West-MEC ADULT EDUCATION

CATALOG & STUDENT HANDBOOK

Main/Central Campus
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623-738-0022
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Dear Student,

Congratulations on your decision to pursue an education at Western Maricopa Education Center (West-MEC).

Your decision to gain knowledge in your chosen industry will challenge you to accomplish predetermined goals, gain employable skills and receive industry certification. Your attitude, determination and eagerness to learn during both your educational experience and your employment will help lead to future growth and success.

West-MEC empowers students to demonstrate six components of academic achievement, growth and gratification.

Attendance
Attending class regularly and on time is critical when striving for academic success. A student must be punctual, return promptly from breaks and attend class for the allotted time to be successful. Some West-MEC Central Programs have Industry Required Hours and Restrictions that West-MEC must abide by.

Engagement
Engaging in work and class activities is essential when pursuing an education. A student must engage in active learning, complete assignments to the best of one's ability and bring the necessary supplies to class in order to make the most of one's education.

Respect
Respect must be given and received at all times. An honorable student respects instructors, classmates, guests, staff and substitutes, as well as school property and equipment.

Integrity
Having the integrity to complete one's own work and perform at the highest professional standard, is a true determinant of growth and academic achievement.

Pride
Taking pride in your school and your work is incredibly important. A student must use professional language, including body language, and practice courtesy and friendliness.

Leadership
Actively pursue leadership opportunities. Support your classmates as you strive towards obtaining academic and personal goals.

We are pleased to offer you this educational opportunity. Preparing for a career and putting yourself on a career pathway are the first steps of many leading to a lifetime of successes. We ask that you take full advantage of all your program has to offer. If you do, growth and opportunity will be yours.

Dr. Scott Spurgeon
Superintendent

OUR MISSION
Preparing students today for tomorrow's careers.

OUR VISION
Empower all students to participate fully in the economy by providing and enhancing Career and Technical Education.

WEST-MEC ADULT EDUCATION PROGRAMS

West-MEC Adult Education Programs are enhanced Career and Technical Education programs that allow students to earn industry certification and expand their employability skills.

WEST-MEC PHILOSOPHY

Our educational philosophy for students includes:

- Upgrading and enhancing existing courses and programs
- Expanding the number and quality of courses available
- Making courses as convenient as possible to students
- Providing training to compete in the workforce and/or pursue continuing education
- Retraining to enhance job skills and career opportunities

ACCREDITATION

Western Maricopa Education Center (West-MEC) is accredited, as of 2015, by the Commission of the Council on Occupational Education (COE) for Adult Education programs. The school's next accreditation visit is scheduled for 2027.

Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 800-917-2081 & 770-396-3898
Fax: 770-396-3790
www.council.org

Department of Transportation, Federal Aviation Administration

West-MEC's Aviation Technology Program is accredited by the Federal Aviation Administration as a 14 CFR Part 147 Airframe and Powerplant training school.

Arizona State Approving Agency

West-MEC's Central, Northeast and Southwest Campuses are approved by Arizona State Approving Agency for the following programs:

Aviation Maintenance Technology - Airframe & Powerplant
Dental Assisting
HVAC-R
Pharmacy Technician
Precision Manufacturing
Welding Technology

West-MEC is a public non-profit institution recognized by the Arizona Department of Education as an accredited Career and Technical Education institution.

COMPLETERS HAVE BEEN EMPLOYED BY:

- Aersale Inc.
- AeroGuard
- American Airlines
- Andrews Refrigeration Service
- Arizona State University
- Baer Breaks
- Cadence Aerospace
- CanAM Steel
- Corning Gilbert
- Cutter Aviation
- CVS
- Paradise Honor School District
- Deer Valley Unified School District
- Ducts Inc.
- Empire Aviation
- Envoy Aviation
- Euravia Aviation
- Executive Aircraft Maintenance
- Exotic Metals Forming
- Fox Aviation
- Great Western Ironworks
- Honeywell Aerospace
- Horizon Aviation and Machine
- Humana
- Johnson Controls
- King Charles Plumbing and Air
- Marriott Westin
- McConahy Mechanical
- Maricopa Water District
- Medford Knife
- Mesa Airlines
- Micro-Tronics
- Paradise Valley School District
- Parker and Sons
- Paul Schoonover Duct Installation
- Phoenix Manufacturing
- Piedmont Airlines
- Pinnace Aviation
- Pipefitters Local 469
- Polar Service Center
- Precision Heavy Haul
- Pro Skills
- Pueblo Mechanical
- R&D Manco
- Republic Services
- Safeway
- SkyWest Airlines
- Tek Systems
- The Structure Group
- TSMC
- Unites Airlines
- United Aviate Academy
- United Optimum RX
- Southwest Products/Interstate Assembly
- Tenet Healthcare Corporation
- Vion Technology
- Walgreens
- Walmart
- Wamore Inc.
- Xpress Script

WESTERN MARICOPA EDUCATION CENTER GOVERNING BOARD:

FRANK STRAKA, MEMBER

JUAN RAMIREZ, CHAIRMAN

LINDA BUSAM, MEMBER

BARBARA WILLIE, MEMBER

ROBERT M. GARCIA, MEMBER

TERRY STINES, MEMBER

EDWARD MOLINA, VICE-CHAIRMAN

DR. SCOTT SPURGEON, SUPERINTENDENT

CAMPUS LOCATIONS

Corporate/District
5487 North 99th Avenue | Glendale, AZ 85305
Phone: 623-738-0022 | Fax: 623-738-0028 & 623-738-0025
Email: adulted@west-mec.edu
Hours: Monday thru Friday, 7:30 AM – 4:30 PM

Main Campus | Central Campus
6997 North Glen Harbor Boulevard | Glendale, AZ 85307
Phone 623-209-8070 | Fax: 623-772-5575
Hours: Monday thru Friday, 9:00 AM – 7:00 PM

Programs
Aviation Maintenance Technology – Airframe & Powerplant
Precision Manufacturing
Welding Technology

Northeast Campus
1617 West Williams Drive | Phoenix, AZ 85027
Phone 623-435-4920
Hours: Monday thru Friday, 9:00 AM – 7:00 PM

Program
HVAC-R

Northwest Campus
13201 West Grand Avenue | Surprise, AZ 85374
Phone: 623-877-6915
Hours: Monday thru Friday, 9:00 AM – 7:00 PM

Programs
Dental Assisting

Southwest Campus
500 North Verrado Way | Buckeye, AZ 85326
Phone 623-872-6260
Hours: Monday thru Friday, 9:00 AM – 7:00 PM

Programs
Dental Assisting
Pharmacy Technician
Welding Technology

Note: Program offerings vary by campus

ADMISSIONS POLICY
To apply to one of West-MEC's Adult Education career and technical education programs, the prospective student must have a high school diploma, general education development (GED), or equivalent; must be at least 16 years of age; and must meet with the Admission Representative, Assistant Campus Administrator for Adult Education, Campus Administrator, or designee, to discuss programs' curriculum, policies, and procedures**.**

Enrollments beginning in 2024: Prospective student must pay the Application Fee of $50 when submitting their Application for Admission Form. This is a non-refundable fee. The fee is applied once per 12 months when applying/re-applying to the same program.

Admission decisions are based on the prospective student's fulfillment of these requirements; a review of the prospective student's previous educational record; and a review of the prospective student's career interest. Some programs may have additional requirements due to specific industry certification guidelines. It is the responsibility of the prospective student to ensure that the Registrar, or designee, receives all required admissions documentation.

Prospective students with previous postsecondary education may seek admission to West-MEC by following this same process.

Summary:
1. **The prospective student must be at least 16 years of age; AND**
2. **The prospective student must possess and present one of the following: AND**
   High School Diploma
   - Original High School Diploma or Official High School Transcripts with appropriate seal/signatures.

   General Education Development (GED)
   - Original GED certificate with appropriate seal/signatures.

   Home Schooling
   - Original home school certificate and all supporting credentials with appropriate seal/signatures.

   Foreign High School Diploma Requirements
   - The diploma must be translated into English; **AND**
   - The translated diploma must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. high school diploma.

NOTE: If the United States Department of Education or the school questions the validity of the high school's credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If we are still not satisfied as to the validity of the credential, we may contact the Department of Education in the state in which the school is located to ascertain if the high school is approved by the state.

West-MEC will not accept any diploma/certificate/transcript that has been altered in any way.

3. **The prospective student must meet with the Admission Representative, Assistant Campus Administrator for Adult Education, Campus Administrator, or designee**.

ADMISSIONS POLICY for Course(s) *only*
Continuing Occupational Education and/or Job Upgrade Training

To enroll in a course, if possible, versus a program, the prospective student interested in taking an individual course, must complete an Admission & Registration Form | Course *ONLY* and pay the non-refundable Application Fee of $50 per course registration. Course(s) may have Prerequisite(s) and/or may have additional requirements that must be met to register and enroll in the course. Review course description for details. Please contact us if you have questions.

MISREPRESENTATION POLICY
West-MEC District #402 strives to be a career center of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the school. West-MEC will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR § 668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

NONDISCRIMINATION STATEMENT
West-MEC District #402 does not discriminate on the basis of race, color, gender, national origin, disability, religion or age in its programs, services or activities. Compliance: Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Drug-Free Workplace Act of 1988. For information regarding discrimination grievance or complaint procedures, contact Student Services at 623.738.0014.

APPLICATION & REGISTRATION PROCEDURES for PROGRAMS
STEP 1 (Prospective Student)
1. Express Interest to request a program tour at the Adult Ed Student Portal and verify your email address
2. Complete the program tour

INTERNAL REVIEW:
Admission Representative or designee will record completed program tour to proceed to Step 2

STEP 2 (Prospective Student)
1. Email notification sent to Prospective Student to log in to Adult Ed Student Portal to:
2. Review & Acknowledge the Adult Programs Catalog & Student Handbook
3. Complete the West-MEC Adult Education Program Application
4. Pay the $50 Application Fee
5. Submit the West-MEC Adult Education Program Application
6. Upload Official High School Diploma or GED Completion
7. Upload Copy of Government-issued ID

INTERNAL REVIEW:
Adult Education Registrar or designee will review documents received from Step 2 for validity and legibility
If valid and legible, Prospective Student proceeds to Step 3
If follow up is needed, Prospective Student is sent email with guidance for resubmission, if needed

STEP 3 (Prospective Student)
1. Review and sign Enrollment Acknowledgement
2. Review and sign the Program Payment Plan
3. FERPA (optional). See page 31
4. Complete additional forms if applicable. See programs below that require additional forms.

Programs with additional forms:
Aviation Maintenance Technology program:
1. Aviation Tool Policy Disclaimer Form
2. Aviation Chemical Impairment Policy Disclaimer Form
3. Aviation Important Information

Pharmacy Technician program:

1. Pharmacy Technician Criminal History Disclaimer Form
2. State Board Fingerprint Card

Welding Technology program:

1. Welding Technology Personal Protective Equipment Required

INTERNAL REVIEW:

Documents completion is reviewed
If it is incomplete, Prospective Student is sent email for guidance or resubmission
If complete, acceptance to program, proceed to Step 4.
**Aviation Maintenance Technology acceptance is dependent on drug test results per the Aviation Technology Program Chemical Impairment Policy. See page 51+*

STEP 4 (Prospective Student)

1. Pay program deposit to accept and secure seat
2. Complete Uniform T-Shirt Request Form

INTERNAL REVIEW

1. Verification of deposit received
2. Charges for Uniform T-Shirts requested
3. Orientation details will be emailed to the Student 1 to 2 weeks prior to Required Orientation

STEP 5 (Prospective Student)

1. Pay for Uniform T-Shirts requested, as applicable by program
2. Attend Required Orientation
3. Uniform T-Shirts will be issued at Required Orientation
4. Dental Assisting student purchase or order scrubs
5. Pharmacy Technician students purchase scrubs

CANCELLATION AND REFUND REQUESTS

Any cancellation or refund request by the student must be made in writing and mailed to the Registrar. If the student is a minor, the request must be made by his or her parent or guardian. Student's enrollment in the Program or Course will be canceled and all monies received by the School from or with respect to student under the Acknowledgement will be returned to the appropriate party (ies) within 45 days, if: (a) student notifies the West-MEC that student has canceled their registration before student's first day of recorded attendance in any course, or (b) Program is cancelled by West-MEC. Application Fee is non-refundable.

READMISSION

A student may seek readmission to West-MEC if the student was meeting Satisfactory Academic Progress (SAP) Standards at the time of withdrawal. The student must pay the non-refundable Application Fee, complete and submit a Readmission Request Form to the Assistant Campus Administrator for Adult Education, Campus Administrator or designee for evaluation. The Assistant Campus Administrator for Adult Education, Campus Administrator or designee will review the request and will approve or deny based on a detailed evaluation of the request. Readmission may only take place at the beginning of the new term or cohort as applicable to the program. When a student is readmitted to a program, the current program requirements will apply to completion of the program.

Prior to readmission, the student must complete the current Admission Policy and procedure. Upon readmission, the student must complete the current Registration process.

If the student was not meeting SAP at the time of withdrawal, the student must complete the SAP appeal process with their Readmission Request Form.

TRANSFER OF CREDIT POLICY

Students may request to have previous postsecondary education evaluated by requesting official transcripts from the previous postsecondary institution(s). Official transcripts must be sent for evaluation to the Registrar. The student may request a Transcript Authorization Form from the Registrar to facilitate the process. The student must also provide a copy of the catalog from the postsecondary institution where previous postsecondary education was completed. West-MEC reserves the right to accept or reject program related classes / credits / clock hours earned from other postsecondary institutions.

GI Bill® Education Benefit recipients are required to submit all postsecondary and military transcripts upon registration for certification of enrollment by the VA School Certifying Official. All prior training must be evaluated. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

TRANSFER OF CLOCK HOURS TO OTHER INSTITUTIONS

The determination of transferability of clock hours from West-MEC to another educational institution is made at the discretion of the receiving institution.

TRANSCRIPTS

Transcripts are maintained electronically in the student information system. Students may request transcripts by completing and submitting the Transcript Request Form to the Registrar. Official transcripts are available to students at no cost for the first copy. Additional copies are $5.00 per copy. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974. Unofficial transcripts are available at no cost.

REPEAT

If a student repeats any course(s), the student must pay the tuition and fees applicable to program courses. New grade will replace the previous grade. All clock hours will count towards Satisfactory Academic Progress Maximum Time Frame completion.

