	None

This Refund Policy is used to calculate the refund of institutional charges. Any refund of institutional charges is credited to the student's account within 45 days of determining the student is no longer enrolled. Students who receive federal student aid are also subject to the Federal Return to Title IV (R2T4) Policy. This separate Return of Title IV Funds calculation is performed to determine the amount of federal aid that must be returned to the federal government by the school and the student. This policy calculates the amount of federal financial assistance the Student has earned based on the percentage of the term (or payment period) the student completed up to the 60% point in time. See the Federal Return to Title IV (R2T4) Policy in the catalog for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds (within 45 days of determination) as required by this policy could result in the student owing a balance to the school.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, the applicable portion of student fees and for any miscellaneous fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 45 days of the date of determination of the student's withdrawal or dismissal. (The "Date of Determination" is the date of dismissal, or date the student notified the school of their withdrawal or 14 days after the last date of attendance if no notification of withdrawal was provided by the student or 14 days after a LOA end date or term begin date if the student does not return to class and has not provided notification of withdrawal.) Institutional refunds are made to payment sources in the following order: institutional loans and grants, Nutmeg loans, Direct Unsubsidized Loans, Direct Subsidized Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, FSEOG, other grants or scholarships, and the Student.

If the student's total payments are less than the total amount owed, he/she is responsible for paying the balance. ("Student's total payments" means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 calculation.) This amount is payable in full at the time of termination, unless the Student has arranged for installments. Six-percent annual interest applies to any money owed the school that is not collected within sixty days of the student's last day of attendance. If the Student fails to make payment, the school will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney's fees or other costs incurred by the school in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the school may be reported to one or more credit bureaus.

See the Addenda (pg. 98) for Cancellation, Refund and Financial Information specific to Massachusetts students.

Educational Funding
(Financial aid available for those who qualify)

Most postsecondary educational institutions operate on the basis of students completing an academic year in nine months. This means that full time attendance consists of approximately 15 hours of classes per week for two semesters of 15 weeks each for a total of 30 weeks during the twelve months of a year. In other words, most college students attend classes for only nine months (30 weeks) of the year. The regulations about federally sponsored student financial aid are based on this schedule.

Porter and Chester students, however, attend classes for twelve months of the year rather than nine. They also spend more time in class each day than do students attending a nine months' college. Accordingly, in adjusting things to enable Porter and Chester students to be treated fairly with respect to Federally sponsored student financial aid, a framework must be set up that will match Porter and Chester's schedule with the Federal regulations that are based on the nine month college schedule. Needless to say, this causes a great deal of complexity.

In July of 2021, the Federal Department of Education published a regulation which updated how many student contact hours (clock hours) equal a semester credit hour and a quarter credit hour for federal aid purposes. A student contact hour is defined as a 60 minute unit of instruction and break time, with at least 50 minutes of instruction. Porter and Chester measures student academic progress in quarter credit hours. The regulation specifies that 20 student contact hours are equal to one quarter credit hour. For purposes of awarding federal student aid, all programs follow this definition

Pell Grants
To be eligible for a grant under this program, the student's financial need must fit the requirements of the eligibility formula. The formula also determines the amount of the grant the student receives. Another factor affecting the amount of the grant is the amount of money Congress appropriates each year for funding of this program. The money the student receives under this program is not paid back. It is a gift.

Because the Pell Grant can provide a fundamental source of aid to students, Porter and Chester encourages every student seeking financial aid to apply for this grant. By making sure that every student who qualifies for a Pell Grant receives one, the Institute is able to make its other sources of student aid stretch further and help more students than would otherwise be the case.

Ford Federal Direct Loan Program (DL)
This program consists of the loans described below which students or parents can use to borrow money from the U.S. Department of Education for financing education after high school. Porter and Chester acts as the intermediary on behalf of the applicant and the U.S. Department of Education.

Federal Direct Subsidized Loans (DSL)
Students who qualify for federal financial aid may apply for this low-interest loan. The interest is paid by the federal government while the student remains in attendance. Repayment commences six months after the student graduates or ceases to be enrolled at least half time. The interest rate for the current award year can be found at https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#interest-rates

Federal Direct Unsubsidized Loan (DUL) Students who are not eligible for other federal financial aid may still apply for this low-interest loan. The terms of this loan are the same as the DSL except that the federal government does not pay the interest while the student is in attendance.

Federal Direct PLUS Loan (DPLUS)
This low-interest loan is available to the parents of dependent students. The parents must have established a satisfactory credit record, and the amount they may borrow per academic year is the cost of attendance at the Institute minus any financial aid the dependent student receives. The interest rates for the current award year can be found at https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#interest-rates

Federal Supplemental Educational Opportunity Grant (FSEOG)
Students with exceptional need for financial assistance are considered for this program. The money the student receives is not paid back. It is given to the student as a combined gift from the federal government and Porter and Chester. Grants are provided in varying amounts depending on the student's calculated need. First priority is given to Pell Grant recipients.

Education Tax Benefits
Currently, the federal government offers three education benefits to tax filers: the Tuition and Fees deduction, the American Opportunity Credit, and the Lifetime Learning Credit. In general, these tax benefits are available to the person claiming the student as a dependent for tax purposes. So, parents paying for their child's education may receive the credit instead of the student. The eligibility criteria, the amounts available, and income limits vary by program, so it is useful to seek the help of a tax advisor in determining whether a student or parent is eligible for one of these benefits. These benefits are subject to revision or elimination by the federal government at any time.

Imagine America Scholarship
Porter and Chester participates in the Imagine America scholarship program. In 2022 this constitutes the Imagine America High School Scholarship for graduating high school students, Military Award Program for current and former military, and Adult Skills Education Program for adults returning to school. Details are available on our website and from the Admissions and Educational Funding offices.

Porter and Chester Institute Grants and Scholarships
Porter and Chester offers a few small tuition grant programs to specific student populations. Applicants with an immediate family member who is a student, graduate, or employee of Porter and Chester may be eligible for a Family Member tuition grant. Amounts vary based on the family member relationship. Details are available from the Admissions and Educational Funding offices.

Recent graduates of the Medical Assisting program returning to enroll in the Practical Nursing program are eligible to apply for a PN Grant to offset the double tuitions. Applicants to the Practical Nursing program who hold a valid CNA certification may apply for the CNA Community Service grant. During the first term when a new program is being launched, applicants to those programs may be awarded a New Program grant. Recent high school graduates or GED recipients may be awarded a Porter and Chester High School grant. Applicants who are receiving educational funding under the Trade Adjustment Act, but whose remaining need after allowable adjustments for other grants exceeds their funding agency's tuition cap are eligible for a TAA grant to meet their remaining need and help them qualify for their TAA funding.

Alternative Financing
Credit based loans are available through private lenders to students who meet the lender's criteria. The Educational Funding Department can provide a neutral, historic list of lenders who have made loans to our students in the past and are still available to make loans to Porter and Chester students and can also provide the "Private Education Loan – Applicant Self-Certification" form for applicants to give to their private loan lender. Porter and Chester will certify students for any private loan they qualify for. Porter and Chester has a preferred lender arrangement with Nutmeg Federal Credit Union for students who wish guidance on borrowing a private student loan.

Student Aid Award Policy
Direct Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants make up the fundamental building blocks for putting together a financial aid "package." After establishing the amount of aid available from these sources, the Educational Funding Department determines whether additional funding is needed. Generally speaking, federal financial aid is disbursed in the first week of the term for continuing students. The following conditions and procedures apply to the awarding of financial aid:

- The appropriate forms must be filled out accurately and sent or brought to the appropriate campus on time. Educational Funding staff are available to provide the forms and answer any questions a student may have.
- The federal government's award year is July 1 to June 30. Accordingly, if the student is enrolled in the Institute for more than one federal government award year, the student must fill out the appropriate forms for each award year. When both forms are available at the same time, both must be filled out during the enrollment process.
- The student must be making Satisfactory Academic Progress toward the completion of his/her educational program. This means that there must be a reasonable expectation that the student will graduate in an acceptable time frame with satisfactory mastery of information taught in their program.
- The student may not be in default on repayment of a federal student loan. Similarly, the student may not owe a refund on a Pell Grant or Federal Supplemental Educational Opportunity Grant.

Return to Title IV Funds Policy (R2T4)

If you leave Porter and Chester prior to completing 60% of a payment period (term), the Institute recalculates your eligibility for Title IV funds. Recalculation is based on something called "the percentage of aid that has been earned" using the Federal Return to Title IV Funds (R2T4) formula. This formula basically calls for proration of your aid based on the time you attended school. Your last day of recorded attendance is your withdrawal date for this calculation. Once you have completed 60% of your payment period, you have earned all of your Title IV funds, and no R2T4 calculation is required.

In the R2T4 formula, the percentage of the payment period completed is equal to the number of days completed (up to the withdrawal date) divided by the total days in the payment period. Any break of five days or more is not counted as part of the days in the term. This percentage of the payment period completed is equal to the percentage of aid that has been earned.

If you earned less federal aid than the aid that was disbursed to you, the Institute would be required to return a portion of the funds to the Federal government. The portion of funds the Institute would be required to return is equal to the lesser of: 1) your institutional charges multiplied by the unearned percentage of your federal funds, or 2) the entire amount of unearned funds. Funds which the Institute is required to return will be restored to the Title IV programs in the following order: Direct Unsub, Direct Sub, Direct PLUS, PELL, FSEOG. The school returns funds within 45 days of determining that you withdrew.

If you received some of your Title IV funds as a stipend for living expenses, you may be required to return a portion of the funds, in addition to what the school returns. You will repay any loan funds required to be returned according to the terms of your promissory note. The amount of grant overpayment due from you is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds disbursed or could have been disbursed.

If you earned more aid than was disbursed, the school may owe you a post-withdrawal disbursement (PWD). Any grant PWD will be credited directly to your account. BUT if that post-withdrawal disbursement consists of a loan, you can decline those funds if you do not wish to incur additional debt. (And it may be in your best interest to do so).

There are some FSA funds that you might be scheduled to receive that you cannot earn because of eligibility requirements. For instance, if you are a first-time borrower, and you have not completed the first 30 days of your program (before you withdraw) you will not earn any of the Direct Loan funds which you would have received if you had remained in school past your 30th day.

Also keep in mind that the requirements for returning FSA program funds (when you withdraw) are separate from any refund policy which the Institute has. The Educational Funding office can research any questions you have and provide you with requirements and procedures to officially withdraw from school.

Copies of this policy, and examples of R2T4 calculations, are available from the campus Educational Funding office.

Satisfactory Academic Progress

ACCSC standards and federal regulations require the Institute to establish standards of Satisfactory Academic Progress (SAP), involving two elements: qualitative (cumulative grade point average) and quantitative (the pace of hours earned compared to hours attempted and a maximum time frame for completing the program.) SAP standards apply to all students in all programs. It is the student's responsibility to be informed of the Institute's SAP standards and to monitor their own progress.

To remain enrolled at Porter and Chester and to be eligible for financial aid, whether or not aid was received in the past, students must be in compliance with all three of the monitored areas: cumulative GPA (C-GPA), academic pace of credit hours (or clock hours) earned, and maximum time frame.

I. Cumulative Grade Point Average (Cum GPA)

Students in the Practical Nursing, CIRCE, ELT, HVACR, LVT and Plumbing programs must maintain a minimum grade point average of 75 in all courses every term. In all other programs, a student must maintain a cumulative GPA (C-GPA) of 70 (which is the equivalent of a "C" average). If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the cumulative GPA calculation.

II. Academic Pace

(Hours Earned Compared to Hours Attempted)

Students must earn at least 67% of total cumulative hours attempted. To earn hours at Porter and Chester, one must receive a grade of 60 or higher in the course. (In the Cosmetology program, only grades of 70 or higher earn hours and in the Practical Nursing, CICRE, ELT, HVACR, LVT and Plumbing programs only grades of 75 or higher earn hours.) Audited courses (AU) do not count as either hours attempted or as hours earned. If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the Academic Pace calculation.

III. Maximum Time Limit

To remain in good academic standing, students must complete their program requirements for the academic program in which they are enrolled within 150 percent of the published length of their academic program. For example, students in programs whose published length requires 60 quarter credit hours over 12 months for graduation, may attempt a maximum of 90 quarter credit hours over 18 months. If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the Maximum Time Frame calculation.

Course Withdrawals:
Classes from which a student withdraws after beginning attendance are included as hours attempted in the Academic Pace calculation. Withdrawn courses will negatively affect the student's ability to satisfy the hours earned standard. Classes from which a student withdraws are not included in the Cumulative GPA calculation.

Course Incompletes:
Incomplete grades are included in both the Cumulative GPA calculation and the Academic Pace calculation.

Course Repetitions:
When students repeat courses which they previously failed or dropped, each repetition counts as hours attempted but only the successfully completed course counts as hours earned. Only the grade from the repeated course is used in the Cumulative GPA calculation. Students may repeat a failed course once. Students who fail the same course twice will be dismissed from their program.

Transfer Credit Courses
Accepted transfer credits count as both attempted and earned hours. Courses for which the student received transfer credit are not counted in the Cumulative GPA calculation.

SAP Reviews
The SAP calculation is run at the end of every term or payment period. A review is then completed to determine if students are complying with SAP standards. Students who are out of compliance with one or more of the SAP standards are subject to sanctions as indicated below.

SAP Warning
The first time students fail to meet one or more of the SAP standards, they are placed on SAP Warning for the following term. This is an automatic status (i.e. there are no steps necessary on the student's part) and the student may continue to attend classes and receive federal aid, if applicable, for the one term of SAP Warning. The student's SAP status is "Warning", his/her school status is "probation" and the financial aid status is "Financial Aid Warning". He or she is notified via probation letter that failure to meet SAP standards for a second term in a row could subject him/her to dismissal for failing to maintain Satisfactory Academic Progress.

SAP Appeals
A student on SAP Warning who fails to meet one or more of the SAP standards by the end of the warning term (i.e. they fail SAP two terms in a row) is subject to SAP dismissal. However, the student may file an appeal of this situation, if failure to be in compliance with one or more areas of Satisfactory Academic Progress is due to mitigating circumstances, such as the student's extended illness or injury, serious illness or death in the immediate family or other significant trauma. The student must complete the SAP Appeal form and submit it with supporting documentation to the SAP Appeals Committee. The SAP Appeals Committee consists of the Campus Director of Operations and Education (CDOE), the CDOE from another campus, the Vice President, Regulatory Affairs and Compliance and any other staff appointed to serve on the Committee. Students must file their Appeal within 4 days of notification that they have failed to regain SAP, and the SAP Appeals Committee must render a decision within 48 business hours of receiving a completed SAP Appeal packet.

SAP Probation (SAP Failure Appealed and Appeal Granted)
If the Appeal is granted, the student is placed on SAP Probation for the term. As part of the probationary process, the Committee determines if the student can mathematically regain SAP on both the quantitative and qualitative components by the end of the next term, and provides the student an Academic Plan showing what level of performance will be needed in order to regain Satisfactory Academic Progress. If the Appeal is granted, but it is not feasible for the student to fully regain SAP in one term, the Committee must create an Academic Plan which, if adhered to, will return the student to SAP by a specified date. Students are considered to be in good Academic Standing as long as they meet the terms of their Academic Plan. If they fail to meet the plan benchmarks in any term, they will be dismissed. If it is mathematically impossible for the student to meet both the quantitative and qualitative components of SAP within the maximum time frame (150% of the program length) then the Appeal cannot be granted and the student must be dismissed. The student's SAP status is "Probation" or "Probation-Academic Plan", his/her school status is "probation" and the financial aid status is "Financial Aid Probation". The CDOE provides written notification of SAP Probation to the student. The probation letter includes the Academic Plan, if applicable. Students on SAP Probation may continue to attend classes and receive federal aid, if applicable, for the one term of Appealed SAP Probation.

Regaining Eligibility for Federal Financial Aid
To regain eligibility for financial aid after failing SAP, a student must remedy all deficiencies and become fully compliant with the SAP standards as discussed in the paragraph on SAP Probation. Once the student has remedied their deficiencies, the CDOE will notify the campus Assistant Director of Educational Funding. However, once the maximum time frame has been exceeded, federal financial aid eligibility ends, even if the student is in compliance with cumulative GPA or the academic pace requirements.

SAP Dismissal
Students are subject to SAP dismissal in the following circumstances:

- The student was on SAP Warning status, failed to meet SAP standards by the end of the warning probationary term, and failed to submit a SAP Appeal
- The student was on SAP Warning status, failed to meet SAP standards by the end of the warning term, and his/her SAP Appeal was denied
- The student was on SAP Probation status and failed to make SAP by the end of the appealed probationary term or meet the benchmark of an Academic Plan
- The student failed the same course twice

Admission

Application Requirements

There are three parts to applying for admissions at Porter and Chester Institute:

1. Every applicant must complete a successful interview with an Admissions Representative to determine compatibility for the program and receive a positive recommendation from the Admissions Rep.
2. Applicants must be reasonably capable of successfully completing and benefiting from the training offered.
3. The candidate must complete an application for admission.

Enrollment Requirements

Once an applicant has successfully completed the application requirements, there are some additional enrollment requirements to start school at Porter and Chester Institute. Candidates must:

1. If applying to a Massachusetts campus, complete the Massachusetts required Program Cost Worksheet and Program Disclosure forms.
2. Agree to follow Porter and Chester Institute's student professionalism code, via acknowledgement of the "Steps to Success" document.
3. Provide proof of high school graduation or the equivalent (HS equivalency diploma based on performance on GED, HiSET or other state approved test; or college degree);
4. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
5. For Practical Nursing, and Hamden Electrical Technology and Automotive applicants, authorize PCI to conduct a general background check.
6. For Plumbing applicants, document a valid driver's license.
7. Complete the Institute's Enrollment Agreement;

A place is reserved for the applicant at this time; however, the agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by email. In the event of rejection, all money the applicant paid to the Institute is refunded. Normally, it takes about three weeks to process an application.

(See the Curriculum Content pages for additional Application and Enrollment information specific to the Practical Nursing program.)

Prerequisites

Prior to enrollment at the Institute, an applicant must have graduated from high school or have acquired a state high school equivalency diploma or graduated from a college degree program. Instruction is only offered in English, requiring proficiency in written and spoken English.

All applicants must complete a Readiness Questionnaire to access their preparedness for managing school and participation in distance and/or blended learning.

Tours of the Institute

The Institute encourages prospective applicants, their advisors, their friends, and their families to take a tour of the facilities by appointment. In particular, we urge that applicants bring a person with them who is already practicing the occupation the applicant is thinking of entering. In this way, the applicant can get especially sound advice about the quality of the Institute's instruction staff, curriculum content, and equipment.

Virtual or on-site tours can be arranged by contacting the Institute. Porter and Chester is pleased to provide applicants with the names of companies that have employed the Institute's graduates. Contacting these references will provide the applicant with additional, objective information about the Institute.

Campus Events

Each term, each campus holds a mandatory online or on-campus New Student Orientation, specifically for the incoming student body. Key staff are on hand to share important information and it's a good opportunity to get questions or problems that come up at the last minute taken care of. We urge all new students to bring their families and friends to a scheduled campus event. Contact the Admissions office for additional information.

Student Body

Overview

Our students are a serious, mature group. They select the Institute for education and training because they expect to acquire the highest quality occupational skills in the shortest possible time. They are eager to graduate, quickly locate the kinds of jobs for which they've been prepared, and establish themselves as independent citizens.

Vaccination Policy

Because Porter and Chester does not offer student housing, there are no general requirements about vaccinations. However, students in certain allied health programs may be subject to vaccination requirements. Admissions can provide the current requirements for your program.

Non-Discrimination

Federal law protects citizens against discrimination on the basis of religion, race, color, ethnic origin, sex, age, and non-occupationally related handicaps. These laws apply to Porter and Chester in the enrollment of students and the hiring of employees. Porter and Chester does not discriminate based on race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin or any other protected category The compliance officer for the implementation of these laws at the Institute is the Chief Executive Officer. If a student feels the Institute is in violation of any of these laws, he or she must make use of the procedure described in the "Suggestions, Complaints" section of these regulations. Applicants and students with qualifying disabilities may request reasonable accommodations under the Americans with Disabilities Act (ADA). The ADA states "No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Title IX Notice of Nondiscrimination

Porter and Chester does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct. Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at ocr@ed.goc or at the addresses provided at the following website:

http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

The following individual has been designated as the ADA Coordinator, for responding to accommodations requests, and the Title IX Coordinator to handle inquiries regarding Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Randi Wolf
Director of Learning Resources and Student Services
1405 Williams Road, York, PA 17402
717-251-4849 Randi.Wolf@yti.edu

For more information please go to our website at https://porterchester.edu/title-ix-compliance

Student Body Diversity as of July 1, 2021

At Porter and Chester Institute, enrolled, full-time students are distributed across the following categories:

Received Pell Grant	.52.9%	
Gender	71.9% Male	29.3% Female
Race		
American Indian	*	
Asian	*	
Black	45.2%	
Hispanic	63.2%	
Hawaiian	*	
White	57.6%	
2 or more races	60.0%	
Other	*	

At Porter and Chester Institute of Hamden, enrolled, full-time students are distributed across the following categories:

Received Pell Grant	57.9%	
Gender	83.3% Male	30.7% Female
Race		
Asian	100.0%	
Black	10.0%	
Hispanic	66.7%	
White	100.0%	
2 or more races	*	
Other	80.0%	

*Numbers too small to report without risking student confidentiality.

Retention Rate for Student Body

The retention rate for first-time, full- time students who began their studies at Porter and Chester Institute in Fall 2022 and were still enrolled or graduated by the end of Fall 2023 is 54%. The retention rate for first-time, full- time students who began their studies at Porter and Chester Institute of Hamden in Fall 2022 and were still enrolled or graduated by the end of Fall 2023 is 56 %. The Institute reports these rates to the National Center for Educational Statistics through the IPEDS system.

Academic Information

Our Approach to Education

Porter and Chester students are part of a large, successful school. As such they enjoy the kind of educational services, respect, and clout that go with being part of a large institution.

On the other hand, Porter and Chester students are educated at branch campuses with limited enrollments. While classroom and lab maximums vary by program and campus, no lab class is larger than thirty students. Class size depends on the complexity of the material to be covered and the technique to be used in teaching it. By keeping the student/instructor ratio as small as possible, we can cover the maximum amount of material in a relatively short time. It also enables your instructors and fellow students to get to know you as a person, not just as someone else in the class. Furthermore, it's easier to make friends, have fun, and experience satisfaction from your accomplishments.

In a very real sense, as a Porter and Chester student you get the "best of both worlds"...the benefits of going to a big school and the benefits of going to a small school.

Program Availability

Not all programs are taught at all campuses. Not all program shifts (Day, Evening) are taught at all campuses. Not all delivery methods (residential, hybrid, online) are available for all programs. Porter and Chester reserves the right to add or discontinue programs, program shifts or delivery methods at any time, which could affect students needing to repeat failed coursework.

Curriculum Content

A description of the content of the Program in which a student plans to enroll is contained in this catalog. This description is intended only as a characterization of the course materials the Program will contain. Porter and Chester continuously improves its programs. This means specific course subject matter may be shortened, lengthened, added or completely replaced without prior notice.

Learning Resources

The learning resource system is primarily electronic with e-library offerings, electronic periodicals, databases and internet web resources that students will need to supplement the course materials. Online resource links are available through the Learning Management System (LMS). Physical learning resource systems are maintained independently by some programs in their program areas with theoretical volumes, reference books, and suppliers' catalogs.

Probation

Probation status serves as a warning to students that their performance in one or more areas – academics, attendance, conduct, or finances– is unsatisfactory and that a lack of improvement during the probationary period will lead to dismissal. Reasons for probation include, but are not limited to:

- Failure to meet Satisfactory Academic Progress standards
- For Practical Nursing, exhausting over 50% of the cumulative programmatic absence allowance in either classroom or clinical settings
- Failure to submit Externship attendance or other externship documents in a timely manner
- Failure to complete Career Services assignments
- Significant or repeated violations of school policies
- Failure to fulfill financial commitments, including failure to complete the paperwork necessary to finalize estimated financial aid

The student will meet with the Campus Director of Operations and Education or designee and receive a written probation letter. The letter will be mailed to students who fail to attend the scheduled meeting and a copy kept in the student's permanent record.

Graduation Requirements

Students will graduate when they have:

1. Completed all the course work required in their program within the 150% time frame.
2. Passed each course and earned the number of quarter credit hours called for in the student's program. Current values are listed in the "Curriculum Content" section of this catalog but may be amended as curriculum is upgraded.
3. Achieved satisfactory academic progress, including a cumulative grade point average of 70 or better. (75 course GPA in all courses in the Practical Nursing, CICRE, ELT, HVACR, LVT and Plumbing, programs.)

Diplomas will be issued to those students who have graduated and:

1. Completed all required Career Services assignments and paperwork including the Release for Employment Verification. Students with outstanding paperwork at the time of separation may not receive their diploma or transcript until they complete all their assignments.
2. Made payment of all money owed the Institute. Students with outstanding balances at the time of separation may not receive their diploma or licensing and certification assistance until their balance is paid.

Grading

The Institute employs a grading system based on one hundred percent: 90 to 100 - Excellent, 80 to 89 - Good, 70 to 79 -Satisfactory, 60 to 69 - Below Average, Below 60 - Failure.

(The Practical Nursing, CICRE, ELT, HVACR, LVT and Plumbing grade scales are in the Curriculum Contents pages). In addition:

W = Withdrawn AU = Audit
T = Transfer Credit P = Pass
I = Incomplete

A grade of "Incomplete" may be assigned when mitigating circumstances have prevented a student from completing all required work before a course ends. The student must complete all outstanding work according to the Make-up plan (usually within a two week deadline) or the grade reverts to an "F".

The final grade awarded for a course represents the degree to which the student has achieved the objectives of the course. The grade for each course is based primarily on two major criteria: (1) the quality and quantity of academic (theory based) work produced during the course, and (2) the quality and quantity of practical (hands-on) work produced during the course.

The mastery of theory is assessed through homework, research papers/projects, quizzes, tests and/or written exams. The mastery of hands-on work is assessed through labs, job sheets, competency checklists, projects, homework, and/or practical exams.

The syllabus for each course spells out the assessment methods used in that course and the weight attributed to each in the grading process. Depending on the nature and focus of a course, the assessments methods and the weights of those measures may vary from program to program and course to course.

The components of a program are courses. If the student receives a failing grade (59, 69 or 74 and below, based on program) no credit is earned, and the course must be repeated. The student may not graduate unless all the courses that make up their program have been completed with a passing grade for that program. No credit is awarded for courses with a grade of W, I or AU. *(The passing grade is 60 for all programs except Practical Nursing, CICRE, ELT, HVACR, LVT and Plumbing. See the Curriculum Content pages for grading information specific to those programs.)*

Make-up Policy

Students are responsible for notifying their instructor of any extended absence from online or on campus classes or any missed lab time and contacting their instructor regarding any missed work. Assignments, quizzes and exams not turned in or completed by the due date may not be made up and will receive a grade of zero. Arrangements for missed lab time and performance of hands-on competencies should be coordinated with faculty. Make-up labs may need to be scheduled outside of a student's typically scheduled lab hours. If there are extenuating circumstances, an exception to the policy may be granted to allow assignments, quizzes and exams missed due to an approved absence to be made up within five days of the original due date, unless a later date is approved by the Program Director. (See the Curriculum Content pages for programmatic attendance requirements for Practical Nursing.)

Numerical Equivalent (percent) and 4.0 Grade Conversion

	Explanation
90 to 100 (3.5-4.0)	Excellent performance; far exceeds standard; complete mastery of essentials; high degree of independence in problem solving; completion and mastery of all projects available in the term.
80 to 89 (2.75-3.49)	Good performance; exceeds standard; mastery of essentials; above average independence in problem solving; completion and mastery of most projects available in term.
70 to 79 (2.0-2.74)	Satisfactory performance; the level of performance achieved by most students and shows average independence in problem solving and the completion and mastery of core projects in the term.
60 to 69 (0.05-1.99)	Below average performance; flawed understanding of essentials; little independence in problem solving; core projects inadequate.
Below 60 (0)	Failure; needs much improvement to meet standard; little understanding of essentials; no problem solving capabilities; most core projects inadequate.

Credit for Previous Postsecondary Education

Academic and financial credit may be awarded for previous, relevant, postsecondary education if the student has retained mastery of the information. At the time the applicant requests transfer credit on their Admissions Application, an official transcript verifying the applicant's accomplishments and a catalog from the previously attended institution, or formal documentation of armed forces training courses (order Military Joint Service Transcripts at https://jst.doded.mil/jst/) must be provided. The Program Coordinator at the branch the student will be attending interviews and tests the applicant to measure the knowledge and skill he or she possesses. Transfer credit must be requested prior to beginning any classes at Porter and Chester. A student does not pay for, attend or audit a course for which they received transfer credit. A written record of the transfer credit review will be maintained in the student's file.

