



**Caribbean Aviation**  
Training Institute, Inc.  
*Preparing professionals for the travel industry*  
[www.caribav.com](http://www.caribav.com)

# INSTITUTIONAL CATALOG

## 2017/2018, 2018/2019 & 2019/2020

Date of Publication 07/10/2019

**CARIBBEAN AVIATION TRAINING INSTITUTE, INC.**

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P.O.Box 810300, Carolina, P.R. 00981-Ave. José A. Santana, Ed. World Cargo, 2nd Floor, Base Muñiz Carolina, P.R. 00979

Tel: 787.253.2030 [www.caribav.com](http://www.caribav.com) [admin@caribav.org](mailto:admin@caribav.org)

## INTRODUCTION

This catalogue will provide the fundamental information to those interested as learning the commitments at Caribbean Aviation Training Institute, Inc., CATI, towards our students, our reason for being, our faculty, the administration and the community in general around the institutional operation. We are motivated to be a futuristic technical postsecondary institution focused in the development of the participant's skills based on the programs offered towards employment in the airline industry.

As previously mentioned, we hope our ideas, norms and policies expressed here serve as guide and direction to all regarding our duties and responsibilities which allow us to reach our unique intention: to serve as training center to young people and adults of both sexes, so these can obtain their technical labor goals with high skills in the shortest time, using the educational strategy of combining theory and intensive practical experience, in curricular areas related to the necessities and interests of the human resource departments in the travel industry. These include: aircraft mechanical services, pilot's ground school, avionics technician, air cargo, ramp and cleaning services, airport security and customer service.

## HISTORY

Caribbean Aviation Training Institute, Inc., CATI, a technical and vocational postsecondary institution, was formed on 27<sup>th</sup> day of September of 2006, and physically located at Ave. Jose A. (Tony) Santana 150, Building CAF 1, suite 203, Carolina, Puerto Rico, to answer the needs and commitment of providing a highly qualified labor candidate, in the shortest time possible, thru quality educational excellence. The past month of October of 2017 after the impact of Hurricane Maria and the devastation that brought for all Puerto Rico CATI was relocated to less than 500 meters, 0.31 miles, of the original physical facilities to Ave. José A Santana, Base Muñiz, World Cargo Building C, 2nd Floor Carolina, PR, 00979 resuming all their respective classes October 23, 2017.

It is a high priority commitment to contribute with responsibility, dynamic and solidarity in the formation of skilled human resources for airlines and other tourist handling companies and contribute to the socioeconomic and educational development of our young people and adults apt for the work.

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## MISSION OF THE SCHOOL

Caribbean Aviation Training Institute, Inc., CATI, a private vocational and post-secondary school, unique in its class, has the fundamental objective to offer to the Puerto Rican society and of the Caribbean, a variety of medium and short courses focused exclusively in providing the needs of the employer with skilled workers that are prepared, responsible, dedicated and with the knowledge to support the airline and travel industry needs. Our strategy relies in the concept of education by learning thru an “on the job” training approach. Our mission is defined on the institutional philosophy in which all human beings have the potential and the innate capacity to successfully obtain their fundamental aspirations of life and progress, only needing the support and the opportunity to reach it.

Caribbean Aviation Training Institute, Inc., CATI, is very conscious that the education is fundamental in the social, cultural and economic progress of the community. We aspire to being a major contributor of this progress through highly skilled educational programs. These are achieved by taking in consideration the modern technology available and the needs of society to enable the students with knowledge and technical profession skills turning them into independent and skilled citizens; simultaneously improving their quality of life and the community where they reside.

At CATI, the respect, the confidence, the continued quest of excellence combined with effective communication between all its components will be the components for our success, trusting both internal and external customers: (the student and the employees) who will evaluate and judge our achievements.

This institution has designed short and long term objective to keep us focused in technological progress and community needs. We will review our academic programs continuously by improving and updating the areas that reinforce our student learning and the development of their skills for the jobs they seek.

In addition, it is important to understand CATI’s personality is defined thru our conduct, discipline, our caring service and demeanor thus serving as example in the creation of professionals.

## PHILOSOPHY

Caribbean Aviation Training Institute, Inc., a non-university postsecondary vocational institution, understands our citizens are born with the capacity to learn and to be successful in our complex society. In order to achieve this, they only need the opportunity to obtain it. Thru our guidance and coaching they will support their culture and values thus helping in the economic development and sustainability of their communities.

## VISION

Inspired by a highly technological world and constant change, Caribbean Aviation Training Institute, Inc., maintains a variety of innovative strategies to remain in the forefront bordering on futuristic in order to achieve its educational goals and always keeping the interest and necessities of the labor and entrepreneur marketplace. We will provide the opportunity of access to all prospects at all levels of our society requiring skills in order to work in the travel and tourism industry in Puerto Rico and the Caribbean.

## GOALS

Caribbean Aviation Training Institute, Inc., a non-university postsecondary vocational institution, and conscious of its social responsibility, establishes:

1. To provide training programs of short and medium duration, through training-workshops using the strategy of combining theory and skills development thru intensive practical experience as the main format of teaching a variety of airport subjects, enabling the participant to understand their responsibility and understanding of the subject matter.
2. To contribute in the integral formation of educating our students to assume their responsibility and commitment to the socioeconomic contribution through their work as a way to measure their progress, their family's welfare and society in general.
3. To help CATI become a modern technical-professional postsecondary school in Puerto Rico and the Caribbean, with a dynamic and innovative educational programming of both short and medium duration courses, concentrated on airport and travel industry subjects.

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## OBJECTIVES

Caribbean Aviation Training Institute, Inc., has as its primary goal to serve the Puerto Rican and Caribbean community, providing the opportunity to young people and adults from both sexes to have the knowledge and the skills related to all activities that are required before, during and after passenger movements whether by land, air or sea, using the education strategy of “on the job training” in the aviation industry applied to the educational programs.

Our graduates would have had the choices and opportunities to learn the following skills on the following the educational programs:

900 Hours / 24 credits, Accredited by ACCSC

1. Airframe & Powerplant (Aircraft Maintenance)

600 Hours / 16 credits, Accredited by ACCSC

1. Avionics Technology

## INSTITUTIONAL COMPLIANCE

1. To fulfill the permits required on the physical structures required at state and federal levels such as: ARPE, Fire Department, Health and others.
2. To have licensed subject matter experts at the academic and administrative levels maintaining and ensuring quality and excellence within the academic curriculum.
3. To fulfill the curricular offerings and requirements so the objectives, resources, evaluation indicators so the strategies of education and learning are met.
4. To establish and maintain the institutional norms which apply to: admissions, promotions, retention, financial aid, registrar, placement and treasury.
5. To faithfully implement and fulfill the policies, procedures and regulations at institutional, state and federal levels pertinent to: affirmative action, accessibility and equality, institutional image, drug and alcohol free, sexual harassment, among others.
6. To establish safety and security procedures for all.
7. To allow and to collaborate with visits to the establishment by the accrediting agencies: CEPR, and others.
8. To design, develop and evaluate the annual action plan from the following three points of view: educational, administrative and fiscal or budgetary so we can meet the fulfillment of our offers to the student.
9. To review and modify as necessary the academic curriculum offers according to the necessities of the employers.

## LOCATION

The facilities of Caribbean Aviation Training Institute, Inc. they are located in the Avenue Jose (Tony) Santana, Ed. World Cargo, 2nd Floor, Base Muñiz Carolina, P.R. 00979, a very short distance from hotels, tourist and commercial areas, and readily accessible by land, air and sea from any part of Puerto Rico and the Caribbean due to the confluence of multiple airlines, allowing us to serve the airport community in general. The mailing address is: P.O. Box 810300, Carolina, Puerto Rico 00981-0300.

## EQUIPMENT AND FACILITIES

We currently have 8 (eight) classrooms 22 X 15 feet, 2 (two) classroom 15 x 12, 1 (one) student learning resource system center 11x 12, 1 (one) 22 X 16 which we used for Administration Offices with a reception area. We also count with two (2) workshops-laboratories used for skills development in coordination with the education as stipulated in the curriculum. These facilities are equipped with (2) separate men and women's bathrooms including facilities in accordance to ADA requirements. All classrooms count with audio visual system including interactive eBoards, internet, tables, chairs, various other equipment and air conditioning.

First floor of the building's have vending machine and in our facilities also include a rest area with a refrigerator, water cooler and microwave oven for the use of the students and faculty. For those students with special needs that need for assistance, we have reserved parking for people with disabilities and facilities to access the classrooms. We also count with a vast free parking area for our students. Our facilities also include an Learning Center and Educational Resources (LRC) for students and instructors with web page programs related library with textbooks and books reference, in addition in each classroom have access to our electronic textbooks. CATI counts with all operating permits and licenses required by the State and are properly displayed at the Administration's Office.

## CAPACITY OF STUDENTS BY CLASSROOM

Each classroom has a capacity for 20 students and 2 workshops, 1 of them 15 and the other one up to 30 students.

## SCHOOL FACULTY AND ADMINISTRATION

Maria Del Carmen Ríos - Founder

### **ADMINISTRATION**

Mr. Ezra Figueroa Ríos, President, Executive Director, CEO & Admissions Director  
Mr. Jaime Cruz Hernandez, Director of Operations & CFAD  
Mrs. Melba Marrero, Administrative Assistant, Treasury & Finance  
Mrs. Elvia L. Martinez Reyes, Academic Director & Human Resource  
Mrs. Genesis Díaz Sanchez, Admissions Officer  
Mrs. Nereirda Cardoza, Registrar  
Mr. Nicole Riquelmy, Financial Aid Officer, Treasury Support & Registrar Support  
Mrs. Carmen Rodriguez, Placement & Academic Coordinator Officer, Learning Resource System, Counselor & Orientations

### **FACULTY**

Mr. Adolfo Fernandez -Aircraft Maintenance (A&P), Instructor  
Mr. Carlos M. Serrano - Aircraft Maintenance (A&P), Instructor  
Mr. Francisco Santos - Aircraft Maintenance (A&P), Instructor  
Mr. José Luís Encarnación - Lab/Shop, Instructor  
Mr. Francisco A. Orsini - Aircraft Maintenance (A&P) & Avionics Technician, Instructor  
Mr. Salvador Lopez- Avionics Technician, Instructor, Instructor  
Mr. Jayson Gonzalez - Aircraft Maintenance & Airport Services, Instructor

## ADMISSION REQUIREMENTS

1. 18 years or older & 16 years old High School Graduate with HS Diploma
2. Copy of High School Graduate, H. S. Diploma G.E.D. or its equivalent
3. Copy Vaccination certificate (if under 21 years of age)
4. Admission Fee \$150.00
5. Copy of the Social Security Card for FAFSA & FSA
6. Government photo identification card (if foreign-naturalization or visa)



## ADMISSION PROCESS AND REGISTRY

1. Admissions Orientation
2. Delivery of the School Catalog
3. Fill admission application
4. Documents delivery
5. Signature of contracts, Payment plan and other documents
6. Admission Fee Payment
7. Request and Process Financial Aid

## TRANSFER OF CREDIT

The school accepts transfer credit for coursework completed in other post-secondary institutions. Those students assisted with the school's transfer of credit policy for determining whether these courses are comparable in scope and content to the school's own coursework in contact hours or credit hours from another school, they may request validation contact hours or credits hours for courses units approved and completed.