PROGRAM AND COURSE COST

Each West-MEC Adult Education Program or Course has associated tuition and program fees, all mandatory, that must be paid at the time of registration. Program or Course Cost is locked-in once the student completes the enrollment process and begins the Program or Course. Students who fail to pay the Program or Couse Cost or who fail to make payment arrangements with the Financial Aid Office to pay the Program or Course Cost by the specified due date will be withdrawn/canceled from the program or course. Refer to specific program for additional information. All fees are mandatory costs. Required books will be issued to students within the first seven days of class. Students may request the required book list from the Assistant Campus Administrator for Adult Education.

PROGRAMS & COURSES	2023 COST	2024 COST	2025 & 2026 COST
Aviation Maintenance Technology – Airframe & Powerplant	$17,229.90	$23,150.50	$26,952.50
Dental Assisting	$ 7,635.00	$ 9,037.00	$11,185.00
HVAC-R	$ 5,240.00	$ 7,400.00	$ 8,950.00
Pharmacy Technician	$ 5,855.00	$ 7,050.00	$ 8,360.00
Precision Manufacturing	$ 5,500.00	$ 7,275.00	$ 9,075.00
Welding Technology	$ 9,575.00	$14,160.00	$16,950.00
Welding Course(s)	varies	varies	varies

PROGRAM CHANGES

Students may request to change their program of study by completing a "Request for Program Change" form and pay the non-refundable Application Fee. The student must meet with the Assistant Campus Administrator for Adult Education, Campus Administrator or designee, to discuss the request. The student must complete the Admissions process for the new program and must be making Satisfactory Academic Progress (SAP). The Assistant Campus Administrator for Adult Education, Campus Administrator or designee will review the request and will approve or deny based on a detailed evaluation of the request. The program change may only take place at the beginning of the cohort. Previous program attempted clock hours will count towards Satisfactory Academic Progress maximum

time frame completion.

PAYMENT OPTIONS

West-MEC has payment options available for students who may need them to meet tuition obligations. West-MEC wants to help all students attend our school. Check with the Financial Aid Office for full details on tuition payment options.

PAYMENT PLANS

All students must sign their program or course payment plan prior to beginning any program or course. All students must meet with the Financial Aid Office to discuss the options available to them. A Late Fee will be charged on the 16th of the month when the monthly payment is not received by the 15th of the month. After two late/missed payments, student enrollment may be terminated. Make payment arrangements with the Financial Aid Office prior to missing a monthly payment.

ACADEMIC YEAR STRUCTURE AND PROGRAM

West-MEC defines its academic year as 900 clock hours and 38 weeks of instruction. The following programs are Federal Financial Aid eligible:

1. Aviation Maintenance Technology – 1926 clock hours and 117 weeks | 18 hours per week
2. Dental Assisting – 780 clock hours and 60 weeks | 12 hours per week
3. HVACR – 600 clock hours and 40 weeks | 16 hours per week
4. Pharmacy Technician – 600 clock hours and 44 weeks | 12 hours per week
5. Precision Manufacturing – 600 clock hours and 54 weeks | 12 hours per week
6. Welding Technology – 900 clock hours &
    a. 80 weeks | 12 hours per week, OR
    b. *60* weeks | *16* hours per week

FEDERAL FINANCIAL ASSISTANCE

West-MEC is approved to participate in the Federal Student Aid (FSA) programs. West-MEC's school code is **042472**. Aviation Maintenance Technology (1926 clock hours), Dental Assisting, HVACR, Pharmacy Technician, Precision Manufacturing, and Welding Technology are the programs eligible for Federal Student Aid programs.

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA) on a yearly basis to be considered for Federal Student aid each academic year, as applicable. The FAFSA is processed by the US Department of Education, and the results are sent to the school(s) listed on the FAFSA and the student in a document known as the Student Aid Report (SAR). The US Department of Education selects applications for verification. The Financial Aid Office will inform you what documentation is required to complete your application. For assistance, please contact the Financial Aid Office.

To complete a FAFSA, follow the guidance listed below.

- ✓ Gather items that will assist you in completing the FAFSA. For example, tax returns, bank statements, untaxed income, assets, child support, etc.
- ✓ Go to www.studentaid.gov to create a Federal Student ID (FSA ID) which is your username and a password. If you are a dependent student, a parent must also apply for an FSA ID and password. The FSA ID you establish will be used to log in to certain US Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and allows you to electronically sign Federal Student Aid documents. Keep this information secure.
- ✓ The FAFSA can be completed online via www.studentaid.gov. Please add West-MEC to your FAFSA with school code **042472**. If you are unable to complete this process online, please contact the Financial Aid Office at 623-738-0047.

- ✓ If you provided an email address on your FAFSA, the US Department of Education will send your SAR by email within 3-5 days. If you do not provide an email address, your SAR will be mailed to the address listed on your FAFSA and should be received within 3 weeks.
- ✓ All students applying for Federal Student Aid must meet with the Financial Aid Office prior to enrollment. Please contact the Financial Aid Office when you have received your SAR to schedule an appointment.

Citizenship Requirements
All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the FAFSA. The Social Security Administration (SSA) confirms the student's citizenship status and social security number. If SSA is unable to confirm the student's citizenship status, a comment will appear on the SAR and the following will apply:

US. Citizen or National

- ✓ Must correct SSN, name or date of birth if these were entered incorrectly. If the incorrect SSN was used, it is recommended that a new FAFSA is submitted instead of making a correction.
- ✓ If data still doesn't match, the student must provide documentation to prove citizenship. Acceptable documentation includes birth certificate, Certificate of Naturalization, or valid US passport.

Eligible Noncitizen

- ✓ "A" number should be reviewed for accuracy. If entered incorrectly, a correction needs to be made to the SAR. Verification will be conducted again.
- ✓ If status returns unconfirmed, the student must submit Permanent Resident documentation to the Financial Aid Office to begin paper confirmation on form G845.

Written notification will be sent to the student(s) that must submit additional documentation to prove citizenship status. No aid will disburse if citizenship status is not confirmed. Deadlines will be indicated on the notice. Failure to supply documentation by deadline may result in no aid for payment period(s).

TYPES OF FEDERAL STUDENT AID
Students in the Aviation Maintenance Technology – Airframe and Powerplant, Dental Assisting, HVACR, Pharmacy Technician, Precision Manufacturing, and Welding Technology programs may qualify for Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Student Loans. To be considered for aid, students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year. Students needing assistance may contact the financial aid office. Federal student aid will not be originated and/or disbursed until the ISIR has been received and the student's financial aid file is complete.

FEDERAL STUDENT AID FUNDING

- **Pell Grant –** Based on need. No repayment.
- **Supplemental Educational Opportunity Grant** – Based on need. No repayment.
- **Direct Subsidized Loan –** Based on need and repayment normally begins six months after you leave school. No interest is charged while the student is in school at least half-time, and during grace and deferment periods. Maximum amount is $3,500 (1st year) for both independent and dependent students.
  - ○ Fixed interest rates for loans disbursed on or after 7/1/2026 and on or before 7/1/2027, is 6.52%.
  - ○ An Origination Fee of 1.057% applies to loans first disbursed on or after 10/1/2020 and before 10/1/2026. The loan fee is deducted proportionately from each loan disbursement you receive while enrolled in school. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.
- **Direct Unsubsidized Loan** – Not need based and repayment normally begins six months after you leave school. Borrower is responsible for interest during the life of the loan. Maximum amount is

$9,500 (1st year) less any subsidized money for independent students, and $5,500 (1st year) less any subsidized money for dependent students.
  - Fixed interest rates for loans disbursed on or after 7/1/2026 and on or before 7/1/2027, is 6.52%.
  - An Origination Fee of 1.057% applies to loans first disbursed on or after 10/1/2020 and before 10/1/2026. The loan fee is deducted proportionately from each loan disbursement you receive while enrolled in school. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.
- **Direct Parent PLUS Loan** – Credit based. Not need based. Available to eligible parents. The maximum PLUS loan amount you can receive is the cost of attendance (determined by the school) minus any other financial aid received. Repayment normally begins six months after the student leaves school, if selected. Otherwise, repayment for each loan begins sixty days after the last disbursement of the loan.
  - Fixed interest rates for loans disbursed on or after 7/1/2026 and on or before 7/1/2027, is 9.07%.
  - An Origination Fee of 4.228% applies to loans first disbursed after 10/1/2020 and before 10/1/2026. The loan fee is deducted proportionately from each loan disbursement you receive while enrolled in school. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

Direct Loan Entrance Counseling and Master Promissory Note (MPN)
First time Direct Student & Parent PLUS Loan borrowers must complete entrance counseling and a master promissory note through www.studentaid.gov before any loan funds are disbursed to West-MEC.

Direct Loan Entrance Counseling
The Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming; the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans. During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- Other financial resources to consider to help pay for your education
- Your rights and responsibilities as a borrower

Direct Loan Master Promissory Note (MPN)
The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions. You can borrow additional Direct Loans on a single MPN for up to 10 years. It's important to understand that when you sign an MPN you're promising to repay all loans that are made under that MPN. As stated on the MPN, you must repay your loan even if

- you don't complete your education,
- you can't get a job after you leave school, and/or
- you didn't like the education you received.

Before—or at the time of—the first disbursement of your loan, you'll receive a disclosure statement that gives you information about any loan that the school plans to disburse under your MPN, including the loan amount,

fees, and the expected disbursement dates and amounts.

Direct Loan Exit Counseling
Exit counseling provides important information to prepare you to repay your federal student loan(s). During exit counseling, you will review your rights and responsibilities as a borrower. If you have received a subsidized or unsubsidized loan under the Direct Student Loan Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

If exit counseling is not completed, West-MEC will place a hold on your student record. Exit counseling can be completed online at www.studentaid.gov.

Deferments –Under certain circumstances, a borrower may defer or postpone repaying a Direct Student Loan. Deferments for subsidized Direct Loans apply to both principal and interest. Deferments for unsubsidized Direct Loans, Plus Loans and Federal Supplemental Loans for Students loans apply only to principal. For more information about the types of deferments and eligibility requirements, you can visit www.studentaid.gov.

Default Prevention
The purpose of the Default Prevention and Management Plan is to promote student and school success by increasing student retention and decreasing Title IV loan repayment delinquency and default. WEST-MEC students will benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates. Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. WEST-MEC is actively committed to promoting student success by helping students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers
Borrowers who default on student loans face serious consequences. Direct Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid. Students should contact their servicer to make alternate arrangements to prevent default. Students should contact the financial aid office for assistance.

Consequences of Default for Schools
Institutions may face serious consequences due to high cohort default rates, which include the loss of participation in the Direct Loan and/or Pell Grant programs. It is an objective of the WEST-MEC Financial Aid Office to reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers.

National Student Loan Data System (NSLDS)
Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, schools, and third-party servicers who are authorized users of the data system. Students may access their own records at www.studentaid.gov. Under the U.S. Department of Education Regulations that became effective on July 1, 2014, schools are required to report enrollment statuses to NSLDS at least every 60 days. West-MEC adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days.

Arizona Student Loan Code of Conduct

This code of conduct was developed by the Arizona Attorney General's Office in conjunction with universities and colleges in the State of Arizona. West-MEC fully supports and complies with these provisions.

Code of Conduct for Financial Aid Professionals
West-MEC's financial aid staff are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, West-MEC's financial aid staff will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
   a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
   b. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
7. Institutional award notifications and/or other institutionally provided materials shall include the following:
   a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
   b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
   c. Standard terminology and definitions.
   d. Renewal requirements for each award.
8. All required consumer information is displayed in a prominent location on the institutional web site and in any printed materials, easily identified and found, and labeled as "Consumer Information."
9. Financial aid staff will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

FINANCIAL SATISFACTORY ACADEMIC PROGRESS (FSAP) STANDARDS
Federal Regulations CFR 668.32(f) and 668.34 require students make Satisfactory Academic Progress (SAP) to move toward program completion. FSAP varies by program. Students must satisfy qualitative, and maximum timeframe completion, specified below, at the end of each payment period specified below, Financial Evaluation Points, applicable to the program of study to meet financial satisfactory academic progress:

- **Qualitative: Grade Point Measurement**
  - As specified by each program.
    - Aviation Maintenance Technology: Minimum of 70% overall grade, including a minimum 70% grade on all practical projects and final exams.
    - Dental Assisting: Minimum of 70% overall grade and a minimum grade of 75% on practical and final exams
    - HVAC-R: Minimum of 75% overall grade
    - Pharmacy Technician: Minimum of 75% overall grade
    - Precision Manufacturing: Minimum of 70% overall grade and a minimum of 80% overall grade on projects/skills
    - Welding Technology: Minimum of 70% overall grade and a minimum of 70% skill overall grade per course.
- **Maximum Time Frame for Completion**
    - Maximum of 133% to complete the program.

Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.

The following grades: F (failure) and W (withdrawn) are considered attempted and will count towards the determination of satisfactory academic progress. Repeated course(s) will replace the original grade and the clock hours will count towards the determination of satisfactory academic progress. Incomplete (I) grades are not granted.

Transfer of Credit: credit granted for coursework completed outside of West-MEC Adult Education will be used in the calculation of both attempted and completed clock hours.

Students that pursue an alternate program are eligible for a one-time FSAP reset, with appeal if not making FSAP.

Financial Aid Evaluation Points
Students will be evaluated at the end of each payment period at the scheduled clock hours specified below. Students must have the Cumulative Grade Point Average specified below to meet Financial Satisfactory Academic Progress.

Program	Scheduled Clock Hours	Cumulative Grade Point Average
Aviation Maintenance Technology- Airframe & Powerplant	450, 900, 1350, 1800, & 1926	2.0
Dental Assisting	390 & 780	2.0
HVAC-R	300 & 600	2.5
Pharmacy Technician	300 & 600	2.5
Precision Manufacturing	300 & 600	2.5
Welding Technology	450 & 900	2.0

Financial Aid Warning, Probation, Probation with Academic Plan, Ineligible, & Reinstatement
Students are expected to maintain good academic standing throughout their program. West-MEC staff will help those failing to maintain good academic standing. Students awarded Federal Student Aid (Title IV) must meet FSAP requirements by the end of each payment period (Evaluation Point) to earn the next disbursement(s) on their Financial Aid Offer.