Credit may be awarded for applicable course work from a program the student has mastered prior to matriculation at Porter and Chester (passed with a grade of "C" (75%) or better provided the previous institution was accredited by an agency recognized by the US ED. However, credit cannot be awarded for part of a course. If the student's previous education did not cover all of the content in a course, no credit can be awarded.

Seventy-five percent of the Quarter Credit hours required for graduation can be transferred credits.

Transferring Credit to Another Institution

Porter and Chester programs are designed to equip the student to be knowledgeable, skillful employees in as short a time as possible. Accordingly, our curriculum content is put together from the point of view of what employers want their employees to know.

From time to time, this causes credit transfer problems because of the difficulty in matching our curriculum content with that of other postsecondary educational institutions. Acceptance of credits is always at the discretion of the receiving institution.

The Campus Director of Operations and Education (with the Curriculum Development Coordinator) may be a resource to the second school to provide information about what the graduate has learned at Porter and Chester.

Frequently, traditional postsecondary institutions do not award hour for hour credit to Porter and Chester graduates. Our graduates are not alone in this situation. Even students transferring from one college to another similar college are frequently surprised to learn that not all of their credits are transferable.

The way to prevent this is to make sure, before entering the first institution, what credits will be transferable from one school to the second one. The student should get this information in writing from the Admission's or Registrar's office of the second institution.

Advanced Placement and Experiential Learning

Then institution does not accept advanced placement and credit for experiential learning.

Credit Hours

Porter and Chester measures student progress and awards academic credit in quarter credit hours (Credit hours are based on student contact hours. A student contact hour (clock hour) is defined as a 60 minute unit of instruction and break time, with at least 50 minutes of instruction.

Records

An administrative file is maintained electronically for each student. The file contains:

1. Documents the student submitted and forms the student completed at the time he or she applied to the Institute, including any documents related to a request for transfer credit.
2. The fully executed Enrollment Agreement.
3. A copy of the student's high school record or diploma, HS equivalency diploma, home school documentation or postsecondary education diploma or transcript (with degree awarded).
4. The student's ledger card showing charges and payments.
5. Documents related to the student's financial aid, if applicable.
6. Educational records created during the student's enrollment (e.g. attendance, probation, disciplinary, etc.)
7. The student's final transcript are kept in perpetuity

Copies of transcripts and other documents

The student's attendance and grades are entered into the database. Students may access their attendance records and grades at any time via the Student Portal. A written progress report is provided via the student portal by the time 50% of a course has been completed.

A final, student (unofficial) transcript is provided along with the other graduation credentials within four weeks after term end. (No diploma is provided until a student's account and records are up-to-date.) It is recommended that the graduate keep this transcript as part of his or her permanent records. In this way it is available for photocopying in the event a transcript is needed as a pre-employment credential or for any other reason.

Copies of the student's official transcript can only be released to third parties and only at the written request of the student. To obtain a transcript, the student must request it via the "Request Transcript" link on the Porter and Chester web site. The request must include the name and address of the third party to whom the transcript should be sent, the appropriate fee as indicated by the order web site and four weeks' processing time.

Attendance

Unless the student encounters an emergency that absolutely prevents attendance, he or she is expected to be in school.

Regular attendance and active engagement in learning is important for the following reasons:

1. The student will not be able to master the curriculum content unless he or she participates in all classroom and project activities. Tardiness (arriving late or leaving early) will not be tolerated.
2. Irregular attendance and habitual tardiness disrupt the flow of class and lab work and show disrespect to the instructor, classmates and the student him or herself.
3. The student's future employer will not tolerate erratic attendance. Failure to cooperate on this essential element will simply result in being fired. Accordingly, if prior to enrolling at the Institute, the student has not acquired the habit of dependability, it's of essential importance to do so promptly.

Practical Nursing students have cumulative, programmatic attendance requirements which are explained in the Curriculum Content pages.

Emergency Absences

Students who will be absent due to illness or other emergency must notify their instructor in order to have the absence recorded as excused for purposes of making up missed work. Students must follow the instructor's directives for providing documentation of the absence, obtaining missed information or making up missed course or lab work.

Inclement Weather/School Closure

Like future employers, our campuses rarely close due to inclement weather. Classes held online will never be cancelled for inclement weather. If the campus closes, timely notifications will be made through the Rave Alert system. This system will broadcast messages through email, text, phone, and social networks. Students that have a scheduled lab day on-campus will be expected to participate in online courses that day instead of attending on-campus labs. Lab classes will be rescheduled as needed and may include a Saturday. For students in residential programs, if the campus closes, students will be expected to make up course work and/or labs missed. If there is no buffer time left in the term and, depending on the amount of time needing to be made up, the makeup day may be rescheduled on a Saturday. Students who do not attend a rescheduled class will accrue an absence.

Emergency Preparedness Plan

Information regarding the school's written emergency preparedness plan may be obtained from the front desk at each campus. This information is also provided to students at New Student Orientation.

Administrative Non Attending

Administrative Non Attending (ANA) refers to a specific time period when a student is still enrolled in an academic program, but must temporarily cease attendance because there are no courses which the student needs being offered that term. This occurs when the student must wait for a course they failed to come around again, or under extreme extenuating circumstances such as a health crisis impacting clinical availability, the precipitous loss of an instructor, etc. Students may not exceed 180 days on an ANA status in any twelve-month period. ANA time periods count toward the maximum time frame calculation and students cannot exceed 180 days combined between ANA or LOA (Leave of Absence) statuses in any twelve-month period.

Withdrawal, Dismissal

If a student decides to withdraw from school, he or she should provide written notification to their Campus Director of Operations and Education. The notification should specify the last date on which the student was or will be in attendance.

If such notification is not received, the Institute will assume the student has withdrawn if the student has been absent for fourteen consecutive calendar days and has not arranged for a Leave of Absence. This includes failure to return from a Leave of Absence or Term Break. The last date of actual attendance will be used for refund computation purposes.

The Institute may dismiss a student and terminate the student's enrollment for any of the following reasons:

- Unsatisfactory Academic Progress, including failing the same course twice.
- Unsatisfactory Programmatic Attendance (Practical Nursing)
- Unsatisfactory Conduct (including violations of Academic Integrity and Professionalism Expectations)
- Non-compliance with any of the Institute's policies or regulations
- Dismissal from an externship site for cause or abandonment of an externship site without reasonable cause
- Failure to resolve a suspension within 14 days
- Failure to remain current on financial obligations

The Institute may terminate the student's enrollment and withdraw the student for any of the following reasons:

- Two consecutive weeks of absence from classes
- Failure to return from a Leave of Absence or Term Break
- Failed coursework which makes it impossible for the student to complete the program within 150% of time

In the event of termination, the Campus Director of Operations and Education will inform the student in writing and specify the date of termination. At the same time, the Institute will refund any tuition due the student. Our refund policy is described in this catalog.

Re-enrollment
Reenrollment is not automatic and is solely at the discretion of Porter and Chester. Former students must meet acceptable academic and financial criteria in order to be considered for re-enrollment. In the event the student wishes to return to school, he or she must first meet the criteria set by the Student Accounts office. Once the student is determined to be in good financial standing, he or she is required to meet with the Campus Director of Operations and Education (CDOE) at least one month prior to the anticipated starting date of classes. (Students starting their process later than this may be deferred to a later term.) The CDOE will determine whether the student is academically prepared for reenrollment. Students out of school over one year must show proof they have been working in the field, or "test out" of previously completed courses to show continued mastery or repeat the entire program. Students meeting both the financial and academic standards may then meet with a Career Program Specialist (CPS) about reenrolling in the next available class, on a space-available basis only. The Institute's standard policy regarding financial and academic credit for previous postsecondary education applies. Students may be required to audit previously completed courses, to assure that their skills and knowledge are current, prior to being allowed to reenroll in the remaining courses in their program. One full term must elapse between the student's term of withdrawal and the term of reenrollment. Students are afforded only one reenrollment opportunity unless there are extenuating circumstances.

Leaves of Absence
If the student encounters an emergency that will require being absent for more than 14 days (medical reasons affecting the student or a member of student's immediate family, military service requirements, work requirements or jury duty, etc.) the student must submit a written request for a Leave of Absence to the Campus Director of Operations and Education for consideration. Within two class days after receiving the request, the Director will provide the student with written approval or disapproval. In general, only one Leave of Absence is available to the student during any twelve month period, and the length of the Leave may not exceed 180 calendar days. More than one Leave of Absence may be granted, provided that the combined Leaves of Absence do not exceed 180 days within the 12-month period and that each leave of absence was properly requested by the student. Except in the case of final Externships, students going on Leave of Absence must drop the course(s) in which they are currently enrolled and retake those course(s) at the end of their program. A Leave of Absence does not change the student's agreed upon monthly in-school payments. If the Leave of Absence encompasses an entire term, tuition is not charged for the Leave of Absence term. If a student fails to return from an approved Leave of Absence, the student will be withdrawn five (5) days after the missed return date and the school's refund policy as it appears in this catalog will apply. A Leave of Absence approved academically by Porter and Chester may still not meet the federal guidelines for a Title IV approved Leave of Absence. In this instance, the student is still academically eligible, but the institution will perform the federal refund calculation for aid the student received during the Leave of Absence term. Consult the CDOE for additional information on Leaves of Absence.

Consumer Information

Voter Registration
Porter and Chester annually celebrates Constitution Day in September at each campus. In conjunction with this, we email voter registration information to students. We offer assistance in filling out voter registration cards in a non-partisan manner. At other times during the year the voter registration information will be available in the Educational Funding office.

Drug and Alcohol Abuse Prevention Program
Porter and Chester is concerned with the well being of its' students and employees, the academic atmosphere, and safe working, learning and living environments. It is recognized that the use of illegal drugs and abuse of alcohol by students impairs the efficiency and effectiveness of the student body. To combat these ill effects, Porter and Chester has developed a substance abuse awareness policy to foster a drug free school and workplace and to encourage the use of community-based assistance programs. The Institute will impose sanctions on students and employees including dismissal, termination of employment and referral for prosecution by local law enforcement officials for the illegal use of alcohol and drugs on our campus. This prevention information will be distributed during student and employee orientations.

Special Services
Students with physical or learning disabilities who may require accommodations are encouraged to contact the Campus Director of Operations and Education (CDOE) or the ADA Coordinator to document the disability and begin the accommodations request process. This is best done during the enrollment period **prior** to the beginning of classes. Instructors, under the guidance of the CDOE, are able to provide reasonable accommodations to those students with documented disabilities.

Family Education Rights and Privacy Act
Porter and Chester maintains student confidentiality rights and protect access to information as required by the Family Education Rights and Privacy Act (FERPA). Except as allowed by law, information from student records will not be released without prior written consent of the student. Students must set up their FERPA decisions through the Student Portal at the time of enrollment. Students may change these permissions any time prior to separation from the Institute.

Consumer Information Contact
Students or applicants desiring additional consumer information should contact their Campus Director of Operations and Education or the Director of Admissions who will obtain the information from the Compliance department.

Graduation Rates for Student Body

The graduation rate for first-time full-time students who began their studies at Porter Chester Institute in Fall 2021 (99 students) and graduated within 150% of their program length (54students) is 54.5%. The graduation rates for specific student populations from the same time period are:

Gender	**Male**	**Female**					
	71.9%	29.3%					
Race	**Black**	**Hispanic**	**White**	**Amer. Ind.**	**Asian**	**2 or more**	**Unknown**
	45.2%	63.2%	57.6%	*	*	60.0%	*
Type of Aid	**Pell Grant**	**Subsidized Loan (no Pell)**	**Other/ No Aid**				
	52.9%	61.5%	0%				

The graduation rate for first-time, full- time students who began their studies at Porter and Chester Institute of Hamden in Fall 2021 (25 students) and graduated within 150% of their program length (14 students) is 56.0%. The graduation rates for specific student populations from the same time period are:

Gender	**Male**	**Female**					
	83.3%	30.7%					
Race	**Black**	**Hispanic**	**White**	**Amer. Ind.**	**Asian**	**2 or more**	**Unknown**
	10.0%	66.7%	100.0%	100.0%	100.00%	*	80.0%
Type of Aid	**Pell Grant**	**Subsidized Loan (no Pell_**	**Other/ No Aid**				
	57.9%	100 %	*				

* *Numbers are too small to report without risking student confidentiality*

Cost of Attendance (COA)

For federal student aid purposes, postsecondary institutions must estimate a student's total cost of attending the institution for a specified period of time, as established by law. The COA includes tuition and fees; room and board (or an allowance for housing and food); an allowance for books, supplies, transportation, loan fees, and dependent care (if applicable); disability related expenses, and some miscellaneous expenses as well. Below is Porter and Chester's estimate of a student's cost of attendance, including estimated living expenses.

Expenses	**Student Living with Parents**	**Student with Dependents**
Tuition and Fees	Actual(see page 64)	Actual (see page 64)
Books and Equipment	Included in the Student Services Fee	Included in the Student Services Fee
Room and Board	$906/month	$1576/month
Personal Expenses	$231/month	$353/month
Transportation	$348/month	$348/month
Loan Fees (other)	$ 25/month	$ 25/month
Disability Costs	Actual	Actual

Placement (Employment) Rates

Porter and Chester Institute calculates an Employment Rate for each program using the formula specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. Placement rates for each program may be found in the addenda at the back of the catalog.

Student Services

Advising

Our students' problems that relate to their attendance at the Institute usually fall into the following categories:

1. Financial problems
2. Difficulty with some portion of their academic programs
3. Disagreement with some aspect of the Institute's operational policies or procedures

Students experiencing life events which interfere with attendance or academic progress should meet with their Instructor, Program Coordinator, or Campus Director of Operations and Education (CDOE) as soon as possible, to discuss obtaining additional help. Contact may be at the campus or through the Learning Management System (LMS), Canvas. Students may also use the links in the Student Services course in Canvas. If needed, the CDOE or Student Services staff will provide referrals to outside resources and the 211 help line. If requesting a Leave of Absence, or in rare circumstances, if a program change or campus transfer is an option, these changes must be requested by the middle of the term, to have sufficient time for an approval or denial to be received prior to the start of the next term. Each student's program has a fixed schedule, and schedule changes can be accommodated only under extenuating circumstances and subject to space availability.

The campus Educational Funding (EF) staff are available to help students solve their financial problems. Students contemplating a campus or program transfer or shift transfer (PN) must meet with EF to understand the financial consequences before a transfer can be considered. EF staff can be contacted via the information in the Canvas LMS. The student's account for the original enrollment must be in balance before a transfer will be approved.

Students needing help with coursework should contact their instructor during the office hours posted in the Canvas LMS. If an instructor does not have sufficient time during the hours of the session to provide any special academic assistance which is needed, the student will be required to schedule an Extra Help Session after class or on a free day. There is no additional tuition charge for this extra assistance.

Health Services

Health services are not provided by the school. Students seeking non-emergency care should contact their family physician or health care provider. In the event of an emergency, 911 should be called.

Class Meeting Schedule

Daily Hours

Students in fully Online, Blended, and Residential Flex programs need to plan on 25-30 hours per week in learning and study including online lecture and associated activities, homework, and (for Blended and Residential Flex programs) on-campus labs. Online activity is primarily asynchronous, so students can learn on their own schedule.

Blended and Residential Flex programs include **Automotive Technology, Electrical Technology, HVACR, Low Voltage Technology, and Plumbing.**

Labs in the day and evening sessions of Blended or Residential Flex programs could be scheduled for any day Monday through Friday during the following times:

Day Session: 7:00 am-2:00 pm
Evening Session: 6:00 pm-10:00 pm

Classes in Blended **Dental Assisting and Medical Assisting** Program meet Monday-Thursday from 9:00 am-1 pm or 6 pm-10 pm. Some terms may require additional time to meet all required hours for the course in the Dental Assisting Program.

A specific lab schedule for each program is provided before the start of each term. Lab days in certain terms may not need the entire scheduled block of time. Based on the particular layout of a term's lab schedule, students in all Blended programs may need to attend an occasional Saturday lab class from 8:00 am to 2:00 pm. Saturday lab days will be provided to students before the start of each term

Depending on campus and demand, the **Computer Aided Drafting and Design (CADD)** and **Computer and Network Technology (CNT)** programs are taught either 100% online (and thus have no on-campus labs) or 100% residentially.

Classes in the residential versions of **Automotive Technology, CADD, CNT, Electrical Technology, HVACR** and **Plumbing** meet Monday – Thursday from 7:00 am-2:00 pm or 4:00 pm to 10:00 pm at selected campuses only.

Classes in the on-campus **Welding** program meet Monday – Wednesday **OR** Thursday – Saturday. The Welding evening program meets Monday-Friday.

Day Session: 7:00 am -3:00 pm
Evening Session: M-Th 5:30 pm – 10:30 pm and Fri 5:30-9:30 pm

Classes in the on-campus Career Industrial, Commercial and Residential **(CICRE)** program meet Monday– Friday:

Day Session: 9:00 am-3:00 pm, Mon.-Thurs.9:00am-12:00 pm Fri.
Evening Session: 4:00pm-10:00 pm, Mon.-Thurs.; 4:00pm-7:00pm Fri.

Classes in the on-campus **Practical Nursing** program meet Monday through Thursday :

Day Session: 8:00 am-3:30 pm

Program and Term Schedule

Dental Assisting • Medical Assisting •Welding

Day and Evening Sessions

Start Date	End Date
01/05/2026	10/16/2026
03/16/2026	01/01/2027
05/25/2026	03/12/2027
08/10/2026	05/21/2027
10/19/2026	08/06/2027
01/04/2027	10/15/2027
03/15/2027	12/31/2027
05/24/2027	03/25/2027
08/09/2027	05/21/2027

Automotive Technology • HVACR •
Computer Aided Drafting and Design (CADD)
Computer and Network Technology (CNT)
Electrical Technology (ET) • Plumbing
Low Voltage Technology (LVT)

Day and Evening Sessions

Start Date	End Date
01/05/2026	01/01/2027
03/16/2026	03/12/2027
05/25/2026	05/21/2027
08/10/2026	08/06/2027
10/19/2026	10/15/2027
01/04/2027	01/03/2028
03/15/2027	03/10/2028
05/24/2027	05/19/2028
08/09/2027	08/04/2028

Practical Nursing

Day Sessions

Start Date	End Date
01/05/2026	03/12/2027
03/16/2026	05/21/2027
05/25/2026	08/06/2027
08/10/2026	10/15/2027
10/19/2026	01/01/2027
01/04/2027	03/10/2028
03/15/2027	05/19/2028
05/24/2027	08/04/2028
08/09/2027	10/13/2028

If, in the opinion of the Institute, there is insufficient enrollment to make the class start of a program session or section feasible, the Institute reserves the right to cancel that class. In the event of a cancellation, the student may postpone enrollment to the next available class start, or the student may cancel the enrollment. If the student cancels the enrollment, all the money the student paid the Institute will be refunded promptly.

Holiday and Vacation Schedule

The following holiday and vacation schedule applies to the Auto, CADD,CNT, ELT, HVACR, LVT, Practical Nursing, Plumbing, Welding, Dental Assisting and Medical Assisting programs:

2026		**2027**	
New Year's Day	January 1, 2026	New Year's Day (observed)	January 1, 2027
Martin Luther King Day	January 19, 2026	Martin Luther King Day	January 18, 2027
Memorial Day	May 25, 2026	Memorial Day	May 31, 2027
Independence Day	July 4, 2026	Independence Day	July 4, 2027
Summer Vacation	June 27-July 5, 2026	Summer Vacation	June 26 -July 5, 2027
Labor Day	September 7, 2026	Labor Day	September 6, 2027
Thanksgiving & day after	November 26-27, 2026	Thanksgiving & day after	November 25-26, 2027
Christmas	December 25, 2026	Christmas	December 25, 2027
Winter Vacation	December 19-27, 2026	Winter Vacation	December 18-26, 2027

Governance and Ownership

Policy Formulation

The Porter and Chester Institute, Inc. (the parent company of Porter and Chester Institute and Porter and Chester Institute of Hamden) is owned by the College of Court Reporting in Valparaiso, Indiana, as the majority shareholder. The plans and policies of Porter and Chester are formulated by its board director and implemented by its administrative staff and faculty. While the board director is ultimately responsible for plans and policies, all members of the administrative staff and faculty contribute to the continuing improvements that are essential to keep the Institute current with the occupational skills and knowledge it teaches.

Faculty

In selecting faculty members, the Institute requires individuals with a talent for instruction, supervisory capability, and first-hand experience.

This practical experience is an essential ingredient for enabling the Institute to graduate students who require a minimum of orientation and education by their future employers. It is this "nuts and bolts" know-how that isn't written in books that makes Porter and Chester Institute graduates attractive to employers.

Board of Directors

James A. Bologa

Academic Integrity/ Academic Dishonesty

Academic Dishonesty encompasses all forms of cheating and aiding someone to cheat. This includes, but is not limited to:

- Taking someone else's work and representing it as your own (plagiarism)
- Copying another student's answers or allowing your answers to be copied
- Submitting assignments which were completed by someone other than yourself
- Using outside resources (books, websites, etc.) during a quiz or exam, unless the test had been specifically designated as "open book"
- Falsifying Externship timesheets or evaluation forms

All students involved in incidents of cheating (violation of Academic Integrity) will receive a "0" for the assignment and are subject to additional disciplinary actions including grade reduction, course failure, probation, suspension or dismissal. Students falsifying externship records are subject to dismissal from their site and their program.

Regulations

Objectives

These regulations have a dual purpose:

1. To foster the student's adjustment to the working conditions he or she will face on the job.
2. To provide an environment that is conducive to concentration, learning and high productivity.

Professional Appearance:

Porter and Chester's expectations of professional appearance mirror those of the related industry (the student's future employer) and form the basis for our policy on proper dress. The following is a guideline for what is and is not permissible based on programmatic rules regarding safety and professionalism:

Uniforms

- Medical Assisting and Dental Assisting: Students must wear scrubs and/or lab coats as required.
- Practical Nursing: Students must wear nursing uniforms while in attendance at all classes as well as lab coats while attending clinical facilities. A white or navy blue cardigan may be worn in classrooms.
- For the allied health programs above: Only small, non-dangling earrings and modest rings are allowed. Facial and oral piercings must be removed and tattoos covered completely. Footwear may be white or black sneakers or nursing shoes worn with socks or hose.
- Automotive, CICRE, ELT, HVACR, LVT, Plumbing and Welding: Students must wear Porter and Chester uniform shirts and long jeans or khakis. Work boots or safety shoes covering the ankle required ; steel toed boots with oil resistant soles preferred. No sneakers, hiking boots or canvas boots allowed.

General Expectations

- Generally accepted standards for personal cleanliness and grooming apply. Nursing students must cover tattoos.
- Hair and nails need to be clean and well groomed. Hair longer than collar length needs to be safely tied back. Medical Assisting, Dental Assisting and Practical Nursing students must keep nails trimmed short and unpolished and no artificial or gel nails are allowed.
- Uniform shirts must be buttoned and tucked in and pants worn with a belt. All clothing must be clean, unwrinkled and free of stains, holes or tears.
- Shorts, hoodies, sweatshirts, coats, loose clothing and dangly jewelry are not allowed. No undergarments should be visible at any time or show through the uniform. No flip-flops or open toed shoes allowed at any time in any program. No head wear in the lab or class room (unless meeting religious or medical exemptions). Navy or black scrub caps are acceptable for nursing.
- If cold, students may wear an appropriately colored long sleeve shirt under a uniform shirt. (White for nursing students)
- Safety glasses which meet program specifications must be worn during shop and/or lab time. Students are expected to follow their Instructors directions involving any other safety equipment or precautions (e.g. masks, gloves, ear protection.)

Instructors, Supervisors and Campus Directors of Operations and Education (CDOE) have the authority to determine what constitutes appropriate or inappropriate professional appearance and require students to make corrections. Failure to comply with established professional appearance guidelines can lead to disciplinary actions including warning, probation, suspension or dismissal.

Theft, Property Damage

The Institute is not responsible for the loss of personal property or equipment. Property owned by a student may not remain on the premises after the student has left for the day. Theft of personal or institute property by a student will result in suspension or dismissal. Students who fail to return loaner iPads or laptops have committed theft of company property. All thefts will be reported to the appropriate police department.

The student must pay the cost of restoration and/or replacement for any damage the student does to the Institute's property. The following actions are some of the things considered "damage to the Institute's property."

- Scratching, gouging, or writing on walls, furniture, or equipment.
- Abusive treatment of doors, windows, equipment, etc.
- Tampering with the plumbing, clogging the toilets, etc.
- Affixing cartoons, diagrams, etc. to the walls, doors, etc.

Equipment Maintenance, Cleanliness

Each student is responsible for assisting with the upkeep and maintenance of the Institute-owned equipment the student uses in the classroom and lab, including electronic devices. Any equipment replacement or repair costs that are traceable to the student's neglect or abuse will be charged to the student.

The student is responsible for keeping the immediate area he or she is occupying neat and orderly. Nothing is to be thrown on the floor. In particular, care should be taken that gum, scratch paper, and soda containers are disposed of in the appropriate recycle bins or trash barrels. Nothing is to be affixed to the walls.

At the end of each session, and at the time specified by the instructor, work stops and the students return any borrowed books or equipment to the instructor , return chairs to their original positions and put their immediate areas into order.

Unauthorized use of computer equipment is strictly prohibited. The following actions are some of the things considered unauthorized use of computer equipment.

- Installation or use of unauthorized software or hardware, desktop backgrounds, or screensavers.
- Computer games.
- Use of the network to illegally download music or other illegal peer-to-peer files sharing.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Penalties for violating Federal copyright laws include the payment of monetary damages, fines of up to $250,000 and up to 5 years imprisonment. Students who engage in illegal downloading or distribution of copyrighted materials using the Institute's technology system are subject to disciplinary measures up to and including dismissal.

Professional Preparedness
Students are expected to come to class each day appropriately dressed and prepared to learn. To this end, they are provided the books, tools and supplies necessary for them to master the technical and professional skills of their program. Students are responsible for safeguarding and maintaining these items. Lost, stolen or damaged tools, uniforms, books or equipment must be replaced by the student at the student's expense. Stolen items may be covered under home-owner or auto insurance. Replacement uniforms may be ordered via the Institute's web site. Other items may be purchased though standard retailers. Students who come to school out of uniform or without the proper tools and equipment are subject to disciplinary actions including warning, probation, suspension or dismissal.

Conduct
The environment of the Institute is the same as that of the student's future employer. Mature, professional behavior is expected at all times. Accordingly, conduct that disturbs other students is not tolerated. Speaking in a disturbingly loud voice or shouting across the room, using profanity, playing a radio or portable musical device in class, shoving, pushing, or horseplay are all examples of unacceptable behaviors

Instructors, Supervisors and Campus Directors of Operations and Education (CDOE) have the authority to determine what constitutes appropriate or inappropriate conduct and require students to make corrections. Failure to comply with conduct directives can lead to disciplinary actions including warning, probation, suspension or dismissal.

Conduct which endangers other students, the student him or herself, the Institute, its faculty or staff, or the academic integrity of the classroom is prohibited. Violation of this regulation will result in the student's suspension or dismissal and, if appropriate, notification to the proper authorities. Actions in this category that cannot be tolerated include but are not limited to:

- The use of drugs or alcohol on premises, or in the sole judgment of the Institute, the student arriving on campus under the influence of drugs or alcohol.
- Violence, or the threat of violence
- Physical, verbal or sexual assault or harassment; bullying or hazing
- Unsafe behavior in classroom or lab; failure to follow safety precautions given by the Instructor
- Willful damage or destruction of the Institute's property
- Theft, or attempted theft, of personal or company property
- Bringing a firearm or other weapon on to campus. Federal and state laws stipulate that it is illegal to carry a firearm without a permit. Porter and Chester's policy is that under no circumstances will any firearms be allowed on the premises.
- Adhere to HIPPA, school and affiliate policy regarding patient care and rights

Beverages, Food
Soft drinks, coffee, tea, etc., may be consumed only during class breaks. Paper cups, cans, wrappers, etc., must be disposed of in the appropriate recycle bins or trash containers. There is no eating or drinking in any lab or shop at Porter and Chester.

Smoking
Smoking or the use of oral tobacco products or e-cigarettes is not permitted inside the building.

Snow Days
Like your future employer, the Institute rarely closes due to inclement weather. It is up to the student to decide when coming to school would be hazardous. Online lecture will never be cancelled. If the campus closes, students who had a scheduled lab day will attend an online class, instead. Television stations will announce closings; postings will also be made via the RAVE alert system. If class is cancelled, and there is no buffer time left in the term, a rescheduled lab class will be held on a date set by the Institution. Students who do not attend a rescheduled class will accrue an absence.