The student must apply in the school where he or she studied before the official transcript with contacts hours or credit hours approved before being admitted. Caribbean Aviation Training Institute, Inc., CATI, will consider only the units that are equivalent in our curriculum and have been approved with grade of "C" (2.00) or more. The student should present a copy of the official of the institution where courses to convalidate were taken and the same were related directly to the program selected. The convalidation classes will not exceed the 75% of the course to be taken.

The school official transcript with clock hours or credit hours approved before being admitted. Caribbean Aviation Training Institute, Inc., CATI, will consider only the courses units that are directly program related or equivalent in our curriculum and have been approved with grade of "C" (2.00) or more.

## CLASS SCHEDULES

- Monday to Thursday 7:30 a.m. to 1:30 p.m.
- Monday to Thursday 2:00 p.m. to 8:00 p.m.
- Monday to Friday 7:30 a.m. to 3:00 p.m.
- Monday to Thursday 5:00 p.m. to 10:00 p.m. (Evening)

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**DEFINITION OF CREDIT HOURS**

Every class hour will consist in one 1 hour of 50 minutes classroom period with the remaining 10 minutes of the hour cumulative for a period rest of 60 minutes of instruction. Each educational program of 900 hours 24 credits has an approximate duration of 10 months or 40 weeks. Those programs of 600 hours/16 credits will have duration of approximately 8 months (32 weeks).

**Credits Hours conversion by Semester:**

37.5 Clock Hours Conference	=	1 Credit
37.5 Clock Hours Laboratory	=	1 Credit
37.5 Clock Hours Internal Practice	=	1 Credit

**Academic Year**

The academic year consist of two academic semester of 450 hours / 12 credits. Each academic semester will completed in a period of 20 weeks and is dividing in 2 month terms of 10 weeks. Total academic year consist in one year of 900 hours / 24 credits in 40 weeks 10 month.

**Academic Selection**

It is considered a full class selection when the student attends all the classes that are indicated by in the program, per semester term (12 credits minimum per academic semester term for any educational program of 24credits / 900hours) or (8 credits minimum per academic semester term for any educational program of 16credits / 600hours).

**TUITION AND FEE**

There are two types of expenses related to studies, those related to payment of costs of studies and those related to materials and related services. The costs vary among the various training programs. All costs and expenses are detailed in the enrollment agreement. If you have any questions, you should contact our Finance Officer. All students who are under the age of 21 who are not emancipated, are not married or have children that make them independent, their parent must read and sign the enrollment agreement. Admission fee is NON-REFUNDABLE.

The following tuition and fees are for students enrolled in Caribbean Aviation Training Institute starting in this current fiscal year.

**(1) Educational Programs Accredited by ACCSC from 10/19/2016**

**\*<sup>(1)</sup>Airframe & Powerplant (Aircraft Maintenance) (AMAP) - 900 hours/24 credits**

**Program Tuition and Fee**

Program Cost	\$10,780.00
Admission Fee	\$150.00
Lab Fee	\$100.00
Diploma	\$30.00
School ID Card	\$5.00
<b>Total Program Cost</b>	<b>\$11,065.00</b>

**\*<sup>(1)</sup>Avionics Technology - 600 hours/16 credits**

**Program Tuition and Fee**

Program Cost	\$6,175.00
Admission Fee	\$150.00
Lab Fee	\$100.00
Diploma	\$30.00
School ID Card	\$5.00
<b>Total Program Cost</b>	<b>\$6,460.00</b>

## **PAYMENT PLAN**

The tuition and fees are paid in full during the admission process, before the first day of classes. Those students, that cannot pay the full costs, are allowed to pay in a payment plan. These students must make a monthly payment as established and agreed upon. Students are not officially enrolled or admitted to classes until the payment plan is signed with the enrollment agreement. A payment plan that fulfills regulations Z and act of exact borrowing information (Truth in Lending Act and Regulation Z), will have to be established with the Office of Treasury for the payment of this difference.

## **GRADUATION REQUIREMENTS**

In order to graduate, the student must have completed in its totality the credit hours required by the program enrolled in. Also, the student must have paid in full before receiving his Certificate of Graduation. The completion date in the diploma may vary if the student has incomplete courses that need to “make-up” thru tutoring or thru special arrangement with the institution after class has ended to get removed the incomplete. To “Pass”, the student must have an academic average of 2.00 or higher in a scale of 4.00. The student must have completed his credit hours within the 1.5 times of the prescribed period before receiving a Certificate of Graduation.

## **COMPLETION POLICY**

The students will be eligible’s to receive a diploma in their area of study once they have completed satisfactorily in its totality his study credit hours according to the training program. In order to receive the diploma the student will have to complete the program with a minimum of 2.00 of general average. They must have satisfied the debt with the Institution.

## **GRADING SCALE & EVALUATION SYSTEM**

In order to pass and obtain his credits a score of 2.00 points is required, based on a scale of 4.00 points. In order to receive the credits he must obtain 2.00 points or higher. Only in his first period of evaluation of a smaller score may be obtained. The conversion method is as follows:

Excellent	100 – 90	4.00 - 3.50- A
Good	89 – 80	3.49 – 2.50- B
Satisfactory	79 – 70	2.49 – 2.00- C
Deficient	69 – 60	1.99 – 0.80- D
Failure	59 or less	0.79 – 0.00- F

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F	=	Fail
I	=	Incomplete
W	=	Voluntary Withdraw
WF	=	Administrative Withdraw

### **Honor Points**

Excellence	4.00
High Honor	3.99 - 3.70
Honor	3.69 - 3.50

Any student that does not have his tests on time, for just cause, will have the right to repeat them with the assigned date on the Academic Calendar. If the student does not remove his incomplete by this date the grade will become a failure "F". The Appeals Committee of the Institution will evaluate the reconsideration applications made by the students by applying the Norm of the Satisfactory Academic Progress.

### **WITHDRAWALS**

#### **Total Withdrawal**

To complete the process of a total withdrawal, the student must notify the Registry Office by filling out the appropriate form. This form must obtain the approval of the following offices: Finance and Financial Aid. The student must deliver the form signed at the Registry Office. A "W" appears in the student's record. The institution must apply an administrative charge of \$ 100.00 for withdrawal.

#### **Administrative Withdrawal**

The institution may apply an Administrative Withdrawal to any student whose absences do not have justifications, dropping out of courses, did not return to class, academic deficiencies or discipline situations. If the student doesn't complete an official withdrawal, the last day of academic events attendance will be used by institutions for purposes of determining an administrative withdrawal. The date for determining the administrative withdrawal is in on or before the end of the semester that will be includes 14 calendar days since the student first academic events attendance absence.

The Administrative Withdrawal caused by discipline situations are recommended by the Director. The Administrative Withdrawals caused by absences without justification are recommended by the teacher, after retention efforts are made. The Administrative Withdrawal caused by academic progress or abandonment of class is to be recommended by the Registrar. The institution must apply an administrative charge of \$100.00 for withdrawal. A "WF" will appear in the student's record.

### **Transcripts**

Any course taken within the educational program by the student while attending Caribbean Aviation Training Institute is recorded officially in the student's transcript by the designated Officer in the institution. Once they graduate or there is an interruption of studies the application for a transcript will have a cost of \$10.00 each.

Requests for transcripts or diploma must be submitted to the Registrar a week in advance, where the student must state the name of the institution or person and address where it is to be sent. The same will be sent in a sealed envelope directly by the institution. The institution will not provide or send a transcript or diploma of any kind, if the graduated student has not met his financial obligations. If a student loses his diploma they may request a duplicate after having paid the charge for this service.

### **GRADUATION DIPLOMA**

Honor Students: Those students who obtain a final average of 4.00 – 3.90 will be classified as students of High Honor. Those obtaining an average 3.89 to 3.50 will be of Honor.

Students who finish with 2.00 or higher will receive a DIPLOMA crediting them as graduated in the area chosen.

All students will receive grades for each course taken reflecting their daily participation, quizzes, tests, mid and final exams, projects and tasks. The sum of all the selected ones by the professor will be the final grade in each area. It is the right of all students to be informed of their academic progress progressively, for that reason; a mid-term grade will be given halfway during the course. Grades will be given twice per course the second one being the final score. If the student is not in agreement with his evaluation, the student will be able to ask, in writing, a reevaluation with the academic director.

### **POLICY OF SATISFACTORY ACADEMIC PROGRESS**

The student must maintain a no smaller score of 1.00 in first 25% (1/4) of the time of study and to be increasing in proportion until reaching 1,50 in 50%

that is (1/2) of the time of study to managing to finish and to graduate with a no smaller score of 2.00. All students who do not obtain the minimum of SAP in a time indicated by the policy the student does meet satisfactorily their academic progress the established period, they will be placed in a probationary period during the next cycle.

The institution requires that all regular student shows academic satisfactory at the end of each evaluation period. The student should:

1. Complete grade within maximum time equivalent to 1.5 times the regular time.
2. Reach a minimum average point required of 2.00 (GPA) as shown in the following table:

**Table #1 for Educational Programs of 24 credits/900hours**

% Course Completion	25%	50%	75%	100%	125%	150%
Evaluation Period	6 Crd.	12 Crd.	18 Crd.	24 Crd.	30 Crd.	36 Crd.
Credits minimum Approved by cycle	6	12	18	24	30	36
Minimum average point accumulated	1.00	1.00	1.50	1.50	2.00	2.00

**Table #2 for Educational Programs of 16 credits/hours**

% Course Completion	25%	50%	75%	100%	125%	150%
Evaluation Period	4 Crd.	8 Crd.	12 Crd.	16 Crd.	20 Crd.	24 Crd.
Credits minimum Approved by cycle	4	8	12	16	20	24
Minimum average point accumulated	1.00	1.00	1.50	1.50	2.00	2.00

The institution requires that student receives periodic evaluation every 25% of the educational program according to the tables above. If the student does meet satisfactorily their academic progress the established period, they will be placed in a probationary period during the next cycle. If they pass it, the probationary status will be eliminated. If not they are subject to loose their financial aid eligibility. The institution delivers a copy to the student of the progress record and keeps the other in the student file. The file copy is adequate evidence that shows the standards related to the satisfactory or non satisfactory progress.