Aviation Maintenance Technology students:
Financial aid warning applies only to Aviation Maintenance Technology students and who have earned a cumulative GPA less than 2.0 at the end the payment period. By the end of the following payment period, if student(s) do not raise their cumulative GPA to the 2.0 minimum requirement, student(s) will be **ineligible** for all Federal Financial Aid (Title IV). All future disbursements will be cancelled.

Under extenuating circumstances, such as death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty, the student may file a **Financial Aid Satisfactory Academic Progress Appeal**. Student should contact the Financial Aid Office to discuss the process of submitting a Financial Satisfactory Academic Progress Appeal. The student must explain why they failed to make SAP; what has changed in their situation that will allow them to meet SAP requirements at the next evaluation point; and supporting documentation must be submitted.

If the appeal is approved, the student will be placed on Financial Aid Probation or Financial Aid Probation with an Academic Plan. Federal Financial Aid (Title IV) will be reinstated for the payment period. FSAP will be evaluated at the end of the payment period. If FSAP is not met at the end of the payment period, the student is **ineligible** for Financial Aid (Title IV). Student should discuss **reinstatement** options with the Financial Aid Office.

If the FSAP Appeal is denied, the student is **ineligible** for all Federal Financial Aid (Title IV) and all future disbursements will be cancelled. Ineligible student may pursue **reinstatement** of Financial Aid eligibility by successfully completing a "payment period" clock hours along with submission and approval of a Financial Satisfactory Progress Appeal. Successful completion is overall minimum grade of 70% at the end the payment period.

Financial aid probation or financial aid probation with an academic plan applies to students that receive a Financial Satisfactory Progress Appeal approval. Students placed on financial aid probation must earn a 2.0 GPA to earn future financial aid (Title IV) disbursements. Students placed on financial aid probation with an academic plan must follow their academic plan. If an extenuating circumstance prevents the student from satisfying the academic plan as written, the student must appeal to have the academic plan modified/updated prior to the end of the payment period. Progress will be monitored at the end of each payment period. Financial aid probation and financial aid probation with an academic plan is only available once in the student's program.

The following grades: F (failure) and W (withdrawn) are considered attempted and will count towards the determination of satisfactory academic progress. Repeated course(s) will replace the original grade and the clock hours will count towards the determination of satisfactory academic progress.

Students that pursue an alternate program are eligible for a one-time SAP reset, with appeal if not making FSAP. Allowable **extenuating circumstances** include death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty.

Dental Assisting, HVACR, Pharmacy Technician, Precision Manufacturing, and Welding Technology students: Students not making satisfactory academic progress at the evaluation point(s) are ineligible for the following financial aid disbursements and disbursements will be cancelled. Under extenuating circumstances, such as death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty, the student may file a **Financial Aid Satisfactory Academic Progress Appeal**. Student should contact the Financial Aid Office to discuss the process of submitting a Financial Satisfactory Academic Progress Appeal. The student must explain why they failed to make SAP; what has changed in their situation that will allow them to meet SAP requirements at the next evaluation point; and supporting documentation must be submitted.

If the appeal is approved, the student will be placed on Financial Aid Probation or Financial Aid Probation with an Academic Plan. Federal Financial Aid (Title IV) will be reinstated for the payment period. FSAP will be evaluated at the end of the payment period. If FSAP is not met at the end of the payment period, the student is **ineligible** for Financial Aid (Title IV). Student should discuss **reinstatement** options with the Financial Aid Office.
If the FSAP Appeal is denied, the student is **ineligible** for all Federal Financial Aid (Title IV) and all future disbursements will be cancelled. Ineligible student may pursue **reinstatement** of Financial Aid eligibility by successfully completing a "payment period" clock hours along with submission and approval of a Financial Satisfactory Progress Appeal. Successful completion is overall minimum grade of 75% at the end the payment period.

Financial aid probation or financial aid probation with an academic plan applies to students that receive a Financial Satisfactory Progress Appeal approval. Students placed on financial aid probation must earn a 2.5 GPA to earn future financial aid (Title IV) disbursements. Students placed on financial aid probation with an academic plan must follow their academic plan. If an extenuating circumstance prevents the student from satisfying the academic plan as written, the student must appeal to have the academic plan modified/updated prior to the end of the payment period. Progress will be monitored at the end of each payment period. Financial aid probation and Financial aid probation with an academic plan is only available once in the student's program.

The following grades: F (failure) and W (withdrawn) are considered attempted and will count towards the determination of satisfactory academic progress. Repeated course(s) will replace the original grade and the clock hours will count towards the determination of satisfactory academic progress.

Students that pursue an alternate program are eligible for a one-time FSAP reset, with appeal if not making FSAP. Allowable **extenuating circumstances** include death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty.

EARNING FINANCIAL AID DISBURSEMENTS

At the end of each payment period, the Financial Aid Office will verify that students are making SAP and have earned the following disbursement of their award. All of the following standards must be at or above the minimum to earn disbursements:

Aviation Maintenance Technology:

1. Qualitative: Minimum of 70% overall grade, including a minimum 70% grade on all practical projects and final exams.
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled clock hours.
3. Maximum Time Frame Completion: Student may not attempt more than 2561 clock hours and attend no more than 156 weeks.

Dental Assisting:

1. Qualitative: Minimum of 70% overall grade and a minimum grade of 75% on practical and final exams
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled clock hours.
3. Maximum Time Frame Completion: Student may not attempt more than 1037 clock hours and attend no more than 77 weeks.

HVAC-R:

1. Qualitative: Minimum of 75% overall grade
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled hours.
3. Maximum Time Frame Completion: Student may not attempt more than 798 clock hours and attend no more than 72 weeks.

Pharmacy Technician:

1. Qualitative: Minimum of 75% overall grade
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled hours.
3. Maximum Time Frame Completion: Student may not attempt more than 798 clock hours and attend no more than 59 weeks.

Precision Manufacturing:

1. Qualitative: Minimum of 70% overall grade and a minimum of 80% overall grade on projects/skills
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled hours.
3. Maximum Time Frame Completion: Student may not attempt more than 798 clock hours and attend no more than 72 weeks.

Welding Technology:

1. Qualitative: Minimum of 70% overall grade, including a minimum of 70% skill overall grade per class.
2. Quantitative: At the end of each payment period, student must complete/attend 90% of scheduled hours.
3. Maximum Time Frame Completion: Student may not attempt more than 1197 clock hours and attend no more than 106 weeks.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Federal Regulations CFR 668.32(f) and 668.34 require students make Satisfactory Academic Progress (SAP) to move toward program completion. SAP varies by program. Refer to specific program for more information. Students must satisfy each of the criteria specified below at the specified Evaluation Points and at the end of each evaluation point.

Qualitative: Grade Point Measurement

As specified by each program:

- Aviation Maintenance Technology: Minimum of 70% overall grade, including a minimum 70% grade on all practical projects and final exams.

- Dental Assisting: Minimum of 70% overall grade and a minimum grade of 75% on practical and final exams
- HVAC-R: Minimum of 75% overall grade
- Pharmacy Technician: Minimum of 75% overall grade
- Precision Manufacturing: Minimum of 70% overall grade and a minimum of 80% overall grade on projects/skills
- Welding Technology: Minimum of 70% overall grade and a minimum of 70% skill overall grade per course.

Quantitative: Pace of Progression

As specified by each program:

- Aviation Maintenance Technology: Students must successfully complete 90% of scheduled clock hours
- Dental Assisting: Students must successfully complete 90% of scheduled clock hours
- HVAC-R: Students must successfully complete 90% of scheduled clock hours
- Pharmacy Technician: Students must successfully complete 90% of scheduled clock hours
- Precision Manufacturing: Students must successfully complete 90% of scheduled clock hours
- Welding Technology: Students must successfully complete 90% of scheduled clock hours

Maximum Time Frame for Completion

- Maximum of 133% attempt on required clock hours and weeks to complete the program.

The following grades, F (failure) and W (withdrawn), are considered attempted and will count towards the determination of satisfactory academic progress. Repeated course(s) will replace the original grade and the clock hours will count towards the determination of satisfactory academic progress. Program changes count towards the Maximum Time Frame Completion.

EVALUATION POINTS

Students will be evaluated at the scheduled clock hours specified below. Students must be at the Cumulative Grade Point Average specified below to meet Satisfactory Academic Progress. Students not meeting Satisfactory Academic Progress will be placed on warning, probation or suspension.

Program	Scheduled Clock Hours	Cumulative Grade Point Average
Aviation Maintenance Technology – Airframe & Powerplant	380, 760, 1140, 1520, & 1900	**1.0**
Dental Assisting	150, 300, 450, 600, & 780	**2.0**
HVAC-R	150, 300, 450, & 600	**2.5**
Pharmacy Technician	150, 300, 450, & 600	**2.5**
Precision Manufacturing	150, 300, 450 & 600	**2.0**
Welding Technology	225, 450, 675, & 900	**2.0**

Warning, Probation, and Suspension

Students are expected to maintain good academic standing throughout their program. West-MEC staff will help those failing to maintain good academic standing. Students not in good academic standing will be placed on warning, probation or suspension.

- GI Bill® Education Benefits will be discontinued at Academic Suspension. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Academic warning applies to students who have earned a cumulative GPA of less than the minimum requirement and have completed less than 90% of the scheduled hours in the enrollment period.

Under extenuating circumstances, such as death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty, the student may file a Satisfactory Academic Progress Appeal. See **Satisfactory Academic Progress Appeal Process**. If the appeal is approved, the student will be placed on Academic Probation with an academic plan.

If the SAP Appeal is denied, the student is placed on Academic Suspension.

Academic probation applies to students who have been placed on academic warning; have failed to raise their GPA to the minimum requirement; have failed to attend 90% of the scheduled hours in the enrollment period; and have received approval on their SAP appeal with an academic plan.

Students placed on probation must successfully participate in an academic plan to assist them in achieving Satisfactory Academic Progress (SAP) by the next Evaluation Point. Students who do not raise their cumulative GPA to the minimum requirement and do not attend 90% of the scheduled hours in the enrollment period by the following Evaluation Point will be placed on Academic Suspension and will be withdrawn from the program. See **Evaluation Points.**

Academic suspension applies to students who have been on academic warning; have failed to meet Satisfactory Academic Progress; have filed an SAP Appeal but SAP Appeal has been denied. In addition, Academic Suspension applies to students who have been placed on academic probation and have failed to meet Satisfactory Academic Progress. Academic suspension will be immediately preceded by academic probation if SAP is not met. The student will be administratively withdrawn from the program. The student may apply for readmission along with a Satisfactory Academic Progress Appeal to re-enroll in the following or future available cohort. See **SAP Appeal process** and **Readmission**.

Allowable **extenuating circumstances** include death in the immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty.

Satisfactory Academic Progress Appeal Process
Students that failed to meet SAP requirements at the end of Academic Warning, may submit a Satisfactory Academic Progress Appeal if extenuating circumstances such as death in their immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty were the cause for not meeting SAP. Supporting documentation such as a death certificate, obituary, medical records, letter from the student's doctor, military assignments, subpoenas, and jury duty notice(s) must be submitted with the SAP Appeal Form. Student obtains the SAP appeal form from the Assistant Campus Administrator for Adult Education. Completed SAP Appeal Form along with supporting documentation is to be submitted to the Assistant Campus Administrator for Adult Education two weeks prior to the beginning of the next Evaluation Point. See **Evaluation Points**.

Students on Academic Suspension may submit a Satisfactory Academic Progress Appeal if extenuating circumstances such as death in their immediate family, illnesses requiring confinement and/or hospitalization, military responsibilities, subpoenas, and jury duty were the cause for not meeting SAP. Supporting documentation such as a death certificate, obituary, medical records, letter from the student's doctor, military assignments, subpoenas, and jury duty notice(s) must be submitted with the SAP Appeal Form and Readmission application to re-enroll in the following or future cohort.

TRIBAL FUNDING
Bureau of Indian Affairs funding must be established through the student's tribal higher education office.

GI Bill® EDUCATION BENEFITS [GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)]
Education benefit eligibility is determined by the Department of Veterans Affairs. Visit va.gov for information and to apply for veteran benefits. For assistance, please contact the School Certifying Official.

The following programs have been approved by the State Approving Agency:

- Aviation Maintenance Technology -Airframe & Powerplant
- Dental Assisting
- HVAC-R
- Pharmacy Technician
- Precision Manufacturing
- Welding Technology

GI Bill® Education Benefits: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

- Chapter 30 – Montgomery GI Bill®
- Chapter 31 – Veteran Readiness & Employment
- Chapter 33 – Post 9/11 GI Bill® & Transfer of Entitlement
- Chapter 35 – Dependents' Educational Assistance
- Chapter 1606 – Montgomery GI Bill®- Select Reserve

GI Bill® Education Benefits recipients are required to submit all postsecondary and military transcripts before the end of the first course to be certified for following terms by the VA School Certifying Official. All prior training must be evaluated. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

In accordance to **Public Law 115-407 Section 103, signed into law on 12-31-18,** West-MEC allows a ***Covered Individual*** who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, chapter 33, Post-9/11. Or chapter 35, Dependents' Educational Assistance, GI Bill® benefits to attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33, or 35 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

West-MEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31, 33, or 35. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

It is the veteran's responsibility to notify the VA School Certifying Official regarding all changes in enrollment, program, enrollment at another institution, address, and all other changes that may impact their veteran educational benefits.

MILITARY TUITION ASSISTANCE

West-MEC programs are approved for active duty military personnel.

ACADEMIC REGULATIONS:

SCHOLASTIC STANDARD

Instruction and training in all West-MEC programs meet Arizona Department of Education Career and Technical Education (CTE) Standards and by individual program specific organizational certification requirements. The standards and skills that are taught in the program are clearly defined and include the state standards for the program. The program is evaluated through State Performance Measures and Standards based on the percent of state competencies the student masters. Information about the State Performance Measures and Standards is available at http://www.ade.state.az.us/cte. Current Arizona State adopted competencies for a particular program go to: http://www.azed.gov/career-technical-education/tech-standards or http://www.aztechprep.org.

STUDENT ASSESSMENT

Because faculty at West-MEC is dedicated to effective teaching, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

ACADEMIC MISCONDUCT
Cheating will result in disciplinary action against the student IAW current procedures published in the District policies and as defined in 14 CFR, Part 65, Section 65.18 regulation.

GRADING POLICY
Grading varies from program to program. Refer to specific program section for more information.