Miscellaneous
Video or audio recording of lectures or labs is prohibited without the express consent of the instructor and the Campus Director of Operations and Education (CDOE).

Students address the instructors and other Institute staff personnel as Mr., Mrs., Ms., or Miss, as the case may be. Instructors' or supervisors' directions, requests, or orders must be complied with promptly.

Except for break periods, while students are on the Institute premises cell phones must be turned off. Except for an emergency, students are not allowed to make or receive phone calls. Emergency use of an Institute phone must be approved by the Instructor.

Once having arrived, students may not leave their assigned locations unless prior approval is received from their instructor. Loitering at the vending machines, in the lavatories, etc., is prohibited.

Students must return to class promptly from breaks. If released from class for assemblies, students must report directly to the assembly room and return promptly to class at the end of the presentation.

Students may not solicit instruction from another student. Students should raise a hand, and the instructor will assist them.

Windows, air conditioners, radiators, blinds, shades, heat controls, etc. are operated by instructors only.

Visitors and former students must sign in at the front desk and be accompanied by a member of the Institute staff to their destination.

Interpretation
This list of behaviors is meant to be illustrative and not exhaustive. Misconduct not specifically listed here could still subject the student to disciplinary measures. In the case of a dispute over the meaning of a regulation, or the applicability of discipline, the interpretation of the Institute prevails.

Non-Compliance
Failure to comply with these regulations will result in disciplinary measures up to and including warning, probation, suspension or dismissal. Students misbehaving in lab or shop may be required to return to the classroom for the rest of the day. Any conduct violation could result in the student being sent immediately to meet with the CDOE. Students exhibiting flagrant violation of conduct or professional preparedness standards may be sent home for the remainder of the day (suspension), with a disciplinary meeting with the CDOE the following day. Egregious violation of conduct standards (e.g. violence or theft) can result in immediate dismissal.

Suggestions, Complaints

The Institute solicits students' suggestions and criticisms. It is one of the methods we use for continually improving the Institute. It is also one of the ways by which students gain a deeper insight into the policies and objectives of the Institute.

Students should give improvement suggestions or criticisms to the Instructor or Program Coordinator . He/she will take the actions necessary to make sure the suggestions are considered carefully by the appropriate Institute officials. If the Institute agrees with the suggestion it will be gratefully implemented. If the Institute does not agree, an explanation will be provided to the student.

From time to time, the Campus Director of Operations and Education will visit classes and give students the opportunity to ask questions about the Institute or give us suggestions for improvement. This is another opportunity for students to express their views about things.

Complaints

If the student does not wish to give a complaint to the Instructor or Program Coordinator, it may be submitted in writing to the Campus Director of Operations and Education. The Director will explain how the complaint will be handled. If the student is not satisfied with the response, he or she may submit the complaint in writing to the Director of Operations and Educations or the Vice President of Academics. The Institute will respond in writing within 10 days of receiving a written complaint. If a student still feels that the Institute has not adequately addressed a complaint or concern, the student may want to contact the Accrediting Commission or the Connecticut Office of Higher Education or the Massachusetts Office of Private Occupational School Education.

Office of Higher Education
450 Columbus Blvd. Suite 707
Hartford, CT 06103
(860) 947-1816
ct.gov/StudentComplaint

Commonwealth of Massachusetts
Massachusetts Division of Occupational Licensure,
Office of Private Occupational Schools
One Federal Street, Suite 600
Boston, MA 02110
(617) 701-8719

File a complaint against an occupational board licensee | Mass.gov
Occupational.schools@state.mass.gov

The Institute does not have any policy nor does it act in any manner which discourages or prohibits complaints or inquiries regarding the school's operation to the state Offices of Higher Education or the Accrediting Commission .A complaint to any of these agencies must be made in writing or it won't be considered.

The Accrediting Commission of Career Schools and Colleges requires that this box be printed in school catalogs exactly as it appears below.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of
Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director of Operations and Education or by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

Hamden – Anthony Greaves
Bridgeport- Rafael Centeno
Brockton-Henry Przybylowicz
Chicopee – Sheri-Lynn Toner
New London – Kim Aylett
Waterbury – Ben Almaguer
Worcester – Paul Petritis

Annual Security Report

The Annual Security Report is distributed to all enrolled students and current employees directly by intranet posting and email notification. The notice includes a brief description of the report, which includes statistics for the previous three years concerning reported major crimes that occurred on campus or on public property immediately adjacent to campus. The report also includes institutional policies concerning campus security and other matters. If requested, a hard copy of the report is provided. The annual report is available to a prospective student or employee on the Institute's website, www.porterchester.edu

AUTOMOTIVE TECHNOLOGY

Objectives

The Automotive Technology program consists of 1200 hours of instruction (68 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 25 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program is currently taught in a Blended format (lecture material on-line and hands-on skills on-campus) and is also offered residentially (all classes and labs on campus) at various campuses as conditions permit. As part of their program materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in both delivery methods. Veterans' Benefits are only available for the residential version of this program.

Student from either delivery method could be assigned to the same on campus lab shifts. Campus lab hours are 7-2 and 6-10. Students taking day labs in the blended program need to plan on 2-3 lab sessions per week, based on course needs. Students taking evening labs in the blended program need to plan on 3 lab sessions per week and an occasional Saturday lab from 8-2. Lab schedules will be distributed to blended students prior to the start of each term. Residential students attend M-F 7-2.

Students will need approximately 25 hours per week for instruction (whether online or on campus), activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. For Blended classes, course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers automobile service and repair. Students will develop an understanding of the theory and practical application related to all automotive parts, systems, functions, performance, diagnostics and repair. Emphasis is placed on acquiring proficiency in the use of computer-based diagnostic equipment essential for analyzing and troubleshooting today's high tech cars including fuel injection, electronic ignition, transmissions, brakes, and suspension.

The Automotive shop is equipped with the same equipment currently in use by most automotive service and repair facilities. This includes various kinds of scan tools, computer diagnostic oscilloscopes, emissions diagnostic equipment, computerized alignment machines, brake lathes, valve grinding machinery, wheel balancing equipment, and specialized pneumatic and hand tools. The maximum number of students being taught in an on-line class is fifty and the maximum in lab is twenty-five.

The program helps prepare students for the Automotive Service Excellence (ASE) certification tests and graduates may choose to become certified once the tests are passed and the ASE work experience requirements are met.

The graduates entering the Automotive Service industry will have sufficient knowledge and skill for entry level employment as a specialized or general automobile technician in a new or used car dealership or independent repair facility. Graduates may qualify for the following types of entry-level positions within the industry:

- General Automotive Technician
- Brake technician
- Tune-up specialist
- Engine Rebuilder
- Transmission Specialist
- Parts specialist
- Service Advisor
- Warrantee claims clerk

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

See the Addenda for a description of the Worcester Automotive program which is piloting some revised course content.

When a Blended delivery method is used, all courses are delivered in a blended format, with lecture and hands-on components on-campus and online. When a residential delivery method is used, all courses are taught on-campus.

AUTOMOTIVE TECHNOLOGY
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	**14**	**240**
AUTODE 1121 - Engine Repair		
AUTODE 1122 - Engine Diagnostics		
AUTODE 1124 - Heating		
AUTODE 1224 - Shop Management		
Term	**13.5**	**240**
AUTODE 1123 - Engine Electrical Systems		
AUTODE 1323 - Body Control Systems		
AUTODE 1324 – Air Conditioning		
Term	**13.5**	**240**
AUTODE 1321 - Electricity for Engine Performance		
AUTODE 1322 - Engine Performance		
Term	**13**	**240**
AUTODE 1421 Brakes		
AUTODE 1422 - Suspension and Steering		
AUTODE 1225 - Welding Fundamentals		
Term	**14**	**240**
AUTODE 1221 - Automatic Transmission		
AUTODE 1222 - Manual Transmission		
AUTODE 1223 Driveline Systems		
TOTAL HOURS	**68**	**1200**

Course Descriptions

When a Blended delivery method is used, all courses are delivered in a blended format, with lecture on-line and hands-on components on-campus. When a residential delivery method is used, all courses are taught on-campus

Engine Repair –AUTODE 1121 The theory and practical application of engines including cylinder blocks, valve train, cooling and lubrication systems. (7 q. credit hr.)

Engine Diagnostics - AUTODE 1122 The theory and practical application of engine mechanical operation in diagnosing drivability and other problems including compression testing, leakdown testing, vacuum testing, fluid leak detection, ignition and camshaft timing.
(3 q. credit hr.)

Engine Electrical Systems - AUTODE 1123 The theory and practical application of engine electrical circuits including starting systems, charging systems, reading and interpreting schematic diagrams. (7.5 q. credit hr.)

Heating- AUTODE 1124 The theory and practical application of automotive heating systems.
(3 q. credit hr.)

Automatic Transmission - AUTODE 1221 The theory and practical application of automatic transmissions including torque converters, planetary gearsets, multiple disc clutches bands, valve bodies and computerized transmission control. (6.5 q. credit hr.)

Manual Transmission – AUTODE 1222 The theory and practical application of manual transmissions and clutches.
(4.5 credit.hr.)

Driveline Systems - AUTODE 1223 The theory and practical application of universal joints, driveshafts, final drive assemblies, transfer cases and differentials.
(3 q. credit hr.)

Shop Management - AUTODE 1224 Basic automotive shop operations: completing repair orders, preparing estimates, parts ordering and customer relations.
(1 q. credit hr.)

Welding Fundamentals - AUTODE 1225 The theory and practical application of oxy-acetylene heating, cutting, brazing and fusion welding. MIG welding principles.
(2 q. credit hr.

Electricity for Engine Performance – AUTODE 1321 Testing engine electrical sensors, actuators and electrical circuits using meters, scan tools and test lights, reading and interpreting schematic diagrams on electrical circuits.
(1.5 q. credit hr.)

Engine Performance - AUTODE 1322 The theory and practical application of automotive ignition, fuel delivery and computer control systems including electronic ignition, electronic fuel injection, engine management computers, emission control systems, diagnosis and repair, OBD II [On Board Diagnosis-Generation2] and failure code interpretation emphasis. (12 credit hr.)

Body Control Systems – AUTODE 1323 The theory and practical application of body and chassis electrical circuits including lighting systems, horns windshield wiper systems, power accessories, reading and interpreting schematic diagrams for body and chassis electrical circuits. (4 q. credit hr.)

Air Conditioning – AUTODE 1324 The theory and practical application of automotive air conditioning systems. (2 q. credit hr.)

Brakes - AUTODE 1421 The theory and practical application of brakes, brake hydraulic systems, ABS, traction control and automatic stability control systems. (5.5 q. credit hr.)

Suspension and Steering - AUTODE 1422 The theory and practical application of suspension concepts including control arms, ball joints, springs, shock absorbers, sway bars, wheel alignment, active suspension systems, diagnosis and repair. (5.5 q. credit hr.)

COMPUTER AIDED DRAFTING AND DESIGN

Objectives

The Computer Aided Drafting and Design (CADD) program consists of 1200 hours of instruction (67 quarter credit hours). The program requires twelve months of study for completion on the basis of approximately 25 hours of instruction per week. After the first term, the remaining terms of the program are independent of each other, thus the sequence in which they are offered to the students may vary.

The Computer Aided Drafting and Design program is offered 100% online. The program is offered through Waterbury, CT and Chicopee, MA campuses, but, because the program is available 100% online, students from any region of Connecticut or Massachusetts are eligible to enroll. As part of their program materials, students in this program receive a computer which is fully compatible with the Learning Management System (LMS) used in the delivery of instruction and are provided access to the latest software in use by architectural and engineering departments in business and industry.

On-line learning is facilitated through the use of the LMS and teleconferencing tools such as Zoom, Microsoft Teams, and LMS conferencing software. Learning is achieved through a combination of live, synchronous interaction and activities. Course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

Students will need to schedule approximately 25 hours per week for on-line instruction, activities and simulations, with an additional six hours per week for reading assignments and other homework activities.

This program covers basic drafting techniques and field specific specialties. Students will develop an understanding of the theory and practical application of diverse architectural and mechanical principles. Emphasis for both architectural and mechanical technology is placed on learning the most current drafting standards using AutoCAD, Revit, SolidWorks, and Microsoft Office software, which are the most widely used programs in the field. Using these programs, students will explore the use of 2D drafting techniques as well 3D drafting techniques, namely parametric modeling.

The maximum number of students being taught in an online course is fifty.

Veterans' Benefits are not available for the 100% online program.

This program provides the student with the fundamental drafting skills necessary for entry level employment. Graduates from the Computer Aided Drafting and Design program will have sufficient knowledge and skill for entry-level employment as a drafter. Typically, initial jobs carry titles such as detailer, drafter, junior designer or CAD operator. As graduates gain experience, they tend to specialize in one of the following general fields:

- Architectural structures (homes, commercial buildings or institutions such as hospitals, schools, etc.)
- Mechanical equipment (tooling, machinery, or specific mechanical or electro-mechanical products)
- Wet process plants (piping and its related control devices and support structures)
- Space and aeronautics
- Boats and ships
- Mechanical systems design
- Industrial Design

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS on a device other than their school issued laptop, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth – recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, instruments, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

Computer Aided Drafting And Design

	Quarter Credit Hours	Clock Hours
Term	13	240
CADDE 1115 Intro to AutoCAD^ CADDE 1125 Intro to Revit Architecture^ CADDE 1135 Intro to SolidWorks ^ CADDE 1145 Intro to Microsoft Office ^ CADDE 1455 Geometric Tolerancing ^ CADDE 1515 Intro to Civil Drafting^		
Term	13.5	240
CADDE 1225 Commercial Design Principles CADDE 1315 Revit Architecture		
Term	13.5	240
CADDE 1215 Residential Design Principles CADDE 1525 Civic Drafting		
Term	13.5	240
CADDE 1325 Revit Structure CADDE 1335 Revit ME&P CADDE 1425 Plastics Design Principles		
Term	13.5	240
CADDE 1415 Die Design Principles CADDE 1435 Fixture Design Principles CADDE 1445 Jig Design Principles		
TOTAL HOURS	**67**	**1200**

^ indicates prerequisite first term course

All courses are delivered 100% online

On-line program version delivers all courses 100% online, with asynchronous didactic activities and lab simulations.

Course Descriptions

Intro to AutoCAD-CADDE 1115 The study and application of drafting essentials in AutoCAD software including line work, lettering, scaling, blocks, and the drawing set-up. (2.5 q. credit hr.) Prerequisite to all other courses

Intro to Revit Architecture-CADDE 1125 The introduction to the concept of B.I.M. (Building Information Modeling) and an introduction to the use of Autodesk Revit Architecture software to produce a Revit "project". This course covers basic creation and editing tools within Revit Architecture. (2.5 q. credit hr.) *Prerequisite to all other courses*

Intro to SolidWorks-CADDE1 1135 The theory and practical application of parametric modeling using basic mechanical drafting fundamentals utilizing SolidWorks (3D). Work includes creating drawings, design and detailing as well as understanding views, line work, dimensioning, fits and tolerancing and assemblies. (4.0 q. credit hr.) *Prerequisite to all other courses*

Intro to Microsoft Office –CADDE 1145 *The* theory and practical application of Microsoft Office Products to include Word, Excel, Outlook and PowerPoint. (1.0 q. credit hr.) *Prerequisite to all other courses*

Residential Design Principles-CADDE 1215 *The* theory and practical application of wood frame construction principles including floor plans, foundation plans, full cross-section, details, elevations, plumbing, and hydronic heating. (6.5 credit hr.)

Commercial Design Principles-CADDE 1225 The theory and practical application of Masonry Design principles including modular floor plans, details, curtain wall design, foundation plan, foundation details, and load calculations for design of HVAC systems. (7.5 q. credit hr.)

Revit Architecture-CADDE 1315 The theory and practical application of architectural building systems using Autodesk Revit (Architecture) software. This course covers drafting using intermediate and advanced creation and editing tools within the Autodesk Revit (Architecture) software. (6.0 q. credit hr.)

Revit Structure-CADDE 1325 The theory and practical application of architectural building systems using Autodesk Revit (Structural) software. This course covers drafting using intermediate and advanced creation and editing tools within Autodesk Revit (Structural) software.
(3.0 q. credit hr.)

Revit ME&P-CADDE 1335 The theory and practical application of architectural building systems using Autodesk Revit (ME&P) includes Mechanical, Electrical and Plumbing. This course covers drafting using intermediate and advanced creation and editing tools within the Autodesk Revit (ME&P). (5.5 q. credit hr.)

Die Design Principles-CADDE 1415 The theory and practical application of progressive die design including assembly drawing, die components, bill of materials, materials and processes and design concepts. (6.5 q. credit hr.)

Plastics Design Principles-CADDE 1425 *The* theory and practical application of plastics design and layout including injection and blow mold concepts. (5.0 q. credit hr.)

Fixture Design Principles-CADDE 1435 The theory and practical application of fixtures design concepts including assembly, part, and jaw detail drawing. (3.5 q. credit hr.)

Jig Design Principles-CADDE 1445 The theory and practical application of holding concepts and locating design including Solidworks commands related to flexible sub assemblies and advanced mating. (3.5 q. credit hr.)

Geometric Tolerancing-CADDE 1455 The theory and practical application of symbols, datum, and material conditions with respect to size, shape and function. (1.0 q. credit hr.)

Introduction to Civil Drafting-CADDE 1515 Introduction to the theory and application of civil drafting technology and drafting with AutoCAD for the civil industry including: civil terminology, contours, plot plans and topographic survey plans, using AutoCAD. (2.0 q. credit hr.)
Prerequisite CADDE 1145, CADDE 1115

Civil Drafting-CADDE 1525 The theory and application of civil drafting technology and drafting with AutoCAD for the civil industry including map reading, land/site development and design, site plans, profiles. (7.0 q credit hr.).
Prerequisite CADDE1145, CADDE 1115, CADDE1515, CADDE 1125, CADDE 1135 CADDE 1455

COMPUTER AND NETWORK TECHNOLOGY

Objectives

The Computer and Network Technology program consists of 1200 hours of instruction (70 quarter credit hours). The program requires 12 months for completion on the basis of approximately 25 hours of instruction per week. After the first term, the remaining terms of the program are independent of each other, thus the sequence in which they are offered to students may vary.

The Computer and Network Technology program is offered 100% online or 100% residential, if conditions permit. The program is offered through Waterbury, CT (online and residential) and Chicopee, MA campuses (online only), but, because the program is available 100% online, students from any region of Connecticut or Massachusetts are eligible to enroll. As part of their program materials, students in this program receive a laptop which is fully compatible with the Learning Management System (LMS) used in the delivery of instruction and are provided with computer hardware and tools to facilitate learning. Students are also provided access to a catalog of desktop and server operating systems, virtualization tools, cloud management platforms, network administration tools, and a library of simulation products.

On-line learning is facilitated through the use of the LMS and teleconferencing tools such as Zoom, Microsoft Teams, and LMS conferencing software. Learning is achieved through a combination of live, synchronous interaction and asynchronous activities. Course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

Students will need to schedule approximately 25 hours per week for on-line (or residential) instruction, activities and simulations, with an additional six hours per week for reading assignments and other homework activities.

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The Computer and Network Technology program is an intensive study of a broad range of Information Technology concepts. Students will be trained in the following areas: installation, maintenance, and troubleshooting of desktop and server hardware, installation, configuration, and troubleshooting of desktop, server, and mobile operating systems, installation configuration, and maintenance of virtualization products and cloud platforms, and the installation, administration, and troubleshooting of networks including router and switch configuration. Additionally, students will learn about emerging cybersecurity concepts and threats and will be trained to implement security solutions.

This program provides comprehensive preparation for the CompTIA A+, Network +, and Cloud + certification exams. These exams are nationally recognized by the leading employers in the field of Information Technology. As part of the program, students may register for the exams at the end of the applicable courses.

The maximum number of students being taught in an online course is fifty.

Veterans' Benefits are currently only available for the residential version of this program

Graduates entering the field of computer and network technology will have sufficient knowledge and skill for entry level employment as a Computer Technician, PC Technician, Computer Support Specialist, Network Technician, Help Desk Technician, Desktop Support or Network Support Specialist. Typically, these positions are found in businesses in the following commercial or industrial areas:

- Computer and Network Consulting
- Business/Office machines
- Healthcare
- Pharmaceutical and biological
- Navigation (space, aeronautics, and marine)
- Manufacturing (wherever automated processes are involved)

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS on a device other than their school issued laptop, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth – recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

COMPUTER AND NETWORK TECHNOLOGY

	Quarter Credit Hours	Clock Hours
Term	14	240
CDMDE1002 - Computer Software Applications CDMDE 1013 - Operating Systems and Security		
Term	14	240
CDMDE 1011 - Computing Infrastructure CDMDE 1004 - Alternative Operating Systems		
Term	14	240
CDMDE 1015 - Networking Fundamentals CDMDE 1006 - Network Security		
Term	14	240
CDMDE 1017 - Server Fundamentals CDMDE 1008 - Cloud Computing		
Term	14	240
CDMDE 2011 – Modern Web Development CDMDE 2002 - Data Management and Analysis		
TOTAL HOURS	70	1200

Online program version delivers all courses 100% on-line, with synchronous and asynchronous didactic activities and lab simulations. Residential program version delivers all didactic and lab courses on campus.

COURSE DESCRIPTIONS

Computing Infrastructure - CDMDE 1011: The study and application of computer hardware, mobile devices, virtualization, and cloud computing. The installation, configuration, upgrading, diagnosing, and troubleshooting of computer hardware and network devices will be discussed. (10 q. credit hr.)

Computer Software Applications - CDMDE 1002: Students will become proficient in word processing, spread sheeting, and presentation software packages. (4 q. credit hr.) *Prerequisite to all other courses*

Operating Systems and Security - CDMDE 1013: Operating Systems and Security is the study of computer hardware and software troubleshooting. The proper diagnosis, resolution, and documentation of hardware and software issues will be discussed. Students will also form an understanding of basic scripting, virtualization, desktop imaging, deployment, and configuration of software for end users. (10 q. credit hr.) *Prerequisite to all other courses*

Alternative Operating Systems - CDMDE 1004: Alternative Operating Systems is an exploration into the background, development, installation, functionality, configuration, common uses of, and troubleshooting of various non-Microsoft Operating Systems. The course will provide coverage of various Linux distributions, macOS, Android, and iOS. (4 q. credit hr.)

Networking Fundamentals - CDMDE 1015: This course provides an understanding of what a network is with different topologies, media, cabling, and protocols. Students will distinguish between a centralized computing environment and a client/server environment. Students will be able to identify the basics of LAN and WAN infrastructures. (10 q. credit hr.)

Network Security - CDMDE 1006: The student will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, they will get to understand the daily tasks involved with managing and troubleshooting those technologies. (4 q. credit hr.)

Server Fundamentals – CDMDE 1017: The study and application of Microsoft Windows Server Operating System, including installing, configuring, upgrading, diagnosing, and troubleshooting. (10 q. credit hr.)

Cloud Computing - CDMDE 1008: The study and application of cloud computing concepts including models and terminology, storage systems, virtualization components, security, and troubleshooting. (4 q. credit hr.)

Modern Web Development - CDMDE 2011 This course introduces students to the fundamentals of modern web development and learning to build static and dynamic web content using HTML5, CSS3, JavaScript, and Content Management Systems. Graphics, hyperlinks, images, tables, frames, and forms will be discussed. Basics in layout and design for mobile websites as well as authoring web content and administering web sites through the use of Content Management Systems such as WordPress will be also covered. (10 q. credit hr.)

Data Management and Analysis – CDMDE 2002 This course introduces students to the basics of database management systems. Students will also learn about data models, data warehouses, and Big Data Concepts. (4 q. credit hr.)

CAREER INDUSTRIAL COMMERCIAL & RESIDENTIAL ELECTRICIAN (*Massachusetts*)

Objectives

The Career Industrial, Commercial, and Residential Electrician program (CICRE) is offered in Massachusetts only and consists of 1284 hours of instruction (74 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 27 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the Career Industrial, Commercial and Residential Electrician program, these percentages are:

90 to 100 (3.5-4.0) – Excellent;
80 to 89 (2.75-3.45) -– Good;
75 to 79 (2.0-2.7) – Satisfactory;
Below 75 (0) – Failure.

This program is taught residentially (on campus), but if COVID pandemic conditions return, and COVID-related educational flexibilities are again required, this program will be offered in Blended format with didactic/lecture online and hands-on labs on campus. (See the Addendum at the back of the catalog for information on Blended education delivery.) As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used for course delivery both residentially and online.

This program intensively covers the installation and maintenance of industrial, commercial, and residential electrical systems. Students will develop an understanding of the national electric code and how it applies to safe electrical systems function. Emphasis is placed on acquiring proficiency in the use of analytical instruments, as well as the mastery of the principles under which electrical systems function.

The Electrical classrooms are equipped with the same kinds of equipment currently in use in residential, commercial, and industrial buildings. In addition to this, students utilize a variety of analytical equipment, meters, gauges, and different kinds of specialized hand tools needed for this occupation. The maximum number of students being taught in any one classroom or lab is thirty.

Graduates from the Career Industrial, Commercial and Residential Electrician program will have sufficient knowledge and skill for entry-level employment as an electrical helper or apprentices. Because electricians work wherever electricity is used, the career opportunities are diverse.

Graduates may be hired for new construction or maintenance in the following locations:

- Office Buildings
- Manufacturing Plants
- Shopping Malls
- Warehouses
- Homes
- Resorts and Hotels
- Transportation Terminals
- Hospitals and Clinics
- Food Preparation and Packaging
- Retail Stores and Wholesalers

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

CAREER INDUSTRIAL, COMMERCIAL & RESIDENTIAL ELECTRICAN
Day or Evening Session (Massachusetts)

	Quarter Credit Hours	Clock Hours
Term	**19**	**321**
Electrical Safety 1141		
Electrical Theory One/DC Theory 1132		
Electrical Theory Two/AC Theory 1133		
Wiring: Residential 1144		
Algebra with Trigonometry 1135		
Introduction to the National Electrical Code 1146		
Term	**18.5**	**321**
Conduit Bending 231		
Installation of Electrical Services 1232		
Introduction to Electrical Blueprints 1233		
Wiring: Commercial and Industrial 1234		
Electric Lighting 1235		
Introduction to the National Electrical Code 1236		
Term	**18.5**	**321**
Load Calculations-Branch Circuits 1331		
Raceway, Box and Fitting Fill Requirements 1332		
Motor Controls 1333		
Introduction to the National Electrical Code 1334		
Motor Calculations 1335		
Advanced Motor Controls 1336		
Term	**18**	**321**
Feeder Calculations 1431		
Standby and Emergency Systems 1432		
Basic Alarm Technology, Fire, Access & CCTV 1433		
Introduction to the National Electrical Code 1434		
HVAC Controls 1435		
Telecom Cabling & Basic Telecommunications 1436		
TOTAL HOURS	**74**	**1284**

COURSE DESCRIPTIONS

Electrical Safety 1141 Covers safety rules and regulations for electricians. Students learn the necessary precautions to take for various electrical hazards found on the job. Students have the opportunity to earn their OSHA 30 card. Students will also learn OSHA mandated lockout/tagout procedure. (2.5 q. credit hr.)

Electrical Theory One/DC Theory 1132 Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations. (2.5q. credit hr.)

Electrical Theory Two/AC Theory 1133 Introduces series, parallel, and series parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis. (2.5 q. credit hr.)

Wiring: Residential 1144 Covers the electrical devices and wiring techniques common to residential construction and maintenance. Students also practice making service calculations. Stresses appropriate NEC requirements. (4.5q. credit hr.)

Algebra with Trigonometry 1135 Study and application of algebraic and trigonometric functions as it relates to electrical functions. Involves word problems, addition, subtraction, multiplication, and problem solutions. (4 q. credit hr.)

Introduction to the National Electrical Code 1146 (Code 1) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (3 q. credit hr.)

Conduit Bending 231 Covers all of the different types of bends that can made in conduit using mechanical, electric, and hydraulic conduit benders. A focal point of the course is hand bending with Electrical Metallic Tubing. (1 q. credit hr.)

Installation of Electrical Services 1232 Covers methods and techniques for both single and three-phase services, including metering equipment and NEC regulations. (4 q. credit hr.)

Introduction to Electrical Blueprints 1233 Focuses on electrical prints, drawings, and symbols. Students learn the types of information they can find on schematics, one-lines, and wiring diagrams. (2.5 q. credit hr.)

Wiring: Commercial and Industrial 1234 Covers the electrical devices and wiring techniques common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed. (5 q. credit hr.)

Electric Lighting 1235 Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of the different kinds of lamps (incandescent, fluorescent, and HID) and lighting fixtures (surface-mounted, recessed, suspended, and track lighting) (2.5 q. credit hr.).

Introduction to the National Electrical Code 1236 (Code 2) Provides a navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy-to follow procedure. (3.5 q. credit hr.)