## **POLICY TOWARDS INCOMPLETE COURSES**

It is our policy for all students to take quizzes, tests, special projects, laboratory assignments and any other skill testing the professor gives. These duties will be made within the established date limits in the established academic curriculum. If the student does not fulfill the work assigned by the professors in the respective classes and by the corresponding dates, the student will receive the provisional note of, Incomplete (I). In order to remove this provisional note, the student will have to present/display the incomplete tasks to his professor. This will give the authorization to the professor to remove the "Incomplete". This incomplete provisional grade of (I)

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will have to be removed within ten (10) business days from the notification on the part of the professor or in the date stipulated in the academic calendar. If the make-up work is not done during the established period of time, then the same will become an (F). The student who does not fulfill the requirements of his training program during his academic period will have the opportunity to replace it within 1.5 of the required time or within the next academic period. We do not have remedial nor Summer School type courses.

## **PROBATIONARY POLICY**

Besides the time limits established by the institution, the US government establishes a limit to the eligibility period to receive federal funds for studies. This limit depends on the duration of the program of selected studies by the student. Student on the first (1<sup>st</sup>) academic probation retains their eligibility for financial aid, except when they do not meet the requirements of the maximum time established by the institution or by the federal government.

All students who are deficient or in Unsatisfactory status because they could not meet an average grade or the percentile (%) of attendance and/or suspension because of bad conduct, they will have the opportunity to correct it within the next 4 weeks. The evaluation will consist of part classroom covering his academic progress and/or attendance and/or its responsibility of good behavior. The probationary period and the conditions of time limits agreements will be done in writing. At the conclusion of the probationary period, if the student has corrected the probationary items, their records will then reflect their return to Satisfactory status in writing. If they do not pass the probation period an Administrative Withdrawal will be issued in writing and the reimbursement policy will be applied to him. A second probationary period for the same class within the same academic calendar will not be offered. The course will have to be repeated or enroll in another one of our programs in the next session of studies.

## **ATTENDANCE AND LEVE OF ABSENCE (LOA)**

Attendance is mandatory for all students in a class or other academically-related activity for each educational program. Academic activities for the school take academic attendance include, but are not limited to, class attendance. The school use to take attendance activities other than class attendance to document and the examples of other types of academically-related activities currently include: taking tests; turning in papers or other assignments; computer-assisted instruction; academic advising, counseling, or conferences; tutorials; and participation in school-assigned study groups a last date of attendance.

The school defines "academic attendance" and "attendance at an academically-related activity." These terms include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;

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- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

If the student needs to leave the institution for any situation that allows him to attend classes daily as they are: pregnancy, death in the direct or indirect family, illness or illness of a direct or indirect family member, military, jury, trial in court, natural disaster, homeless, all circumstances must be with necessary documentation to evidence and give merit to the situation that presents all the licenses should require the registration officer a long leave of absence "LOA". The sum of the permits may not exceed 180 days in a period of 12 months during the Program. The student must complete the form during the interview on his license application and deliver it to the Office of the Registrar. The student will not return to the institution on the indicated date of return on the license "LOA" will proceed to make the administrative withdrawal.

The Institution will proceed to administratively withdraw all students who are absent for an extended period of 14 consecutive days from the last academic attendance event or the last date of attendance to class and the reimbursement of any federal funds will be made no later than 45 calendar days from the withdraw has been determined.

## **COMPLAINTS**

The students of Caribbean Aviation Training Institute, Inc. have the right to complaint if in their opinion they understand their rights have been violated or limited. All administrative or educational complaints must be registered with the Academic Assistant for processing by the corresponding office. If the same cannot be resolved, it will be referred the Executive Director. The Executive Director will have to present to a committee made up of a student representation, a faculty member and the Administrator. The committee will emit a report with the respective recommendations to the Executive Director. The decision of the committee could be reconsidered, if necessary, by the President and at the request of the complained student. The decision of the President will be definitive.

## **COMPLAINT PROCEDURE**

The students, employees or people who may have a complaint about the educational or administrative services with the professors and/or employees of the institution will be able to submit a complaint in writing to the director or the area supervisor of the institution. In this complaint, the person should

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indicate all the information related to the problem, including when and where the situation may have happened, if it applies.

The director or the supervisor should meet all the parties involved and give an answer to the person in writing within (15) working days from the date of the complaint.

If the person is not satisfied with the complaint's decision, he will be able to appeal to the institution Administrator in writing within the next (15) working days from the letter of the institution's supervisor. The Administrator will evaluate the situation with all the parties and will answer the person complaining in writing within the (15) working days after submitting the appeal. If the person complaining understands that his complaint has not been resolve he could write to: Attn Executive Director, Caribbean Aviation Training Institute, P.O.Box 810300, Carolina, P.R. 00981-0300

### **COMPLAINT PROCESS/ CONFLICT RESOLUTION**

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 considered by the Commission must be in written form, with permission form the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302, Arlington, VA 22201  
(703) 247-4212 ACCSC website <http://www.accsc.org/>

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director.

### **APPEALS**

All students have the right to appeal any decision or to complain about any situation that they understand has violated their rights. The student will put in writing any issues or complaints in the form that is provided by the administration. They will follow the steps outlined in that document. All complaints or issues will be answered within 5 school days after its date of appeal. The institution will then have 10 school days to respond and to communicate it to the student. If necessary the complainant will be interviewed by a committee and attempt resolution of the issue. If after the interview the committee cannot not reach a decision, the Academic Director will make a final decision. This decision will be final.

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## CANCELLATIONS AND REFUND POLICIES

The intent of the cancellation and refund policy is to ensure each student or applicant receives fair and equitable reimbursement conditions.

### **Cancellation by the student or applicant & reasons:**

The Student must notify in writing any cancellation or withdrawal. The Institution will require those who are minors that the cancellation or cancellation is made by the parents or guardians. However, the Institution reimburses the student or its source of financial aid all money not earned by the institution depending on the percentage that applies after the calculation of reimbursement used for that purpose although the student has or not notified their cancellation or withdrawal. Therefore, the Student will not be penalized if he does not send the notification in writing. The student be refunded all monies paid if requested within three days after signing an enrollment agreement and making an initial payment (Section I (D)(4)(b), Substantive Standards, Standards of Accreditation). The school refund to the student all monies paid if the student cancels within 3 days, regardless of whether or not the student has started attending classes. Applicants who have not visited the school prior to enrollment have the right to cancel without penalty if the cancellation is made within three business days after attending the orientation process or having visited the school and inspecting the equipment. If an applicant requests a cancellation after the third (3) day of signing the enrollment contract and has made an initial payment, but before beginning the course, you will be refunded all monies paid less the admission fee of \$150.00.

Any student who withdraws voluntary or administrative will have a \$100.00 administrative fee.

**Rejected** - An applicant rejected by the institution is entitled to a refund of all money paid.

**Cancellation** - Any money paid by an applicant will be reimbursed if so requested, during the first three days.

**Other cancellations** - If an applicant requests a cancellation after the third (3) day of signing the enrollment contract and has made an initial payment, but before beginning the course, you will be refunded all monies paid less the admission fee of \$150.00. An applicant who has not signed the contract studies will have opportunity to cancel without any penalty during the first three days after attending a regular orientation.

**Cancellation of course by the institution** - If the institution cancels a educational program before the scheduled start date, the institution will reimburse all monies paid by the student. If the institution cancels a

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educational program after starting the same, and within a period not exceeding 15 days, the institution will issue a full refund to the student.

### **Student Reimbursement Time Limits**

Any money owed to the applicant or student will be repaid within 14 days after the date of cancellation, if withdrawals from the date of the return of federal funds and / or state (the institution has 14 days to determine the withdrawal and 45 days from that date for the return of funds), or the date reflected on the student's ledger.

### **Termination Policies**

The student may be suspended or expelled from the Institution if he / she does not comply with the established academic progress norms, if he / she manifests aggressive behavior or disturbs the peace at some time, if he / she does not attend classes regularly, or if he / she does not fulfill his / her financial commitments with the Institution.

The institution reserves the right to cancel or terminate this enrollment agreement if student incur on one or more of the following situations:

- Not maintaining satisfactory academic progress towards obtaining their diploma for the second time consecutively
- Not complying with Financial Payment Plan
- Not having a minimum quorum of students enrolled in which case the institution will notify the student and all monies refunded
- The student does not follow or comply with regulations prescribed by the institution
- Destruction of Institutional properties
- Failure to meet by State or Federal requirement requiring course completion
- Not complying with Rules and Regulations established by the Institution including use, possession and distribution of drugs and alcohol

Violation of any of the above items will be cause for termination and withdrawal reimbursement policies will be in effect.

### **Leave of Absence**

If the student needs to leave the institution by extremes circumstances such as: pregnancy, death in the family, illness and other, the Registrar may issue a leave of absence "LOA". The amount of the permit may not exceed 180 days during the course. The student must complete the form and deliver it to Registrar Office. If the student does not return to the institution on the date

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specified in the "LOA" the Registrar should determine as an administrative withdrawal. The Institution procedures required that every student who is absent for an extended period more than 14 consecutive be determined as an administrative withdrawal.

### **Types of Withdrawal**

**Voluntary Withdrawal:** The official cancellation or withdrawal process will be to notify the registrar's office of student intention to voluntarily withdraw, by certified mail, email and / or by completing the official cancellation form (or withdrawal form) at the registrar's office. However, the institution will process an official voluntary withdrawal of the student by notifying the financial aid assistance office to make the corresponding withdrawal calculation worksheet and make the appropriate reimbursements if they apply as established by the federal refund policy (pro-rata) no later than 45 calendar days to the source or the subsidiary or the money paid by the student within a payment period. To voluntary withdrawal, the student must submit their written withdrawal request, specifying the reasons to the registrar's office. The student will be interviewed to make the official withdrawal. If minor, the withdrawal request must be signed by the parent or guardian. The effective date of a voluntary withdrawal for the purpose of reimbursement will be the last date of attendance on which the student attended classes. Refunds will be made within the next 45 days Federal Government requirement 34CFR 668.22 (c) (2) (ii) from the last date the student attended classes.

**Administrative Withdrawal:** Any student who fails to attend for a period of 14 consecutive days to classes without requesting permission or leave to be absent will proceed with an administrative withdrawal for absenteeism, the last day of attendance will be the last academic event or the last day present of the student in regular classes registered by the student. This administrative withdrawal will be determined within the payment period no later than the end of the semester and will proceed to make the refund (if applicable) within the next 45 days from the date of determination of the withdrawal. In this case, a WF will be recorded or the academic average that accumulated until the last academic event in the student's file. This grade will be considered final and will be added when determining the general index of the student Federal Regulation 34CFR 668.22.