ATTENDANCE POLICY
Students may be withdrawn after four consecutive days absent from the program/course unless prior arrangements have been made with their instructor. Students who do not meet the attendance requirements may be withdrawn. Students are expected to attend 100% of their scheduled clock hours. Students have a maximum of 10% excused absences with the exception of Aviation Maintenance Technology (AMT) students. The 10% excused absence allowance is reviewed at all SAP points and must be met to make SAP.

AMT students have a maximum of 5% excused absences. However, all Project Guides and Finals must be successfully completed. Therefore, make-up time will be required to complete missed/failed Project Guides and/or Finals.

Effective July 2023, AMT students are required to attend 95% of their scheduled hours for each section of their program: General, Airframe 1, Airframe 2, Powerplant 1, and Powerplant 2. All Project Guides and Finals must be successfully completed before their scheduled section ends. Therefore, make-up time will be required to complete missed/failed Project Guides and/or Finals. Missed/failed project and finals must be done within two weeks or by the next make-up day. The five percent excused absence are a total 4 days per section. Consecutive absences without notification may lead to withdrawal.

AMT students must make up time/schoolwork by the following available/scheduled make-up day or missed time/schoolwork will be forfeited.

Absence policies are effective the first scheduled class day. Students who fail to attend the first scheduled day of class or fail to contact the instructor regarding absence before the first scheduled day of class may be cancelled. It is the student's responsibility to consult with their instructor regarding absences and missed work. Students shall be withdrawn after four consecutive days absent from the course unless prior arrangements have been made with instructor. The fifth (business) day shall be the student's program Exit Date.

Attendance and punctuality are ultimately the responsibility of the student. Absences, late arrivals and early departures are tracked daily. Late arrivals and early departures will be rounded to the following quarter hour. Example: student arrives five minutes late, student will be docked fifteen minutes.

Students should not miss class unless it is unavoidable. Classroom activity cannot be replicated. The benefits of labs, group work, lectures, and participation are lost to those who are absent. Tardiness disrupts the learning environment of everyone in the class. Coming to class late deprives the tardy student of full learning time and disrupts the education of other students. Every student is expected to be in an assigned workstation prepared to work at the beginning of class.

West-MEC faculty and staff believe that regular attendance and punctuality are key to the success and skill acquisition students gain from participating in career and technical programs. It is important that students recognize the direct relationship that exists between program success and regular, punctual attendance.

Documented Absences
Notification to instructor is required prior to absence. Documented absences may include illness, jury duty, subpoenas, military commitments, or hospitalizations. Appropriate documentation may be required.

MAKE-UP WORK/MISSED HOURS DUE TO ABSENCE(S)
Students must notify their instructor of absence(s), planned or unplanned; request assignments; and make arrangements for make-up time/work. Arrangements with the instructor for all missed program hours and class-

work must be identified within two day of student's return to class. Student will complete and submit all missed schoolwork within the provided deadline.

Aviation Maintenance Technology: Assistant Campus Administrator - Adult Education will provide students with the schedule for make-up day(s) for each program section, General, Airframe 1, Airframe 2, Powerplant 1, & Powerplant 2, for written make-up work/missed hour(s).

WITHDRAWAL

To officially withdraw from West-MEC, the student must initiate the process with the Registrar by completing and submitting the Withdrawal Request form. If a student has excessive absences, West-MEC reserves the right to withdraw the student from the program. Students shall be withdrawn after four consecutive days absent from the course unless prior arrangements have been made with instructor. The scheduled hours at the time of withdrawal determine the final grade and any refund, if applicable.

REFUND POLICY – Course(s) *ONLY*

If Student withdraws or is withdrawn from any single course during any of the following scheduled days in the course, the student will be obligated to the school for the entire cost of books, lab fees, supplies fees purchased by the student from the school for use and tuition as follows:

Scheduled Days	**Tuition**	**Supplies, Books & Equipment**
1st – 2nd day	No Charge	Student pays for supplies and books, used or opened, lab fees & uniforms
3rd day – Beyond	No Refunds	No Refunds

REFUND INSTITUTIONAL POLICY – *Programs*

If Student withdraws or is terminated from the program during any of the following specified scheduled hours in a payment period (see below), the student will be obligated to the school for the entire cost of any books, lab fees, supplies fees purchased by the student from the school for use, admission fee, administrative fee, and the following corresponding percentage of the tuition:

Scheduled Hours	**Tuition Percentage**
1 – 9 %	No charge
10 – 19 %	10%
20 – 29 %	20%
30 – 39 %	30%
40 % +	100%

PAYMENT PERIODS:

Program	**Payment Period**
Aviation Maintenance Technology- Airframe & Powerplant	450, 900, 1350, 1800, & 1926
Dental Assisting	390 & 780
HVAC-R	300 & 600
Pharmacy Technician	300 & 600
Precision Manufacturing	300 & 600
Welding Technology	450 & 900

(a) Student's withdrawal or termination date for purposes of calculating any refund due under this Section will be Student's exit date from the Program.
(b) Notwithstanding anything to the contrary above in this Section, if Student withdraws or is terminated from the Program, Student will remain obligated to the School for:
· all of the tuition, lab fees, cost of any supplies owed to the School for any previous attendance by Student at the School; and
· all other amounts owed to the School under the Enrollment (EA) (including any addenda to the EA) and/or any other agreement between Student and the School.

(c) If, at the time Student withdraws or is terminated from the Program, the School has received any monies for tuition, lab fees, supplies from or on behalf of Student in excess of Student's obligation for those items as provided in this Section, the School will refund such excess to the appropriate party(is).
(d) The School will pay Student any refund remaining after all outstanding balances owed to School, within 45 days following Student's last date of recorded attendance in the Program.

RETURN TO TITLE IV FUNDING (R2T4)
Per 34 CFR 668.22; 668.164, when a recipient of title IV grant and/or loan assistance withdraws from institution, West-MEC, during a payment period or period of enrollment in which the recipient began attendance, West-MEC will determine the amount of title IV grant and/or loan assistance that the student earned as of the student's withdrawal date in accordance with their last date of attendance or withdrawal request.

When a student withdraws or is withdrawn from the Program, the student and/or his or her parent(s) may be ineligible to use a portion of any federal student financial aid awarded to the student and/or his or her parent(s) for use in the payment period or period of enrollment.

If the student's withdrawal from the Program occurs prior to completion of 60% of clock hours scheduled to be completed in the payment period or period of enrollment, the earned title IV grant and/or loan assistance is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date.

$$\% \text{ earned} = \frac{\text{Clock hours scheduled as of last date of attendance or withdrawal request}}{\text{Total clock hours in the payment period or period of enrollment}}$$

% unearned = 100% - percent earned

If the withdrawal occurs after the completion of 60% of scheduled clock hours in the payment period or period of enrollment, the student has earned 100% the title IV grant and/or loan assistance for the payment period or period of enrollment. If student's withdrawal creates a credit balance owed to the student, the credit balance will be mailed to the student within 14 days after the calculation of R2T4.
If Student and/or his or her parent(s) are ineligible to use a portion of any title IV grant and/or loan assistance, federal law requires the School to return to the appropriate party(ies) such unusable aid. The Financial Aid Office will notify the student of the amount of unearned aid returned by the School; and, the student is liable for the unearned aid and balanced owed to West-MEC. It is the student's, and/or the parent(s), responsibility to repay to the appropriate party(ies) such unusable aid Student is expected to pay that amount to the School in full immediately. If Student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by Student and/or the parent(s) and not remitted to the School:

Any return or repayment of unearned title IV grant and/or loan assistance will be returned by West-MEC to eliminate any outstanding balances for any title IV aid received by or with respect to Student, within 45 days of the last date of attendance or student withdrawal request, in the following order and priority and within the time period prescribed by law.

1st: Unsubsidized Federal Direct Stafford loans;
2nd: Subsidized Federal Direct Stafford loans;
3rd : Federal Direct PLUS loans;
4th: Pell Grant

West-MEC will pay the student any refund remaining after all outstanding balances specified above are eliminated, within 45 days following:

1) student's last date of recorded attendance in a course, if the School withdrew the student from the Program per attendance policy; OR
2) the date that the School received the student's written notice of withdrawal from the Program; if Student withdrew from the Program and the School received Student's written notice of withdrawal; or

If student has a grant overpayment and the overpayment is 50% or less than the total grant assistance disbursed (or could have disbursed) to the student for the payment period or period of enrollment; and/or, it is $50 or less, the student remains eligible for aid and is not required to return. If student owes West-MEC an overpayment, student is expected to pay immediately or make reasonable payment arrangements that will be satisfied within two years of the student's last date of attendance. If student fails to meet the repayment agreement, student will be referred to the Secretary as an overpayment. Student may request a repayment agreement with the Secretary.

If student is eligible for a post-withdrawal disbursement, grant funds must be disbursed before loans. Financial Aid Office will notify the student and/or parent, within 30 days of LDA, of post-withdrawal loan eligibility and obtain confirmation that they still wish to have the loan funds disbursed. Response from the student and/or parent is expected within 14 business days. Upon receipt of post-withdrawal disbursements and student's account is satisfied, excess funds will be refunded to the student within 45 days from the student's last date of attendance and no later than 180 days from the last date of attendance.

Student and/or parent must pay loans in accordance with the terms of the loan(s).

SERVICES FOR STUDENTS WITH DISABILITIES

Non-discrimination Policy

The District is committed to compliance with the Americans with Disabilities Act as amended (ADA) 2008 and Section 504 of the Rehabilitation Act of 1973. The District does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities.

General Guidelines Regarding Disabilities and Accommodations

Individuals with disabilities who are enrolled in a West-MEC program have the right to request reasonable accommodations to allow equal access to courses and programs provided. The following are general guidelines. They provide a general outline of policies and procedures for obtaining accommodations. For specific policy, please see the ESS Teacher Liaison at your campus.

Students with disabilities are encouraged to meet with the ESS Teacher Liaison to request accommodations. The decision to use these services is voluntary and a matter of individual choice. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing required documentation to verify eligibility. West-MEC provides students with disabilities with reasonable accommodations to ensure that students have an equal opportunity to participate in all programs, services and activities. The purpose of accommodations is not to ensure success, but to provide access and equal opportunity.

Reasonable accommodations are individualized and developed on a case-by-case basis. Students with the same disability may receive different accommodations based on individual need. Self-disclosure and the submission of documentation to obtain a reasonable accommodation can be initiated at any time. However, reasonable time should be allowed before the student can expect accommodations to be in place. Accommodations will not be provided retroactively.

The Role of the ESS Teacher Liaison

- Serves as a resource for individuals with disabilities.
- Provides information on documentation needed to request accommodations.
- Works with the student and instructor to decide on accommodations to be provided.
- With a student's consent, notifies the student's instructors in writing that a student has a disability and describes any agreed upon accommodations.

The Accommodation Procedure

1. The student should obtain a "Request for Services" form from the ESS Teacher Liaison on their campus. The student completes the form and returns it to the ESS Teacher Liaison, along with required documentation of a disability.

2. The ESS Teacher Liaison reviews the form and the supporting documentation. If deemed eligible for accommodations, the ESS Teacher Liaison will work with the instructor and student to select reasonable accommodations.

3. The ESS Teacher Liaison will be provide a "Request for Accommodation" letter to their instructor, which describes the agreed upon reasonable accommodations to be used in the classroom.

It is each student's responsibility to make use of the accommodations. Each student is ultimately responsible for his or her academic success.

Required Documentation
Please note that an IEP or 504 Plan from high school will not meet these requirements. If additional documentation is required, it is the student's responsibility to pay for and obtain any additional evaluations.

Physical Disabilities
West-MEC will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified professionals. The diagnostic report must include a clear disability diagnosis, procedures used to diagnose the disability, a description of any medical and/or behavioral symptoms associated with the disability, a clear statement specifying functional manifestations (i.e. substantial limitations to one or more major life activities and degree of severity) due to the disability and recommendations for accommodations, including the rationale.

Specific Learning Disabilities
West-MEC will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate psychoeducational evaluations that are no more than three years old. The assessment must be administered by a trained and qualified professional. An appropriate psychoeducational evaluation must include comprehensive measures in each of the following areas: aptitude (a complete intellectual assessment), academic achievement, and information processing. The diagnostic report must include a diagnostic interview that addresses relevant historical information including past and current academic achievement, a list of all instruments used, a DSM-V diagnosis, and a diagnostic summary stating whether a learning disability exists, a clear statement specifying the substantial limitations to one or more major life activities and recommendations for accommodations, including rationale.

Definitions
Major Life Activity
Walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, working, caring for one's self, and similar activities.

Reasonable and Appropriate Accommodations
An accommodation that enables a student with a disability to enjoy equal opportunity and/or access to West-MEC facilities, programs and activities, provided the accommodation would not result in a fundamental alteration to the program. Reasonable accommodation is required for students with known disabilities. West-MEC is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs. West-MEC staff must prepare a written explanation and consult with the Director of Adult Education before denying a student's request for accommodation.

Grievances
Students who feel they have cause to file a grievance must follow West-MEC's grievance policies. In the case of a grievance in relation to a disability, the grievance will be heard by the Disability Review Committee.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
As defined by the Federal Department of Education: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records**.** These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students may present a complaint or grievance regarding (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is presented by law, or the Governing Board without authority to act.

The guidelines to be followed are:

- The accusation must be made within ten (10) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.

- The complaint/grievance shall be made only to a school administrator or school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/or grievance falls within this policy shall be determined by the Superintendent.

A student may initiate the complaint process by completing the Student Concerns, Complaints, and Grievances Complaint Form on the following pages and submitting to the Adult Education Coordinator at the attending campus.

If a complaint is not resolved to the student's satisfaction, the student may submit the complaint to the Assistant Superintendent for Adult Education at District/Corporate at 5487 North 99th Avenue, Glendale, AZ 85305.

For grievance cases that are unable to be settled on an institutional level, the student may contact the State of Arizona Department of Education at 1535 W Jefferson Street, Phoenix, AZ 85007 or 602-542-5460. The student may also contact the Council on Occupational Educational at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or (770) 396-3898 or (800) 917-2081 or www.council.org.

A complaint/or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than ten (10) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. False or unproven complaint documentation shall not be maintained.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES COMPLAINT FORM

(To be filed with a school administrator, the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor.)
Additional pages may be attached if more space is needed.

Please Print:

Name_____ Date_____

Address_____

Telephone_____ Another phone where you can be reached_____

During the hours of_____ E-mail address_____

I wish to complain against:

Name of person, school (department), program, or activity_____

_____

_____

Campus Name/Address_____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note all relevant dates, times, and places.*

_____
_____
_____
_____
_____

Name Address Telephone Number

_____

_____

_____

_____

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

_____
_____
_____
_____
_____
_____
_____
_____

I certify that this information is correct to the best of my knowledge.