Load Calculations-Branch Circuits 1331 Introduces the industry standards for electrical work, including the topics of branch circuitsrating and de-rating, and various types of residential and commercial electrical loads. (4 q. credit hr.)

Raceway, Box and Fitting Fill Requirements 1332 Covers the number of conductors allowed in raceways, boxes, and fittings. (2.5 q. credit hr

Motor Controls 1333 Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic. (3.5 q. credit hr.)

Introduction to the National Electrical Code 1334 (Code 3) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (2.5 q.credit hr.)

Motor Calculations 1335 Covers single and multi-motor calculations to enable the student to size conductors, over-current protection, and over-load protection for motor applications.
(2.5 q. credit hr.)

Advanced Motor Controls 1336 Explains applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures. (3.5 q. credit hr.)

Feeder Calculations 1431 Topics include basic calculation procedures and calculations for commercial and residential applications. (2.5 q. credit hr.)

Standby and Emergency Systems 1432 NEC installation requirements for electric generators, and storage batteries are fully explained. (3.5 q. credit hr.)

Basic Alarm Technology, Fire, Access & CCTV 1433 Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation of wiring for alarm initiating and notification devices, and alarm system maintenance. Also covers basic Fire Alarm terms and usage, CPU features, types of initiating devices, extinguishing systems, and design. Access control, devices, software, code compliance, standards, basic technology of CCTV, its types and components. (3.5 q. credit hr.)

Introduction to the National Electrical Code 1434 (Code 4) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (2.5 q. credit hr.)

HVAC Controls 1435 Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements. (2.5 q. credit hr.)

Telecom Cabling & Basic Telecommunications 1436
Cabling codes, types, methods, and grounding; telephone terms, components, networks, line services, and fundamentals (3.5 q. credit hr.)

ELECTRICAL TECHNOLOGY

Objectives

The Electrical Technology program consists of 1200 hours of instruction (74 quarter credit hours). Both the Day and Evening sessions require twelve months for completion on the basis of approximately 22-27 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the Electrical Technology program, these percentages are:

90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45) –– Good;
75 to 79 (2.0-2.7) – Satisfactory; Below 75 (0) – Failure.

This program is currently taught residentially (all classes and labs on campus) in MA, and, in CT only, in a Blended format (lecture material on-line and hands-on skills on-campus). As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in both delivery methods. Veterans' Benefits are only available for the residential version of this program.

Student from either delivery method could be assigned to the same on campus lab shifts. Campus lab hours are 7am-2pm and 6pm-10pm. Students taking day labs in the blended program need to plan on 2-3 lab sessions per week, based on course needs. Students taking evening labs in the blended program need to plan on 3 lab sessions per week and an occasional Saturday lab from 8am-2pm. Lab schedules will be distributed to Blended students prior to the start of each term. Residential students in Massachusetts attend M-TH 7am-2pm and Evenings 4pm-10:30 pm.

Students will need approximately 25 hours per week for instruction (whether online or on campus), activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. For Blended classes, course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers the installation and maintenance of industrial, commercial, and residential electrical systems. Students will develop an understanding of the national electric code and how it applies to safe electrical systems function. Emphasis is placed on acquiring proficiency in the use of analytical instruments, as well as the mastery of the principles under which electrical systems function.

The Electrical labs are equipped with the same kinds of equipment currently in use in residential, commercial, and industrial buildings. In addition to this, students utilize a variety of analytical equipment, meters, gauges, and different kinds of specialized hand tools needed for this occupation.

The maximum number of students being taught in an on-line class is fifty and the maximum in on campus classroom or lab is twenty-five.

Graduates from the Electrical Technology program will have sufficient knowledge and skill for entry-level employment as an electrical helper or apprentice. Because electricians work wherever electricity is used, the career opportunities are diverse. Graduates may be hired for new construction or maintenance in the following locations:

- Office Buildings
- Manufacturing Plants
- Shopping Malls
- Warehouses
- Homes
- Resorts and Hotels
- Transportation Terminals
- Hospitals and Clinics
- Food Preparation and Packaging
- Retail Stores and Wholesalers

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of Chrome OS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

ELECTRICAL TECHNOLOGY
Day or Evening Session (Connecticut)

	Quarter Credit Hours	Clock Hours
Term	15.5	240
History of Electrical ETDE 1100		
Basic Math Computations ETDE 1101		
Algebra with Trigonometry ETDE 1102		
Electrical Theory I/DC Theory ETDE 1105		
OSHA-30 ETDE 1104		
Electrical Code I ETDE 1107		
Term	14	240
Wiring Residential ETDE 1115		
Lighting and Switching Circuits ETDE 1122		
Electrical Theory II/AC Theory ETDE 1106		
Installation of Services ETDE 1127		
Electrical Code II ETDE 1108		
Term	15	240
Wiring Commercial and Industrial ETDE 1124		
Raceway and Box Fill ETDE 1126		
Blueprint Reading ETDE 1103		
Power Distr. & Load Calculations ETDE 1116		
Green Technology ETDE 1130		
Electrical Code III ETDE 1113		
Term	15	240
Motor Calc & Generator Theory ETDE 1110		
Motor Controls ETDE 1109		
Logic Circ-Progr Controllers Part I ETDE 1128		
Logic Circ-Progr Controllers Part II ETDE 1129		
Electrical Code IV ETDE 1114		
Term	14.5	240
HVAC Controls ETDE 1123		
Basic Telecommunications ETDE 1117		
Telecom Cabling ETDE 1118		
Basic Alarm Technology ETDE 1120		
Fire, Access & CCTV Systems ETDE 1121		
Semiconductors for Electricians ETDE 1111		
TOTAL HOURS	**74**	**1200**

When a Blended delivery method is used, courses are delivered in a blended format, with lecture and hands-on components on-campus and on-line. When a residential delivery method is used, all courses are taught on-campus.

COURSE DESCRIPTIONS

History of Electrical ETDE 1100 Skilled people in the electrical field are essential to maintain electrical systems and equipment in residential, commercial, and industrial settings. This course covers the past, present and future of the electrical industry and describes the various career paths in the electrical field. It also covers the apprenticeship requirements for electricians and discusses employer/employee responsibilities. (.5 q. credit hr.)

Basic Math Computations ETDE 1101 Upon successful completion of this course the student will have all of the basic math functions taught first so he or she will be confident in addition, subtraction, multiplication, and subtraction with the order of operations as it applies. The following lessons will include operations with fractions, decimals, percentages, area, volume, units of measure, and conversions (3 q. credit hr.)

Algebra with Trigonometry ETDE 1102 This course will provide students with a basic understanding and function of algebra and trigonometry as it relates to the electrical trade. (3 q. credit hr.)

Electrical Theory I / DC Theory ETDE 1105 Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations. Introduces resistive series, parallel, and series parallel circuits. Covers total circuit analysis. (3.5 q. credit hr.)

OSHA-30 ETDE 1104 Covers safety rules and regulations for electricians. Students learn the necessary precautions to take for various electrical hazards found on the job. Students will also learn the OSHA mandated lockout/tagout procedure. (2.5 q. credit hr.)

Electrical Code I ETDE 1107 Provides navigational road map for using the 2023 NEC as well as the Mass supplements. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Understanding how to navigate the 2023 NEC as well as the 2020-2023 code change methods will be will be practiced in the lab. (3 q. credit hr.)

Electrical Theory II / AC Theory ETDE 1106 Introduces Alternating Current in electrical circuits. The effects of magnetic induction and the exponential curve, in relation to the rise of time current, will be discussed to relate the effects of inductance and capacitance on circuits with alternating current. Circuit analysis of series and parallel circuits containing Resistance, Inductance, and Capacitance will be performed. (3 q. credit hr.)

Power Distribution and Load Calculations ETDE 1116 Load calculations will be performed based on the NEC for various types of residential and commercial electrical. These calculations will provide the values needed to size the conductors and overcurrent protection of these feeders and branch circuits. Additional topics include; Voltage drop, 3Ø Neutral, Harmonics, Conductor Selection, Power Transformers, Transformer Sizing, Wire size, & Power Factor Correction. (2.5 q. credit hr.)

Electrical Code II ETDE 1108 Provides navigational road map for using the 2023 NEC as well as the Mass supplements. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Understanding how to navigate the 2023 NEC as well as the 2020 – 2023 code change methods will be will be practiced in the lab. (2.5 q. credit hr.)

Electrical Code III ETDE 1113 Provides navigational road map for using the 2023 NEC as well as the Mass supplements. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Understanding how to navigate the 2023 NEC as well as the 2020 – 2023 code change methods will be will be practiced in the lab. (2.5 q. credit hr.)

Motor Calculations and Generator Theory ETDE 1110 This course covers single and multi-motor calculations to enable the student to size conductors, over-current protection, and over-load protection for motor applications. (2.5 q. credit hr.)

Motors Controls ETDE 1109 Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic. (3.5 q. credit hr.)

Semiconductors for Electricians ETDE 1111 The topics included are; Safety, PC Board Construction and Repairs, Diodes, DC Power Supplies, Transducers, Transistors, Integrated Circuits (IC), and Specific Inputs and Outputs. (2.5 q. credit hr.)

Installation of Services ETDE 1127 During this Lab Course, one will install 100 and 200 amp overhead services; while reinforcing the wiring methods used today. While installing services in both, Service Entrance Cable, and Ridged Nonmetallic conduit; Grounding the services will conclude each of the installations. Additional a cut and tap will be demonstrated, and assigned as an individual project. (3 q. credit hr.)

HVAC Controls ETDE 1123 Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements. (1 q. credit hr.)

Logic Circuits-Programmable Controllers, Part I ETDE 1128 Explains applications and operating principles of solid-state controls, reduced-voltage starters, adjustable frequency drives, and Programmable Logic Controllers (PLC). The course also covers basic troubleshooting procedures. (3.5 q. credit hr.)

Logic Circuits-Programmable Controllers, Part II ETDE 1129 PLCs and their logic are the focus of this course. The lessons applied include; Relay Programming, Safe and Proper Programming, Documenting your System, Comparing, Timers, Counters, and Data Handling Instructions. Troubleshooting, Debugging and Diagnostic Capabilities (3 q. credit hr.)

Blueprint Reading ETDE 1103 Focuses on electrical prints, drawings, and symbols. Students learn the types of information they can find on schematics, one-lines, and wiring diagrams. (2.5 q. credit hr.)

Basic Alarm Technology ETDE 1120 The theory and practical application of alarm sensor, detectors and signaling systems. (3 q. credit hr.)

Telecom Cabling ETDE 1118 The theory and practical application of telecom cabling and distribution networks, LAN cabling, grounding and NEC code as it applies to telecom cabling. (2.5 q. credit hr.).

Basic Telecommunications ETDE 1117 The theory and practical application of POTS, PSTN (public switched telephone networks), data communications, private lines, LANs, switches, routers and PBXs. (2.5 q. credit hr.)

Fire, Access & CCTV Systems ETDE 1121 To teach the students the basics of alarm technology, including the system types, devices, and maintenance. Fire alarm terms, usage, and systems will be discussed. CCTV, its types and components will be explored. Access systems is another topic included in the course. (3 q. credit hr.)

Electrical Code IV ETDE 1114 Provides navigational road map for using the 2023 NEC as well as the Mass supplements. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Understanding how to navigate the 2023 NEC as well as the 2020 – 2023 code change methods will be will be practiced in the lab. (2.5 q. credit hr.)

Lighting and Switching Circuits ETDE 1122 During this course, students will become familiar with the different types of lighting fixtures, and the methods used to install them. This course is going to be conducted in the Lab environment, and will introduce the students to switching circuits from one location to several locations, and the different types of circuits that can be used to accomplish the task. Focuses on the handling and installation of the different kinds of lamps (incandescent, fluorescent, and HID) and lighting fixtures (surface-mounted, recessed, suspended, and track lighting). (1.5 q. credit hr.)

Wiring Residential ETDE 1115 Covers the electrical devices and wiring techniques common to residential construction and maintenance. Students also practice making service calculations. Stresses appropriate NEC requirements. (4 q. credit hr.)

Wiring – Commercial and Industrial ETDE 1124 Commercial and Industrial practices the wiring methods and techniques used to install electrical devices and equipment, common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed. (4 q. credit hr.)

Raceway, Box and Fill ETDE 1126 Covers the number of conductors allowed in raceways, boxes, and fittings (2.5 q. credit hr.)

Green Technology ETDE 1130 The theory and practical application of solar and wind technology, LED, green building tech and carbon footprints. (1 q. credit hr.)

ELECTRICAL TECHNOLOGY
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	13	240

^ Introduction to Electrical ETDE 1000 **
^ Basic Math Computations ETDE 1001 **
^ Algebra with Trigonometry ETDE 1002 **
^ OSHA-30 ETDE 1004 **
^ Electrical Theory I/DC Theory ETDE 1005 **
^ Electrical Code I ETDE 1007 **

Term	15	272

Electrical Theory II/AC Theory ETDE 1006
Electrical Code II ETDE1 008 **
Wiring Residential ETDE 1025
Installation of Services ETDE 1027
Lighting and Switching Circuits ETDE 1022

Term	14	241

Blueprint Reading ETDE 1003 **
Electrical Code III ETDE 1013 **
Wiring Commercial and Industrial ETDE 1024
Raceway Box - Fitting Requirements ETDE 1026
Green Technology ETDE 1030 **
Power Distr & Load Calculations ETDE 1016 **

Term	17	297

Motor Calc & Generator Theory ETDE 1010
Motor Controls ETDE 1009
Logic Circ-Progr Controllers Part I ETDE 1028
Logic Circ-Progr Controllers Part II ETDE 1029
Electrical Code IV ETDE 1014 **

Term	16	275

Basic Telecommunications ETDE 1017
Telecom Cabling ETDE 1018
Basic Alarm Technology ETDE 1020
Fire, Access & CCTV Systems ETDE 1021
HVAC Controls ETDE 1023
Semiconductors for Electricians ETDE 1011 **

TOTAL HOURS	**75**	**1325**

^ indicates prerequisite first term course

*When Blended delivery method is used, courses are delivered in a Blended format, with lecture on-line and hands-on components on-campus, except ** designates a course offered fully online. When a residential delivery method is used, all courses are taught on-campus.*

COURSE DESCRIPTIONS

^ Introduction to Electrical Trade EDTE 1000 *** This course reviews the past, present and future of the electrical industry as well as the various career paths in the electrical industry. It also covers the apprenticeship requirements for electricians and discusses employer/employee responsibilities. (.5 q. credit hr.)

^ Basic Math Computations ETDE 1001 *** Includes solving word problems, addition, subtraction, multiplication, and problem solutions. Topics to be covered include; computations using real numbers, computations using fractions, computations using decimal fractions, base - rate - and portion to calculate percent, computation of area and volume, and units of measurements. (2.5 q. credit hr.)

^Algebra with Trigonometry ETDE 1002 ** Algebra with Trigonometry studies the application of algebraic and trigonometric functions as it relates to electrical functions. Topics to be covered include; power and roots, groupings, addition, subtraction, multiplication and division of Polynomials, solving word problems, identifying triangles and angles, Pythagorean theorem, trigonometric functions, sines, cosines & tangents, and solution of problems. (2.5 q. credit hr.)

^ Electrical Theory I / DC Theory ETDE 1005 ** Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations. Introduces resistive series, parallel, and series parallel circuits. Covers total circuit analysis. (3 q. credit hr.)

^ OSHA-30 ETDE 1004 ** Basic safety and OSHA Training. (2 q. credit hr.)

^ Electrical Code I ETDE 1007 ** Introduction to the National Electrical Code provides navigational road map for using the NEC. Introduced to the layout of the NEC and the types of information found within the code book. Students practice finding information using an easy to follow procedure. Articles to be included are Articles 90 - 225, 300 - 310, Chapter 9, and Annex H; Including service calculations for dwellings. (2.5 q. credit hr.)

All ^course must be passed before other courses may be taken

Electrical Theory II / AC Theory ETDE 1006 Introduces Alternating Current in electrical circuits. The effects of magnetic induction and the exponential curve, in relation to the rise of time current, will be discussed to relate the effects of inductance and capacitance on circuits with alternating current. Circuit analysis of series and parallel circuits containing Resistance, Inductance, and Capacitance will be performed. (3 q. credit hr.)

Power Distribution and Load Calculations ETDE 1016 *** Load calculations will be performed based on the NEC for various types of residential and commercial electrical. These calculations will provide the values needed to size the conductors and overcurrent protection of these feeders and branch circuits. Additional topics include; Voltage drop, 3Ø Neutral, Harmonics, Conductor Selection, Power Transformers, Transformer Sizing, Wire size, & Power Factor Correction. (2 q. credit hr.)

Electrical Code II ETDE 1008 ** Introduction to the National Electrical Code provides a navigational road map for using the NEC. Introduction to the layout of the NEC and the types of information found within the code book. Students practice finding information using an easy-to follow procedure. Articles to be included are; 230 - 427, and Chapter 9; which cover services, grounding and bonding, overcurrent protection, wiring methods, and all of the articles in chapter 3 that cover electrical materials. (2 q. credit hr.)

Electrical Code III ETDE 1013 *** Introduction to the National Electrical Code provides navigational road map for using the NEC and layout of the NEC and the types of information found within the code book. Students practice finding information using an easy to follow procedure. Articles to be covered are; 430 - 490; including Transformer calculations for primary and secondary electrical quantities, turns ratios, buck - boost, and overcurrent protection. A general review of the articles covered during the term will be conducted prior to the exam. (2 q. credit hr.)

Motor Calculations and Generator Theory ETDE 1010 Covers types of electric motors, and the theory behind motor operations. Topics include; Single-Phase Motors, Polyphase Motors, and Calculations for single and multi-motor circuits to enable the student to size conductors, over-current protection, and over-load protection for motor applications. Standby and Emergency Systems require alternate power sources, like generators. Topics will include an introduction to Generators, and the installation requirements for electric generators and transfer switches. (3.5 q. credit hr.)

Motors Controls ETDE 1009 This Motor Controls course is the first of three, providing safe work habits and describing the equipment that will be used during the motor control courses. Lessons covered include terminology, symbols, diagrams; as well as pilot devices and basic relay logic as it applies to motor control circuits and devices. Completing the lesson with Troubleshooting circuits using a digital multi meter. (4 q. credit hr.)

Logic Circuits-Programmable Controllers, Part I ETDE 1028 Logic Circuits discussed in this course include, timers, limit switches, jogging, multiple pushbuttons, sequence operation, jogging, reduced-voltage starters, adjustable frequency drives, and an introduction to Programmable Logic Controllers (PLC). Additional topics on PLCs are: the PLC Number System, Symbols, Truth Tables, and Logic, Boolean Algebra, Logic circuits and PLC operation, and Programming. (4 q. credit hr.)

Semiconductors for Electricians ETDE1011 *** Semiconductors make up the worlds electronic equipment that control electrical devices around us today. The topics included are; Safety, PC Board Construction and Repairs, Diodes, DC Power Supplies, Transducers, Transistors, and Integrated Circuits. (2 q. credit hr.)

Installation of Services ETDE 1027 Installation of Electrical Services, methods, and techniques for installing services, including metering equipment and NEC regulations will be practiced in the lab. (3.5 q. credit hr.)

Logic Circuits-Programmable Controllers, Part II ETDE 1029 PLCs and their logic are the focus of this course. The lessons applied include; Relay Programming, Safe and Proper Programming, Documenting your System, Comparing, Timers, Counters, and Data Handling Instructions. Troubleshooting, Debugging and Diagnostic Capabilities (3.5 q. credit hr.)

Blueprint Reading ETDE 1003 *** Introduction to Electrical Blueprints focuses on mechanical prints or drawings, to learn the symbols, alphabet of lines, dimensions, and types of drawings & their uses; just like what is used in today's construction. Students will learn the types of information they can find on the different types of drawings; like the locations of HVAC or Plumbing systems. (2 q. credit hr.)

Basic Alarm Technology ETDE 1020 The theory of how Ohm's Law applies to alarm circuits, and the practical application of alarm sensors, detectors and signaling systems. Installation and programming of devices and control panels used in alarm systems. (3.5 q. credit hr.)

Telecom Cabling ETDE 1018 Telecom Cabling encompasses the codes, types, methods, and grounding; along with telephone terms, components, networks, line services, and fundamentals. Connection methods, distribution, and LAN cabling are included in the topics of this course. (3 q. credit hr.).

Basic Telecommunications ETDE 1017 The theory and practical application of POTS lines, data communications, Transmission, local and long distance calls, and PBXs. The telecom landscape will provide an understanding of the players and the customers in the field of telecommunications. The fundamentals of LANs, PBX, Key systems, and voice mail are also topics to be discussed. (3 q. credit hr.)

Fire, Access & CCTV Systems ETDE 1021 Basic Alarm Technology, Fire, Access & CCTV 1433 Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation of wiring for alarm initiating and notification devices, and alarm system maintenance. Also Covers basic Fire Alarm terms and usage, CPU features, types of initiating devices, extinguishing systems, and design. Access control, devices, software, code compliance, standards, basic technology of CCTV, its types and components. (3.5 q. credit hr.)

Electrical Code IV ETDE 1014 *** Introduction to the National Electrical Code Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Articles to be covered are as follows; 500 - 516 Hazardous Locations , 517 Health Care, 518 - 580 Special Occupancies, 600 - 695 Special Equipment & Swimming Pools, 700 - 760 Emergency Systems, & 770 - 830 Communication Systems. (2 q. credit hr.)

Lighting and Switching Circuits ETDE 1022 Students will become familiar with the different types of lighting fixtures, and the methods used to install them. This course is going to be conducted in the Lab environment, and will introduce the students to switching circuits from one location to several locations, and the different types of circuits that can be used to accomplish the task. (2 q. credit hr.)

Wiring Residential EDTE 1025 Residential wiring methods will be will be practiced in the lab. Covering the electrical devices and wiring techniques common to residential construction and maintenance. Covers the electrical devices and wiring techniques common to residential construction and maintenance. Stresses appropriate NEC requirements. (4.5 q. credit hr.)

Wiring – Commercial and Industrial EDTE 1024 The wiring methods and techniques used to install electrical devices and equipment, common to commercial and industrial construction and maintenance. Electrical Conduit bending and installation requirements. The appropriate NEC requirements are stressed (4 q. credit hr.)

Raceway, Box and Fitting Fill Requirements ETDE 1026 Covers the number of conductors allowed in raceways, boxes, and fittings (3 q. credit hr.)

Green Technology EDTE 1030 ** The theory and practical application of solar and wind technology, LED, green building tech and carbon footprints. (1 q. credit hr.)

HVAC Controls ETDE 1023 HVAC controls provides a basic overview of HVAC systems and their controls. By installing the equipment found in typical heating and cooling systems, the students will get a hands on experience of how the controls are designed to function. (1 q. credit hr.)

HVACR
(Heating, Ventilation, Air Conditioning and Refrigeration)

Objectives

The HVACR program consists of 1200 hours of instruction (75 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 25 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the HVACR program these percentages are 90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45) – Good; 75 to 79 (2.0-2.7) – Satisfactory; Below 75 (0) – Failure.

This program is currently taught in a Blended format (lecture material on-line and hands-on skills on-campus) and is also offered residentially (all classes and labs on campus) at selected campuses, as conditions permit. As part of their program materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in both delivery methods. Veterans' Benefits are only available for the residential version of this program.

Student from either delivery method could be assigned to the same on campus lab shifts. Campus lab hours are 7-2 and 6-10. Students taking day labs in the program need to plan on 2-3 lab sessions per week, based on course needs. Students taking evening labs in the blended program need to plan on 3 lab sessions per week and an occasional Saturday lab from 8-2. Lab schedules will be distributed to blended students prior to the start of each term. Residential students attend M-Th 7-2.

Students will need approximately 25 hours per week for instruction (whether online or on campus), activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. For Blended classes, course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers the service, installation and repair of heating, ventilation, air-conditioning and refrigeration systems. Students will develop an understanding of the electrical and mechanical principles related to gas and oil heating units, air-conditioning and refrigeration systems. Emphasis is placed on acquiring proficiency in the use of analytical instruments as well as the mastery of heating and cooling principles under which these systems function.

The HVACR classrooms are equipped with the same kinds of gas and oil heating, cooling and refrigeration units currently in use in residential and commercial buildings. In addition to this, students use a variety of analytical equipment, meters, and gauges, refrigerant recovery units, piping and ventilation tools, and different kinds of specialized hand tools needed for this occupation.

The maximum number of students being taught in an on-line class is fifty and the maximum in an on campus classroom or lab is twenty-five.

Graduates from this program will have sufficient knowledge and skill for entry-level employment in the HVACR field. Graduates entering the field of HVACR technology might specialize in either the installation or maintenance of HVACR systems. Some technicians further specialize in one type of equipment or manufacturer. Most technicians do both the installation and the servicing and work with most types of heating, cooling, and refrigeration equipment.

HVACR technicians work in homes, office buildings, factories - anywhere there is climate control equipment in use. Career opportunities are diverse. Typically, these positions are found in businesses in the following commercial or industrial areas:

Office Buildings	Resorts and Hotels
Manufacturing Plants	Hospitals and Clinics
Transportation Terminals	Shopping Malls
Retail Stores and Wholesalers	Warehouses
Food Preparation and Packaging	Homes

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

ChromeOS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Instruments, Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

HVACR
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	**15**	**240**
HVDE 1124 - Trade Skills		
HVDE 1125 - Design Principles**		
Term	**15**	**240**
HVDE 1224- Electrical for Gas		
HVDE 1225 - Mechanical for Gas		
Term	**15**	**240**
HVDE 1324- Electrical for Oil		
HVDE 1325 - Mechanical for Oil		
Term	**15**	**240**
HVDE 1424- Hydronic and Control Systems		
HVDE 1425 - Core Refrigeration		
HVDE 1426 - Advanced Refrigeration		
Term	**15**	**240**
HVDE 1524 - Piping Principles		
HVDE 1517 - Core Air Conditioning		
HVDE 1518 - Advanced Air Conditioning		
TOTAL HOURS	**75**	**1200**

*When a Blended delivery method is used, all courses are delivered in a blended format, with lecture and hands-on components taught on-campus and on-line, except ** designates a course offered fully online. When a residential delivery method is used, all courses are taught on-campus.*

Course Descriptions

*When a Blended delivery method is used, all courses are delivered in a blended format, with lecture on-line and hands-on components on-campus, except ** designates a course offered fully online. When a residential delivery method is used, all courses are taught on-campus.*

Trade Skills – HVDE 1124 Theory and practical application of basic trade math, shop safety, air flow, and sheet metal for installation and service apprentices, and OSHA 30 certification. (7.5 q. credit hr.)

Design Principles – HVDE 1125 ** Theory and practical application of Heat Loss and Heat Gain, system design principles, psychometrics, humidification, dehumidification, air distribution, measurement, air cleaning, and the practices and principles of Indoor Air Quality (IAQ). (7.5 q. credit hr.)

Electrical for Gas – HVDE 1224 The theory and practical application of electrical principles required to safely service gas burner ignition systems, thermostats, safety controls, limit controls and various control systems. This course covers electrical safety, National Electric Code awareness, troubleshooting skills, problem diagnosis, and wiring techniques for gas fired warm air furnaces and hot water boilers. (7.5.q. credit hr.)

Mechanical for Gas – HVDE 1225 The theory and practical application of gas properties including heating values, combustion properties, products of combustion, unit efficiencies, gas burner operation, problem diagnosis and installation, and operation of gas heating systems. (7.5.q. credit hr.)

Electrical for Oil – HVDE 1324 Theory and practical application of electrical principles required to service oil burners, ignition systems, thermostats, and unit controls. Includes the different oil ignition systems, unit controls, their sequence of operation, wiring of these ignition systems and troubleshooting of these different oil heating systems. (7.5.q. credit hr.)

Mechanical for Oil - HVDE 1325 The theory and practical application of oil pumps, nozzles, fuel lines, and tanks. Includes instruction on Combustion properties, combustion efficiency testing, furnace cleaning, and troubleshooting. (7.5 q. credit hr.)

Hydronic and Control Systems – HVDE 1424 Theory and practical operation of hydronic system components including circulators, valves, aquastats and flow controls. Includes steam, hot water, and chilled water distribution systems. Introduction to DDC (Direct Digital Controls) including controllers, points, controlled devices, feedback loops, analog and digital signals. Applicable International Mechanical and NFPA codes discussed. (5q. credit hr.)

Core Refrigeration HVDE 1425 The course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab. (5 q. credit hr.)

Advanced Refrigeration HVDE 1426 The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair. (5 q. credit hr.)
(Prerequisite – HVDE 1425)

Piping Principles – HVDE 1524 Theory and practical application of piping, pipe threading, various tubing, brazing, soldering and overall system installation. (5 q. credit hr.)

Core Air Conditioning – HVDE 1517 The student course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab. (5 q. credit hr.)