**There will be an administrative charge of \$ 100.00 or 5% of the total education expense, whichever is less, for Voluntary Withdrawal or Administrative Withdrawal.**

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## Return of Federal or Non Federal Funds Policies

### Return of Funds for Students not attending the Institution

In accordance with Post-secondary education law, the Institution has established a refund policy (better known in English as HEA 1998 amendment) based on the financial aid or amount earned. This policy establishes that the percentage earned is the total obtained from either the amount of the student financial aid program received, multiplied by the percentage assisted payment period or Institution formalized the student withdrawn process. This policy takes effect if the withdrawn or last attendance day occurred within or before 60% of payment period or registered day. If withdrawn is after 60%, the Institution has the right to keep 100%. The following procedures are followed to calculate student withdrawn: The total number of weeks credits / hours in the payment period for which registration has been awarded the funds, divided between the weeks credits / hours scheduled to be completed in the period until the last day of attendance. The percentage of hours scheduled to be completed is determined by the regulations of the Department of Education. If a student doesn't formally withdraw agree to the return of funds policy as established, the last day of attendance will be determined by the institution for purposes of reimbursement.

The return of federal funds will take place no later than 45 calendar days from the determination date, and will be in direct proportion to their original contribution.

If a student withdraws or is separated from the Institution, both the Institution and the student may be required to return some portion of the federal funds awarded to the student. The student may also be eligible to receive a refund of a portion of tuition fees or payments to Caribbean Aviation Training Institute, Inc. for the semester. If the student received federal financial assistance of title IV, state or institutional, a portion of the refund will be returned to the financial aid or source of origin from which the financial assistance was received. If a student is withdrawing, he / she must visit the Office of the Registrar to complete a form entitled "Notification of withdrawal", in order to begin the process of withdrawal.

a. Any student who is from an academic program who begins a period of classes and the student signs his / her voluntary withdrawal form will become a voluntary withdrawal. The date on which the student begins the voluntary withdrawal process will become the date of withdrawal or last day of attendance. The number of days elapsed from the pay period up to the withdrawal date divided by the number of days of the academic payment period, will result in the percent (%) of the withdrawal within the semester.

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**Example:**

A student whose withdrawal has elapsed 60% or more of the payment period in calendar days will be charged 100% of the billed charges. If the withdrawal shows that 59% or less of the calendar days of the payment period have elapsed, the prorated (%) will be charged in relation to the cost of the payment period.

b. The institutional reimbursement policy of the Caribbean Aviation Training Institute, Inc., is established to calculate the corresponding reimbursement of institutional charges and financial aid received for students or payments made by the student. The federal formula for the return money dictates that the amount of the payment that has been made up to the duration of the billing or enrollment period, that if the percentage calculated is less than or equal to 59%, it is to be reimbursed to the financial aid applied or to the student. . The student could receive a reimbursement of the charges if he is who pays his studies and does not receive financial aid of title IV. The amount of the reimbursement of the charges will be the corresponding to the calculated percentage if applicable and if the percentage is not greater than 60% because in this percentage there is no reimbursement at Caribbean Aviation Training Institute, Inc.

Following the reimbursement policy of Caribbean Aviation Training Institute, Inc. students who request a voluntary withdrawal or school proceed with an administrative withdrawal after the calculation of withdrawal will receive a refund it if apply or will be reimbursed to sources of financial aid of title IV that apply prorated of the costs of registration and tuition applied to the period of billing or of registration. The Return of Federal or Non Federal Funds Policies of Caribbean Aviation Training Institute, Inc. is according to the following table.

Academic Events Attendance percentage	10% or less	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	More than 60%
Percentage of refund	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	0%

The reimbursement will be processed in 45 calendar days and is determined by the withdrawal date.

c. The federal formula requires the return of funds to the Financial Aid Programs or payments made by the student, when the total withdrawal is before or no later than 60% of the billing period. The percentage of payments to be returned will be equal to the number of calendar days included in said period. Scheduled breaks

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exceeding four (4) days are excluded from the count.

d. If there are funds to be reimbursed after having reimbursed the corresponding federal aids, these will be used to reimburse external or additional aid and / or sources of origin in proportion to the amount received, provided there is no debt at the time of withdrawal. If there is debt, all the aids or credits from the various sources will be applied to said debt before reimbursing the student. Under the Caribbean Aviation Training Institute, Inc., the reimbursement must be made within the next forty-five (45) calendar days from the date in which the withdrawal is determined and after the calculation of the withdrawal.

e. If the student is disbursed a surplus check due to a credit balance in his account before the total withdrawal, he may be required to reimburse all or part of these funds, in case the student requests a withdrawal total.

F. Spreadsheets used to determine the amount of reimbursement or reimbursement to Federal Funds or payments made by the student will be available upon request of the student at the Financial Aid office.

### **Not-earned Funds Refund**

The Institution will refund whichever is less of the following:

- ✓ The amount of funds not - earned by student
- ✓ The amount of student Institutional cost for that period multiplied by the amount of not - earned funds.

### **Order in which Funds will be Refund**

Refunds will be refunded based on following priority:

- ✓ Unsubsidized FFEL/Direct Stafford Loan
- ✓ Subsidized FFEL/Direct Stafford Loan
- ✓ Perkins Loans
- ✓ FFEL/Direct PLUS
- ✓ Pell Grant
- ✓ Federal SEOG
- ✓ Sate Grant (Superior Education Counsel)
- ✓ Others (State Agencies, Vocational Rehabilitation Department, WIA Programs, Consortiums, ASIFAL)
- ✓ Student

### **Excluding FWS funds (Federal Work Study)**

Financial Aid Fund of FSEOG or CESPR subject to the availability of funds and whether the student qualifies.

## **PLACEMENT**

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The current curriculums provide students, candidates to graduation, the opportunity to develop the skills to find employment in their area of specialty. The office of placements has as main function prepare activities to assist students in finding employment. The office provides guidance and assistance necessary for students to compete in the workplace. This collaboration is not in any way a commitment to provide employment to the student, but will help in efforts to own this issue, because getting a job is determined by many other factors. THE INSTITUTION DOES NOT GUARANTEE EMPLOYMENT TO ANY STUDENT.

## BEGINNING AND COMPLETION OF THE EDUCATIONAL PROGRAMS

The dates of beginning and completion of the programs are flexible and vary in agreement with the amount of applicants and the availability of the physical facilities. The same ones are notified to the applicants during the matriculation process. The institution reserves the right to postpone or to cancel the beginning of programs previous notification to the students.

### School Calendar

Caribbean Aviation Training Institute, continues a program of academic calendar for admission of students in various courses offered, which extend to complete the hours required. It creates a recess in the Christmas period according to the closure of the school's public education system in Puerto Rico. There are holidays officially established.

## CALENDAR YEAR 2017/2018/2019

DATE 2017	OCCASION 2017	DATE 2018	OCCASION 2018	DATE 2019	OCCASION 2019
January 1	New Year's Day	January 1	New Year's Day	January 1	New Year's Day
January 6	Three Kings Day	January 6	Three Kings Day	January 6	Three Kings Day
January 16	Martin Luther King	January 15	Martin Luther King	January 21	Martin Luther King
February 20	President's Day	February 19	President's Day	February 18	President's Day
April 13/14	Good Thursday/Good Friday	March 29/30	Good Thursday/Good Friday	April 18/19	Good Thursday/Good Friday
May 29	Memorial day	May 28	Memorial day	May 27	Memorial day
July 4	Independence Day	July 4	Independence Day	July 4	Independence Day
July 25	Commonwealth Constitution Day	July 25	Commonwealth Constitution Day	July 25	Commonwealth Constitution Day
September 4	Labor Day	September 3	Labor Day	September 2	Labor Day
October 9	Columbus day	October 8	Columbus day	October 14	Columbus day
November 11	Veteran's Day	November 11	Veteran's Day	November 11	Veteran's Day
November 19	Puerto Rico Discovery Day	November 19	Puerto Rico Discovery Day	November 19	Puerto Rico Discovery Day
November 23	Thanksgiving Day	November 22	Thanksgiving Day	November 28	Thanksgiving Day
December 25	Christmas Day	December 25	Christmas Day	December 25	Christmas Day
January 1	New Year's Day				

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**Caribbean Aviation**  
Training Institute, Inc.  
*Preparing professionals for the travel industry*  
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## EDUCATIONAL PROGRAMS, COURSES & SILLABUS ACCREDITED BY ACCSC FROM 10/19/2016

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Program Title: **Airframe & Powerplant (Aircraft Maintenance)**

Credits/Hours: 24 credits / 900 Hours

Program Code: AMAP

### **Description**

Airplanes is one of the most widely used transport on the world, and is the fastest both domestically and internationally allowing us to achieve our Business traveling, tourist, or of any kind. It allows us to be near our relatives, conduct business all over the world, for national defense or as to rescue victims in special situations or for simply pleasure travel, transporting millions of passengers annually.

Aircrafts must work to perfection needing constant maintenance work at all stages performed by a well-trained staff able to master the fundamentals of the airframe and powerplants efficiently and effectively.

Today, aviation is the safest mode of transport in the world. Part of the safety record can be attributed to the efforts of mechanics, assistants, technicians, engineers, and managers who work in the field of aviation maintenance.

### **Objective**

The purpose of this program is to introduce the student to the basic knowledge, concepts, skills, and attitudes of aircraft maintenance. The training emphasizes and discusses the fundamentals that will allow the participants to determine to what extent they are ready to continue a career as an aircraft mechanic, by studying the topics that will complement the course such as:

- Fundamentals and vocabulary of aircraft mechanics.
- Federal Regulations (FAA) of the procedures that apply to the aircraft mechanics, Aircraft classification systems,
- Codes that apply to the aviation mechanics.
- Broad understanding of General, Airframe and Powerplant procedures
- Create the best candidate for Aircraft Maintenance Assistant position possible in order to acquire his practical experience required by law.

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This study program will be looking at maintenance engineering and management as an integrated whole of the details of these topics:

- ✓ Fundamentals of Maintenance (General)
- ✓ Technical Services
- ✓ Maintenance and Material Support
- ✓ Oversight Functions
- ✓ Aircraft Systems and Welding
- ✓ Airframe and Powerplant troubleshooting

Training or study course integrates development process of teaching and learning theory and intensive practice for each subject or topic that applies as educational strategy.