_____ _____

Signature of Complainant Date Signed

_____ _____

Administrator or Professional Staff Member Receiving Initial Complaint

Date Initial Complaint Received

COMPUTER, TELECOMMUNICATION AND NETWORK RESOURCE POLICIES
The following guidelines and policies apply to all:

- Students who use computers belonging to the West-MEC School District.
- Students who access network resources available through the West-MEC School District.
- Students who bring personal electronic devices to West-MEC campus/events.

Acceptable Use Policy and Procedures
Internet access and E-Mail are available to students and teachers in the Western Maricopa Education Center West-MEC. WEST-MEC believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the Western Maricopa Education Center (West-MEC) Governing Board has adopted the following policy:
Acceptable Use – Each user must:

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of Western Maricopa Education Center West-MEC.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the district's code of conduct.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on WEST-MEC servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Unacceptable Uses – Each user must not:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.

- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. Shockwave games/animations, audio and other visual files.)
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use free web-based email, messaging, video conferencing, or chat services without written permission from WEST-MEC Information Technology.

Resource Limitations:
- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or career development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal Responsibility:
- I will report any misuse of the EIS to the administration or system administrator.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

Network Etiquette:
I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:
- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.
  - Post only to known groups or persons.

Services
The Western Maricopa Education Center West-MEC specifically denies any responsibility for the accuracy of information. While Western Maricopa Education Center West-MEC will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

Privileges and Responsibilities
The use of West-MEC computers, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

The West-MEC District reserves the right to monitor the use of district computers, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted.
The West-MEC District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district.
The West-MEC School District may make rules, as needed, for the operation of the system.

Copyright Infringement
Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distributes the work, display or performs the work publicly, and creates derivative works. A copyright interest attaches to an original work that is "fixed in any tangible medium of expression," including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws. Both the person who makes an illegal copy of a copyrighted work available and the person who receives or downloads an illegal copy have violated the copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose.

Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of any of the school's equipment or information systems is prohibited and violates both the Conduct section of the School Catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:
- unlimited actual damages proven for each act of copyright infringement;
- up to $30,000 for each act of copyright infringement that is determined not to be willful;
- up to $150,000 for each act of copyright infringement that is determined to be willful; and criminal penalties.

DRESS CODE
General
The purpose of the dress code is to "dress for success" and attend school properly prepared to participate in the educational process. All students are required to present themselves in a manner that meets safety and industry standards. Some programs may have additional safety requirements. See Personal Protective Equipment (PPE) by program. All clothing must be neat, clean, and in good condition. In addition, it does not unduly distract others and/or does not interfere with or disrupts the educational process.

Students are expected to wear, on a daily basis, a West-MEC Adult Education short-sleeved or long-sleeved T-shirt.

Work pants/jeans must fit properly and must be worn at the waistline, be without rips/tears/stains/holes, and shall not drag on the ground. Shorts are never allowed in any program.

Students must visibly wear their West-MEC student ID at all times while on campus.

Safety glasses must be worn at all times in labs/shops.

Industry appropriate footwear must be worn at all times. The following program students are required to properly wear reinforced safety shoes: Aviation Maintenance Technology, HVACR, Precision Manufacturing, and Welding Technology. Shoes must cover the entire feet. No open-toe shoes are ever allowed in any program.

Dental Assisting and Pharmacy Technician students are expected to wear scrubs: top and bottoms. Shoes must cover the entire feet.

Dental Assisting students should have short, natural nails that are clean and well-groomed to avoid hygiene risks like bacterial growth and to prevent tearing gloves.

Personal grooming must adhere to professional safety standards. This includes, but not limited to, hygiene, nails, hair/facial hair: should be clean, groomed, and secured at all times.

The following general guidelines are applicable to clothing, jewelry, exposed skin, including tattoos, personal items and other similar items:

- No vulgarity, profanity, sexually or racially provocative, derogatory, and/or otherwise socially controversial words, images, or paraphernalia may be displayed.
- No threatening or violent words, images and/or paraphernalia, hate group association/affiliation or hate speech may be visible.
- Drug, alcohol, or gang related words, images, and/or paraphernalia are not acceptable.

Violation of dress code may lead disciplinary action, including but not limited to, dismissal from class and/or program if violation continues after warning is issued.

Safety and professionalism will supersede any and all dress code interpretations.

Personal Protective Equipment | Protective Attire and Equipment*

Protective clothing, including uniforms, and equipment are necessary in most industries and career and technical education programs to meet health, safety and industry standards, including the health and safety standards of the Industrial Safety Commission. Protective clothing and/or equipment is required for the protection of the students.

Students enrolled in West-MEC Adult Education Programs must, at all times, adhere to the Dress Code as required by their specific programs. In addition, the following Personal Protective Equipment | Protective Attire and Equipment must be adhered to in order to participate in West-MEC Adult Education Programs.

REQUIRED EVERY DAY: PERSONAL PROTECTIVE EQUIPMENT | PROTECTIVE ATTIRE AND EQUIPMENT BY PROGRAM:

Aviation Maintenance Technology

1. Safety glasses
2. West-MEC Adult Education T-shirt
3. Work pants/jeans
4. Reinforced safety shoes

Dental Assisting

1. Safety glasses
2. Scrubs: top and bottoms
3. Non-slip, closed toe shoes

HVACR

1. Safety glasses
2. West-MEC Adult Education long-sleeved T-shirt
3. Work pants/jeans
4. Reinforced safety shoes

Pharmacy Technician

1. Safety glasses

2. Scrubs: top and bottoms
3. Closed toe shoes

Precision Manufacturing

1. Safety glasses
2. West-MEC Adult Education T-shirt
3. Work pants/jeans
4. Reinforced safety shoes

Welding Technology

1. Safety Glasses (ANSI Z87.1)
2. West-MEC Adult Education T-shirt
3. Work pants/jeans
4. Reinforced safety shoes (leather shoes or work boots recommended)
5. Welding Hood (min 12 shade)
6. Hearing Protection (Ear Plugs)
7. Welding Jacket
8. Welding Gloves
9. Leather work gloves

STUDENT DISCIPLINE RULES

Each student is expected to respect the rights of classmates, teachers and school personnel. Students who violate the rights of others, or who violate rules and regulations of the district, are subject to disciplinary measures, including expulsion from program.

1. Students are required to wear their West-MEC identification card at all times while attending a West-MEC Adult Education Program.
2. Students are to refrain from racial/ethnic/gender/insults and/or intimidation.
3. Fighting is never appropriate on a school campus or an Adult Education Program campus/event.
4. Any behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds, or which disrupts the education environment is strictly forbidden.
5. Sexual harassment or sexual abuse will result in disciplinary action and police notification.
6. West-MEC prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including inside vehicles on school premises, and at activities/events sponsored by the District.
7. Any persons engaging in behavior or actions that threaten the safety or security of the campus will be subject to disciplinary measures.

Bullying

It is the right of every student to be educated in a positive, safe, caring and respectful learning environment. A school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

Bullying, harassment or intimidation as defined by this policy will not be tolerated. Harassment, intimidation or bullying means any intentional written, verbal, or physical act which:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- Has the effect of interfering with a student's education or disrupting the orderly operation of the school

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, pranks, gestures, physical attacks, threats, exposure to social exclusion or ostracism, or other written, oral, or physical actions.

Cyber Bullying
Cyber Bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Hazing
There shall be no hazing, solicitation to engage in hazing**,** or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until completion or withdrawal from the District.
"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.
In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.
All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to conduct and discipline.

DUE PROCESS
Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

1. Must be informed of accusations against them.
2. Must have the opportunity to accept or deny the accusations.
3. Must have explained to them the factual basis for the accusations.
4. Must have a chance to present an alternative factual position if the accusation is denied.
5. All discipline referrals submitted to the Adult Education Supervisor/Designee will begin with a conference with the student.

Referral - Students will be referred to the Adult Education Supervisor/Designee for violations outlined in the West-MEC Handbook and when their disruptive behavior interrupts the educational process.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. When proper notice has been given and the student fails to appear at the hearing, the hearing may proceed and the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student within five working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the student about suspension appeal procedures.

Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

Expulsion - The hearing officer may recommend that a student be removed from the Adult Education Program (a student who is removed from a program is considered to be removed from the West-MEC District and may not be readmitted to any West-MEC Adult Education Program during the time during which said removal is in force). That recommendation will be forwarded to the Governing Board, who will act on it.

Student may appeal the recommendation for expulsion based on one of the following reasons:
- There was substantial non-compliance with policy JKD (Student Suspension/Expulsion/Due Process Rights).
- The student's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the student. The Governing Board will review the decision from the hearing officer and the student's appeal and will hear evidence from the school and/or district officials and the student.

No new evidence can be admitted at the appeal hearing. The Governing Board will conduct the hearing in executive session. Unless requested in writing by the student, the executive session will be closed. If the student disagrees that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:
- If only one student is subject to the proposed action and disagreement exists between that student, then the board, after consultation with the student, shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the different students, then separate hearings shall be held subject to the provisions of A.R.S.15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at their expense.

Readmission – An expelled student may request to be readmitted no sooner than one year after the date of the expulsion.

Student Disciplinary Record-Keeping - Each administrator shall keep and retain complete records of disciplinary actions and procedures. Records regarding disciplinary actions shall be retained for at least two years after program completion or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but are not be limited to, suspension, and referrals of cases to police.
The accounting for student subject to disciplinary action shall contain an entry of:
- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, (i.e., conference with Administrator or other school personnel, etc.)
- Name of person(s) imposing the action or actions.
- Statement of clarification by student

Suspension Due to Clear and Present Danger - Following a preliminary investigation, the facts may indicate the presence of an alleged offender who presents a clear and disruptive influence to the educational process on campus. In that case, the Adult Education Supervisor/Designee may suspend the student from school pending

further investigation and disposition of the incident.

Administrator Review - In case of a suspension the student may request, in writing, a review of the situation/discipline. Once the Adult Education Supervisor/Designee reviews the stated concern(s), the administrator shall notify the student of the final determination.

LAW ENFORCEMENT
The District may notify appropriate law enforcement agencies of violations of the law.

INTERROGATION, SEARCH, ARREST
School officials may question students regarding matters related to school without limitation. A student may decline at any time to be interviewed by an administrator.

Searches - School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exists.

Items provided by the District such as lockers, desks, storage areas, etc. or personal items are provided as a convenience to the student, but remain the property of the school, and are subject to its control and supervision. Students have no reasonable expectation of privacy, and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room with second adult of the same sex as student.
Searches of the student shall be limited to the following:
- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.

School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of any of the following:
- "Contraband" includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- Any material or item which presents an imminent danger of physical harm or illness, and/or,
- Any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place. Contraband materials as identified in the introduction above may be seized when found in the course of a search.
Any such items seized may be:
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized.
- Turned over to law enforcement officers or destroyed.

Search Warrants - If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests - When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification. The school staff shall cooperate with the officer in locating the student within the school.

ASBESTOS INSPECTION NOTIFICATION

West-MEC complies with mandated asbestos inspections. Below are copies of the notifications of the asbestos inspections:

ANNUAL NOTIFICATION

DATE: 2/5/2020
TO: Workers, Building Occupants, Tradesmen and Outside Service Providers

FROM: **Western Maricopa Education Center (West-MEC)**

REFERENCE: District Office-5487 N. 99th Ave Glendale, AZ
START Campus-5405 N. 99th Ave Glendale, AZ
Central Campus-6997 N. Glen Harbor Blvd Glendale, AZ
Northeast Campus-1617 W. Williams Dr Phoenix, AZ
Northwest Campus-13201 W. Grand Ave Surprise, AZ
Southwest Campus-500 N. Verrado Way Buckeye, AZ
Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 – Asbestos-Containing Materials in Schools; Final Rule and Notice, October 30, 1987, 763.84 General locate education agency responsibilities.

The above referenced regulation mandated by the Environmental Protection Agency (EPA) is for schools K-12. Under this program, notification is required to inform at least once each year to notify building occupants about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

Statement: The AHERA Management Plan (MP) update for all West-MEC campuses and buildings was completed January 2020. The MP is available for review at the Western Maricopa Education Center Facilities Office and also at each campus upon request.

If you have any questions, please contact the person responsible for this program (Designated Person)

Name: Mr. Matthew Heath
Telephone Number: 623-209-8077

West-MEC School District #402

FIRE AND EMERGENCY

Fire and Emergency Drills

Periodically, fire and other emergency drills will be conducted at the school in order to familiarize on campus students with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully. If you discover a fire or fire hazard, notify an instructor or staff member immediately. Fire alarm stations are located throughout the building and will be activated in the event of a fire. All exits are marked and students are expected to leave the building in a prompt and orderly fashion using these exits. Check the posted exit guide in your classroom or lab. Class will resume following the all-clear signal.

Fire and Emergency Response and Evacuation Procedures

As part of West-MEC's Fire and Emergency Response and Evacuation Procedures, the school will attempt to immediately contact students and employees via text, email, phone and other means reasonably designed to inform students about any immediate threat to the health or safety of students or employees occurring on the campus.

In case of fire and/or other emergency, students must follow the directions of school officials. All rooms have exit routes designated on the maps posted in each classroom, office, and restroom.

SAFETY TIPS

Students can do several things to increase their safety. The following are some tips:

- Walk in well-lit areas;
- Arrange to walk in groups with at least one companion, especially at night;
- Do not carry large sums of cash;
- Avoid less-frequented places when alone, especially at night;
- Visibly wear your West-MEC student ID;
- Look for West-MEC ID's on individuals you meet on campus;
- Be aware how you carry your valuables and don't leave them unattended;
- If a driver stops to ask for directions, do not get too close to the car and risk being pulled in;
- Do not ignore your intuition; if you suspect you are being followed, change direction or go to a public area or group of people; and
- If you are being followed while driving, drive to the nearest police station, fire station or a well-lit, open business where you can safely call the police. Try to get the car's license number and description. If no safe areas are near, honk the horn repeatedly and turn on your emergency flashers.

SOLICITING

In the interest of all students, faculty and staff, no outside solicitation whatsoever is permitted in the classroom or laboratory, regardless of the reason, without the express consent of the Adult Education Supervisor/Designee.