Advanced Air Conditioning – HVDE 1518. The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair.
(5 q. credit hr.)
(Prerequisite–HVDE 1517)

LOW VOLTAGE TECHNOLOGY

Objectives

The Low Voltage Technology program consists of 1200 hours of instruction (74 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 24 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the Low Voltage Technology program, these percentages are: 90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45) -– Good; 75 to 79 (2.0-2.7) – Satisfactory; Below 75 (0) – Failure.

This program is taught in a Blended format (didactic/lecture material and hands-on skills on-campus and on-line). It may also be offered residentially at selected campuses as conditions permit. As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in the distance learning portion of courses.

Students will need approximately 24 hours per week for on-line instruction, activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. Campus lab hours are 7-2 and 6-10. Students taking day labs need to plan on 1-2 lab sessions per week, based on course needs. Students taking evening labs need to plan on 2-3 lab sessions per week and an occasional Saturday lab from 8-2. Lab schedules will be distributed to students prior to the start of each term. Course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program covers service and repair of a variety of low voltage and electronics systems. Students will develop an understanding of the theory and practical application related to alarm technology, telecommunications, cabling, home theater, CCTV, sound systems and opto electronics. Emphasis is placed on the low-voltage electrical code, safety, customer service and the use of diagnostic equipment.

The Low Voltage classrooms are equipped with the same kinds of equipment currently in use by businesses and industry. Computers, networks, peripheral equipment, power supplies, oscilloscopes, industrial controls, analytical equipment, communication devices, applicable software programs, and different kinds of electronics hand tools are used by the students.

The maximum number of students being taught in an on-line class is fifty and the maximum in lab is twenty-five.

Veterans' Benefits are only available for the residential version of this program.

When a Blended delivery method is used, courses are delivered in a blended format, with lecture and hands-on components on-campus and on-line. When a residential delivery method is used, all courses are taught on-campus.

Graduates from this program will have sufficient knowledge and skill for entry-level employment as an electronics or low voltage technician. Graduates entering the field of low voltage technology are usually hired for positions that carry titles such as field engineer or field service technician (servicing equipment on the customer's premises), production repair technician or factory service technician (repair of equipment at the place where it is manufactured), or electronic technician (a title that covers a variety of activities either in the field or at the factory). Typically, these positions are found in businesses in the following commercial or industrial areas:

- Burglar and Fire Alarms
- Telecommunications Equipment
- Cable TV
- Emergency Lighting
- Medical equipment
- Navigational (space, aeronautics, and marine)
- Home entertainment (TV, stereo, satellite)
- Computers
- Measurement and control instrumentation
- Soundstage
- Closed circuit television

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued laptop, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of Chrome OS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in their new occupation.

The Materials Fee covers all books, devices tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

LOW VOLTAGE TECHNOLOGY
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	**15**	**240**
CETDE 2101 DC Electrical Circuits		
CETDE 2102 Intrusion Alarm Technology		
CETDE 2103 Building Trade Safety		
CETDE 2104 Construction Blueprint Reading		
Term	**15**	**240**
CETDE 2105 Customer Relations & Bus. Practices		
CETDE 2106AC Electrical Circuits		
CETDE 2107 Fire Alarm Systems		
CETDE 2108 Home Theater		
Term	**14.5**	**240**
CETDE 2109 Green Technology		
CETDE 2112 Basic Telecommunications		
CETDE 2110 Low Voltage Electrical Code		
Term	**15**	**240**
CETDE 2111 Semiconductors		
CETDE 2113 Telecom Cabling		
CETDE 2116 CCTV Security		
Term	**15.5**	**240**
CETDE 2114 Electronics Circuits		
CETDE 2115 Opto Electronics		
CETDE 2117 Live Sound Reinforcement		
TOTAL HOURS	**74**	**1200**

Course Descriptions

DC Electrical Circuits CETDE 2101 The theory and practical application of DC circuit concepts, schematic diagrams, meters, electro-magnetism, properties of wire, ohms law and trade math. (4.5 q. credit hr.)

Intrusion Alarm Technology CETDE 2102 The theory and practical application of alarm sensors, detectors and signaling systems and access control. (4.5 q. credit hr.)

Building Trade Safety CETDE 2103 The theory and practical application of hand tool safety, power tool safety, hazardous materials, ladder safety, lock out/tag out. Safety and protective equipment, ground- ing and trench work. OSHA. ANSI and UL standards. (3q.credit hr.)

Construction Blueprint Reading CETDE 2104 The theory and practical application of interpretation of blueprints pertaining to electrical, electronics, piping, sheet metal, HVAC, welding, codes, standards, and specifications. (3q.credit hr.)

Customer Relations and Business Practices CETDE 2105 Practical skills in dealing with customer relations, communication, record keeping and ethics. (3q.credit hr.)

AC Electrical Circuits CETDE 2106 The theory and practical application of AC circuit properties, transformers, rectifiers, single and poly- phase current and trade math. (4.5 q. credit hr.)

Fire Alarm Systems CETDE 2107 The theory and practical application of smoke, flame and heat sensor, signal processing, alarm power supplies, and NFPA standards. (4.5 q. credit hr.)

Home Theater CETDE 2108 The theory and practical application of DTV, sound systems, flat panel TVs, system balancing and industry standards. (3 q. credit hr.)

Green Technology CETDE 2109 The theory and practical application Solar and wind technology, LEED, green building tech and carbon footprints. (3.5 q. credit hr.)

Low Voltage Electrical Code CETDE 2110 The National Electrical Code as it pertains to articles 80 through 310, chapter 9, fire alarm systems, intrusion alarm systems, CCTV, telephone systems and intercom systems. (4 q. credit hr.)

Semiconductors CETDE 2111 The study and application of diodes, transistors, MOSFETs and rectifiers and trade math. (5 q. credit hr.)

Basic Telecommunications CETDE 2112 The theory and practical application of POTS, PSTN, data communications, wireless communications, LANS, WANS, switches, routers, LATA, ISDN, BRI, Key systems and PBXs. (7 q. credit hr.)

Telecom Cabling CETDE 2113 The theory and practical application of telephone cabling and distribution networks, LAN cabling, grounding and NEC code as it applies to telecom systems. (5 q. credit hr.)

Electronics Circuits CETDE 2114 The study and application of amplifiers, phase inverters, integrated circuits, digital logic gates and oscilloscopes and trade math. (4 q. credit hr.)

Opto Electronics CETDE 2115 The theory and practical application of fiber optic equipment, standards, cabling and electronics for data and voice communications. (7 q. credit hr.)

CCTV Security CETDE 2116 The theory and practical application of closed circuit television, video cameras, lenses, monitors, switchers, signal processing, cabling, digital and analog recording. (5 q. credit hr.)

Live Sound Reinforcement CETDE 2117 The theory and practical application of sound amplification systems, microphones, speakers, mixers, equalizers and crossover networks. (3.5 q. credit hr.)

PLUMBING

Objectives.
The Plumbing program consists of 1200 hours of instruction (73 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 25 hours of instruction per week. The terms of the program are independent of each other, thus the sequence in which they are offered to the students may vary. The Institute employs a grading system based on one hundred percent. In the Plumbing program, these percentages are:
90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45)-Good; 75 to 79 (2.0-2.7)-Satisfactory; Below 75 (0)-Failure

This program is currently taught in a Blended format (lecture material on-line and hands-on skills on-campus) and is also offered residentially (all classes and labs on campus) at certain campuses as conditions permit. As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in both delivery methods. Veterans' Benefits are only available for the residential version of this program.

Student from either delivery method could be assigned to the same on campus lab shifts. Campus lab hours are 7-2 and 6-10. Students taking day labs in the blended program need to plan on 2-3 lab sessions per week, based on course needs. Students taking evening labs in the blended program need to plan on 3 lab sessions per week and an occasional Saturday lab from 8-2. Lab schedules will be distributed to blended students prior to the start of each term. Residential students attend M-TH 7-2.

Students will need approximately 25 hours per week for instruction (whether online or on campus), activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. For Blended classes, course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program covers the installation, service, and maintenance of common plumbing fixtures found in residential and commercial buildings. Additionally, the student will gain an in-depth understanding of fresh water treatment wells, well pumps, sewer system, drainage systems, and venting. The student will learn about safe material handling, pumps, and electrical grounding. The student will gain an understanding of the various piping materials as well as their use according to International Plumbing Code, International Building Code, and related National Fire Protection Association codes.

The Plumbing classrooms are equipped with the same kinds of equipment currently in use by business and industry. Students will work on fixtures, water closets, tubs, pumps and drainage systems. The different kinds of hand tools common in the field, including torches and manual and electrical pipe threaders/cutters are utilized by the students.

The maximum number of students being taught in an on-line class is fifty and the maximum in lab is twenty-five

The program provides the student with the knowledge and skills required for competent performance as an entry level Plumber. Graduates of the Plumbing program are usually hired for positions that carry titles such as field engineer or service technician (servicing equipment on the customer's premises), Typically, these positions are found in the following industrial, commercial, or institutional firms - Gasoline Pumps; Water Supply Systems; Wells, and Well Pumps; Fixture Installations; Water Treatment Systems; Drainage Systems; Storm and Water Line Installations

Technology Requirements:
For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

ChromeOS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Instruments, Tools, Books & Supplies
There are certain tools, devices, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from Porter and Chester during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

*When a Blended delivery method is used, all courses are delivered in a blended format, with lecture and hands-on components taught on-campus and on-line, except ** designates a course offered fully online. When a residential delivery method is used, all courses are taught on-campus.*

PLUMBING
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	14.5	240
Trade Math – PLMDE1701 **		
Construction Blueprint Reading – PLMDE1031 **		
Introduction to Plumbing -- PLMDE1070		
Plumbing Math – PLMDE1014 **		
Term	**14.5**	**240**
Fixtures, Appliances & Installations - PLMDE1778		
Drain Waste Vent I - PLMDE1776		
Drain Waste Vent II - PLMDE1786		
Sewer, Storm & Water Lines - PLMDE1784		
Term	**15**	**240**
Water Supplies - PLMDE1705		
Wells, Pumps & Piping I - PLMDE1750		
Plumbing Code Part I – PLMDE1711 **		
Wells, Pumps, & Piping II – PLMDE1751		
Term	**14.5**	**240**
International Mechanical Code – PLMDE1729 **		
Special Piping - PLMDE1709		
Plumbing Code Part II – PLMDE1741 **		
Related Codes & Standards - PLMDE1730 **		
Term	**14.5**	**240**
Water Treatment - PLMDE1782		
Gasoline Tank, Venting & Pumping - PLMDE1789		
Brazing, Cutting & Metallurgy – PLMDE1713		
OSHA 30 – PLMDE1799 **		
TOTAL HOURS	**73**	**1200**

Course Descriptions

Trade Math PLMDE1701 ** The theory and practical application of adding, subtracting, dividing and multiplying; whole numbers, fractions, decimals and rate, portion and base. (2.5 q. credit hr.)

Plumbing Math PLMDE1014 ** Basic math fundamentals, pipe length calculations, volumes, pressure and capacities and physics. (4q. credit hr.) *Prerequisite – Trade Math*

Plumbing Code Part I PLMDE1711 ** International plumbing code chapters 1 thru 5, chapter 8 & 10. (3 q. credit hr.)

Plumbing Code Part II PLMDE1741 ** The International Plumbing Code Chapters 6, 7, 9, 11 & 12. (3 q. credit hr.)

Construction Blueprint Reading PLMDE1031 ** The theory and practical application of interpretation of blueprints pertaining to electrical, electronics, piping, sheet metal, HVAC, welding, codes, standards, and specifications. (4 q. credit hr.)

Introduction to Plumbing PLMDE 1770 This course is an introduction to the plumbing trade, plumbing materials, tools, and equipment. (4 q. credit hr.)

OSHA 30 PLMDE1799 ** The theory and practical application of hand tool safety, power tool safety, hazardous materials, ladder safety, lock out/tag out. Safety and protective equipment, grounding and trench work. OSHA. ANSI and UL standards. (4 q. credit hr.)

Water Supplies PLMDE 1705 The theory and practical application of Sizing water supply piping, protecting the potable water supply and Connecticut cross connection control. (4q. credit hr.)

Drain Waste Vent I PLMDE1776 The theory and practical application of joining, installing and supporting pipe, sanitary drainage, vent and storm water drainage. (2.5q. credit hr.)

Fixtures, Appliances, & Installations PLMDE1778 The theory and practical application of plumbing fixtures & appliances, testing and inspection of plumbing systems, customer service and plumbing system repairs. (4 q. credit hr.)

Special Piping PLMDE1709 The theory and practical application of copper tubing, plastic piping, and gas piping. (4 q. credit hr.)

International Mechanical Code PLMDE1729 ** the Administration of the International Mechanical Code. (4 q. credit hr.)

Related Codes and Standards PLMDE1730 ** The International Residential Code & National Fire Protection Association Standards. (4 q. credit hr.)

Drain Waste Vent II PLMDE1786 The study and application of sizing sanitary drainage and vent piping, and plumbing traps. (4 q. credit hr.) *Prerequisite – Drain Waste Vent 1*

Gasoline Tank, Venting & Pumping PLMDE1789 The theory and practical application of installing underground liquid storage systems, above ground storage systems for motor vehicle fueling, and testing electrical continuity. (2.5q. credit hr.)

Sewer, Storm & Water Lines PLMDE1784 The theory and practical application of concrete pipe, ductile pipe and general installations. (4 q. credit hr.)

Wells, Pumps, & Piping I PLMDE1750 The theory and practical application of well fundamentals, pumps and well components. (4 q. credit hr.)

Wells, Pumps, & Piping Part II PLMDE1751 The theory and practical application of servicing pumps, water quality assurance, electric safety & controls, community water systems, shared wells & ground water heat pumps. (4 q. credit hr.) *Prerequisite – Wells, Pumps and Piping I*

Water Treatment PLMDE1782 the theory and practical application of filtration, aeration, absorption, pH modification, neutralization, & ion exchange water softening processes, iron, manganese and hydrogen sulfide treatment systems, drinking & cooking water quality and water ailments- symptoms, causes and remedies. (4 q. credit hr.)

Brazing, Cutting & Metallurgy PLMDE1713 The theory and practical application of piping, pipe threading, various tubing, brazing, soldering, welding metallurgy and metal identification and the weldability of various metals. (4 q. credit hr.)

DENTAL ASSISTING

Objectives

The Dental Assisting program consists of 1095 hours of instruction (58 quarter credit hours). Both the Day and Evening sessions require ten months (40 weeks) for completion on the basis of approximately 25 hours of instruction per week. The terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program is taught in a Blended format (didactic/lecture material on-line and hands-on skills on-campus). As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in the distance learning portion of courses.

Students will need approximately 25 hours per week for on-line instruction, activities and simulations and for on-campus lab work, with an additional five hours per week for reading assignments and other homework activities. Campus lab hours are 9-1 and 6-10. Students taking either day or evening labs need to plan on 2-3 lab sessions per week, based on course needs, and an occasional Saturday lab from 8-2. Lab schedules will be distributed to students prior to the start of each term. Course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers both the administrative and clinical functions performed by dental assistants. Students will develop an understanding of oral anatomy, hygiene care and diseases of the oral cavity, dental radiology, charting and record keeping, infection control, nutrition, and chairside dental procedures. Emphasis is placed on day-to-day clinical skills along with safety, ethics and practice management. The final term of the program includes an externship course. During 280 hours of externship students practice their skills in a dental office, clinic or other dental facility.

The Dental Assisting classrooms and labs are equipped with the same kinds of equipment and technology currently in use in dental offices and clinics today. Students will gain experience and knowledge working with dental units complete with evacuation systems, analog and digital radiographs; dental lab materials including Triad machine, lathe and model trimmer; oxygen tank, blood pressure equipment, face shields, amalgamator, light cure, a wide range of dental materials and instruments, autoclave and computer workstations with Eaglesoft dental software. Student will need to provide their own safety glasses. The learning environment is enhanced through a variety of anatomical charts, models, skulls, and adult and child mannequin heads. The maximum number of students being taught in an on campus classroom or lab is sixteen; the maximum number of students in an on-line class is fifty.

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

ChromeOS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

In conjunction with this on-line learning, students also attend classes residentially to complete the hands-on portion of the course. Students participate in group discussions and interact with their classmates and instructor in both the online classroom and the residential lab environment.

Students must successfully complete all courses prior to Externship. Students should be aware that some Externship sites will require background checks, drug tests and/or updated immunizations, including COVID, all of which would be the student's financial responsibility. Externship sites are generally within a sixty (60) mile radius of campus.

The program prepares students and graduates to take some of the (optional) certification exams offered by the Dental Assisting National Board (DANB).

The radiology and infection control certifications are credentials many employers look for. Students may sit for the DANB Radiation Health and Safety exam and the Infection Control exam any time after completing the appropriate coursework – and the cost of the exams is covered as part of your education at PCI.

This Radiology and Infection Control certificates can be applied toward the Certified Dental Assisting (CDA) exam, as can the General Chairside Assisting exam. PCI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (approximately 2 years).

Graduates of the Dental Assisting program will have sufficient knowledge and skills for entry-level employment as a dental assistant in dental offices, clinics, hospitals, laboratories or public health departments.

Veterans' Benefits are not currently available for this program.

Required Tools, Books & Supplies
There are certain books and supplies that students will need to successfully master the skills and information taught in their program. The Materials Fee covers all books, devices, instruments, tools, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

Courses are delivered in a blended format, with lecture on-line and hands-on components on-campus except:
** indicates course is fully on-line*
*** indicates course is fully on-ground*

DENTAL ASSISTING
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	15.5	260
Dental Assisting Orientation DADE1511		
Dental Assisting Overview DADE1512		
Dental Radiography DADE1513		
Chairside Procedures DADE1514		
Term	15	250
Dental Sciences DADE1515		
Dental Specialties DADE1516		
Dental Emergencies DADE1517		
Term	15.5	250
Career Development DADE1518		
The Administrative Assistant DADE1519 *		
Laboratory Procedures DADE1520		
Term	12	335
DADE2003 Dental Assisting Professional Career Exploration		
DA3400** Externship		
TOTAL HOURS	**58**	**1095**

Course Descriptions

Dental Assisting Orientation DADE 1511 Introduction to Dental Assisting includes tooth anatomy, tooth numbering, general program guidelines, basic chairside skills, emergency and infection control and sterilization protocols. (.5 q. credit hr.)

Dental Assisting Overview DADE 1512 Law and Ethics and an overview of the dental practice setting are studied. Student will learn the basic body systems; study the bones of the skull, face, and mandible; histology and embryology of the face, nose, tongue, palate, and teeth; landmarks of the oral cavity, salivary glands, paranasal sinuses, and muscles of the face; odontology; dental anomalies. (3 q. credit hr.)

Dental Radiography DADE 1513 This course includes physics of radiography, radiation safety, radiographic techniques, and understanding the x-ray unit. Student will be exposing intraoral radiographs using traditional and digital radiography on mannequins. Students will process and mount dental x-rays using anatomical landmarks, existing restorations, and correct placement. (7 q. credit hr.)

Chairside Procedures DADE 1514 This course provides the knowledge, skills, and responsibilities of the Dental Assistant. Topics include; four handed dentistry, moisture control, restorative materials and procedures, dental hand instruments, rotary instruments, anesthesia, instrument transfer, patient seating and dismissing, operatory preparation and clean-up, and ergonomics. In addition, students will learn how to educate patients on personal oral hygiene methods, effects of dental plaque, nutrition, dental disease, fluoride, sealants, and coronal polishing. (5 q. credit hr.)

Dental Sciences DADE 1515 This course provides an overview of the dental sciences. Topics included in this course are oral pathology, microbiology, and disease transmission and infection control. (5 q. credit hr.)

Career Development DADE 1518 **-** Students complete resumes, cover letters, mock interviews, dress for success, prep work for job searches and job placement. (3.5 q. credit hr.)

Dental Specialties DADE 1516 This course provides an overview of specialty practices within dentistry including endodontics, oral surgery, orthodontics, pediatric dentistry, prosthodontics, and periodontics. Emphasis is on the role of the dental assistant in each specialty practice. (7 q. credit hr.)

Dental Emergencies DADE 1517 Student will learn the basic emergency procedures for a dental office which include; staff readiness, pharmacology, medical and dental emergencies along with special medical, physical or emotional needs the patients may have; proper basic lifesaving techniques utilized in aiding victims needing cardiopulmonary resuscitation. Students will take the American Heart Association CPR certification exam in this course. (3 q. credit hr.)

****The Administrative Assistant DADE 1519*** This course provides an overview of procedures used to manage dental offices. Topics included in this course are dental administrative procedures and basic computer fundamentals needed for a dental assistant. Cavity classifications, charting symbols, business management, billing, insurance, dental record keeping, and HIPAA of the dental profession and its auxiliaries are studied. (4.5 q credit hr.)

Laboratory Procedures DADE 1520 This course includes properties of manipulation of laboratory materials; fabrication of study models, provisional restorations, bleach trays, custom trays; lab case management, including infection control for laboratory procedures. (7.5 q. credit hr.)

Dental Assisting Professional Career Exploration DADE 2003 This course is an introduction to management skills needed as an entry level dental assistant including stress management, patient management, and team dynamic management. Students will also learn about marketing techniques, inventory systems, and identify long-term career planning for the future. Students come on campus for 7 hours in weeks 9 and 10 to present their Externship projects. (3 q. credit hr.) *Prerequisite: all prior courses; taken concurrently with DA3400.*

Externship DA 3400 **Upon successful completion of all previous courses, except DA2003, students complete 280 hours of clinical dental assisting in a dental office, clinic, hospital or other dental facilities. Externs will be scheduled for a minimum of 28 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place "on the job" as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his/her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations. (9 q. credit hr.) *Prerequisite: all prior courses*

MEDICAL ASSISTING

Objectives

The Medical Assisting program consists of 1060 hours of instruction (56 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require ten months (40 weeks) for completion on the basis of approximately 24 hours of instruction per week. The first five modules of the program are independent, thus the sequence in which they are offered to students may vary.

This program is taught in a Blended format (didactic/lecture material on-line and hands-on skills on-campus). As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in the distance learning portion of courses.

Students will need approximately 24 hours per week for on-line instruction, activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. Campus lab hours are 9-1 and 6-10. Students taking either day or evening labs need to plan on 2 lab sessions per week, based on course needs, and an occasional Saturday lab from 8-2. Lab schedules will be distributed to students prior to the start of each term. Course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers both the administrative and clinical functions performed by medical assistants. Students will develop an understanding of anatomy and physiology, disease processes and prevention, medical terminology, billing and records management, and the skills involved in vital signs, charting, lab work and specimen collections, examinations, CPR and first aid. Emphasis is placed on day-to-day operational skills along with the personal, professional and customer service skills needed to be a contributing member of a medical practice.

The sixth module of the program provides credentialing exam review where students will prepare to successfully pass the national exam. The final term of the program consists of 300 hours of externship and 40 hours of Professional Readiness where students practice their skills in a commercial or non-profit medical setting. It may be necessary for day and evening medical assisting students to accomplish their externships at a facility operating on a schedule of only daytime hours. Externships are unpaid. Students should be aware that some Externship sites will require background checks, drug tests and/or updated immunizations, including COVID, all of which would be the student's financial responsibility. Externship sites are generally within a sixty (60) mile radius of campus.

The Medical Assisting classrooms and labs are equipped with the same kinds of medical, diagnostic, and administrative office equipment currently in use in physician's offices, hospitals, and clinics. Computer workstations, EKG machines, blood and urine analyzers, adult and child mannequins, centrifuges, phlebotomy equipment, autoclaves, and microscopes are used by the students. The learning environment is enhanced through a variety of anatomical charts, models, and skeletons.

The program is taught over six 5-week modules and one 10-week term.

The maximum number of students being taught in an on campus classroom or lab is twenty, and the maximum number of students in an on-line class is twenty-five.

Graduates receive a diploma in Medical Assisting and will have sufficient knowledge and skills for entry-level employment as a medical assistant in medical offices, hospitals, clinics and other allied health environments.

For students who, under unusual circumstances, need to access the LMS Using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

ChromeOS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Materials Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

The Graduation and Employment Rates reported to our institutional accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC) in the 2025 Annual Report are found at the end of this catalog. The rates reported on the 2025 Annual Report to the Accrediting Bureau of Health Education Schools (ABHES), the programmatic accreditor of the Medical Assisting program through February 2025, use a different formula and a different time frame.

	Graduation	Employment
Worcester:	76%	77%

Veterans' Benefits are not currently available for this program.

MEDICAL ASSISTING

	Quarter Credit Hours	Clock
Module	7.5	120
Administrative Medical Assisting MADE101 Anatomy and Medical Terminology MADE102 Clinical Procedures MADE103		
Module	7.5	120
Administrative Medical Assisting MADE201 Anatomy and Medical Terminology MADE202 Clinical Procedures MADE203		
Module	7.5	120
Administrative Medical Assisting MADE301 Anatomy and Medical Terminology MADE302 Clinical Procedures MADE303		
Module	7.5	120
Administrative Medical Assisting MADE401 Anatomy and Medical Terminology MADE402 Clinical Procedures MADE403		
Module	7.5	120
Administrative Medical Assisting MADE501 Anatomy and Medical Terminology MADE502 Clinical Procedures MADE5E03		
Module	6.5	120
Certification Exam Review MADE601		
Term	12.0	340
Medical Assisting Externship MADE606** Professional Readiness MADE700*		
TOTAL HOURS	**56**	**1060**

Courses are delivered in a blended format, with lecture on-line and hands-on components on-campus except:
*** indicates course is fully on-ground*

Course Descriptions

MADE101 Administrative Medical Assisting This course will introduce and discuss the function of the medical assistant in the role of patient reception; the types of appointment management systems and the guidelines used to schedule and manage appointments, the correct technique for using the telephone in a medical practice, and the theory concerning human behavior and perceptual psychology. (2.5 q. credit hr.)

MADE201 Administrative Medical Assisting This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better. (2.5 q. credit hr.)

MADE301 Administrative Medical Assisting This course will introduce and discuss the professional medical assistant and the role they play in today's health care setting. Attention will be given to the history of modern medicine, the variety of health care settings and the licensed and certified members of the health care team. Theory and practical application of Electronic Health Records implementation and use will be covered. The student will be provided with theory concerning the importance of implementing effective communications skills and building positive relationships. (2.5q. credit hr.)

MADE401 Administrative Medical Assisting This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. The student will practice composing and proofreading letters, memos, and other forms of written communication used in a medical office. Issues of legal and ethical concepts will be introduced. Theories will be presented on how to build healthy relationships with others. (2.5 q. credit hr.)

MADE501 Administrative Medical Assisting This course will introduce and discuss the types of medical insurance and how to submit third-party billing to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office and facility management will be discussed. This course will provide the student with theories on stress reduction, and other forms of preventive medicine. (2.5 q. credit hr.)

MADE102 Anatomy and Medical Terminology Introduces structure, cells, tissue, physiology and mechanisms of disease in the Integumentary system, Nervous system, Ophthalmology and Otolaryngology; the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2.5 q. credit hr.)

MADE202 Anatomy and Medical Terminology Introduces structure, cells, tissue, physiology and mechanisms of disease in the Reproductive and Endocrine systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2.5 q. credit hr.)

MADE302 Anatomy and Medical Terminology Introduces structure, cells, tissue, physiology and mechanisms of disease in the Cardiovascular and Respiratory systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2.5 q. credit hr.)

MADE402 Anatomy and Medical Terminology Introduces structure, cells, tissue, physiology and mechanisms of disease in the Skeletal, Muscular and Digestive systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information about nutrition will be discussed. (2.5 q. credit hr.)

MADE502 Anatomy and Medical Terminology Introduces structure, cells, tissue, physiology and mechanisms of disease in the Lymphatic and Urinary systems including Hematology, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information on Psychiatry and the study of Oncology will be presented. (2.5 q. credit hr.)

MADE103 Clinical Procedures Techniques practiced in classifying and controlling infectious microorganisms including medical asepsis and sterilization. Assisting the physician with various minor surgical procedures. Basic microbiology will be explored. (2.5 q. credit hr.)

MADE203 Clinical Procedures Dosing, administering, and understanding the actions of medications, introduction to the Physician's Desk Reference, intradermal testing; BLS (CPR) certification. (2.5 q. credit hr.)

MADE303 Clinical Procedures Basic clinical skills. Physical measurements and vital signs, charting skills, electro-cardiograms and performing EKGs. (2.5 q credit hr.)

MADE403 Clinical Procedures Practice in completing medical histories; proper charting including several methods of documentation. Preparation of patient and exam rooms for routine and specialty exams; theory of physical therapy modalities. (2.5 q. credit hr.)

MADE503 Clinical Procedures Introduction to clinical labs; collecting, handling and documenting venous, capillary and urine specimens. Urine testing; hematology and other specialty lab testing. (2.5 q. credit hr.)