This program covers the duties and responsibilities of the technical experts in an entry level position in aviation maintenance, because include the solution of difficult problems and performs investigations of maintenance problems noted by mechanics or by personnel from quality control and quality assurance organization in the airport: FAA or IATA or ICAO.

Goals of a maintenance program (A goal is where you want to be)

- To deliver airworthy vehicles to the flight department in time to meet the flight schedule.
- To deliver these vehicles with all necessary maintenance actions completed or properly deferred.

### **Program Specific Objectives**

And objective is the action or activity you employ in order to help you achieve a specific goal. (Then objective is how you plan to get there).

1. Understand fundamentals and aircraft mechanics terminology to refer to parts of the aircraft.
2. Understand and apply (FAA) Federal regulations that apply during the execution of any activity in the repair or aircraft mechanics.
3. Classify aircrafts in accordance with FAA established protocol.
4. To work with an attitude of commitment and social responsibility.
5. To ensure the realization of the inherent safety and reliability levels of equipment.
6. To restore safety and reliability to their inherent levels when deterioration has occurred.
7. To obtain the information necessary for adjustment and optimization of the maintenance program when these inherent levels are not met.
8. To obtain the information necessary for design improvement of those items whose inherent reliability proves inadequate.

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9. To accomplish these objectives at the minimum total cost, including the cost of maintenance.
10. To create and develop an entry-level candidate to assist in Aviation Maintenance Programs.

**Curricular Outline and Time Distribution**

Program: A M A P    24 Credits/Hours 900    10months    40weeks

Semester	CODE	UNIT DESCRIPTION	THEORY	T HRS	LAB	T HRS	INTER	T HRS	CREDITS	TTL HRS
I		<b>First Semester</b>								
	GENL 101	Introduction, objectives; Airport Operations; Basic Mathematics, Physics, Electricity and Aircraft Drawings	3	112.5	0	0	0	0	3	112.5
	GENL 102	Familiarization with Weight and Balance, Materials and Processes, Corrosion Control, Fluid Lines and Fittings	2	75	1	37.5	0	0	3	112.5
	GENL 103	Ground Operations and Ramp Servicing, Regulations and Technical Publications, Privileges and Limitations, Tools	2	75	1	37.5	0	0	3	112.5
	WELD 101	Safety precautions, descriptions and procedures of various types of welding processes	2	75	1	37.5	0	0	3	112.5
		<b>Total Term</b>	<b>9</b>	<b>337.5</b>	<b>3</b>	<b>112.5</b>			<b>12</b>	<b>450</b>

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II		Second Semester								
	AIRF 101	Details the subjects associated with aircraft structures including aerodynamics, and hydraulics and pneumatic systems. Metallic and non-metallic structures	2	75	1	37.5	0	0	3	112.5
	AIRF 102	Systems covers electric, fuel, ice and rain control, cabin atmosphere, fire protection & inspections	2	75	1	37.5	0	0	3	112.5
	PWRP 101	Review of theory and construction engine systems, APUs, anti-icing, glossary and definitions	2	75	1	37.5	0	0	3	112.5
	PWRP 102	POWERPLANT review of engine lubricating systems, charts, radial-turbine, reciprocating- and propeller engines	2	75	1	37.5	0	0	3	112.5
<b>Total Term</b>			<b>8</b>	<b>300</b>	<b>4</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>450</b>
<b>Total Crd/Hrs</b>			<b>17</b>	<b>637.5</b>	<b>7</b>	<b>262.5</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>900</b>

**First Semester PRINCIPLES OF AIRCRAFT MAINTENANCE (AMT General)**

**I GENL 101 112.5 hours 3 credits**

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**Introduction, goals and objectives; Basic Mathematics, Physics, Electricity and Aircraft Drawings**

This study program will provide the participant the ability to understand and discuss aircraft maintenance programs and its purposes in a conceptual and theoretical way. Knowledge of basic mathematics, physics and electricity as well as aircraft drawings is included.

**II GENL 102 112.5 hours 3 credits**  
**Familiarization with Weight and Balance, Materials and Processes, Corrosion Control, Fluid Lines and Fittings**

This study program covers the duties and responsibilities in understanding, practicing and troubleshooting the above mentioned aircraft systems.

**III GENL 103 112.5 hours 3 credits**  
**Ground Operations and Ramp Servicing, Regulations and Technical publications, Tools and Entering the Field of Aviation Maintenance**

This study program covers the duties and responsibilities in understanding, and comprehending the above mentioned Maintenance Publications.

**IV WELD 101 112.5 hours 3 credits**  
**Safety precautions, descriptions and procedures of various types of welding processes**

Definitions, Descriptions, Terminologies, handling and processes for

- Tungsten Arc Welding, High Tensile Strength Steel,
- Weather proof Steel, Heat-Resistant Low-Allow Steel,
- Stainless Steel, Hardfacing,
- Cast Iron, Nickel-Based Alloy, Highly Efficient Welding Processes

**Second Semester AMT Airframe and Powerplant**

**V AIRF 101 112.5 hours 3 credits**  
**AIRFRAME STRUCTURES – details with subject associated to aircraft structures such as aerodynamics, hydraulic and pneumatic systems. Includes metallic and non-metallic structures and their assemblies.**

Extensive review of aircraft structures fully describing different metallic and non-metallic structures, fasteners, sheet metal repair, joints and welding. Also covers painting, assembling and rigging controls, hydraulic and pneumatic power systems as well as landing gear assemblies and all its components.

**VI AIRF 102 112.5 hours 3 credits**  
**AIRFRAME SYSTEMS - covers aircraft electrical, fuel, ice and rain and cabin atmospheric control systems, fire protection and inspections.**  
This course will present and explain aircraft electrical systems, power circuits, installation and troubleshooting. Also covers fuel systems, types, tanks, pumps, plumbing and others. Aircraft instruments such as pitot static systems, aural warning systems as well as, anti-icing, fire protections systems and aircraft inspections are explained.

**VII PWRP 101 112.5 hours 3 credits**  
**Review of the development of aircraft RECIPROCATING engines, APUs and its instrumentation, glossary and definitions.**  
This study program will explain the theory and construction of RECIPROCATING engines including lubrication, fuel metering, induction, ignition, cooling systems. Starting and exhaust systems, propellers, operation and maintenance are also included.

**VIII PWRP 102 112.5 hours 3 credits**  
**Review of the development of aircraft TURBINE engines, APUs and its instrumentation, glossary and definitions.**  
This study program will explain the theory and construction of TURBINE engines including lubrication, fuel metering, induction, ignition systems. Starting and exhaust systems, propellers, operation and maintenance are also included.

Today, aviation is the safest mode of transport in the world. A considerable part of that safety record can be attributed to the efforts of mechanics, technicians, engineers, and managers who work in the field of aviation maintenance.

This course covers the knowledge needed to be able to work fulfilling the duties, skills and responsibilities of the technical experts of aviation maintenance, This program also includes problem resolution and performs investigations of airframe maintenance issues noted by mechanics or by personnel from quality control and quality assurance organization in the airport such as FAA, ICAO, EASA or the Airline Maintenance Department.

**Methodology: “Learning by doing”**



Use the method: inductive/deductive. Sustained by the following techniques:

- ✓ Conference, daily lecture studied by students
- ✓ Demonstrations: problems solution
- ✓ Assignment and projects
- ✓ Intensive practice to make up or prove the skills
- ✓ Visits to hangars with maintenance work in progress
- ✓ Others

### **Classroom Materials and Equipment**

- (1) Materials
  - (a) Colored markers
  - (b) Spiral notebooks and notepads
  - (c) Ballpoints and pencils
  - (d) Videos, Internet references and YouTube
  - (e) Aviation magazines and reports
- (2) Equipment
  - (a) HD projector
  - (b) Whiteboard and eBoard
  - (c) Slides and pictures of subject matter
  - (d) PC with speakers
  - (e) Soldering and welding equipment

### **Evaluation: Progress-indicated**

#### **Criteria:**

✓ Assist	0	-	100%
✓ Test	0	-	100%
✓ Portfolio or Final Test	0	-	100%
✓ Special Project	0	-	100%

#### **Score:**

0	-	59 %	F
60	-	69 %	D
70	-	79 %	C
80	-	89 %	B
90	-	100 %	A
Drop	-		W
Incomplete	-		I

### **Texts**

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Tel: 787.253.2030 [www.caribav.com](http://www.caribav.com) [admin@caribav.org](mailto:admin@caribav.org)

Aviation Maintenance Technician Handbook – General (2008) FAA-8083-30  
U.S. Department of Transportation, Federal Aviation Administration, Airmen  
Testing Standards Branch, AFS-630, P.O. Box 25082, Oklahoma City, OK 73125

Kobelco Welding Handbook, Kobe Steel, Ltd. Welding Company, Japan via  
Google.com

Aviation Maintenance Technician Handbook – Airframe (2012), Vol.1, FAA-  
8083-31  
U.S. Department of Transportation, Federal Aviation Administration, Airmen  
Testing Standards Branch, AFS-630, P.O. Box 25082, Oklahoma City, OK 73125

Aviation Maintenance Technician Handbook – Airframe (2012), Vol.2, FAA-  
8083-31  
U.S. Department of Transportation, Federal Aviation Administration, Airmen  
Testing Standards Branch, AFS-630, P.O. Box 25082, Oklahoma City, OK 73125

Aviation Maintenance Technician Handbook – Powerplant (2012), Vol.1-2, FAA-  
8083-31

Program Title: **Avionics Technology**

Credits/Hours: 16 credits / 600 Hours

Program Code: AVTEC

### **Description**

Airplanes is one of the most widely used transport on the world, and is the fastest both domestically and internationally allowing us to achieve our Business traveling, tourist, or of any kind. Allow us to be near our relatives, communicate with people all over the world, for national defense or as to rescue victims in special situations or for simply pleasure travel, transporting million passengers annually around the world.

The aircraft with all of its components and instruments must work to perfection needing constant maintenance monitoring at all stages with a well-trained staff able to master not only the fundamentals of the mechanics of aircrafts but, also, Aircraft Navigation Systems, Aircraft Instruments, Aircraft Electric systems and its wiring and be able to operate efficiently and effectively.

Today, aviation is the safest mode of transport in the world. A considerable part of that safety record can be attributed to the efforts of mechanics, assistants, technicians, engineers, and managers who work in the field of aviation maintenance.

### **Objective**

The purpose of this program is to introduce the student to the basic knowledge, concepts, skills, and troubleshooting of Aircraft Navigation Systems. The training emphasizes and discusses the fundamentals that will allow the participants to determine to what extent they are ready to continue a career to technically support the aircraft mechanic, by studying the topics that will complement the course such as:

- Electronic Circuits, Semi-Conductors and Micro-Processor Systems.
- Avionics Installation and Electrical Power
- Aircraft Navigation Systems.
- Codes that apply to the aviation mechanics.
- Broad understanding of Electronic Flight Management Systems
- Create an entry level candidate for Aircraft Maintenance Assistant and/or Avionics Technician position possible in order to acquire his practical experience and A&P license.