PARKING

West-MEC offers free student parking. There are designated parking spaces for staff and visitors. All other parking spaces are available for student parking. Please use only one space per vehicle. Parking is not allowed in the driveways, fire lanes, or non-parking spots. Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense. Visitor parking is permitted in the parking spaces designated for visitors. Students must not park in the visitors parking area. Unauthorized parking may result in the vehicle being towed at the owner's expense and suspension of the individual's on-campus parking privileges. The parking lot and campus is under video surveillance at all times.

The speed limit in the parking lot and driveways is 5 MPH. Speeding and/or squealing of tires will result in loss of parking privileges and/or other disciplinary action. Parking areas must be kept free of trash.

PERSONAL PROPERTY

The school expressly disclaims all liability and responsibility for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on school premises and during any school activities.

The school maintains a lost and found and will dispose of any items not claimed within 30 days.

STUDENT LOUNGE | BREAK AREA

The student lounge/break area is provided for the students' convenience and enjoyment before and after class and during break periods. It is the student's responsibility to keep this area clean and neat. Dispose all food wrappers, drink containers and other refuse in the trash receptacles. We appreciate your assistance in keeping the school neat and clean.

SMOKING

West-MEC is a K-12 School District. Smoking is prohibited on or within 50 feet of school grounds. This refers to smoking tobacco (e.g. cigarettes, e-cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist). Any apparatus or equipment used, or is capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.

NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300.

DRUG AND ALCOHOL POLICY

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of alcohol, drugs, synthetic drugs, counterfeit drugs, or imitation drugs on school property or at school events is prohibited. Nonmedical is defined as "a purpose other than prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of this provision of the above paragraphs shall be subject to removal from school property and shall be subject to prosecution in accordance with the provision of the law and expulsion from program. Students attending school in the District who are in violation of the provision of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.
For purposes of this policy, "drugs" shall include, but not limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Marijuana
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant of Board policy.
- Hallucinogenic substances.
- Inhalants
- Synthetic, counterfeit or imitation drugs
    - A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

MEDICAL MARIJUANA

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana holder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).
The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana card holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.
A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.
If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes, law enforcement will be informed.

STUDENT INJURY
Students are required to utilize their personal or family medical insurance.

VACCINATION POLICY
West-MEC does not have a formal vaccination policy.

VISITORS AND GUESTS
Students must notify the school prior to bringing any visitors or guests into the facility. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book. No visitors or guests may tour the facility without being accompanied by a school employee. No visitors or guests may attend a student's class without the prior permission of the Assistant Campus Administrator for Adult Education, Campus Administrator or designee.

CHILDREN
Children of students may not be brought into the school while the student is in class. The school is not responsible for the safety of children on school premises.

VIDEO SURVEILLANCE NOTIFICATION
To promote a safe environment, all West-MEC campuses have video surveillance cameras in operation twenty-four hours a day. The systems survey both interior and exterior portions of campus, including parking lots.

STUDENT SERVICES

Resources	**Phone Number**
Corporate | District Information Desk	623-738-0022
Main (Central) Campus Information Desk	623-209-8070
Northeast Campus Information Desk	623-435-4920
Northwest Campus Information Desk	623-877-6915
Southwest Campus Information Desk	623-872-6260
Admissions Representative	623-738-0046
Adult Education Director	623-738-0034
Assistant Campus Administrator- Adult Education, Central Campus	623-209-8075
Campus Administrator – Adult Education, Northeast Campus	623-435-4932
Assistant Campus Administrator – Adult Education, Northwest Campus	623-877-6996
Assistant Campus Administrator- Adult Education, Southwest Campus	623-872-6260
Employment Specialist	623-772-1870
Career Services, Central Campus	623-877-6909
Career Services, Northeast Campus	623-772-4228
Career Services, Northwest Campus	623-877-6928
Career Services, Southwest Campus	623-872-6280
Counselor, Central Campus	623-209-8069
Counselor, Northeast Campus	623-772-4221
Counselor, Northwest Campus	623-877-6606
Counselor, Southwest Campus	623-872-6278
ESS Liaison, Central & Southwest Campuses	623-772-1872
ESS Liaison, Northeast & Northwest Campuses	623-772-1863
Financial Aid Specialist	623-738-0047
Financial Aid Officer	623-738-0034
Registrar	623-772-4236
Central Campus Testing Center (PSI)	623-209-8070

START Testing Center (PearsonVUE & IQT) 623-738-0036
VA School Certifying Official 623-738-0034
VA School Certifying Official 623-738-0047

CONSUMER INFORMATION
Federal law requires colleges to make available the following information to all prospective and enrolled students. This information is present in publications. This section acts as a central resource for information. If you would like a paper copy of any of this information, please submit request in writing to the Financial Aid Office.

Constitution Day
Constitution Day was established in 2004. It recognizes the anniversary of when the United States Constitution was adopted on September 17, 1787. The United States Constitution, the most influential document in American history, was signed by the Founding Fathers on September 17, 1787. Visit for more information about our constitution.

Voter Registration
Are you registered to vote? Need to update your voter registration? Visit the Arizona Department of State web site for more information http://www.azsos.gov/election/voterregistration.html.

Career Pathways by Program: Information found in Bureau of Labor Statistics, Occupational Employment & Wages https://www.bls.gov/

***Aviation Maintenance Technology*:** Airframe Technician | Powerplant Technician | Air Transportation Technician
Knowledge obtained in this program is transferrable to a broad spectrum of careers.

Dental Assisting: Dental Assistant | Dental Infection Control Technician | Dental Assistant Radiographer | Dental Hygienist Assistant | Dental Front Office Assistant | Orthodontic Assistant

HVAC-R: HVAC-R Service Technician | HVAC-R Installer | Facilities Technician

Pharmacy Technician: Pharmacy Technician in a community pharmacy, hospital, long-term care facility, compounding pharmacy, mail-order insurance companies, sales, and education.

Precision Manufacturing: Machinist Operator| CNC Machinist | Maintenance Machinist
Knowledge obtained in this program is transferrable to a broad spectrum of careers.

Welding Technology: Structural Welder | Welding Supervisor | Manufacturing Welder | Certified Welding Inspector | Iron Worker | Pipe Fitter | Sheet Metal Worker
Knowledge obtained in this program is transferrable to a broad spectrum of careers.

CAREER SERVICES
West-MEC's Employment Specialist and Career Services staff are available to meet with students on a drop-in basis or by appointment. Appointments are encouraged. To schedule an appointment, contact the Employment Specialist.

- **Employment Opportunity Counseling:**
  - Students and alumni will have the ability to obtain individual career development and employment counseling by appointment with the Employment Specialist.
  - Students and alumni will have access to career development and employment related workshops hosted by The Employment Specialist or career services throughout their program outside of class time.
  - Course instructors as well as industry advisory council members may also serve as counselors for students in regard to employment and career development counseling.
- **Certification/Licensure Counseling:**
  - Students and alumni will have the ability to obtain individual counseling regarding certification/licensure by appointment with the Employment Specialist.

- Students and alumni will have access to certification/licensure related workshops hosted by the Employment Specialist or campus career services throughout their program outside of class time.
- Course instructors as well as industry advisory council members may also serve as counselors for students in regard to certification/licensure counseling.

- **Further Post-Secondary Training Counseling:**
  - Students and alumni will have the ability to obtain individual post-secondary training counseling by appointment with the Employment Specialist or a campus career coach.
  - Students and alumni will have access to post-secondary training related workshops hosted by the Employment Specialist or campus career services throughout their program outside of class time.
  - Course instructors as well as industry advisory council members may also serve as counselors for students in regard to post-secondary training counseling.
- **Academic Intervention:**
  - Students will have access to academic intervention by appointment with a campus counselor.
  - Course instructors as well as industry advisory council members may also provide resources for academic intervention.

COMPLETION, RETENTION, & PLACEMENT – *Main (Central) Campus*:

Program	Completion Rate	Placement Rate
Aviation Maintenance Technology	83%	72%
Precision Manufacturing	91%	90%
Welding Technology	88%	72%

**Data retrieved for postsecondary completers from 7/1/2022 – 6/30/2023*

COMPLETION, RETENTION, & PLACEMENT – *Northeast Extension Campus:*

Program	Completion Rate	Placement Rate
HVAC-R	85%	76%

**Data retrieved for postsecondary completers from 7/1/2022– 6/30/2023*

COMPLETION, RETENTION, & PLACEMENT – *Northwest Extension Campus:*

Program	Completion Rate	Placement Rate
Dental Assisting	--	--

**Data retrieved for postsecondary completers from 7/1/2022 – 6/30/2023*

COMPLETION, RETENTION, & PLACEMENT – *Southwest Extension Campus:*

Program	Completion Rate	Placement Rate
Dental Assisting	--	--
Pharmacy Technician	76%	85%
Welding Technology	73%	74%

**Data retrieved for postsecondary completers from 7/1/2022 – 6/30/2023*

Financial Aid and Scholarship Fraud

Be wise! The Federal Trade Commission and West-MEC encourage you to be mindful of unscrupulous companies and/or individuals that promise to find grants and scholarships for a fee. Read more at http://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams. Keep your personal information to yourself and avoid any services that say the following:

"The scholarship is guaranteed or your money back."
"You can't get this information anywhere else."
"I just need your credit card or bank account number to hold this scholarship."
"We'll do all the work. You just pay a processing fee."
"You've been selected" by a "national foundation" to receive a scholarship – or "you're a finalist" in a contest you never entered.

To report financial aid or scholarship scams, call 877-FTC-HELP or go to www.consumer.ftc.gov.

VETERAN SERVICES

The Financial Aid Officer and Financial Aid Specialist are the School Certifying Officials for GI Bill® Educational Benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For questions or assistance, please contact the Financial Aid Officer or Financial Aid Specialist/School Certifying Officials.

DRUG & ALCOHOL ABUSE PREVENTION INFORMATION

West-MEC complies with the requirements set forth by The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act of 1989. West-MEC has adopted Drug and Alcohol Policies for both students and employees in full support of a drug and alcohol-free institution of higher education.
West-MEC students and employees are prohibited from the use, possession, distribution or sale of alcohol, drugs, synthetic drugs, counterfeit drugs on school property or at school events. Students and employees are subject to all West-MEC drug and alcohol policies and shall be subject to disciplinary actions, including suspension and expulsion for students and termination for employees. Student and employees shall be subject to prosecution in accordance with the provision of the law.

Alcohol and drug abuse lead to serious health complications, disability and even death. Not only do they cause physical harm, these also cause emotional instability, financial strife, negatively affect family, friends, employment and the community.

Illegal use of alcohol and drugs are serious crimes and carry grave consequences with the local, state, and federal laws. Convictions can lead to imprisonment, fines, and community service. Students become ineligible for all federal student aid.

Students and employees are required to report all convictions to West-MEC.

If you are experiencing problems with drugs and/or alcohol, below are resources available to assist you. Employees also have resources through the Employee Assistance Program.

COMMUNITY RESOURCES:

Maricopa Mobile Crisis Team		602-222-9444
Teen Life Line		602-248-8336
St. Luke's Behavioral Health (inpatient/outpatient		602-251-8535
Quail Run Behavioral Health (inpatient/outpatient):		602-455-5694
Aurora Behavioral Health (inpatient/outpatient):		623-344-4400
Banner Behavioral Health Hospital (inpatient/outpatient):		480-448-7500
A New Leaf		480-969-4024
Arizona Children Association		800-944-7611
Black Family and Children Services		602-243-1773
EMPACT LaFrontera		480-784-1514
Southwest Behavioral Health		602-265-8338
Terros		602-685-6000
Touchstone		866-207-3882
Alcoholics Anonymous	www.aa.org	800-234-0246
Al-anon	www.al-anon.org	888-425-2666
Cocaine Anonymous	www.ca.org	800-347-8998
Drug and Alcohol Abuse Hotline	www.nida.nih.gov	800-234-0420
Family & Children's Services	www.acf.hhs.gov	800-222-8000
HIV/AIDS	www.AIDS.gov	
Men's Health	www.health.nih.gov	
Narcotics anonymous	www.na.org	
Obesity	www.obesity.org	
Rape Crisis Center	www.therapecrisiscenter.org	888-366-1640
Women's Health	www.womenshealth.gov	800-994-9662

Homelessness & Hunger:

Community Solutions Center	602-346-3384	
Changing Lives Center	602-688-6211	
Mission Support Center	602-233-3000	
Phoenix Rescue Mission	phoenixrescuemission.org	
St. Mary's Food Bank	www.firstfoodbank.org/get-help	602-242-3663
St. Vincent de Paul	https://www.stvincentdepaul.net/	info@svdpaz.gov
Supplemental Nutrition Assistance Program	https://des.az.gov/services/basic-needs/food-assistance	
The Salvation Army	https://www.salvationarmyphoenix.org/	602-267-4100

MAIN / CENTRAL CAMPUS

6997 North Glen Harbor Boulevard
Glendale, AZ 85307
Office 623-209-8070
Fax 623-772-5575
Email: adulted@west-mec.edu

Office Hours:

Monday to Friday 9:30AM – 7:00PM

Troy Gabaldon | Campus Administrator

Antonette DeGuzman | Assistant Campus Administrator

AVIATION MAINTENANCE TECHNOLOGY – Airframe and Powerplant | 1926 clock hours | 117 weeks
West-MEC's Aviation Maintenance Technology (AMT) program is designed to provide our students with the proper knowledge and skills to excel in their chosen career field as an AMT. This training prepares our students with the proper knowledge and skill levels required to pass the test administered by the Federal Aviation Administration (FAA) to gain entry-level employment in aviation.

All instructors are fully FAA Certificated Airframe and/or Powerplant Mechanics that have years of practical experience. The curriculum taught by West-MEC relies greatly on many hours of actual hands on training in the shop areas. During lab instruction, students are trained using much of the latest equipment utilized throughout the aircraft industry. They are taught on aircraft engines ranging from reciprocating powerplants to PT6 turbo prop engines. Students will work on carburetors, magnetos, and other complex equipment commonly found on aircraft.

AMTs are certificated by the FAA and work for a variety of industries that require highly skilled technicians. The most recognized among these are major and regional air carriers, general aviation, and manufacturers. They are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. This career requires someone who has a desire to work with tools, an appreciation of the importance of carefully doing a good job, and a desire to learn new challenges.