MADE601 Certification Exam Review Taken in the sixth module. Content specific practice exams, instructor led review, feedback. Students prepare a study plan and review how to prepare for a certification exam. ***Prerequisite:*** *Successful completion of all courses*, *except MADE606 and MADE700* (6.5 q. credit hr.)

*****MADE606 Externship*** In the final term of the program, the student completes 300 hours of medical assisting externship with opportunities to apply technical and professional skills. Externships take place in a physician's office, clinic, or other medical facility where medical assistants practice their occupations. There is no remuneration to the student for their externship experience. (10 q. credit hr.) ***Prerequisite:*** *Successful completion of all courses*, *except MADE700*

****MADE700 Professional Readiness*** This course is designed as a review tool for the Medical Assisting student while on externship. The course will aid students in recalling clinical and administrative medical assisting principles and rules in preparation for the national exam.
At the conclusion of this course, the student will be able to use their knowledge and understanding of administrative and clinical procedures to be well prepared for the national certification. ***Prerequisites:*** *Successful completion of all courses except MADE606.* (2.0 q. credit hr.)

WELDING

Objectives.
The Welding program consists of 960 hours of instruction (54 quarter credit hours) and is available in four schedules: Monday - Wednesday (days or evenings) and Thursday – Saturday (days and evenings). Both the Day and Evening sessions require ten months for completion on the basis of approximately 24 hours of instruction per week. The terms of the program are independent of each other, thus the sequence in which they are offered to the students may vary.

This program is taught in a Residential format (lecture and hands-on skills on-campus). Students may be required to submit lab documentation, homework assignments, and exams through the school's Learning Management System (LMS). Students will use school-owned electrical devices during class time, as needed.

Students will need approximately 24 hours per week for on-campus instruction, activities, simulations and lab work, with an additional six hours per week for reading assignments and other homework activities. On-campus hours for this program are: 7:00AM-3:00PM or 5:30 PM-10:30PM Mon-Thurs. OR 7:00AM-3:00PM or 5:30PM-10:30PM (Thursday, Friday, and Saturday).

The Welding classrooms and labs are equipped with the same kinds of equipment currently in use by business and industry. This includes welding machines capable of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), and Flux-Cored Arc Welding (FCAW) processes, virtual welding simulators, plasma cutters, acetylene and oxygen torch kits, and protective gear.

The maximum number of students being taught in class and lab is 24.

The program provides the student with the knowledge and skills required for competent performance as an entry level Welder. Graduates of the Welding program are usually hired for positions that carry titles such as MIG welder, TIG welder, fabricator/welder, sheet metal worker, steelworker, pipefitter, or auto body welder.

Technology Requirements:
For students who, under unusual circumstances, need to access the LMS on a personal device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

ChromeOS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Instruments, Tools, Books & Supplies
There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from Porter and Chester during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

WELDING
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	**13.5**	**240**
Safety, Tools, and Construction Drawing I – 101		
Base Metal Prep and Weld Quality - 002		
Plasma Arc, Air Carbon Arc, SMAW Equipment - 003		
Beads and Fillet Welds - 004		
Joint Fit-Up and Groove Welds - 005		
Open Root Groove Welds - 006		
Term	**13.5**	**240**
Safety, Tools, and Construction Drawing II - 102		
Symbols and Drawings - 007		
Properties of Metals, Pre/Post Heating - 008		
GMAW Plate - 009		
FCAW Plate - 010		
GTAW Equipment and GTAW Plate - 011		
Term	**13.5**	**240**
Safety, Tools, and Construction Drawing III - 103		
SMAW Open Root Pipe Welding - 012		
GMAW – FCAW Plate – 013		
Low Alloy and Stainless Steel Pipe - 014		
Term	**13.5**	**240**
Safety, Tools, and Construction Drawing IV - 104		
GTAW Carbon Steel Pipe – 015		
GMAW Aluminum Plate - 016		
GMAW Aluminum Pipe - 017		
Totals	**54**	**960**

Course Description

Safety, Tools, and Construction Drawing I – 101
An introduction to basic safety principles including identifying at-risk behavior, creating a safety plan, and conducting safety training. Additionally, basic principles of construction drawing will be covered. For students with prior safety and tools training, advanced concepts will be discussed. (1.5 q. credit hr.)

Base Metal Prep and Weld Quality – 002
Provides an overview of the methods associated with cleaning and prepping base metals for welding. Additionally, weld imperfections, non-destructive testing, visual inspections, and qualification tests will also be discussed. (1.5 q. credit hr.)

Plasma Arc, Air Carbon Arc, SMAW Equipment - 003
Students are introduced to plasma arc and air-carbon arc cutting equipment and processes. SMAW welding and welding safety will also be discussed. (1.5 q. credit hr.)

Beads and Fillet Welds – 004
Introduces students to the preparation and setup of arc welding equipment and the process of striking an arc. The process for detecting and correcting an arc blow will be reviewed. Additionally, the process of making stringer, weave, overlapping beads, and fillet welds will be covered. (4 q. credit hr.)

Joint Fit-Up and Groove Welds - 005
Covers equipment setup to make groove welds. The process for making flat, horizontal, vertical, and overhead groove welds is outlined. Additionally, the use of fit-up gauges and measure devices is covered.
(2.5 q. credit hr.)

Open Root Groove Welds - 006
Students are introduced to various types of groove welds and learn how to prepare for groove welding. The techniques required to produce various V-groove welds is also covered. (2.5 q. credit hr.)

Safety, Tools, and Drawings II – 102
An introduction to basic safety principles including identifying at-risk behavior, creating a safety plan, and conducting safety training. Additionally, basic principles of construction drawing will be covered. For students with prior safety and tools training, advanced concepts will be discussed. (1.5 q. credit hr.)

Symbols and Drawings - 007
Will provide an overview of the different types of fillet weld, groove weld, and non-destructive examination symbols. Reading welding symbols on drawings, specifications, and Welding Procedure Specifications will be discussed. Additionally, welding detail drawings will be covered. (1.5 q. credit hr.)

Properties of Metals, Pre/Post Heating GMAW/FCAW Metals - 008
Explains the physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Other concepts discussed include preheating, interpass temperature control, post heating procedures, and general GMAW and FCAW safety procedures. (1.5 q. credit hr.)

GMAW Plate – 009
The set up and use of GMAW equipment and how to select and use different filler metals and shielding gases is explained. The process for making multiple-pass fillet and V-groove welds on carbon steel plate in various positions is discussed. (2.5 q. credit hr.)

FCAW Plate – 010
Students will learn the process of setting up and using FCAW equipment and the method for selecting and using different filler metals and shielding gases. The method for making multiple-pass fillet and V-groove welds on carbon steel plate in various positions will be discussed. (3.5 q. credit hr.)

GTAW Equipment and GTAW Plate – 011
The use of GTAW equipment, filler metals, and shielding gases is explained. The process of building pads on carbon steel plate using GTAW and carbon steel filler metal will be discussed. Additionally, the process for making multiple-pass GTAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions and V-groove. (3 q. credit hr.)

Safety, Tools, and Construction Drawing III – 103
An introduction to basic safety principles including identifying at-risk behavior, creating a safety plan, and conducting safety training. Additionally, basic principles of construction drawing will be covered. For students with prior safety and tools training, advanced concepts will be discussed. (1.5 q. credit hr.)

SMAW Open Root Pipe Welding – 012
Students will be prepared to set up SMAW equipment for open-root V-groove welds and making open-root V-groove welds on carbon steel pipe. Procedures for making open-root V-grove welds with SMAW equipment on pipe in the 1G-rotated, 2G, 5G, and 6G positions are covered (2.5. Q credit hr.)

GMAW – FCAW Plate – 013
This course will prepare students to set up GMAW and FCAW equipment for open-root V-groove welds and how to prepare for and make open-root V-groove welds on carbon steel pipe. Procedures for making open-root V-groove welds with GMAW and FCAW equipment on pipe in the 1G-rotated, 2G, 5G, and 6G positions are covered. (5.5 q. credit hr.)

Low Alloy and Stainless Steel Pipe - 014
Students will learn to set up GTAW equipment for open-root V-groove welds on low-alloy and stainless-steel pipe and how to prepare for and make open-root V-groove welds on low-alloy and stainless-steel pipe. Procedures for making open-root V-groove welds with GTAW equipment on low-alloy and stainless-steel pipe in the 2G, 5G, and 6G positions is covered. (4 q. credit hr.)

Safety, Tools, and Construction Drawing IV – 104
An introduction to basic safety principles including identifying at-risk behavior, creating a safety plan, and conducting safety training. Additionally, basic principles of construction drawing will be covered. For students with prior safety and tools training, advanced concepts will be discussed. (1.5 q. credit hr.)

GTAW Carbon Steel Pipe – 015
GTAW equipment setup for open-root V-groove welds and preparation for open-root V-groove welds on carbon steel pipe are covered. Additionally, procedures for making open-root V-groove welds with GTAW equipment on pipe in the 2G, 5G, and 6G position are covered. (5.5 q. credit hr.)

GMAW Aluminum Plate - 016
Covers the setup of GMAW equipment for welding aluminum plate. Aluminum metallurgy and characteristics of aluminum welding are discussed. Procedures for cleaning and preparing aluminum plate coupons for welding is outlined. Students are provided with the GMAW procedures on how to build weld pads on aluminum plate, how to make fillet welds on aluminum plate in the 1F, 2F, 3F, and 4F positions and how to make V-groove welds on aluminum plate with backing in the 1G, 2G, 3G, and 4G positions.
(2.5 q. credit hr.)

GMAW Aluminum Pipe - 017

Prepares students to setup GMAW equipment for welding aluminum pipe. GMAW techniques used to make V-groove welds on aluminum pipe with and without backing are covered. Proper methods for cleaning and preparing aluminum pipe coupons for welding are discussed. Students are also prepared on the GMAW procedures for making V-groove welds on aluminum pipe in the 2G, 5G, and 6G positions.
(4 q. credit hr.)

Practical Nursing

Objectives

The Practical Nursing program consists of 1500 hours of instruction (93 quarter credit hours). The Day session requires fifteen months for completion on the basis of approximately 28 hours of instruction per week.

This program intensively covers nursing theory and clinical functions practiced by practical nurses. Students will develop an understanding of anatomy, physiology, medical terminology, nursing fundamentals, nursing skills, pharmacology, mental health, medical-surgical nursing, and maternal and child health. Concepts involving the Nursing Process, critical thinking, therapeutic communication, legal, ethical and cultural issues, the health care system and the role of the licensed practical nurse are explored. Health care, prevention and the wellness/illness continuum are integrated throughout the curriculum. Laboratory practice is conducted to enhance the learning process. Students will have hands-on experience to prepare for performance in the clinical settings and future nursing practice. Clinical rotations at various medical facilities are scheduled as COVID conditions permit. The maximum number of students being taught in any one lecture classroom or lab is 40. Clinical rotations are taught in groups of no more than 10.

The Practical Nursing lab classrooms are equipped with hospital beds and nursing skills mannequins and the same kinds of medical supplies currently in use in physician's offices, hospitals, clinics and long-term care facilities. Students work with assessment tools and equipment for procedures, i.e. blood pressure cuffs, stethoscopes, catheters, needles and syringes, dressings, feeding tubes, IV therapy tubes, etc. A variety of anatomical charts and models supplement the learning environment.

Students must have completed (attended) 1500 hours in their program in order to graduate. In order to practice as a practical nurse in the State of Connecticut, one must graduate from an approved Practical Nursing program and pass the National Council of State Boards of Nursing Licensure Examination for Practical Nurses (NCLEX-PN).

Graduates of the Practical Nursing program will have sufficient knowledge and skills for entry-level employment as a nurse in long-term care facilities, medical offices, hospitals, clinics and other allied health environments once they pass the NCLEX-PN.

This program is offered in a residential format, with lecture and labs on campus, and clinical rotations at approved, off-site locations. If the COVID state of emergency is reinstated, the lecture classes may return to a synchronous, online format. See the Addendum at the back of the catalog for information on Hybrid education delivery.

Required Instruments, Tools, Books, & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. As part of their materials, students receive a device which is fully compatible with the Learning Management System (LMS) used for course delivery both residentially and online.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

Practical Nursing – Early Day

	Quarter Credit Hours	Clock Hours
Term I	**17**	**250**
Nursing Fundamentals PN 3000 Life Science PN 3002		
	Quarter Credit Hours	**Clock Hours**
Term II	**15.5**	**250**
Clinical Experience I PN 3103 Pharmacology PN 3104 Nursing Perspectives Throughout the Lifespan PN 3100		
	Quarter Credit Hours	**Clock Hours**
Term III	**15.5**	**250**
Clinical Experience II PN 3203 Mental Health Nursing PN 3401 Medical-Surgical Nursing I PN 3300		
	Quarter Credit Hours	**Clock Hours**
Term IV	**16**	**250**
Maternal-Child Nursing PN 3400 Medical-Surgical Nursing II PN 3301 Clinical Experience III PN 3303		
	Quarter Credit Hours	**Clock Hours**
Term V	**15**	**250**
Medical-Surgical Nursing III PN 3302 Clinical Experience IV PN 3403		
	Quarter Credit Hours	**Clock Hours**
Term VI	**14**	**250**
Nursing Seminar PN 3305 Clinical Experience V PN 3503		
TOTAL HOURS	**93**	**1500**

Course Descriptions

Nursing Fundamentals PN 3000 This course is the foundation for all nursing practice and skills building on a progressive knowledge base. It highlights nursing concepts from simple to complex. Here the student will merge foundational nursing principles with advanced techniques. The Nursing Process will be identified and utilized as the basis for maintenance and promotion of physical, emotional, social and spiritual health and well-being in a multicultural society. The concepts of health and variations that can affect a client's ability to perform self-care will be explored. Concepts of critical thinking and the cognitive functions of clinical judgment will be used to introduce the student to more advanced procedures and techniques. From mastering basic skills to navigating intricate procedures, this course equips students with the expertise to thrive in diverse nursing environments. (9.5 q. credit hr.)

Life Science PN 3002 This course covers the structure and function of each of the body systems from a cellular level to the gross system level. Principles of anatomy & physiology, chemistry, microbiology, and nutrition are included. The focus of this course is on the body systems and their characteristics. The promotion of homeostasis through the interrelationships of the body systems. Medical terminology related to each of the body systems is also included. (7.5 q .credit hr.)

Clinical Experience I PN 3103 This experience is an introduction to the clinical arena and focuses on skills needed to provide nursing care of adult patients. The student will practice critical thinking and communication skills in order to safely care for adults in a long-term care setting. Major emphasis will be on developing psychomotor skills related to vital signs, personal hygiene, basic asepsis, transfer and ambulation, and hydration. (7.5q. credit hr.) *Prerequisite: PN 3000 Fundamentals of Nursing*

Nursing Perspectives Throughout the Lifespan PN 3100 This course introduces the student to growth and development, concepts of wellness, illness prevention and health promotion will be explored across the lifespan from birth to death. Leadership styles, managements skills and professionalism will be reviewed. The impact of cultural, spiritual and religious differences will be integrated into the course. An emphasis will be placed on the aging process, gerontology, the needs and care of the elderly, nutrition and wellness concepts. (5.0 q. credit hr.)

Pharmacology I PN3104 This introductory course familiarizes students with principles and practices for safe administration of medications by different routes including oral, topical, subcutaneous, intradermal, intramuscular, Z-track, nasogastric/gastric and mucous membranes. Basic math and computation of adult and pediatric dosages are included. Use of laboratory practice will enhance the student's learning and skills levels in medication administration. (3.0) q. credit hr.)

Clinical Experience II PN 3203 Students will continue to have an opportunity to relate theory to clinical practice in a supervised long-term care setting. Safe and accurate performance of nursing procedures and treatments is required. More complex skills and techniques are included with emphasis placed on critical thinking skills, communication and the nursing process.
(7.0 q. credit hr.) *Prerequisite: PN3103 Clinical Experience 1*

Medical-Surgical Nursing I PN 3300 This course introduces the student to the human body in the state of illness. Basic pathophysiology, signs and symptoms, and methods of treatment, including medications, are covered for patients across the health-illness continuum. Emphasis is placed on application of the nursing process and critical thinking for the adult client with a stable health alteration. Health issues, including concepts of health promotion, risk reduction, health maintenance and restoration of self-care are addressed. (6.0 q. credit hr.)

Mental Health Nursing PN 3401 This course is an overview of the treatment and nursing management of the clients with psychological and psychosocial problems throughout the lifespan. Development of therapeutic skills in communication, relationships and in caring for culturally diverse clients and their families in the mental health milieu is integrated in the course. Critical thinking skills and the nursing process as well as the pharmacology related to mental health is incorporated in the course. (2.5 q. credit hr.)

Medical-Surgical Nursing II PN3301 This course is a continuation of Medical Surgical Nursing I and continues to introduce the student to the human body in the state of illness. Basic pathophysiology, signs and symptoms, and methods of treatment, including medications are covered for patients across the health-illness continuum. Emphasis persists on placing application of the nursing process and critical thinking for the adult client with a health alteration. Health issues, including concepts of health promotion, risk reduction, health maintenance and restoration of self-care are also resumed.
(3.5 q. credit hr.) *Prerequisite: PN 3300 Medical Surgical Nursing I*

Maternal-Child Health – PN 3400
This course provides students with a foundation for nursing care of the childbearing women through all stages of pregnancy and childbirth and for children and their families from birth through adolescence. The nurse's role in health promotion, health, maintenance, and health restoration will be emphasized. (5.5 q. credit hrs.)

Clinical Experience III PN 3303 The student will build upon Term I and II and III skills and have an understanding of more complex clinical skills and treatments to be performed successfully in the health care setting (7.0 q. credit hr.)

Medical-Surgical Nursing III PN3302 This course is a continuation of Medical Surgical Nursing I and II and continues to introduce the student to the human body in the state of illness. Basic pathophysiology, signs and symptoms, and methods of treatment, including medications, are covered for patients across the health-illness continuum. Emphasis persists on placing application of the nursing process and critical thinking for the adult client with a health alteration. Health issues, including concepts of health promotion, risk reduction, health maintenance and restoration of self-care are also resumed. A focus on the client's holistic balance of health, physical, emotional and spiritual and resources available to clients and their families. (6.0 q. credit hr.) *Prerequisite: PN 3302 Medical Surgical Nursing II*

Clinical Experience IV PN 3403 The student will build upon Term 1, II, III, and IV clinical skills and have an understanding of more complex clinical skills and treatments to be performed successfully in the health care setting. Medication administration will be a primary focus of this rotation. (9.0 q. credit hr.) *Prerequisite: PN 3303 Clinical Experience III*

Practical Nurse Seminar 3305 Students will prepare for the NCLEX-PN® examination by reviewing all previous course content, fine tuning test-taking skills, and by participating in practice NCLEX-PN® examinations. Students will continue to refine critical thinking, leadership, management, delegation, and prioritization skills. (4.0 q. credit hr.)

Clinical Experience V PN 3503 - A continuation of all past clinical objectives. The experience is designed to further assist students through the student to graduate transition period. Under the supervision of an instructor, students will be expected to take responsibility to maintain the ethical and legal standards of nursing practice. Utilizing the nursing process, students will continue to explore the role of the practical nurse in health promotion, maintenance, and restoration in an acute care setting. Successful medication administration continues to be an objective of this experience while caring for a patient with complex needs. An enhanced focus will be placed on advancing the student's critical thinking, leadership and problem-solving skills within the healthcare setting. This experience allows the student to demonstrate use of theoretical knowledge and principles when providing nursing care to patients with biological, psychological, sociological, and spiritual needs. (10.0 q. credit hr.) *Prerequisite: PN 3403 Clinical Experience IV*

ADDENDUM TO CATALOG
PRACTICAL NURSING PROGRAM

Admission

Application Requirements

There are several parts to applying for admission to Porter and Chester Institute's Practical Nursing program:

1. Every applicant must complete a successful interview with an Admissions Representative to determine compatibility for the program and receive a positive recommendation from the Admissions Rep.
2. Applicants must be reasonably capable of successfully completing and benefiting from the training offered.
3. Every applicant must submit an Application for Admission.
4. Each applicant must take the Wonderlic test and pass with a score of 15 for Practical Nursing.
5. Each applicant must take the TEAS test and pass with an overall composite score of 55. (PCI covers the cost of one TEAS attempt. Applicants who do not meet the required score shall retake the test independently through ATI at their own expense.

Enrollment Requirements

Once an applicant has successfully completed the application requirements, there are additional enrollment requirements to start the Practical Nursing program at Porter and Chester Institute. Each candidate must:

1. Agree to follow Porter and Chester Institute's student professionalism code, via acknowledgment of the "Steps to Success" document.
2. Provide proof of high school graduation or the equivalent (HS equivalency diploma based on performance on GED, HiSET or other state approved test or college degree).
3. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
4. Authorize a preliminary criminal background check.
5. Review and acknowledge the appropriate forms identifying any felony convictions, and certifying agreement to Porter and Chester's random drug testing policy, nursing student policies and dress code.
6. Complete the Institute's Enrollment Agreement.

A place is reserved for the applicant at this time, however the agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by letter. In the event of rejection, all money the applicant paid to the Institute is refunded.

The Practical Nursing program does not necessarily start students at all campuses in all terms, and an anticipated start may be cancelled due to COVID conditions or other causes. The Admissions team will know the start schedule for a particular campus.

There are also two requirements which candidates must complete between application and the first clinical class. Using the form provided during the Admissions process:

1. Submit a physical examination by a licensed physician, advanced practice registered nurse or physician assistant.
2. Submit immunization and communicable disease history. Applicants should be aware that additional immunizations may be needed later depending upon the requirements of clinical sites and state regulations. Please note that most clinical sites require COVID vaccinations and it is the student's responsibility to comply when informed of the requirement or to document a valid medical or religious exemption to the site's satisfaction. However, many sites do not offer alternatives (testing, waivers). Students who are denied access to clinical sites because of unvaccinated status must withdraw from their program.

Candidates should submit these forms as soon as possible, as admission preference will be given to applicants who have completed this requirement. Failure to complete by the first clinical class could subject the student to dismissal from the program.

Student Selection

Currently, decisions to accept or reject applicants are made as students complete the Application and Enrollment requirements. However, when demand for the Practical Nursing program exceeds the available slots, campuses move to the Admissions Assessment committee process. The CPS will inform students if the campus is operating under the Committee process.

Credit for Previous Postsecondary Education

In addition to the regular transfer credit requirements, Practical Nursing applicants must have completed coursework from a prior institution within the past 5 years. Complete attendance records must be provided for each course being requested for consideration. The applicant will be interviewed (and tested, if needed) by the Program Coordinator to measure the knowledge and skills he or she possesses. All required documentation, including the Program Coordinator assessment, is forwarded to the Director of Practical Nursing for evaluation and determination of eligibility for transfer credit. Students who previously attended the Practical Nursing program at Porter and Chester will have their prior coursework evaluated under the prevailing policy on re-enrollment. Students granted credit for previous PCI coursework may still be required to audit those courses at no charge in order to assure that their skills and knowledge are current prior to their being allowed to enroll in the remaining courses in their program. Successfully completing this audit process – including maintaining Satisfactory Attendance and achieving passing grades on all assignments - may be a pre-requisite to reenrollment. The Institute does not allow advanced standing or course exemption, other than that achieved through the transfer of credit process.

Grading

The Institute employs a grading system based on one hundred percent. In the Practical Nursing program, these percentages are: 90 to 100 (3.5-4.0) –Excellent;
80 to 89 (2.75-3.45)-Good; 75 to 79 (2.0-2.7)-Satisfactory; Below 75 (0)-Failure.

Academic Policies
The components of a program are courses. All courses must be completed in sequence, except under COVID or other extenuating conditions, when course order might be adjusted for prevailing circumstances.

If the student fails a course, no credit is earned, and the course must be repeated. The student may not graduate unless all the courses that make up the program have been completed with a grade of 75 or better.

A student who fails a course must repeat and pass that course prior to moving on to the next level of courses. Because of limited scheduling options in the Practical Nursing program, a student failing a course and desirous of continuing in the program may be required to transfer campuses, take a leave absence, or withdraw and reenroll at a later date, depending on which option provides the best avenue for repeating the failed course. Repeating a failed course is on a space available basis.

If the student is absent from classes, the missed course work must be made up by appointment with the instructor. It is the student's responsibility to contact the instructor upon the first day returning to school to make arrangements to complete missed work. Time required to be spent receiving missed content from the instructor or making up missed quizzes or exams does not nullify the absence.

Attendance

The Practical Nursing has programmatic attendance requirements: All attendance is tracked, and students are advised on a regular basis regarding how much "emergency absence" time they have remaining.

Practical Nursing Licensure Requirement
Students must complete and graduate from a program of at least 1500 hours of classroom and clinical work to be eligible to take the NCLEX-PN. The Porter and Chester Practical Nursing program contains 1500 hours of scheduled classes and clinical experiences, to allow for minor absences outside of the student's control.

Academic (classroom) Attendance
A student who is absent for more than 42 hours of classroom instruction within the entire program will not be eligible for graduation and will be dismissed from the program. Time required to be spent with the instructor receiving missed content or making up missed quizzes or exams does not nullify any absences. There is currently no appeal process for academic absences beyond 42 hours.

Refund Policy- The PN 1956 clock hour will continue on the 12 week, pro rata refund schedule until fully taught out.

Clinical Attendance
Externship sites are generally within a sixty (60) mile radius of campus, so students need to be prepared to manage their attendance accordingly. A student must complete 750 hours of clinical experiences in order to successfully fulfill the requirements of the Program and thus be eligible to apply to take the NCLEX-PN. The student may not be absent for more than 42 hours of off-site clinical time within the entire program. A student who exceeds this will be dismissed from the program, unless an appeal is granted due to extenuating circumstances. There are limited Clinical make-up opportunities which will also factor in to whether an appeal can be granted.

Tardiness
Tardiness (arriving late or leaving early) will affect both a student's term-based attendance and cumulative programmatic attendance scores.

Student Advising
Students are advised after any failed test, after absences or "tardies" and regarding any concerning clinical performance or behaviors.

Educational Mobility
The Practical Nursing program provides entry level into the field of nursing. To the best of its ability, Porter and Chester will assist graduates who wish to advance their nursing education with further schooling.

Graduation Requirements
To graduate, a Practical Nursing program student must have accomplished all of the following:

1. Successful completion of all class and clinical work, including completion of all courses of study in sequence, within the 150% time frame.
2. Achieved Satisfactory Academic progress by obtaining a minimum grade of 75% for each course and passing all clinical components of the Program.

Diplomas will be issued to those students who have graduated and:

1. Completed required Career Services assignments and paperwork, including the Release for Employment Verification. Students with outstanding paperwork at the time of separation may not receive their diploma or transcript until they complete all their assignments.
2. Made payment of all money owed the Institute. Students with outstanding balances at the time of separation may not receive their diploma or transcript until their balance is paid. A student's failure to fulfill their financial obligations could result in a delay in being eligible to take the NCLEX-PN, if their transcript release is delayed due to outstanding financial obligations.

Upon graduation, and completion of the requirements to be awarded the Institute's diploma, students will be eligible to apply to sit for the NCLEX-PN.

ADDENDUM TO CATALOG

VETERAN RECORDS RETENTION

Porter and Chester Institute will maintain student records for all VA sponsored students for a minimum of 3 years. The record contains the application for admission, the enrollment agreement, high school diploma, transcript, or GED, previous education credit if any, unified acknowledgment form, and FERPA decisions. These records are scanned into Anthology and the file is electronically maintained in perpetuity.

VETERAN AFFAIRS EDUCATIONAL REFUNDS/CANCELLATION

1. VA-funded students who cancel their contract within three business days or aren't accepted by the school are eligible for a full refund of all tuition and fees.

2. Students who withdraw or don't enter a course will receive a refund for the unused portion of their tuition, fee, and other charges. This refund is based on the ratio of the number of days of instruction completed to the total number of instructional days or hours in the course. The school may keep a registration fee up to $10, a breakage fee and a fee for consumable supplies.

3. The payment of refunds will be completed so that the refund instrument has been negotiated or credited into the proper account(s) with 30 days after the effective date of termination.

Tuition and Fees ***(as of 11/4/2025)***

The Institute guarantees the following rates providing the student starts classes and graduates. All payments are due on the first day of each term. The cost of the student's required equipment, books and supplies will not exceed the figures specified below in the Program Fee. These materials may not be returned for credit or refund.