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This study program will be looking at electronic maintenance engineering and management as an integrated whole of the details of these topics:

- ✓ Fundamentals of Maintenance (General)
- ✓ Technical Services
- ✓ Maintenance and Material Support
- ✓ Oversight Functions
- ✓ Aircraft Instrument Calibrations
- ✓ Harness Constructions IPC & J Standards
- ✓ Aircraft Electronic Systems (analog and digital)
- ✓ Avionics troubleshooting

Training or study course integrates development process of teaching and learning theory and intensive practice for each subject or topic that applies as educational strategy.

This program covers the duties and responsibilities of the technical experts of assistance of the aviation maintenance, because include the solution of difficult problems and performs investigations of maintenance problems noted by mechanics or by personnel from quality control and quality assurance organization in the airport: FAA or EASA or ICAO.

#### Goals of a maintenance program

- To deliver airworthy vehicles to the flight department in time to meet the flight schedule.
- To deliver these vehicles with all necessary maintenance actions completed or properly deferred.

#### **Program Specific Objectives**

And objective is the action or activity you employ in order to help you achieve a specific goal. (Then objective is how you plan to get there).

1. Understand fundamentals and aircraft mechanics terminology to refer to parts of the aircraft.
2. Understand and apply (FAA & FCC) Federal regulations that apply during the execution of any activity in the repair or troubleshooting for aircraft mechanics.
3. Understanding of aircrafts navigational aids in accordance with FAA and FCC established protocol.
4. To work with an attitude of commitment and social responsibility.
5. To ensure the realization of the inherent safety and reliability levels of equipment.

6. To restore safety and reliability to their inherent levels when deterioration has occurred.
7. To obtain the information necessary for adjustment and optimization of the maintenance program when these inherent levels are not met.
8. To obtain the information necessary for design improvement of those items whose inherent reliability proves inadequate.
9. To accomplish these objectives at the minimum total cost, including the cost of maintenance.
10. To create and develop an entry level candidate to assist in Aviation Maintenance Programs.



**Curricular Outline and Time Distribution**

Program: **AVTEC**      **16** Credits/Hours      **600**      **8** months      **32** Weeks

Semester	CODE	UNIT DESCRIPTION	THEORY	T HRS	LAB	T HRS	INTERN	T HRS	CREDITS	T HRS
<b>I</b>		<b>First Semester</b>								
	AVDN 101	Familiarization Flight, Engine, Communication and Navigation Instr.; Pressure Measuring, Pitot; Gyroscopes, Autopilot, Radio Nav, Antennas, ADF/RMI/ILS; Annunciator Systems; Installations and Markings; TCAS, WX Radar	2	75	2	75	0	0	4	150
	AVDN 102	Intro Advanced Avionics, PFD, Electronic Flight Instrument Systems, GPSS/RNAV, Waypoints, Aircraft Flight Mgmt Systems, Garmin /Honeywell Systems	2	75	2	75	0	0	4	150
		<b>Semester Total</b>	<b>4</b>	<b>150</b>	<b>4</b>	<b>150</b>			<b>8</b>	<b>300</b>
<b>II</b>		<b>Second Semester</b>								
	AVDN 104 (UAST 101)	Intro to UAS, Applications & Purpose, Aircraft types, Aerodynamics, Design Standards, Commercial use, VTOL vs. HTOL, Support and Repairs	2	75	2	75	0	0	4	150
	AVDN 105 (AVON 201)	Basic Electricity; Electronic Circuits, Digital Circuits, Fiber Optics, Electrical Connectors, Test Equipments, Microprocessor Systems FCC element 1,3,8	2	75	2	75	0	0	4	150
		<b>Semester Total</b>	<b>4</b>	<b>150</b>	<b>4</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>300</b>
		<b>Total Credit/Hours</b>	<b>8</b>	<b>300</b>	<b>8</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>600</b>

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**First Semester AIRCRAFT COMMUNICATION, NAVIGATION AND MANAGEMENT SYSTEMS**

- I AVON 101 150 hours 4 credits**  
**Introduction, goals and objectives; Flight, Engine, Communication & Navigation Instruments and others.**  
This study program will provide the participant the ability to understand and discuss all aviation instruments. Knowledge of analog, pressure measuring instruments and Pitot tubes. All communication and navigation instruments including collision avoidance will be covered.
- II AVON 102 150 hours 4 credits**  
**Familiarization and understanding of Electronic Flight Instrument Systems and Aircraft Flight Management Systems (FMS).**  
This course discusses the theory, the construction and the troubleshooting of Electronic Flight Displays. It also includes the explanation of all integrated supporting systems within the unit. This course also includes overall study of the aircraft FMS instrument and its functions. The importance of this aircraft system manager includes all electronic data processing instruments such as, ILS, GPS Steering, RNAV Approaches, Cockpit Weather Systems as well as Fuel Management Systems and others.

**Second Semester PRINCIPLES OF AVIATION ELECTRONIC SYSTEMS**

- III AVON 104(UAST 101) 150 hours 4 credits**  
**Familiarization and Understanding of Avionics Installation and Aircraft Electrical Power Systems, Aircraft Communication Systems and Aircraft Communications Address and Recording Systems (ACARS).**  
Extensive review of aircraft instrumentation and installation of all NAVAIDS. Also covers various alternatives to aircraft electrical systems, discusses digital communication systems including satellite based NAVCOMM instruments with ability for instant transfer of written data such as alternate flight plans, maintenance troubleshooting steps and others.
- IV AVON 105(AVON 201) 150 hours 4 credits**  
**Familiarization and understanding of Aircraft Electrical Power Systems, Basic Avionics and Installation, Semi-Conductors Devices, Materials and Processes**  
This study program covers the duties and responsibilities in understanding, practicing and troubleshooting the above mentioned aircraft systems. Includes transfer of information via digital circuits thru

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fiber optics therefore creating a new display through electronic aviation navigation instrument or “glass cockpits”. This high-tech environment instrumentation includes NavAids, Autopilot Concepts and Functions, ILS vs VOR, GPS Steering, RNAV Approaches, Cockpit Weather Systems as well as Fuel Management Systems and others.

Today, aviation is the safest mode of transport in the world. A considerable part of that safety record can be attributed to the efforts of mechanics, technicians, engineers, and managers who work in the field of aviation maintenance including aircraft navigation known as Avionics.

This course covers the knowledge needed to be able to work fulfilling the duties, skills and responsibilities of the technical experts of aviation maintenance, This program also includes problem resolution and performs investigations of airframe maintenance issues noted by mechanics or by personnel from quality control and quality assurance organization in the airport such as FAA, ICAO, EASA or the Airline Maintenance Department.

### **Methodology: “Learning by doing”**

Use the method: inductive/deductive. Sustained by the following techniques:

- ✓ Conference
- ✓ Daily lecture studied by students
- ✓ Demonstrations: problems solution
- ✓ Assignment
- ✓ Intensive practice to make up or prove the skills
- ✓ Visits to hangars with maintenance work in progress
- ✓ Others

### **Classroom Materials and Equipment**

- (1) Materials
  - (a) Colored markers
  - (b) Spiral notebooks and notepads
  - (c) Ballpoints and pencils
  - (d) Videos, Internet references and YouTube
  - (e) Aviation magazines and reports
  
- (2) Equipment
  - (a) Wide screen interactive eBoards
  - (b) Whiteboard
  - (c) Slides and pictures of subject matter
  - (d) PC with speakers





**Evaluation: Progress-indicated**

**Criteria:**

✓ Assist	0	-	100%
✓ Test	0	-	100%
✓ Portfolio or Final Test	0	-	100%
✓ Special Project	0	-	100%

**Score:**

0	-	59 %	F
60	-	69 %	D
70	-	79 %	C
80	-	89 %	B
90	-	100 %	A
Drop	-		W
Incomplete	-		I

**Texts**

Federal Aviation Administration (2010)  
 ADVANCED AVIONICS HANDBOOK ISBN FAA-H-8083-6

Aviation Maintenance Technician Handbook – Airframe (2012), Vol.2, FAA-8083-31

U.S. Department of Transportation, Federal Aviation Administration, Airmen Testing Standards Branch, AFS-630, P.O. Box 25082, Oklahoma City, OK 73125

**Student’s Behavior Rules**

**During the orientation process, on Day 1, new students are instructed on the Student Behavior Rules of Caribbean Aviation Training Institute. It contains the following rules of conduct:**

Each class begins exactly at the time posted on the schedule.

There will be several breaks including a recess of 30 minutes for lunch.

Students may not be out of the classroom or will be subject to suspension.

**CARIBBEAN AVIATION TRAINING INSTITUTE, INC.**

Student academic events attendance will be taken daily. Fourteen days (14) consecutive Academics Events absences constitute reason for suspension & withdrawal.

The student must complete their course within the time stipulated in the contract.

The institution may suspend a student for not complying with the satisfactory academic progress, violations to de enrollment agreement, a federal or state law, or misconduct other than displaying professional ethics, courtesy, good fellowship and mutual respect.

Any payment plan is a legal obligation of the student.

Any student who maintains any existing debt with the institution will not receive a diploma, certificate of graduation, transcript of credits or any other official document.

It is strictly forbidden to drink, eat or smoke inside the facilities of the institution and its surroundings except in the designated areas. The institution will maintain a drug-free environment. Every student is subject to random drug-testing.

It is strictly forbidden to circulate, solicit or sell any items or materials in the institution.

Children are not allowed in the institution.

Students must wear the official uniform of the institution while in the facilities. Every student must maintain a good appearance, health and hygiene.

Use of personal cell phones in the classrooms is prohibited.

Students must follow the rules and regulations of third parties during their practical labor experience.

### **Statements Non-discrimination clause**

Caribbean Aviation Training Institute does not discriminate on grounds of race, color, age, sex, religion, social status, mental or physical disability, or political ideology. Caribbean Aviation Training Institute complies with the provisions of the Civil Rights Act of 1984, Title VI, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title VI and its 1972 amendments to the Education Act; the Age Discrimination Act of 1975, and with all

regulations of the Federal Department of Education and the Commonwealth of Puerto Rico.

### **Drugs and Alcohol Policy**

Caribbean Aviation Training Institute has an atmosphere of work and study safe of the manufacture, use, distribution, possession, sale or transportation of alcoholic beverages and controlled substances inside and outside the workspaces, physical facilities and grounds of the institution.