In 117 weeks, the student can complete Aviation Maintenance Technology – Airframe and Powerplant, 1926 clock hours, program and become eligible to take the FAA certification tests. The new FAA certification will qualify the graduate for an exciting career as an AMT or for a variety of other related positions.

Certification testing costs are not provided or included in the program cost.

AVIATION TECHNOLOGY PROGRAM CHEMICAL IMPAIRMENT POLICY
West-MEC Aviation Technology Department requires that students provide a safe, productive work environment. To fulfill this purpose, it is the policy of West-MEC that students not be chemically impaired during participation in any part of the Aviation program including both classroom and laboratory settings.

Drug Screening
As is standard in the aviation industry prior to employment, a student seeking admittance into the Aviation Technology Program must submit to and provide documentation of a negative drug screening prior to enrollment. Testing is at each student's expense and must be completed no earlier than 30 days prior to starting the first course, and no later than seven (7) days prior to the first course. See this handbook's "Rules & Regulations" section for additional details on the use of drugs/alcohol.

Chemical Impairment Definition
A chemically impaired student is defined as a person who is under the influence of or has abused, either separately or in combination: alcohol (ethanol, isopropanol or methanol), over-the counter medication, illegal drugs (as defined by the schedule of controlled substances section of the Comprehensive Drug Abuse Prevention and Control Act of 1970, 21 U.S. C. § 812), prescribed medications, inhalants or synthetic designer drugs. A student is "under the influence" if they are affected by the use of alcohol, drugs or medication, and the use may adversely affect the student's performance in the classroom or laboratory. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomology.

Random Drug Screening
As is common in the Aviation industry, students enrolled in any aviation program will be subject to random screenings for drug use. Screenings will occur at a minimum of once per semester, as directed by the Aviation Department, and will be limited to 5 percent or less of the total aviation program enrollment. Any student refusing random screening if/when selected will be subject to the repercussions outlined under Positive Drug/Alcohol Screens heading.

Suspicion of Impairment

If faculty suspect that a student is chemically impaired while participating in any part of the Aviation program, the faculty will take the following steps:

1. Remove the student from the classroom and/or laboratory.
2. Immediately consult with the Adult Education Coordinator, or another faculty/staff member if the Coordinator is unavailable, for verification of reasonable suspicions. The verification will be conducted in a confidential and respectful manner whenever possible.
3. If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why the student is being removed from the classroom and/or shop floor.
4. Ask the student to consent to a drug/alcohol screen.
    a. If the student consents, have the student sign a Student Disclosure Form, Consent to Transport Form, and a Release and Consent Form, consenting to the screen and transportation. Make photocopies of all forms.
    b. Transport the student to the laboratory for testing.
    c. Have the student call a family member, friend or cab company to arrange transportation home after the screening.
    d. DO NOT allow student to leave a faculty/staff member's presence or ingest any substances until the screening procedure is complete.
5. The Assistant Campus Administrator for Adult Education will inform the Campus Administrator of the situation and that a student is being tested for chemical impairment "for cause."
    a. Documentation of the incident will be forwarded to the Administrator.
    b. Make an appointment for the student to meet with the Administrator on the next working day (Monday-Friday).
    c. The student will not return to the classroom or laboratory until the test results are available and the student's status in the program is determined; make-up time rules apply.
    d. The Administrator will consider the screening results in determining the student's status in the program.
6. If the student refuses screening:
    a. Inform the student that dismissal from the program will be the consequence for refusal to participate in testing.
    b. Call a family member or friend to provide transportation home.
    c. If a student refuses transportation, document with a witness.
    d. If the student is too impaired and safety is of concern, the student should be seen in the nearest emergency department.
    e. The Assistant Campus Administrator for Adult Education will inform the Administrator of the circumstances.

Confidentiality

All communications received by West-MEC relevant to drug/alcohol screening conducted pursuant to this Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by West-MEC to receive and evaluate test results or hear the student's explanation.
3. In a proceeding related to an action taken by West-MEC or student arising out of this Chemical Impairment Policy.
4. To an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

The tested student has a right of access to the written screening results that pertain to that individual, subject to the maintenance of confidentiality for other individuals.

Positive Drug/Alcohol Screens:

1. All positive results will be reviewed by the Administrator.
2. If the results indicate the presence of illegal drug(s), a positive blood alcohol concentration or

the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form (a "positive screen"), or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening.

3. The student will be withdrawn from the program for a period of one year in the event of a positive screen.
4. Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.

Program Re-entry after a Positive Drug or Alcohol Screening

A student withdrawn from the Aviation Technology Program may re-enter after the withdrawal period (one year) has expired, according to the following guidelines:

1. Re-accomplish the admissions process for the Aviation Technology Program. Re-admission will be based upon space availability.
2. Provide satisfactory evidence of rehabilitation related to the student's prior chemical Impairment. The Administrator will determine successful rehabilitation for re-entry; evidence of rehabilitation may include any of the following:
    a. Documentation of a completed rehabilitation or substance abuse treatment program.
    b. Proof of regular attendance in a "12 Step" anonymous program or similar therapeutic program.
    c. Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
    d. Students failing to test by the deadline may have an evaluation and letter completed by a physician specializing in addiction stating that the student does not have an addiction to alcohol, prescription drugs, or illicit substances. The student must sign a release with the physician allowing a West-MEC representative to discuss the evaluation with the physician. This may not be an option for students testing positive for drugs/ alcohol.
    e. Letter from treatment facility and/or therapist stating the student would be able to function safely in an industrial area.
3. Students requesting re-admission must have a repeat screening for drugs and/or alcohol immediately prior to re-admission.
4. Students requesting re-admission must agree to submit to random alcohol/drug screening, at student expense, following re-admission to any aviation program.
5. A student applying for re-entry into the Aviation program may be permanently dismissed from the program if he/she:
    a. Has a positive result on the screening immediately prior to re-admission.
    b. Has a positive result on a random screening.
    c. Refuses to submit to random drug screening or to screening immediately prior to readmission.

Negative Drug/Alcohol Screen After Being Suspected of Impairment

If the drug/alcohol screen is negative for the presence of illegal drug(s), blood alcohol or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form, the student must meet with the Administrator to discuss the circumstances surrounding the suspicion of chemical impairment.

1. If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom or lab.
2. If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.
3. The Administrator will decide if the student may return to the class or lab, based on all information available to him or her at this meeting.

Student Appeal Process

A student has the right to due process and has the right to participate in an Appeal Process, as outlined in the Student Code of Conduct Complaint Procedure.

CALENDAR(S)
Calendar(s) are available on our website www.west-mec.edu/findyourhappy within the program.

COMPLETION REQUIREMENTS
Airframe Program: Obtain the minimum required hours (1161); pass each course (29 subjects) with a minimum of 60%; and to have a minimum score of 70% on all project guides and finals in order to complete the Airframe Program.

Powerplant Program: Obtain the minimum required hours (1161); pass each course (27 subjects) with a minimum of 60%; and to have a minimum score of 70% on all project guides and finals in order to complete the Powerplant Program.

Airframe and Powerplant Program: Obtain the minimum required hours (1926); pass each course (44 subjects) with a minimum of 60%; and to have a minimum score of 70% on all project guides and finals in order to complete the Airframe & Powerplant program.

CAREER PATHWAYS*
Aviation Maintenance Technology: Airframe Technician | Powerplant Technician | Air Transportation Technician

Knowledge obtained in this program is transferrable to a broad spectrum of careers
**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

AVIATION MAITNENANCE TECHNOLOGY PROGRAM 2024 COSTS

	Aviation Maintenance Technology – Airframe & Powerplant
Admission Fee	$150.00
Administrative Fee	$100.00
Tuition[1]	$13,963.50
Books[2]	$220.00
Lab Supplies Fees[3]	$5,778.00
Lab Fee[4]	$2,889.00
NC3[5]	$50
Totals	$23,150.50

1 Tuition is the same for in-state or out-of-state students.
2 No additional fee if books were paid for during AF 101 or PP 101
3 Fees include safety gear, access to specialty tools, equipment and materials needed for program participation.
4 This amount covers usage of lab facility.
5 This amount covers two NC3 certifications specific to the Program.

AVIATION MAITNENANCE TECHNOLOGY PROGRAM 2025 & 2026 COSTS

	Aviation Maintenance Technology – Airframe & Powerplant
Admission Fee	$150.00
Administrative Fee	$100.00
Tuition[1]	$15,889.50
Books[2]	$220.00
Lab Supplies Fees[3]	$6,741.00
Lab Fee[4]	$3,852.00
Totals	$26,952.50

1 Tuition is the same for in-state or out-of-state students.
2 No additional fee if books were paid for during AF 101 or PP 101
3 Fees include safety gear, access to specialty tools, equipment and materials needed for program participation.
4 This amount covers usage of lab facility.

CURRICULUM	***Aviation Maintenance Technology – Airframe & Powerplant***	
Class ID:	**General**	**Class/Lab/Total Hours: 210/186/396**
AMTG-1	Fundamentals of Electricity and Electronics	
AMTG:2	Aircraft Drawings	
AMTG:3	Weight and Balance	
AMTG.4	Fluid Lines and Fittings	
AMTG:5	Aircraft Materials, Hardwired and Processes	
AMTG:6	Ground Operation and Servicing	
AMTG:7	Cleaning and Corrosion Control	
AMTG:8	Mathematics	
AMTG:9	Regulations, Maintenance Forms, Records and Publications	
AMTG:10	Physics for Aviation	
AMTG:11	Inspection Concepts and Techniques	
AMTG:12	Human Factors	
		Airframe 1 & 2 Class/Lab/Total Hours: 260/505/765
Class ID:	**Airframe 1**	
AMTSTR-3	Flight Controls	
AMTSYS:7	Environmental Systems / Water and Waste Systems	
AMTSYS:8	Aircraft Instrument Systems/Communication & Navigation	
AMTSTR:10	Aircraft Fuel Systems	
AMTSYS:11	Aircraft Electrical Systems	
AMTSYS.12	Ice and Rain Control Systems	
AMTSTR14	Rotorcraft Fundamentals	
	Airframe 2	
AMTSTR-1	Metallic Structures	
AMTSTR-2	Non-Metallic Structures	
AMTSTR.4	Airframe Inspection	
AMTSYS.5	Landing Gear Systems	
AMTSYS.6	Hydraulic and Pneumatic Systems	
AMTSYS-13	Airframe Fire Protection Systems	
		Powerplant 1 & 2 Class/Lab/Total Hours: 230/535/765
Class ID:	**Powerplant 1**	
AMTENG:2	Turbine Engines / Turbine Engine Air System	
AMTENG-3	Engine Inspection	
AMTENG:8	Ignition & Starting Systems	
AMTENG9	Engine Fuel and Fuel Metering Systems	
AMTENG-12	Propellers	
	Powerplant 2	
AMTENG-1	Reciprocating Engines	
AMTENG.4	Engine Instrument	
AMTENG*5	Engine Fire Protection Systems	
AMTENG.6	Engine Electrical Systems	
AMTENG*7	Engine Lubrication Systems	
AMTENG.10	Reciprocating Engine Induction and Cooling Systems	
AMTENG*11	Engine Exhaust and Reverser Systems	

Aviation Maintenance Technology – Airframe & Powerplant Class/Lab/Total Hours: 700/1226/1926

PREVIOUS EXPERIENCE

Only the FAA Flight Standards District Office (FSDO) can evaluate a candidate's experience and determine if they are eligible for testing and certification. The experience presented must meet the requirements of FAR Part 65.77. This establishes the minimum experience for a single rating (General + Airframe or Powerplant) as 18 months, and

the minimum experience for both ratings (General + Airframe + Powerplant) as 30 months. There is no process by which the candidate can be recognized for the experience associated only with the General section.

Candidates who believe that they may have enough experience to qualify for a Mechanic Certificate with at least one rating should be directed to the local FSDO. If the FSDO agrees that the experience is sufficient for one or both ratings, they will document the experience using a Form 8610-2. This signed Form 8610-2 is sufficient evidence of eligibility for the candidate to proceed with certification testing.

West-MEC does not get involved with this process, at all, between the time that we might suggest the person take their documentation to the FAA, and the time that they come back with a Mechanic Certificate with a single rating and wish to enroll for the coursework associated with the remaining rating. We cannot accept the signed FAA Form 8610-2, or written test certificates as acceptable documentation for transfer of credit or for advanced academic standing. There is no such thing as a "General Rating", so there will be no FAA Certificate to deal with in those cases.

TRANSCRIPT FOR COLLEGE LEVEL COURSEWORK

West-MEC courses contain subjects that are specific to meeting 14 CFR, Part 147 requirements. The FAA limits the subjects which may be transferred from non-14 CFR, Part 147 schools; therefore, we are not able to grant credit for college level math, physics, basic electricity, or similar subjects from other schools and colleges.

For credits received from another FAA approved 14 CFR, Part 147 School with a grade of "C" or better, a determination will be made that the material from any of the transcripts is equivalent to the material covered in one of the courses in its entirety. The student will be given the opportunity take the final cumulative exam that particular course. If the student receives a passing score on the exam, their transcript will be accepted for that specific course.

A student is not permitted to take the final cumulative exam for a course unless it has been determined that the student has received instruction in every subject taught within the course. The school is not permitted to transfer in credits equal to a partial course. There are no exceptions to this rule since it would not be possible to assure all subject content matter was taught in its entirety, as approved by the FAA.

In addition, transfer credit/clock hours may only be granted if the course being considered:

- Was taken in the United States
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

**This does not include courses taken in high school for college credit.*

STUDENT ASSESSMENT

The faculty at West-MEC is dedicated to effective teaching; therefore, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

GRADING POLICY

Student grading policies will be in accordance with the policy set forth by West-MEC. This policy may exceed FAA recommended guidelines. All students will be graded on a numerical scale of 0 to 100% for each written examination and practical project. Other Federal and State agencies require grades in other formats. When this is required the student's percentage grade will be converted using the following conversion table:

Percent	Letter
90 – 100	A
80 – 89	B

70 – 79	C
60 – 69	D
0 – 59	F

WRITTEN EXAMINATIONS
A written examination will be given at the end of each subject area. Quizzes will be given by the instructor and are considered in the student's final grade. Written test grades will be recorded in the student's computer grade file. The answer sheet or a separate written record of the student's scores will be maintained until such time as a printed report is completed.