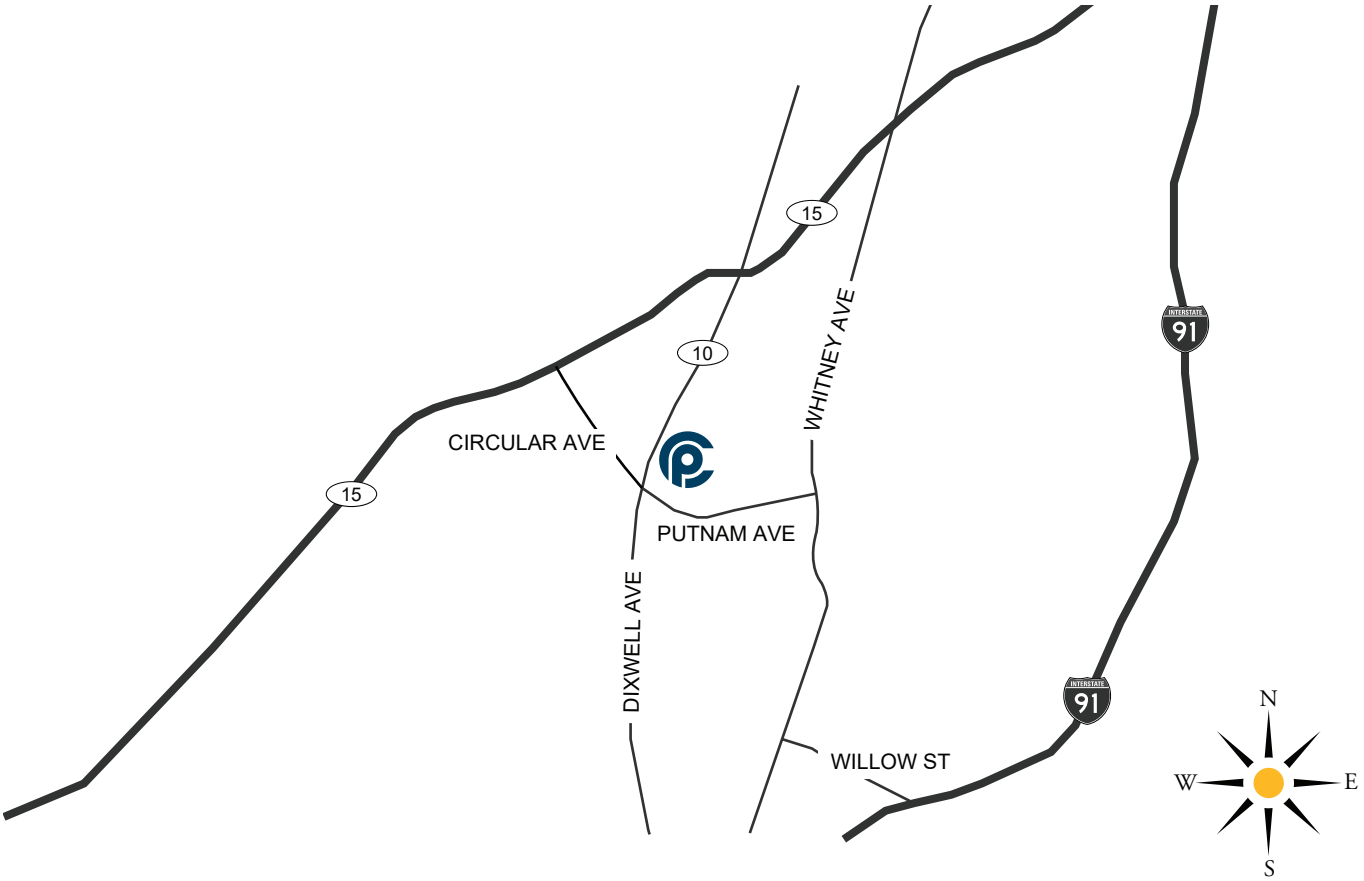
Program	Each Term	Number of Terms	Total Tuition	Program Fee
Automotive Technology (Day and Evening Sessions)	$5,545	5	$27,725	$3,120
Computer Aided Drafting and Design (Day and Evening Sessions)	$3,999	5	$19,995	$5,620
Computer & Network Technology	$3,999	5	$19,995	$4,260
Career Industrial, Commercial, & Residential Electrician (Day and Evening Sessions)	$6,815	4	$27,260	$3,588
Electrical Technology (Day and Evening Sessions)	$5,452	5	$27,260	$3,620
HVACR (Day and Evening Sessions)	$5,665	5	$28,325	$2,520
Low Voltage Technology (Day and Evening Sessions)	$5,485	5	$27,425	$3,420
Plumbing (Day and Evening Sessions)	$5,625	5	$28,125	$2,720
Welding	$6,000	4	$24,000	$3,320
Dental Assisting (Day and Evening Sessions)	$5,144	4	$20,576	$2,420
Medical Assisting (Day and Evening Sessions)	$5,069	4	$20,276	$2,720
Practical Nursing (Day Session)	$4,774	6	$28,644	$4,704

Note: Program fees may include materials, laboratory, technology, and graduation expenses. These fees are applied at various points throughout the student's training, depending on the specific requirements of the program. All applicable fees are disclosed in the student's Enrollment Agreement and are included as part of the overall cost of attendance. In addition, the following programs carry a fee due each term:

Program	Program Fee (per term)		
Automotive Technology	Term: 1: $2,700	Term: 2-4: $100	Term: 5: $120
Computer Aided Drafting and Design	Term 1: $5,600	Term: 2-3: $0	Term: 4: $20
Computer and Network Technology	Term 1: $3,400	Term 2-4: $210	Term 5: $230
Career Industrial, Commercial & Residential Electrician	Term 1: $2,568	Term 2-3: $500	Term 4: $20
Electrical Technology	Term 1: $3,200	Term 2-4: $100	Term 5: $120
HVACR	Term1: $2,100	Term 2-4: $100	Term 5: $120
Low Voltage Technology	Term 1: $3,000	Term 2-4: $100	Term 5: $120
Dental Assisting	Term 1: $2,250	Term: 2-3: $ 50	Term 4: $70
Medical Assisting	Term 1: $2,250	Term 2-3: $ 50	Term 4: $70
Plumbing	Term 1: $2,300	Term 2-4: $100	Term 5: $120
Practical Nursing	Term 1: $3,700	Term 2-5: $246	Term 6: $266
Welding	Term 1: $2,700	Term 2-3: $200	Term 4: $220

Porter and Chester Institute of Hamden

Te Hamden campus consists of approximately 47,600 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 150,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



Porter and Chester Institute of Hamden

1245 Dixwell Avenue
Hamden, CT 06514
(475) 234-6600

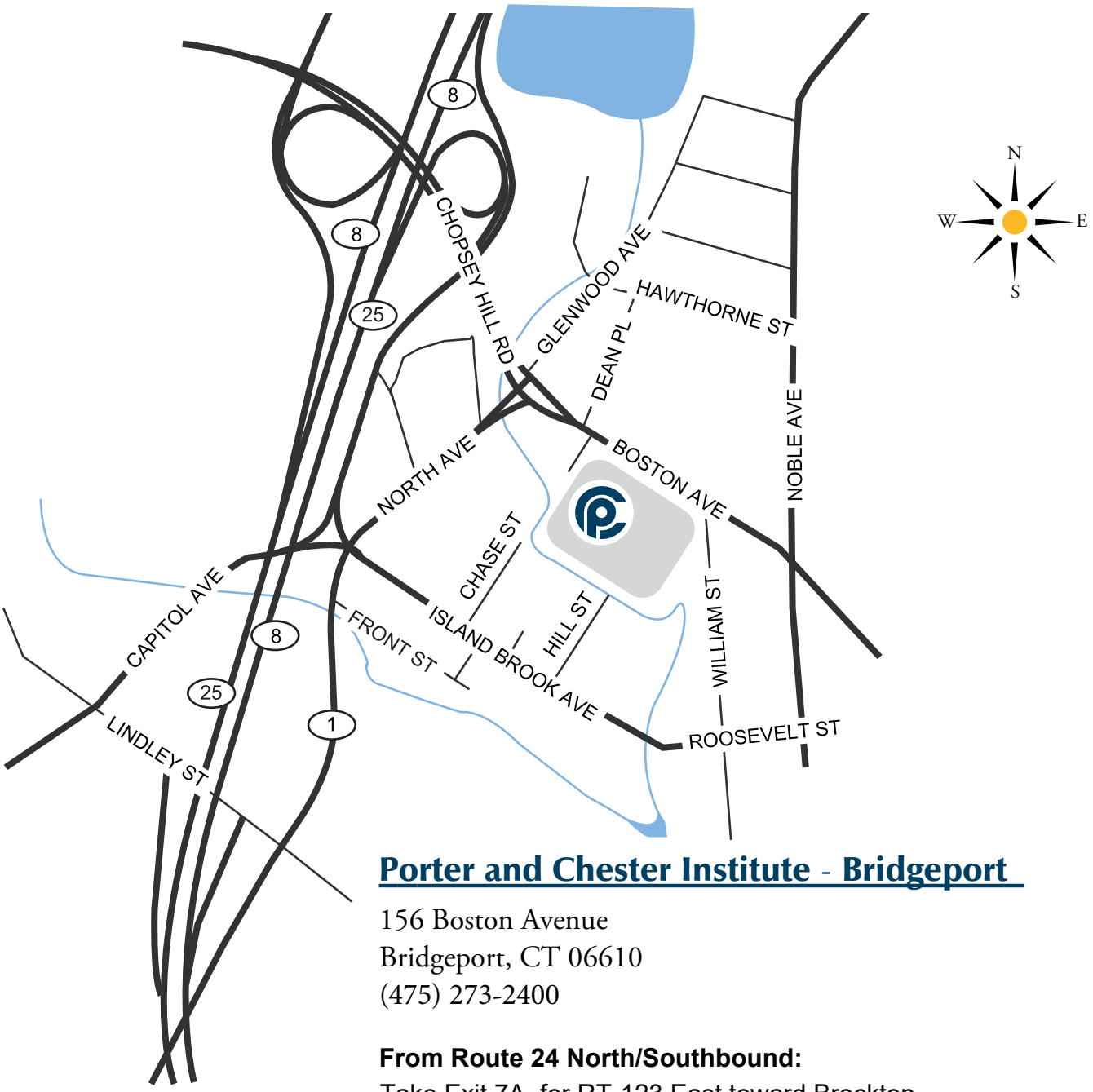
From I-91 North/Southbound: Take Exit 6, Willow Street/Blatchley Avenue and turn right onto Willow Street. Turn right onto Whitney Avenue and travel for 1.6 miles. Turn left onto Putnam Avenue. PCI is on the right at the corner of Putnam and Dixwell Avenues.

From CT-15, Wilbur Cross Pkwy North/South-bound: Take Exit 10 and take a right onto Dixwell Avenue. Travel 1.4 miles, PCI is on the left.

www.PorterChester.com

Porter and Chester Institute - Bridgeport

The Bridgeport campus consists of approximately 25,000 square feet of space. All classrooms are air - conditioned, brightly illuminated and tiled or carpeted. There is about 150,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



Porter and Chester Institute - Bridgeport

156 Boston Avenue
Bridgeport, CT 06610
(475) 273-2400

From Route 24 North/Southbound:
Take Exit 7A, for RT-123 East toward Brockton.
PCI is approximately 1 mile on the left.

www.PorterChester.edu

Porter and Chester Institute - Brockton, MA

Te Brockton campus consists of approximately 40,650 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 150,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.

Porter and Chester Institute - Brockton

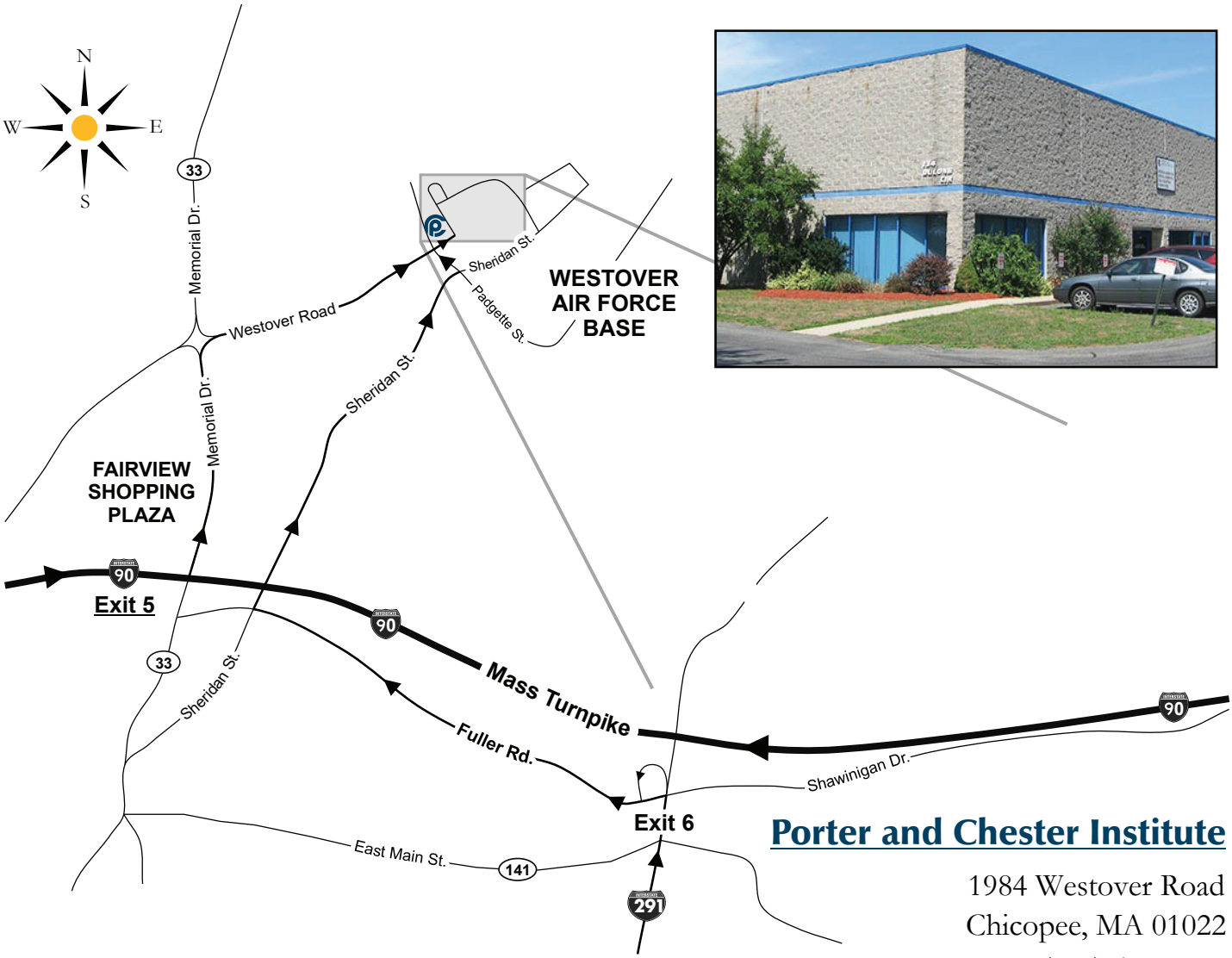
609 Belmont Street
Brockton, MA 02301
(800) 860-6789

From Route 24 North/Southbound: Take Exit 7A, for RT-123 East toward Brockton. PCI is approximately 1 mile on the left.

www.PorterChester.com

Porter and Chester Institute - Chicopee, MA

The Chicopee campus consists of approximately 35,000 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 175,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



Porter and Chester Institute

1984 Westover Road
Chicopee, MA 01022
(413) 593-3339

DIRECTIONS

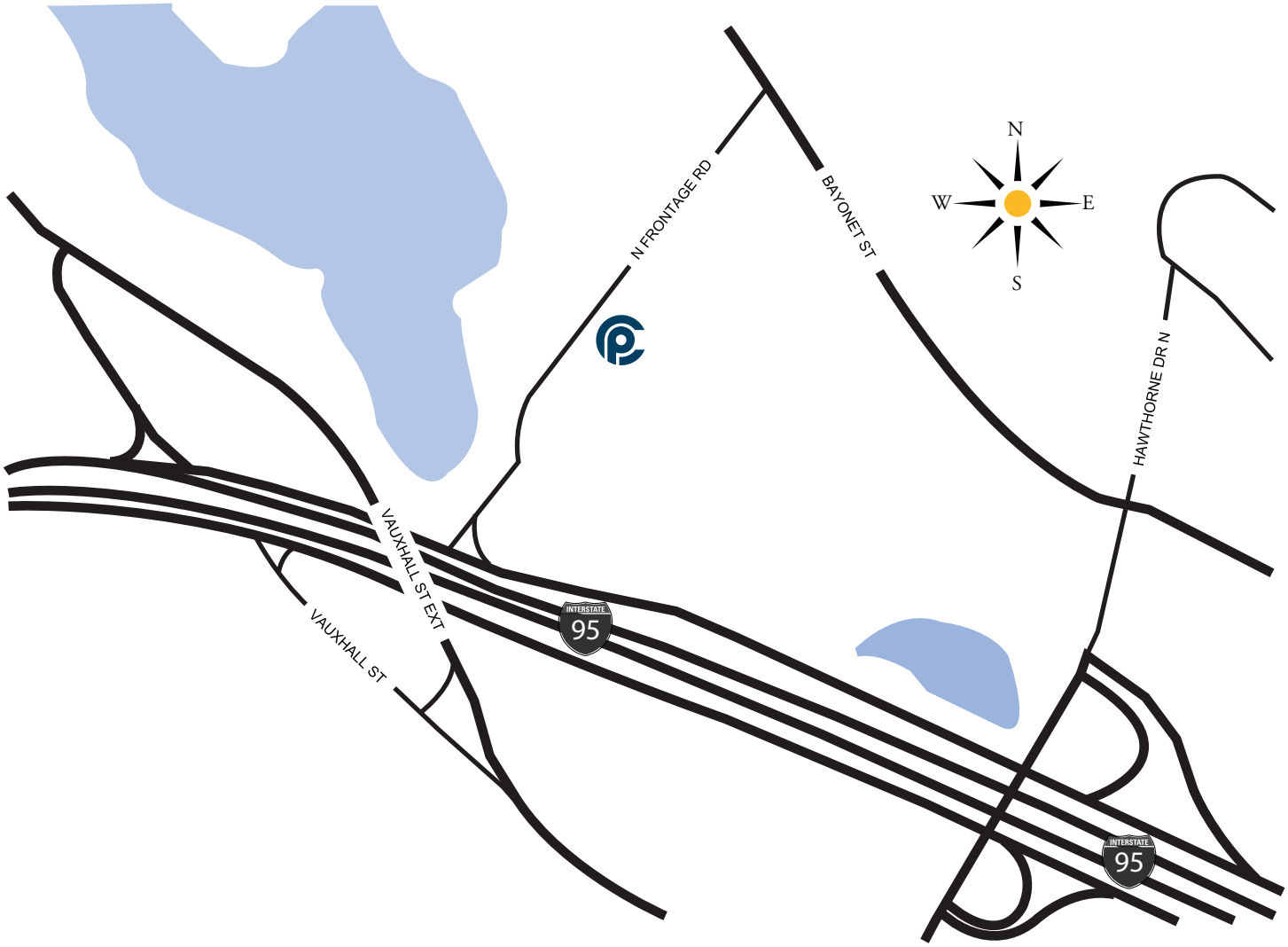
From the Mass Pike:
Get off the Mass Pike at Exit 5. Bear right toward Route 33. Take a left at the light onto Route 33. Bear to the right toward Westover AFB on Westover Avenue. After entering Metro Air Park, take the next left onto Dulong Circle.

From Springfield and the South: Get off I-91 at Exit 8 onto I-291. Get off I-291 at Exit 6, at the end of the ramp, take a right onto Fuller Road. Take a right at the second light onto Sheridan Street. Take a left onto Padgette Street. Take a right at the stop sign onto Westover Road. Take your first left onto Dulong Circle.

www.PorterChester.edu

Porter and Chester Institute - New London, CT

The New London campus consists of approximately 20,000 square feet of space. All classrooms are air-conditioned and brightly illuminated. There is ample parking spaces on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment and instrumentation in current use by industry. There is a student lounge area and administrative offices that support student services.

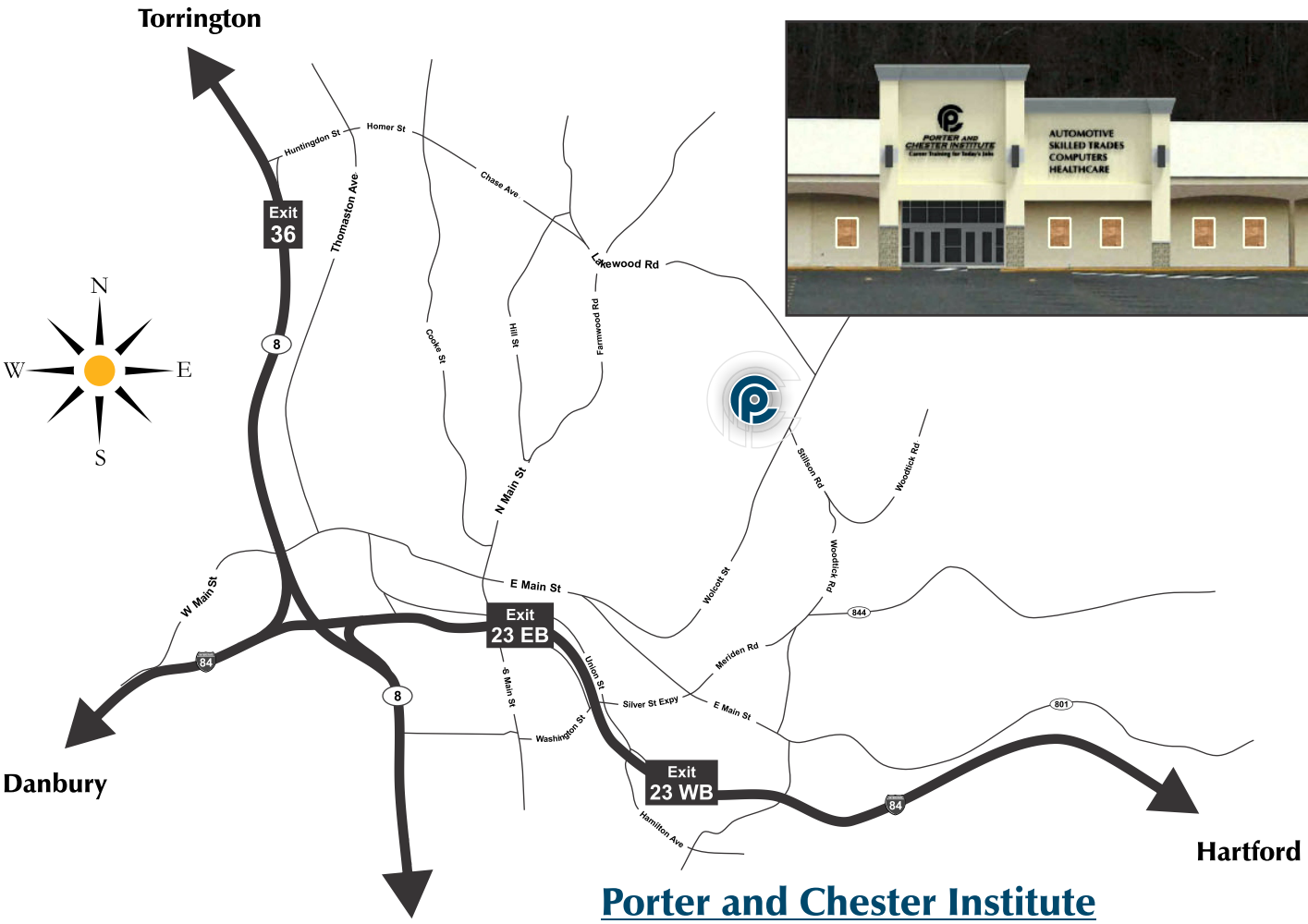


Porter and Chester Institute

351 North Frontage Road
New London, CT 06320
(860-629-8840)

Porter and Chester Institute - Waterbury, CT

The Waterbury campus consists of approximately 62,500 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There are approximately 300 parking spaces on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



Porter and Chester Institute

881 Wolcott Street, Waterbury, CT 06705
(475) 689-3800

From Route 8 Northbound: Take Exit 36. Turn right onto Huntingdon Avenue. Continue straight onto Homer Street, Chase Avenue and N. Main Street. Bear left onto Lakewood Road. Turn right onto Wolcott Street. PCI is on the right.

From Route 8 Southbound: Take Exit 36. Turn left onto Colonial Avenue. Turn left onto Huntingdon Avenue. Continue straight onto Homer Street, Chase Avenue and N. Main Street. Bear left onto Lakewood Road. Turn right onto Wolcott Street. PCI is on the right.

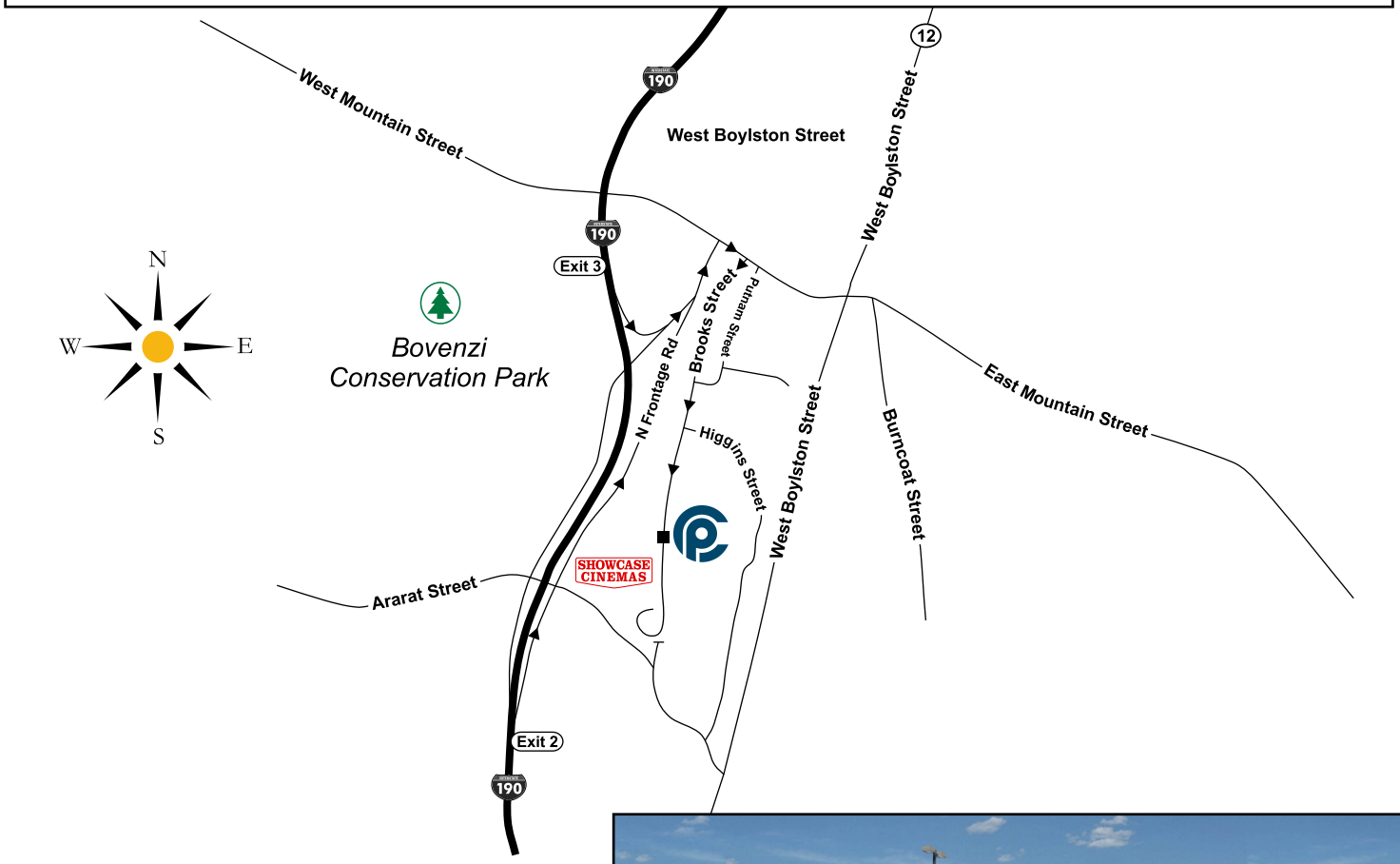
From I-84 Eastbound: Take Exit 23 then take first left onto Silver Street Expressway (becomes Meriden Road). Bear left onto Woodtick Road and continue straight onto Stillson Road. PCI is at the end of Stillson Road at the Wolcott Street intersection.

From I-84 Westbound: Take Exit 23 bear right onto Hamilton Street. Turn right onto Silver Street Expressway (becomes Meriden Road). Bear left onto Woodtick Road and continue straight onto Stillson Road. PCI is at the end of Stillson Road at the Wolcott Street intersection.

www.PorterChester.com

Porter and Chester Institute - Worcester, MA

The Worcester campus consists of approximately 31,500 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There are approximately 300 available parking spaces on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



PROPOSED NEW EXTERIOR DESIGN

Porter and Chester Institute

220 Brooks St., Worcester, MA 01606
(508)366-0296

DIRECTIONS to Worcester Campus

From the West (Sturbridge)
Take I-290 E toward I-90/Marlboro. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.