The policy is established to prevent illicit drug use and alcohol abuse and comply with the provisions set out in Section 2, Rules on Use and Abuse of Drugs and Alcohol.

According to the Community Schools Drug Free Act of 1989 # 10122 and the United States Department of Education school observe all the standards on the use and abuse of drugs and alcoholic beverages and applied it to administrative staff, faculty, students, advisers, consultants, independent contractors and anyone who directly or indirectly is relates to the institution (see the regulations on the use and illegal consumption of Controlled Substances and Alcohol Abuse).

### **Privacy Policy Act and Right to Privacy Documents**

The United States Congress approved a law applicable to all participating institutions of federal funds (" Educational Family Rights and Privacy Act 1973 and pursuant to the amendments Buckley), which establishes the right of students to the privacy of their records kept by educational institutions. The student applicant must provide written notice of its intention to review his records and submit their application at the office before the date on which interest to revise it. Those students who do not agree with the information contained in his file only through written consent of the student, the institution may disclose information about the student to third parties. The student must identify in its authorization:

- ✓ To Who can be disclose information
- ✓ What kind of information can be disclosed

The Privacy Act, Section 99.30, indicates that the institution can provide information and access to such records only to the following persons:

1. Institution's Officers, including teachers with legitimate educational interest.

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2. Section 99.37 (b) Page 1215 of the Act authorizes access to those records to Authorized Representatives that appears with permission of the General Controller of the United States, the Secretary of Health, Education and Welfare, the Education Commissioner of the U.S.; Secretary Assistant for health, education and social welfare and Educational authorities of the Commonwealth of Puerto Rico.
3. Any person officially connected with the application for student financial assistance and receipt of the same (99.30 section b) Page 1213). This will include external officials hired by the institution.
4. Any person or official of the commonwealth or municipal government, which specifically asked that such information will be supplied or use with the law of the commonwealth. The police officer must be fully identified and, furthermore, it is suggested that a copy of the letter, application or authorization to examine records to insert it in the student record. This will protect both, the institution and the Officer in charge against claims for alleged violations of the law.

### **Use of Social Security Number**

According with the Act #186 of September 1, 2006, the institution does not publish in any way the social security number of student on applications, planks and unofficial lists, lists of teachers, attendance sheets, files (excluding financial aid), student's number and grades registration of teachers or any other document that is not indispensable to prove.

### **Crimes and Emergency Reports Procedures**

Any emergency or crime occurred in the institution will be report as follows:

1. The student, employee or person concerned will report the incident to the Office the Academic Director and Director of Operation or a staff Administrative Officer. They will be responsible for contacting the Police Department or medical emergency. The Academic Director and Director of Operation shall maintain a record of each incident reported.
2. In the case of an emergency, shall be referred to the Police, Fire Department or an ambulance. Any emergency medical students inform the Academic Director and Director of Operation. In the case of a medical emergency of an employee, you must notify Academic Director and Director of Operation.
3. The following incidents must be reported to authorized representatives of the college; illegal appropriation or damage to vehicles, assault, physical

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assault, peace disturbance, sex crimes, illegal entry to campus, vandalism, domestic violence, sexual harassment and any incident affecting the normal operation school. Any incident involving discrimination by religion, race, politics, sex, gender, age, disability or any reason contrary to law, must also be notified.

4. You must keep records of all incidents reported and published the same information for the community school in September each year.

5. Every student and employee should follow the instructions of personnel security for their protection. The administrative staff denied access to college for people with alcohol, drugs, firearms or any other object that violates the student's rules. Any student, who commits rape, will be referred to the Office of Academic Director at the first time. Violations can result in a subsequent probation or expulsion from school.

6. The counseling office will offer lectures during the year to students and employees on the prevention of crime, sexual offenses and personal safety. Anyone interested can seek guidance and information on those topics.

7. People unauthorized cannot enter to institution; administrative staff should work in coordination with the Police of Puerto Rico.

#### **In the event of Sexual Assault**

Notify the incident to the Director. The institution is committed to manage the student aid for medical emergencies and give first aid. In addition, all aid will coordinate with the Helping Center for Victims of Rape (787-765-2285).

#### **Sexual Harassment Policy**

Sexual harassment is prohibited in the Institution. Anyone who understands is a victim of sexual harassment should contact the Office of the Director immediately.

#### **Student Right to Know and Campus Security Act Policy**

The Institution recognizes as interest the protection of the lives and security of all its members. Any institution that receives funds from Title IV programs has an obligation to provide information to every student on their retention and graduation. On the other hand, is also required to comply with the law known as "Crime Awareness and Campus Security Act of 1990", this requires the establishment of a policy that allows an atmosphere of study and work safe, free from risks, acts of rape and danger . It recognizes the right of students, prospective students and community to be informed about criminal acts that occurred within the Institution and keeps informed the community about the impact on the criminal agencies.

### **No Smoking Policy**

The institution prohibits the student community, smoking in enclosed spaces such as classrooms, offices, library, health services, etc.

To maintain the discipline and order necessary to avoid the violation of the right of classmates to study has established the following regulation. Any violation carries some sanction as already established in some of the parts of this catalog or others at the discretion of the directors or a committee appointed by them.

It is mandatory that all students wear their uniforms as required by the neighboring agencies.

All students are required to purchase their books and bring them daily.

Assistance and punctuality are essential. Any student who is absent, even for justified reasons, will be responsible for the material studied and must make arrangements to acquire it from a classmate or teacher, at the discretion of the latter and following the established policies. If you use any equipment, books or material from the institution, you must return it clean, complete and in good condition. All disposable material, especially the clinical laboratory (which is governed by health laws) should be disposed of as required, avoiding littering in the parking lot. Clinical laboratory students can not under any circumstances enter the laboratory without first disinfecting. At all times they will wear white and clean robes there.

You should avoid gatherings in the vicinity of educational facilities.

Under no circumstances will be allowed in the facilities of the institution obscene, vulgar vocabulary or other that threatens the best image of the institution. Violation of this rule may lead to expulsion.

Clothing that shows bellies, breasts and in the case of men will not be allowed in shorts will not be allowed in the vicinity of the institution.

The institution is not responsible for theft of personal effects or money between students, however if this happens and it can be proven that someone committed any of these crimes, the administration (and no other person) would require the presence of the police.

Under no circumstances are children or friends accepted in the classrooms. All strangers to the school site must first pass through the offices when they come to look for a student.

An mp3/video games player cannot be brought to the classrooms. Cell phones should be ringing at their lowest density in a way that does not distract others and when answering it we should go out of the classroom.

Students are not allowed in the Executive Offices unless it is related to their studies.

#### **OTHERS:**

Any document that is delivered to the institution will become the property of the institution and will be kept in archives for at least three (3) years.

The following will be considered serious actions: forgery of documents, incitement, threat or aggression against a member of the teaching or administrative staff or against another student. Any action that endangers or threatens the safety of students, staff or anyone visiting the institution may result in suspension or even expulsion.

Sales within the premises of the institution are strictly prohibited by both the student body and some of the staff of the institution. Only activities that benefit the students can be carried out. Example: Activities for graduations or other similar ones and authorization must be requested to the director of operation.

CATI is in a No-Smoking facility. Designated areas have been established by the building administrators.

**ALCOHOLIC BEVERAGES ARE NOT PERMITTED WITHIN THE FACILITIES OF THE INSTITUTION.**

The exhibition, possession and / or promotion of sales of firearms within the premises of the institution is not allowed.

**THE INSTITUTION IS A DRUG FREE AND THE SALE OR USE OF CONTROLLED SUBSTANCES IS NOT PERMITTED WITHIN THE INSTALLATIONS OF THE INSTITUTION. ANY STUDENT WHO INFRINGES THIS RULE INCLUDED IN THE INSTITUTION'S RULES AND REGULATIONS SHALL BE EXPULSED FROM THE INSTITUTION IMMEDIATELY.**

**THIS INSTITUTION DOES NOT DISCRIMINATE BY RACE, COLOR, AGE, NATIONALITY, CIVIL STATUS, POLITICAL IDEAS, ETHNIC ORIGIN, SEX, RELIGION, CREDO, SOCIAL OR ECONOMIC CONDITION OR PHYSICAL IMPEDIMENTS THAT DO NOT INTERFERE WITH THE PERFORMANCE OF ITS TASKS AND / OR PERFORMANCE OF FUNCTIONS WITH THE PROGRAM.**

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## Student Services

The success of any institution of postsecondary education depends on three fundamental aspects.

1) The Student (2) Human Resource (3) Physical and financial infrastructure

However, for CATI, our most valuable resource and our reason for being is the student. To that end, we design how to provide support to our students until they complete their training or study program and can opt for alternative employment.

The area of the student services of Caribbean Aviation Training Institute, has been designed with the purpose of providing services to students, so as to facilitate the process of student learning. The priority area of student services is to assist the student in educational needs so that they can complete their programs without delay and with excellence. The area of services the student is responsible for coordinating student organizations and special interests.

The area of services offers new students and actives a detailed description Institution environment through a process of orientation. This process introduces orientation and invites students to participate actively in the activities of the institution. The orientation provides information on the following aspects:

- History, philosophy and goals of Caribbean Aviation Training Institute
- Building Facilities & Parking
- Orientation and assistance to take consideration of ours Programs
- The program and their respective goals
- Counseling, guidance and placement services
- Catalog, rules and regulations of academic students
- Financial aid, costs, fees, tuition and payment plans
- Social, cultural and educational activities
- Student Organizations and publications
- Evaluations, grading system and recognitions
- Graduation requirements and activities

## Other Services

In addition to the services described above will be provided as the required student information or guidance on the different needs and provide information about the different public agencies than can help.

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### **Guidance and Counseling**

The guidance to students about problems and difficulties which may arise in the academic, vocational, occupational, educational or personal life. In addition, it assists the student in the clarification of values, attitudes, interests, career plans and vocations. The area offers special attention to students who have problems that can create problems to graduate successfully.

### **ADMISSIONS**

This support service as a fundamental purpose of providing guidance, admit the student in the educational program of your choice, direct it until you complete all the basic documents for admission, accompany it to the office of collections or financial assistance and registration. It is also responsible for assisting the student with the fulfillment of the documents required for admission.

### **Placement**

The current curriculum provides students, candidates to graduation, the opportunity to develop the skills to find employment in their area of specialty. The office of placements has as main function prepare activities to assist students in finding employment. The office provides guidance and assistance necessary for students to compete in the workplace. This collaboration is not in any way a commitment to provide employment to the student, but will help in efforts to own this issue, because getting a job is determined by many other factors.

