



## **INTRODUCTION**

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 and skilled labor goals 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, World Cargo Building, 2<sup>nd</sup> Floor, 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.

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.

## **MISSION OF THE INSTITUTION**

Caribbean Aviation Training Institute, Inc., CATI, 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.

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

P.O.Box 810300, Carolina, P.R. 00981 – Ave. José A. Santana, Ed. World Cargo, Base Muñiz,  
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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 making them the best candidate in their community 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 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.

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## 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 the most modern and futuristic 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.

## 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". Our graduates would have had the choices and opportunities to learn the following skills:

### 900 Hours / 24 credits

1. Aircraft Maintenance – Airframe & Powerplant

### 600 Hours / 16 credits

1. Avionics Technology

\* Other Continuing Education or seminars on demand at the request of municipalities

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## 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.

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