From the East (Framingham/Boston)
Take I-90 W/Massachusetts Tpke toward Worcester. Merge onto I-495 N via EXIT 11A toward NH – Maine/Marlborough. Take I-290 W via EXIT 25B toward Worcester. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.

From the North (Fitchburg/Leominster)
Take I-190 S toward Worcester. Take the W Mountain St. exit, EXIT 3, toward Holden/Boylston. Turn right onto W Mountain St. Turn right onto Brooks St. The campus is on the left.

From the South (Franklin/Milford)
Take I-495 North toward NH – Maine/Marlborough. Take I-290 W via EXIT 25B toward Worcester. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.

Porter and Chester Institute
Worcester Campus

ADDENDUM TO CATALOG

Administrative Staff and Medical Assisting Faculty

ADMINISTRATIVE STAFF

Paul Petritis Campus Director of Operations and Education

Rosa Leroux
Director of Admissions

Cedric Saysay
Career Program Specialist

Ellen Leary
Director of Educational Funding

Ava Wilson
Educational Funding Specialist

Evan Duffey
Educational Funding Specialist

MEDICAL ASSISTING STAFF

Denise Gonsalves
Instructor
Bachelor's Degree, Science, 1994
Associates Degree, Business Administration, 1992
Associates Degree, Entrepreneurship, 1993
Johnson & Wales, Providence, Rhode Island
Diploma, Rhode Island College, Medical Assisting 2006
Providence, Rhode Island

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

Porter and Chester Institute of Hamden

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator, uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	51%	79%	37	19
10 months	Medical Assisting	47%	82%	70	33
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	55%	71%	45	24
12 months	Electrical Technology	68%	72%	84	57
12 months	HVACR	61%	72%	64	39
12 months	Low Voltage Technology	44%	75%	18	8
12 months	Plumbing	68%	80%	37	25
Graduation and Employment Cohort Start Date: 6/2022-5/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
15 months	Practical Nursing	100%	73%	15	15
Graduation and Employment Cohort Start Date: 9/2021-8/2022					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
21 months	Practical Nursing	100%	73%	4	4

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

Bridgeport Main Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The graduation and employment/placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	56%	77%	39	22
10 months	Medical Assisting	41%	88%	61	25
10 months	Welding	74%	70%	53	39
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	55%	77%	47	26
12 months	Electrical Technology	45%	73%	60	26
12 months	HVACR	72%	71%	39	28
12 months	Plumbing	52%	71%	27	14
Graduation and Employment Cohort Start Date: 6/2022-5/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
15 months	Practical Nursing	50%	70%	54	27
Graduation and Employment Cohort Start Date: 9/2021-8/2022					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
21 months	Practical Nursing	100%	38%	21	21

Graduation and Employment (Placement) Rates

Brockton Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The graduation and employment/ placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	63%	80%	16	10
10 months	Medical Assisting	68%	86%	31	21
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	32%	71%	22	7
12 months	Electrical Technology	91%	67%	66	60
12 months	HVACR	63%	73%	24	15

Graduation and Employment (Placement) Rates

Chicopee Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/ placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	73%	85%	37	27
10 months	Medical Assisting	40%	81%	40	16
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	50%	67%	24	12
12 months	Electrical Technology	72%	72%	50	36
12 months	Computer Aided Drafting and Design - DE	39%	71%	18	7
12 months	Computer & Network Technology - DE	28%	80%	18	5
12 months	HVACR	75%	72%	24	18

Graduation and Employment (Placement) Rates

New London Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/ placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	71%	100%	14	10
10 months	Medical Assisting	75%	75%	16	12
10 months	Welding	78%	77%	18	14
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Electrical Technology	81%	71%	42	34
12 months	Plumbing	93%	77%	14	13

Graduation and Employment (Placement) Rates

Waterbury Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/ placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	59%	85%	46	27
10 months	Medical Assisting	55%	72%	65	36
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	45%	44%	55	25
12 months	Computer Aided Drafting and Design (no reportable graduates)	N/A	N/A	N/A	N/A
12 months	Computer Aided Drafting and Design - DE	33%	62%	40	13
12 months	Computer & Network Technology	29%	75%	14	4
12 months	Computer & Network Technology -DE	34%	33%	47	16
12 months	Electrical Technology	71%	73%	73	52
12 months	HVACR	82%	70%	77	63
12 months	Plumbing	89%	72%	44	39
Graduation and Employment Cohort Start Date: 6/2022-5/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
15 months	Practical Nursing	54%	71%	70	38
Graduation and Employment Cohort Start Date: 9/2021-8/2022					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
21 months	Practical Nursing	78%	71%	9	7

Graduation and Employment (Placement) Rates

Worcester Campus

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/ placement rates from the 2025 ACCSC annual report for programs that are currently offered by this campus are listed below.

Graduation and Employment Cohort Start Date: 1/2023-12/2024					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
10 months	Dental Assisting	100%	71%	7	7
10 months	Medical Assisting	63%	94%	27	17
Graduation and Employment Cohort Start Date: 10/2022-9/2023					
Program Length	**Program Title**	**Graduation Rate**	**Employment Rate**	**Starting Population**	**Graduate Population**
12 months	Automotive Technology	37%	60%	27	10
12 months	Electrical Technology	78%	70%	55	43
12 months	HVACR	50%	75%	24	12

Porter and Chester Institute

Porter and Chester Institute of Hamden

ADDENDUM TO CATALOG

Licensing Rates

When graduates from a particular program must pass a licensing or certification exam prior to being able to work in the field, the Accrediting Commission for Career Schools and Colleges (ACCSC), our accrediting agency, requires that schools publish a licensing exam pass rate for those programs. Porter and Chester calculates a Licensing Rate for the Practical Nursing program using a formula specified by ACCSC. The formula uses a cohort of students who began school during a given 12 month reporting period, graduated, and took the licensure exam as the denominator, and as the numerator uses the number of students from that group who passed the exam.

For each campus which offers the Practical Nursing program, the licensing rates for classes included in the ACCSC 2025 Annual Report are:

Campus	Shift	Number of Graduates	Pass	Fail	Did not take exam	Pass Percentage
Porter and Chester Institute of Hamden						
Hamden	Day	15	15	0	0	100%
	Evening	4	3	0	1	100%
Porter and Chester Institute (Bridgeport main school and branch campus)						
Bridgeport	Day	27	20	6	1	77%
	Evening	21	10	6	5	63%
Waterbury	Day	38	32	5	1	86%
	Evening	7	7	0	0	100%

Porter and Chester Institute
Porter and Chester Institute of Hamden

ADDENDUM TO CATALOG

Licensing and Certification

All applicants should be aware that courses at Porter and Chester Institute (PCI) are designed to give our graduates the education and skills necessary for entry-level positions in their chosen field. In some instances, further education, training or work experience may be required for advanced positions, or to fulfill voluntary certification requirements or to obtain state licensure. Requirements will vary from state to state and even county to county or town to town, and may change over time. Students are encouraged to research licensing and certification requirements for the location in which they intend to work.

Automotive Technology

There is no license or certification required for entry-level employment in either CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. As part of their program, PCI students have the opportunity to earn the ASE Refrigerant Recovery and Recycling Certification.

Computer Aided Drafting and Design

There is no license or certification required for entry-level employment in CT, MA or PA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability.

Computer and Network Technology

There is no license or certification required for entry-level employment in CT, MA or PA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. PCI students are able to sit for the following credentialing exams as part of their program:

- CompTIA A+ Certification Exams 1 and 2
- CompTIA Network + Certification exam
- CompTIA Cloud + Certification exam

Career Industrial, Commercial and Residential Electrician

MA: This program has been approved at the MA campuses for the 600 hours of "Related Instruction" required for the Massachusetts Class B (journeyman electrician) license. Candidates also need to accrue 8,000 hours of work in the field (approximately 4 years) prior to being eligible to apply to sit for the licensing exam. As part of their program, PCI students have the opportunity to earn their OSHA 30 certification.

CT: This program is not formally approved by the Connecticut apprenticeship board. Graduates may apply to CT as candidates with out-of-state education to have their eligibility for licensure determined.

Other States: We have not made a determination about licensing requirements in any other state.

Electrical Technology

CT: This program has been approved at the CT campuses for the 720 "Related Instruction" hours required for the Connecticut E-2 license. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue 8,000 hours of work in the field (approximately four years) prior to being eligible to apply to sit for the licensing exam. As part of their program, PCI students have the opportunity to earn their OSHA 30 certification.

MA: This program is not formally approved by the Massachusetts Board of State Examiners of Electricians. Graduates may apply to MA as candidates with out-of-state education to have their eligibility for licensure determined.

Other States: We have not made a determination about licensing requirements in any other state.

Dental Assisting

PCI students are able to sit for the Dental Assisting National Board (DANB) Infection Control exam and the DANB Radiation Health and Safety exam as part of their program. The Radiology and Infection Control certificates can be applied toward the Certified Dental Assisting (CDA) exam, as can the General Chairside Assisting exam. PCI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (or approximately 2 years). The DANB exam applications ask about any criminal records. Students with a record will need to provide copies of their court records to the DANB board which will make the decision as to whether or not the student may sit for any of the certification exams.

CT: Dental Assistants who have not yet passed the (DANB) Infection Control exam must take and pass it within nine months from the start of their employment.

MA: Graduates must apply for and receive a license from the Board of Registration in Dentistry prior to working as a Dental Assistant. PCI's program has been approved by the Board, so candidates apply as "formally trained". The MA licensing process involves a "CORI" (criminal background) check, but there is no licensing exam. Candidates must also have their CPR certification, which PCI students earn as part of their program.

PA: There is no license or certification required for entry-level employment.

Other States: We have not made a determination about licensing requirements in any other state.

HVACR

CT: This program has been approved at the CT campuses for the "Related Instruction" hours required for the Connecticut B-2, D-2 and S-2 licenses. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue hours working in the field prior to being eligible to apply to sit for a licensing exam. The Related Instruction/Apprenticeship hours for each license are: S-2: 720/8,000; D-2: 432/4,000 and B-2: 252/2,000. As part of their program, PCI students have the opportunity to earn their OSHA 30 certification and their EPA action 608A certification.

MA: There are no licensing requirements in MA for general HVACR work. As part of their program, PCI students have the opportunity to earn their OSHA 30 certification and their EPA Section 608A certification.

PA: There is no license or certification required for entry-level employment.

Other States: We have not made a determination about licensing requirements in any other state.

Low Voltage Technology

CT: This program has been approved at the CT campuses for the "Related Instruction" hours required for the Connecticut C6, L62, and T2 licenses. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue approximately 4,000 hours of work in the field (two years) prior to being eligible to apply to sit for a licensing exam. As part of the program, students have the opportunity to earn their OSHA 30 certification.

MA: This program is not currently taught in Massachusetts and we have not made a determination about licensing requirements

Other States: We have not made a determination about licensing requirements in any other state.

Medical Assisting

There is currently no license or certification requirement for entry-level employment or practice in CT, MA or PA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability or may be required by the employer. PCI graduates are able to sit for a credentialing exam; the Certified Clinical Assistant (CCMA) administered through the National Healthcareer Association (NHA) as part of their program. Candidates must sit for the NHA exam within 5 years of completing the Medical Assisting program to be eligible.

Plumbing

CT: This program has been approved at the CT campuses for the 720 "Related Instruction" hours required for the Connecticut P-2 license. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue 8,000 hours of work in the field (approximately four years) prior to being eligible to apply to sit for the licensing exam. As part of their program, Porter and Chester students have the opportunity to earn their OSHA 30 certification.

MA: This program is not currently taught in Massachusetts and we have not made a determination about licensing requirements.

Other States: We have not made a determination about licensing requirements in any other state.

Practical Nursing

CT This program meets the educational requirements of Connecticut for graduates to be eligible to sit for the NCLEX-PN and apply for licensure.

MA This program does not meet the educational requirements of Massachusetts for graduates to be eligible to apply for licensure.

Other States: We have not made a determination about licensing requirements in any other state. Licensing reciprocity is often an option, but we have not made a determination about reciprocity availability for CT licensed practical nurses in any state, including MA.

Welding

CT: There is no license or certification required for entry-level employment in Connecticut. Certain industry-recognized certifications can enhance employability.

MA: This program is not currently taught in Massachusetts and we have not made a determination about licensing requirements.

Other States: We have not made a determination about licensing requirements in any other state.

Distance Education Delivery at Porter and Chester Institute

There are multiple components to the delivery of education in an online format.

Synchronous learning: This is distance learning happening in real time, live, using conferencing applications or software. Learners login at a designated time and participate in live demonstrations and lecture at the same time as the instructor. Student are expected to attend all synchronous (live) sessions. Course assignments have specific due dates and times and are worked on outside of the online class time. All fully Online and Blended programs schedule synchronous sessions during the first week of the term and periodically throughout the course for question and answer periods and exam review. Sessions are recorded so all students have access to the material regardless of whether or not they attend the live session. These occasional, synchronous meetings for most programs are intermixed with the primarily asynchronous learning. If a resurgence of COVID forces on-campus instruction to move online, the Practical Nursing (PN) program will use a synchronous method to deliver lecture instruction. Nursing students will be expected to attend all synchronous (live) lectures.

Asynchronous learning: This type of learning occurs when a course is delivered through an online format without live instruction. All fully Online and Blended programs deliver lecture material primarily in an asynchronous fashion. Faculty post a weekly announcement to guide learners through their course objectives, and each assignment has a designated due date. Assignments are usually due on a weekly basis, with the week running Monday through Sunday, and assignment for the week due by 11:59 pm on Sunday. Learners login at their convenience and have the flexibility to attend class at any time; access to course materials is available 24 hours per day, 7 days per week, through the school's Learning Management System (LMS), Canvas. A syllabus is provided which outlines the learning objectives to be accomplished for the course. Weekly discussion boards, where students interact with the instructor and their classmates on designated topics, ensure that learners are examining the necessary subject matter and help to facilitate conversation, foster collaboration, and assist in developing high order thinking to better prepare learners for the demands of their career choice. Faculty post available office hours so learners can reach out for assistance with course content and materials and can schedule appointments for tutoring or additional educational support. Instructors monitor each learner's progress through the online environment, and contact students to offer additional assistance, when it appears needed.

Fully Online delivery: The Computer Aided Drafting and Design (CADD) and Computer and Network Technology (CNT) courses are offered 100% through distance education. All courses are primarily asynchronous (with the occasional synchronous meeting as described above) and lab requirements are met through a combination of recorded demonstration and simulation activities. These programs offer learners the highest level of flexibility while ensuring that the necessary skills set is developed through the close collaboration and mentoring of faculty who have spent years in the industry.

Blended delivery. All programs other than CADD, CNT, CICRE, Practical Nursing and Welding are delivered in a Blended format ("Blended Learning"), with lecture and other didactic activities and labs delivered on-campus and online. Some COURSES within a Blended program may be delivered fully online, while other courses combine on-campus labs with online lecture material. Lecture delivery is primarily asynchronous. Synchronous sessions may be scheduled, but are recorded so that students who are not available at the designated times can later watch the recording and benefit from the information shared during the synchronous meeting or review session.

Labs are scheduled on-campus and attendance is required. Lab schedules are provided prior to each course and may vary by program and term by term within a program.

These Blended courses require students to manage their time and complete their online work in a timely fashion, so as to be prepared for their hands-on lab experience. While the asynchronous portion of the course is available 24/7, students should plan and structure their time to ensure that they are prepared for lab and have reviewed all necessary content to make the most of their laboratory experience. Scheduled labs facilitate hands-on learning and give students the opportunity to put into practice the lessons they have been studying in the online environment. Practical application of a learned skill is an important part of preparing for a successful career and the Blended programs offer training in industry modeled laboratories allowing learners the opportunity to develop, practice, and master the required skills expected for an entry level position. Externship and clinical assignments are conducted in person either on-campus or off-campus at an approved clinical or externship site.

Shared Online Classes
Students attending distance education courses in either a Blended or fully online program may receive their online, didactic instruction from faculty assigned to various campuses and may be in online classes with students from other campuses. Faculty who teach the online component of courses may be assigned to any PCI campus, but work collaboratively with the faculty and campus management where the student is enrolled. Weekly lesson planning among faculty ensures that all students in Blended courses receive online didactic instruction that aligns with their on campus, hands-on labs and that each student is adequately supported. A student is enrolled at, and upon successful completion of all program requirements, considered a graduate of, the campus identified on their fully executed enrollment agreement.

Residential delivery. CICRE, Practical Nursing and Welding are only delivered in a residential format with both lecture and labs delivered on-campus. These programs may move to a Blended delivery sometime in the future. All other programs may offer a residential delivery option at certain campuses, if conditions permit, in addition to their Blended or 100% online program versions.

Student Support in Distance Education Programs

Academic advising: For general academic questions regarding schedules, shifts, labs or leaves of absence, students should contact their Campus Director of Operations and Education via the links in Canvas.

Course Assistance: For content questions or extra help sessions, students should contact their instructor via the instructor page in the course in the Canvas LMS. Students should take note of their instructor's office hours and plan their studies accordingly. "Night Owls" who like to do their school work while others sleep, should not leave new material until midnight the day it is due, as that does not give an instructor with office hours from 10-2 and 6-9 sufficient time to respond prior to the work needing to be submitted.

Financial Issues: Students who experience a change in their financial situation should contact the Educational Funding department via the links in the Canvas LMS.

Learning Resource Center: For information on library services, study skills, tutoring and other general educational support tips students should access the LRC page through the Student Services course in the Canvas LMS.

Student Services: Students should access the Student Services course in Canvas for information on student support services including resources regarding child care, housing, food pantries, shelters, transportation and other issues impacting the student's ability to manage their coursework.

Technical Difficulties: Students should contact the student helpdesk using the instructions in the Student Support Guide handout which came with their laptop, or in the Technical Support page of the Canvas LMS, for any difficulties accessing or using the LMS.

ADDENDUM TO CATALOG

FOR MASSACHUSETTS STUDENTS:

The Application/Administrative Fee is non-refundable (except as provided below in M.G.L. Chapter 255, Section 13k). We are required by law to provide this notice to our Massachusetts students. However, since Porter and Chester Institute's tuition refund policy is more favorable to students (results in withdrawn students owing a smaller amount to the school), the institutional refund policy will be used to calculate all refunds for students who withdraw after starting classes.

Contract Notice required by M.G.L. Chapter 255, Section 13k

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs: $25

Per 230 CMR 15.04 (7) and (8)

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:
(a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
(b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
(c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
(a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
(b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
(c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
(d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Per 230 CMR 15.04 (5) and (6)

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

(6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and $2,000 in total cost.

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AUTOMOTIVE TECHNOLOGY (Worcester, MA)

Objectives

The Automotive Technology program consists of 1200 hours of instruction (68 quarter credit hours) and is available in two schedules. Both the Day and Evening sessions require twelve months for completion on the basis of approximately 25 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program is currently taught in a Blended format (lecture material on-line and hands-on skills on-campus) and is also offered residentially (all classes and labs on campus) at the Worcester, MA campus. As part of their program materials, students receive a device which is fully compatible with the Learning Management System (LMS) used in both delivery methods. Once COVID flexibilities end, Veterans' Benefits will only be available for the residential version of this program.

Student from either delivery method could be assigned to the same on campus lab shifts. Campus lab hours are 7-2 and 6-10. Students taking day labs in the Blended program need to plan on 2-3 lab sessions per week, based on course needs. Students taking evening labs in the Blended program need to plan on 3 lab sessions per week and an occasional Saturday lab from 8-2. Lab schedules will be distributed to Blended students prior to the start of each term. Residential students attend M-Th 7-2.

Students will need approximately 25 hours per week for instruction (whether online or on campus), activities and simulations and for on-campus lab work, with an additional six hours per week for reading assignments and other homework activities. For Blended classes, course materials, assignments, and homework are accessible in an asynchronous format 24 hours a day/ 7 days a week through the Learning Management System (LMS).

This program intensively covers automobile service and repair. Students will develop an understanding of the theory and practical application related to all automotive parts, systems, functions, performance, diagnostics and repair. Emphasis is placed on acquiring proficiency in the use of computer-based diagnostic equipment essential for analyzing and troubleshooting today's high tech cars including CAN (Computer Area Network), fuel injection, electronic ignitions, transmissions, brakes, steering and suspension.

The Automotive shop is equipped with the same equipment currently in use by most automotive service and repair facilities. This includes various kinds of scan tools, computer diagnostic oscilloscopes, emissions diagnostic equipment, computerized alignment machines, brake lathes, valve grinding machinery, wheel balancing equipment, and specialized pneumatic and hand tools. The maximum number of students being taught in an on-line class is fifty and the maximum in lab is twenty-five.

Students at the Worcester campus participate in an enhanced curriculum that will include advanced Blended and electric vehicle technology.

The program helps prepare students for the Automotive Service Excellence (ASE) certification tests and graduates may choose to become certified once the tests are passed and the ASE work experience requirements are met.

The graduates entering the Automotive Service industry will have sufficient knowledge and skill for entry level employment as a specialized or general automobile technician in a new or used car dealership or independent repair facility. Graduates may qualify for the following types of entry-level positions within the industry:

- General Automotive Technician
- Brake technician
- Tune-up specialist
- Engine Rebuilder
- Transmission Specialist
- Parts specialist
- Service Advisor
- Warrantee claims clerk

Technology Requirements:

For students who, under unusual circumstances, need to access the LMS using something other than their school issued device, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox – current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of ChromeOS as released by Google

Required Software: PDF viewing software – Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Materials Fee covers all books, devices, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

When a Blended delivery method is used, all courses are delivered in a Blended format, with lecture on-line and hands-on components on-campus. When a residential delivery method is used, all courses are taught on-campus.

AUTOMOTIVE TECHNOLOGY
Day or Evening Session

	Quarter Credit Hours	Clock Hours
Term	**14**	**240**
AUTODE 1121 - Engine Repair		
AUTODE 1122 - Engine Diagnostics		
AUTODE 1224 - Shop Management		
AUTODE 1124 - Heating		
Term	**13.5**	**240**
AUTODE 1123 - Engine Electrical Systems		
AUTODE 1323 - Body Control Systems		
AUTODE 1324 – Air Conditioning		
Term	**13.5**	**240**
AUTODE 1321 - Electricity for Engine Performance		
AUTODE 1322 - Engine Performance		
Term	**13**	**240**
AUTODE 1421 Brakes		
AUTODE 1422 - Suspension and Steering		
AUTODE 1225 - Welding Fundamentals		
Term	**14**	**240**
AUTODE 1222 - Manual Transmission		
AUTODE 1221 - Automatic Transmission		
AUTODE 1223 Driveline Systems		
TOTAL HOURS	**68**	**1200**

Course Descriptions

When a Blended delivery method is used, all courses are delivered in a Blended format, with lecture on-line and hands-on components on-campus. When a residential delivery method is used, all courses are taught on-campus

Engine Repair –AUTODE 1121 The theory and practical application of engines including cylinder blocks, valve train, cooling and lubrication systems. Atkinson engine theory used in Blended vehicles, electrical motor design, powering down high voltage system. (7 q. credit hr.)

Engine Diagnostics - AUTODE 1122 The theory and practical application of engine mechanical operation in diagnosing drivability and other problems including compression testing, relative compression testing, leakdown testing, vacuum testing, fluid leak detection, auto start-stop, ignition and camshaft timing.
(3 q. credit hr.)

Engine Electrical Systems - AUTODE 1123 The theory and practical application of engine electrical circuits including starting systems, charging systems, reading and interpreting schematic diagrams, belt-alternator-system, integrated motor assist system. Blended/Electric batteries, motor/generator (7.5 q. credit hr.)

Heating- AUTODE 1124 The theory and practical application of automotive heating systems. High voltage battery cooling, heat pumps, high voltage electric heaters
(3 q. credit hr.)

Automatic Transmission - AUTODE 1221 The theory and practical application of automatic transmissions including torque converters, planetary gearsets, multiple disc clutches bands, valve bodies and computerized transmission control, traction motors, Continuously Variable Transmissions, transmission cooling and service (6.5 q. credit hr.)

Manual Transmission – AUTODE 1222 The theory and practical application of manual transmissions and clutches. (4.5 credit.hr.)

Driveline Systems - AUTODE 1223 The theory and practical application of universal joints, driveshafts, final drive assemblies, transfer cases and differentials, Blended/EV All Wheel Drive. (3 q. credit hr.)

Shop Management - AUTODE 1224 Basic automotive shop operations: completing repair orders, preparing estimates, parts ordering and customer relations, Blended/EV personal protective equipment and safety. (1 q. credit hr.)

Welding Fundamentals - AUTODE 1225 The theory and practical application of oxy-acetylene heating, cutting, brazing and fusion welding; MIG welding principles; welding safety on Blended/EV vehicles. (2 q. credit hr.

Electricity for Engine Performance – AUTODE 1321 Testing engine electrical sensors, actuators and electrical circuits using meters, scan tools and test lights, reading and interpreting schematic diagrams on electrical circuits; CATIII 1000v and insulation meters; milliohm and mega ohm testers. (1.5 q. credit hr.)

Engine Performance - AUTODE 1322 The theory and practical application of automotive ignition, fuel delivery and computer control systems including electronic ignition, electronic fuel injection, engine management computers, emission control systems, diagnosis and repair, OBD II [On Board Diagnosis-Generation2] and failure code interpretation; interpreting wavelength patterns, amplitude and frequency using a multichannel oscilloscope. (12 credit hr.)

Body Control Systems – AUTODE 1323 The theory and practical application of body and chassis electrical circuits including lighting systems, horns windshield wiper systems, power accessories, reading and interpreting schematic diagrams for body and chassis electrical circuits; Power Electronic Controller, DC to DC converters, inverters, high voltage contactors and capacitors, onboard quick charger, external charging. (4 q. credit hr.)

Air Conditioning – AUTODE 1324 The theory and practical application of automotive air conditioning systems. AC compressors and dual AC/Belt driven compressors (2 q. credit hr.)

Brakes - AUTODE 1421 The theory and practical application of brakes, brake hydraulic systems, ABS, traction control and automatic stability control systems; regenerative braking, service and repair. (5.5 q. credit hr.)

Suspension and Steering - AUTODE 1422 The theory and practical application of suspension concepts including control arms, ball joints, springs, shock absorbers, sway bars, wheel alignment, active suspension systems, diagnosis and repair; electric power steering, low resistance tires. (5.5 q. credit hr.)

MA PROGRAM CATALOG ADDENDUM

Addition to: Admissions & Consumer Disclosures

Determination of Student Physical Location

The Institution determines a student's physical location (state of residence) at the time of enrollment and tracks changes throughout enrollment to comply with accreditation and state regulatory requirements.

Initial Determination:
At the time of enrollment, students must provide documentation of their current physical address (e.g., valid government-issued ID, lease agreement, or utility bill) or sign an attestation verifying their state of residence.

Changes to Location:
Students are required to notify the Institution in writing within 14 calendar days of any change to their physical location (such as moving to another state). Notification can be submitted via the Student Portal or the Registrar's Office.

Impact of Location:
Relocating to another state during enrollment may affect eligibility for externship, clinical placements, licensure or certification, or program completion. The Institution will advise students of any known impacts within 14 calendar days of notification.

State Licensure/Certification Disclosure:
The Institution provides disclosures regarding whether each program meets the educational requirements for licensure or certification in each U.S. state and territory. Students who relocate to a state where the program does not meet licensure requirements may be required to sign an acknowledgment form.

This policy applies to all students, regardless of whether they attend classes on campus, online, or in a hybrid format.

Note: This addendum is now part of the official 2.1 Catalog and should be reviewed with all prospective and current students.

Notes

Notes

IMPORTANT

Porter and Chester Institute stands for innovation and imaginative creativity in occupational education. This being the case, the Institute reserves the right to change, without notice, the curriculum content, schedules, policies, procedures, or anything else in this catalog that it believes is in the best interests of students.

This catalog is not an agreement between a student and the Institute. It is meant to be only a characterization of the quality education available at the institution.

Porter and Chester Institute admits students of any race, color, ethnic origin, sex, or religion to all courses and programs available at the Institute. It does not discriminate on the basis of these characteristics in any way. Furthermore, no persons shall be denied access to the programs of the Institute solely on the basis of a non-occupationally related handicap.

PORTER AND CHESTER INSTITUTE

LOCATIONS

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CHICOPEE (BRANCH)
1984 Westover Road, Chicopee, MA 01022
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NEW LONDON (BRANCH)
351 North Frontage Road, New London, CT 06320
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WATERBURY (BRANCH)
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