### **Registrar Office**

This office is responsible for keeping the academic files of each student, the academic records from the professors and from the registration process. It watches the attendance, certifies the academic progress and the status (Active, Withdraw, Terminated, Graduated, Cancelled, Etc.) of each student thru the records that the professors provide. Also, it offers the following services to the student:

1. Student Diploma (\$30.00)
2. Academic Transcript (\$10.00)
3. Graduation Certification (\$10.00)
4. Re-admission (\$125.00)
5. Studies Certification

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Those interested should fill out an application from the Registration Department with (5) day of anticipation. The same should be accompanied by a receipt for the Treasure & Finance Department.

## **(LRS) CENTER FOR EDUCATIONAL STUDIES**

### **Learning Resource System Center**

Our Institution provide services of reference to students, academic personnel and administrative. The reference area is one of the vital dependencies of the institution due to its educational functionality. Complement the academic development and intellectual from the student through reference electronic books and texts, magazines and other communication media, audiovisual and internet. Counts with audiovisual equipment and material for the use of professors and students.

### **Extracurricular Activities**

We understand that a significant part from a student that attends an educational institution is the opportunity to participate in activities of interest also the opportunity to make new friends. Educational excursions, competencies. fairs in the area of specialization, exhibitions and services to community, sport events and social interaction activities are some of the events that are part of the student life.

### **Treasury Office**

This office will be in charge of preparing the enrollment agreement (student contract) and to follow that the student establish a payment plan and complies on time with his/her economic obligations with the institution. The office may also provide debt or no debt certifications .

### **Financial Aid Office**

The Financial Aid Office of the Institution have the primary purpose of orientation to the students in all related to available aid in our institution as well as to bring the opportunity to apply the available aids with established rules, process and indispensable requirements. The financial aids are if the applicant qualifies. Our institution does not guarantee eligibility to the applicants. Each case is individual, confidential and independent of each student that applies.

The financial aids are based in the economic need that the applicant may present. All students that are interested in studying in our institution and complies with the admission requirements. Each case is individual, confidential and independent for each student that applies. The financial aids

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#### **CARIBBEAN AVIATION TRAINING INSTITUTE, INC.**

P.O.Box 810300, Carolina, P.R. 00981-Ave. José A. Santana, Ed. World Cargo, 2nd Floor, Base Muñiz Carolina, P.R. 00979

Tel: 787.253.2030 [www.caribav.com](http://www.caribav.com) [admin@caribav.org](mailto:admin@caribav.org)

are based in the necessities that show each applicant student. All students that are interested in take courses in our institution and comply with the admission requirements, institutional policies and institutional rules have the privilege of applying. Our orientations provide valuable information related to the programs on Financial Aid.

We count with programs such as:

**Vocational Rehabilitation Consortium (WIA) \*\*Supplementary Aid CES**

This aid is for those that applies and shows Economic needs. The same is subject to the Availability of the funds Consequence of the non compliance of these obligations are well cleared and established in the concession letter of economic aid)

**Federal Pell Grant**

This aid is sponsored by the Department of Education of the United States, is a privilege not a right. Is for those that applies and shows economical need and if he/she qualifies.

**FSEOG**(Supplementary Aid Title IV that offers the opportunity to assist student if he/she qualifies.

**FWS**

This aid is from Title IV funds as per the availability of the funds and if the student qualifies.

In order to apply for financial aid, it will be necessary to submit income evidence received during the previous year to the academic year in course. These incomes includes: Social Security, Income for retirement, Veteran benefits, PAN, Unemployment benefits, Public Benefit, Pensions (alimentary), income from work performed, Income Tax Returns and etc. In addition, other income received or aid.

**EQUAL OPPORTUNITY FOR STUDY AND AFFIRMATIVE ACTION**

It is the policy of the Caribbean Aviation Training Institute, Inc. to provide all applicants with admission without prejudice to race, color, religion, sex, age, national origin, disability, disability, marital status, political or other ideas.

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The executive director of CATI will be responsible for receiving and addressing any complaint regarding our equal opportunity study practice in a confidential manner.

### **ACCIDENTS OR DISEASES**

In case of an accident or illness while you are participating in an official educational activity, it will be immediately reported to the immediate supervisor or an authorized institutional representative.

If necessary, the authorized representative of CATI will determine the action to be taken. It is the responsibility of the student or authorized officer to immediately inform the executive director of the accident or illness occurred in writing during the educational activity.

### **DECLARATION OF POLITICS ON SEXUAL HARASSMENT**

It is CATI policy that our students can study in an environment free of all types of discrimination, including sexual harassment. CATI's policy is to comply with Title VII of the Civil Rights Act of 1991 and any other federal or state law that prohibits discrimination and / or sexual harassment in the workplace or study or any activity related to it. CATI disapproves and prohibits sexual harassment. Teachers and students should always treat each other with respect and dignity without offending the reasonable sensibilities of their fellow students or third parties.

Sexual harassment is a type of behavior that weakens the integrity of the peer relationship. Such conduct, whether committed by a teacher, student or by any other employee, is totally prohibited.

Sexual harassment does not refer to occasional comments of a socially accepted nature. Sexual harassment includes, but is not limited to, unsolicited sexist behavior, unwelcome sexual advances, offensive that weakens morale; and that therefore affects the effectiveness of the work. No employee or student should be subjected to sexual innuendo or propositions of a physical or verbal nature.

Such propositions may include: repeated and offensive sexual coquetries, invitations or propositions, continued verbal abuse, drawings or comments about a person's appearance, demonstrating object or portraits that are sexually suggestive, or touching another person in an abusive manner or conduct that has the purpose or effect of substantially interfering with a

person's performance or creating an intimidating, hostile or offensive workplace environment.

In addition, no one should implicate or threaten an applicant, student, visitor or employee around this policy. Such actions may result in disciplinary action including dismissal of the employee or dismissal of the student.

Any student or employee who has any complaint of sexual harassment should report this to the executive director or his authorized representative. All complaints will be treated confidentially and will be investigated immediately, and appropriate measures will be taken to the action, which corresponds.

### **DECLARATION OF POLICY ON SCHOOL HARASSMENT (Bullying)**

In CATI we want to maintain a good study and work environment where the respect and dignity of everyone is always recognized. It is our commitment to ensure our students implementing policies and protocols defined, concrete and executable against harassment and bullying among students and complying with Law No. 37 of 2008 and Law No. 49 of 2008.

Bullying is defined as an aggressive or offensive behavior of one or more people against another or another and that could be repetitive. By way of illustration and without being understood limited harassment may include:

- a) Physical aggression - includes hitting, kicking, spitting, pushing, stealing, etc. to another partner of our school community.
- b) Verbal aggression - includes insulting, imposing nicknames, mocking, threatening, etc.
- c) Emotional or psychological aggression - includes running rumors, manipulating social relationships, exclusion from the group, extortion, mocking the physical appearance of a partner, or their way of expressing or projecting, among others.

School harassment is a serious act because it has the direct and indirect effect of threatening the dignity of the human being. Any student or employee who has any complaint of any type of harassment or bullying should report this to the executive director or his authorized representative. All complaints will be treated confidentially and will be investigated immediately, and appropriate measures will be taken to the action, which corresponds.

## **AUTOMEDICATION OF PATIENTS WITH ASTHMA**

At CATI, we recognize the right of students who suffer from asthma or any condition related to the fact that they can administer their own medication at school, with the prior consent of the parents, guardian or guardians in the case of underage students. The policy of CATI is to comply with the Law on the Treatment of Students with Asthma (Law No. 56 of February 1, 2006) and with the regulations corresponding to this matter. If necessary, we may require:

- a. The minimum age for a student to be allowed to self-medicate for asthma at school.
- b. Require certification that the student with asthma received adequate training by a qualified health professional about the correct and responsible use of the medication that includes: type of medication, routes and procedures to follow for self administration, dose to self administer, moment and frequency of self-administration, instructions for handling and safe ways to store the medication.
- c. Require that the student's parent or guardian have written authorization for the student to possess and use the medication while at school or at a school-sponsored activity.
- d. Require that all students with asthma have an Asthma Action Plan in writing prepared by their primary physician and for the use of medication necessary during school hours.

## **POLICY TO ADDRESS COMPLAINTS**

In CATI we want to maintain a good study and work environment where the respect and dignity of everyone is always recognized. However, at times, personal differences, disagreements, deviations from the rules and procedures may arise.

When this happens, the participants must make a common effort to solve them. Every official must listen and consider the situations presented by the parties. The complainant must present his problem in a calm and respectful manner. Both will maintain a communication and ensure that they do not affect the tasks and functioning of the area of the institution or the service to their peers.

In case the defendant and the official who attends do not reach an agreement for the solution of the problem, then the matter must refer to the next level of supervision. If after referring to this level. The defendant still has concerns, he can then go directly to the corresponding entity.

Steps:

1. The parties agree without intervention and resolve.
2. The parties request a mediator. If consensus is not reached, the intervention of the executive director is requested.
3. Intervention of the executive director. You can apply the rule of:
  - (a) temporary suspension
  - (b) Dismissal
4. Submit case to the authorities that apply.

The parties found can agree and request a reconsideration of the final decision of the executive director.

### **PRIVACY POLICY**

At CATI we recognize and respect the privacy of our students. The information of our students is stored safely and using it only as our students wish.

For forms and applications at our institution, we may collect information such as name, social security number, address, telephone number, email address, or age. Copies of personal documents that are requirements in our institution, are archived and kept confidential.

The access and use of the social security number is usually not necessary since in our institution we only require the last four (4) digits, but in cases where the full use of this is necessary, it will be managed in accordance with strict security standards.

We only share information with companies that request our students for employment. The information is only shared if the student agrees or requires it.

At CATI we are committed to safeguarding the personal information of our students that is shared with us, in accordance with strict security and privacy standards. We allow only authorized employees, who are trained in the proper handling of the information to have access to it. Employees who violate this Policy are subject to disciplinary sanctions.

### **Catalog Amendment Right**

The Board of Directors of Caribbean Aviation Training Institute reserves the right to amend this catalog. These changes will be published and distributed by the school and will be annexed to the official catalog.

The provisions of this publication of the institutional catalog should not be considered as an irrevocable contract between an applicant or student and Caribbean Aviation Training Institute, Inc. reserves the right to change, modify, update, improve, add or remove portions of this catalog. This document is in accordance with the criteria and / or requirement of the accrediting agency ACCSC or the Federal Education Department for the benefit of the student body.

### **Approval of the Catalog**

I certify that the Board of Directors of Caribbean Aviation Training Institute has approved this catalogue for the years 2017/2018, 2018/2019 & 2019/2020, date of publication 07/10/2019).



Ezra Figueroa  
President, Executive Director & CEO