MAKE-UP EXAMINATIONS
1) Students who fail to meet the minimum passing score on a written examination will be required to take a make-up examination on the same subject material.
2) Make-up examinations must be scheduled no sooner than two class days and no later than ten class days after failure. All make-up examinations must be completed by the last day of the current section.
3) If the examination is passed, a score of 70% will be posted to the student's record even if the actual score was higher.
4) Students who do not pass a make-up examination by the end of the section will be withdrawn from the section.

STANDARD GRADING CRITERIA
Grading criteria has been established for each practical project listed in the Project Guide. Most projects will use the Standard Grading Criteria listed below. When the criterion is different, it will be explained in the Project Guide Sheet for that specific project.

The instructor will evaluate the student's performance in each task area and award a point value from 0 to 20. The point values for all areas will be totaled to determine the overall project grade. The minimum passing score is 70%.

The final grade for each subject area will be determined by averaging quizzes, written examination scores and the average grade for all projects that relate to that subject.

The student will review the project guide and complete the following:	**The instructor will award a point value from 0-20 in each task area:**
Select and use the proper technical data	TASK VALUE 0 to 20
Demonstrate an acceptable level of knowledge	TASK VALUE 0 to 20
Select and use the proper tools and equipment	TASK VALUE 0 to 20
Identify and practice appropriate safety procedures	TASK VALUE 0 to 20
Perform the project to an acceptable standard	TASK VALUE 0 to 20
	TOTAL VALUE: 100

PRACTICAL PROJECTS
Practical project grades will be recorded and signed by the instructor on the Project Grade Sheet (form ATC-1). Project Grade Sheets (form ATC-1) are maintained by the instructor until all projects for that curriculum area have been completed and will serve as the progress report required by 14 CFR, Part 147.33 (b). Projects will be checked for completion of all project requirements at the conclusion of the General and Airframe curriculum areas and will be kept on file by West-MEC as required.

MAKE-UP PRACTICAL PROJECTS
1) Students who fail to meet the minimum passing score on a practical project will be required to demonstrate proficiency on the same or similar project on same level.
2) Make-up projects must be scheduled no sooner than two class days, nor later than ten class days after failure. All make-up examinations must be completed by the last day of the current section.
3) If the practical project is passed, a score of 70% will be posted to the student's record even if the actual score was higher.
4) Students who do not pass make-up projects by the end of the section will be withdrawn from the section.

FAILURE TO MEET CURRICULUM STANDARDS
Students that fail to pass a written examination or practical project will be required to pass a make-up exam or project. The make-up exam or practical project may be different than the one failed. For written examinations, the make-up exam will cover the same subject material but may be presented in a different format.

For practical projects, the same project may be repeated, or a different project may be assigned. The make-up project will be equal in knowledge and skill level as the original failed project.

The make-up exam or project must be scheduled to be taken within two weeks or the next make-up day. All must be successfully completed by the last day of the current section.

COURSE DESCRIPTIONS

FUNDAMENTALS OF ELECTRICITY AND ELECTRONICS
Objective: Upon successful completion of this section, the student will have the ability to correctly use electrical measuring devices, and read electrical schematics. Additionally, he/she will know how to calculate and measure electrical power, understand the advantages and peculiarities of alternating and direct current, and be able to service batteries.

Subject Content: The content includes, but is not limited to the following: calculate and measure capacitance and inductance, calculate and measure electrical power, measure voltage, current, resistance, and continuity, determine the relationship of voltage, current, and resistance in electrical circuits, read and interpret aircraft electrical circuit diagrams, including solid state devices and logic functions, and inspect and service batteries.

AIRCRAFT DRAWINGS
Objective: Upon successful completion of this section, the student will be able to derive technical information from drawings, blueprints, schematics, graphs, and charts as needed. Additionally, he/she will be able to communicate information, via drawings.

Subject Content: The content includes, but is not limited to the following: reading and understanding aircraft drawings, symbols, and system schematics, blueprint information, graphs and charts, and drawing sketches of repairs and alterations.

WEIGHT AND BALANCE
Objective: Upon successful completion of this section, the student will be able to properly and accurately weigh an aircraft.

Subject Content: The content includes, but is not limited to the following: weighing an aircraft, performing a complete weight and balance check, calculating various weight and balance problems, and recording data properly.

FLUID LINES AND FITTINGS
Objective: Upon successful completion of this section, the student will understand fluid pressure theory and be able to properly fabricate and install fluid lines and fittings.

Subject Content: The content includes, but is not limited to the following: fluid pressure theory, fabricate and install rigid and flexible fluid lines and fittings.

AIRCRAFT MATERIALS, HARDWARE, AND PROCESSES
Objective: Upon successful completion of this section, the student will be able to identify and understand various non-destructive inspection methods, understand heat-treatment processes, and learn to recognize the characteristics of welds. Additionally, he/she will be able to identify and 'set-up' hand tools, identify aircraft hardware required to repair aircraft and accurately utilize precision measurement tooling.

Subject Content: The content includes, but is not limited to the following: identify and select appropriate non-destructive testing methods, perform dye-penetrant, eddy current and magnetic particle inspections, perform basic heat-treating processes, identify and select aircraft hardware and materials, properly utilize hand tools, inspect and check welds, and perform precision measurements.

GROUND OPERATION AND SERVICING
Objective: Upon successful completion of this section, the student will understand and be proficient with ground support equipment and the complexity and hazards involved in ground handling of an aircraft including basic servicing requirements.

Subject Content: The content includes, but is not limited to the following: flight line safety, fire protection, tie down procedures, ground movement of aircraft, aircraft servicing, and fuel servicing.

CLEANING AND CORROSION CONTROL
Objective: Upon successful completion of this section, the student will be able to recognize various types of corrosion, identify causes, prevention, and develop treatment plan(s). Additionally, he/she will be able to classify assorted cleaners by capabilities, and understand and follow potentially hazardous material label instructions.

Subject Content: The content includes, but is not limited to the following: identify and select appropriate cleaning materials, inspect, identify, remove, and treat various types of aircraft-corrosion, and provide practical chemical and mechanical aircraft & component cleaning methods.

MATHEMATICS
Objective: Upon successful completion of this section, the student will have mastered practical mathematics.

Subject Content: The content includes, but is not limited to the following: extract roots and raise numbers to a given power, determine areas and volumes of various geometrical shapes, solve ratio, proportion, and percentage problems, and perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.

REGULATIONS, MAINTENANCE FORMS, RECORDS, AND PUBLICATIONS
Objective: Upon successful completion of this section, the student will be able to identify, read, comprehend, and apply aircraft maintenance data including manufacturer and federal documentation. Additionally, he/she will be able to clearly and concisely communicate maintenance actions, in writing, on standard aircraft maintenance documents and understand maintenance documentation requirements.

Subject Content: The content includes, but is not limited to the following; write descriptions of work performed including aircraft discrepancies and corrective actions using typical aircraft maintenance records and complete required maintenance forms, records, and inspection reports.

PHYSICS FOR AVIATION
Objective: Upon successful completion of this section, the student will have a working knowledge of elementary physics.

Subject Content: The content includes, but is not limited to the following: use and understand the principles of simple machines, sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and theory of flight.

INSPECTION CONCEPTS AND TECHNIQUES
Objective: Upon successful completion of this section, the student will be able to identify and understand various non-destructive inspection methods, understand heat-treatment processes, and learn to recognize the characteristics of welds. Additionally, he/she will be able to identify and 'set-up' hand tools, identify aircraft hardware required to repair aircraft and accurately utilize precision measurement tooling.

Subject Content: The content includes, but is not limited to the following: identify and select appropriate non-destructive testing methods, perform dye-penetrant, eddy current and magnetic particle inspections, perform basic heat-treating processes, identify and select aircraft hardware and materials, properly utilize hand tools, inspect and check welds, and perform precision measurements.

HUMAN FACTORS
Objective: Upon successful completion of this section, the student will understand the impact human factors have on aviation maintenance. Additionally, he/she will acquire practical career success coaching.

Subject Content: The content includes, but is not limited to the following: human factor history, elements, and evolution, PEAR model, Dirty Dozen, resume writing, and interviewing skills.

METALLIC STRUCTURES
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of aircraft sheet metal structures and how they are fabricated and used in aircraft structures and repair.

Subject Content: The sheet metal content includes, but is not limited to the following: aircraft metal structural repair, tools for sheet metal construction and repair, aluminum alloys, structural fasteners, forming operations and terms, layout and forming, basic principles of sheet metal repair, and repairability of sheet metal structure.

NON-METALLIC STRUCTURES
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of aircraft fabric coverings and repair characteristics.

Subject Content: The content includes, but is not limited to the following: fabric terms, legal aspects of fabric covering, approved materials, covering processes, fabric condition determination, fabric strength, polyester fabric repairs, cotton covered aircraft, and fiberglass coverings.

FLIGHT CONTROLS
Objective: At successful completion of this section the student will be proficient in the theory and practical application of aerodynamics, flight control assembly and rigging for fixed wing.

Subject Content: The content includes, but is not limited to the following: aircraft assembly, components, flight control rigging, balancing and inspection, aircraft structures alignment, and aircraft jacking.

AIRFRAME INSPECTION
Objective: Upon successful completion of this section the student will be proficient in the theory and practical application of airframe conformity and airworthiness inspections.

Subject Content: The content includes, but is not limited to the following: methods and techniques of all phases of aircraft inspections including federal aviation regulations.

LANDING GEAR SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of landing gear systems, shock struts, brakes, wheels, tires, and nose wheel steering systems.

Subject Content: The content includes, but is not limited to the following: landing gear types, landing gear alignment, support, and retraction, aircraft wheels brakes, tires and tubes, and operation and handling tips.

HYDRAULIC AND PNEUMATIC SYSTEMS
Objective: Upon successful completion of this section the student will be proficient in the theory and practical application of hydraulic and pneumatic power supply systems and components.

Subject Content: The content includes, but is not limited to the following: hydraulic fluid, types of hydraulic fluid, basic hydraulic systems, hydraulic power systems, large aircraft hydraulic systems, and aircraft pneumatic systems.

ENVIRONMENTAL SYSTEMS / WATER AND WASTE SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of pressurized oxygen systems, combustion heaters, air cycle air conditioning, and vapor cycle air conditioning systems.

Subject Content: The content includes, but is not limited to the following: physiology of flight, oxygen systems, pressurization systems, and heaters.

AIRCRAFT INSTRUMENT SYSTEMS / COMMUNICATION AND NAVIGATION SYSTEMS
Objective: Upon successful completion of this section the student will be proficient in the theory and practical application of heading speed, altitude, and temperature pressure; position indication, on board test equipment; and directional position indicating instrument systems. Communication and navigation systems.

Subject Content: The content includes, but is not limited to the following: instrument classification, pressure measuring instruments, remote sensing and indication, mechanical movement indicators, temperature measuring instruments, direction indicating instruments, gyroscopic instrument power sources, gyroscopic instrument principles, common gyroscopic instruments, autopilot systems and components, automatic flight control systems (AFSC), flight director systems, electronic instruments, electronic flight information systems, flight management system (FMS), warnings and cautions, clocks, instruments housing and handling, instrument installations and markings, and instrument and instrument system maintenance. Principles of avionics equipment, antenna types, interphones, static discharge devices, and repair of electronic equipment.

AIRCRAFT FUEL SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of aircraft fuel systems.

Subject Content: The content includes, but is not limited to the following: fuel dump systems, fuel management transfer, aircraft refueling, pressure fueling systems, inspection and maintenance of fuel system components, quantity indicating systems, pressure and temperature warning systems.

AIRCRAFT ELECTRICAL SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of aircraft AC and DC electrical systems including generating systems and controls.

Subject Content: The content includes, but is not limited to the following: large and small aircraft AC and DC electrical systems, generating and starting systems, AC and DC electric motors, installation of wiring, controls, switches, indicators, and protective devices, and maintenance of constant speed and integrated drive generators.

ICE AND RAIN CONTROL SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application ice and rain control systems.

Subject Content: The content includes, but is not limited to the following: ice control systems, ice detector systems, wing and horizontal and vertical stabilizer anti-ice systems, wing and stabilizer de-ice systems, pneumatic de-ice boot system, de-ice system components, propeller de-ice system, ground de-icing, rain control system, windshield frost, fog and ice control systems.

AIRFRAME FIRE PROTECTION SYSTEMS
Objective: Upon successful completion of this section the student will be proficient in the theory and practical application of aircraft fire detection and extinguishing systems.

Subject Content: The content includes, but is not limited to the following: fire detection/overheat systems, smoke, flame, and carbon monoxide detection systems, extinguishing agents and portable fire extinguishers, and installed fire extinguishing systems.

ROTORCRAFT FUNDAMENTALS
Objective: At successful completion of this section the student will be proficient in the theory and practical application of aerodynamics, flight control assembly and rigging for a rotary aircraft.

Subject Content: The content includes, but is not limited to the following: assembly, components, flight control rigging, balancing and inspection, structures alignment.

RECIPROCATING ENGINES
Objective: Upon successful completion of this section, the students will be proficient in the theory and practical application of reciprocating engine theory, overhaul, maintenance, inspection, and repair.

Subject Content: The content includes, but is not limited to the following: history of aircraft engines, principles of energy transformation, engine theory of operation, engine requirements and configuration, detailed overhaul of horizontally opposed engines, operational performance and testing. Additionally, the course will include: repair procedures, adjustments, troubleshooting, test and check run procedures, and airworthiness & conformity inspections.

TURBINE ENGINES / TURBINE ENGINE AIR SYSTEM
Objective: Upon successful completion of this section, the students will be proficient in the theory and practical application of turbine engine theory, overhaul, maintenance, inspection and repair.

Subject Content: The content includes, but is not limited to the following turbine history, theory of operation, engine removal/installation, overhaul, inspection, and repair procedures, adjustments, troubleshooting, test and check run procedures, and airworthiness & conformity inspections. Additionally, the course will also include, removal/installation, overhaul, inspection, and repair procedures.

ENGINE INSPECTION
Objective: Upon successful completion of this section, the students will be proficient in the theory and practical application of engine inspection.

Subject Content: The content includes, but is not limited to the following: history of aircraft engines, principles of energy transformation, engine theory of operation, engine requirements and configuration. The course will include: repair procedures, adjustments, troubleshooting, test and check run procedures, and airworthiness & conformity inspections.

ENGINE INSTRUMENTS SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine instrument systems.

Subject Content: The content includes, but is not limited to the following: electrical and mechanical fluid rate of flow indicating systems, electrical and mechanical temperature, pressure, and RPM indicating systems.

ENGINE FIRE PROTECTION SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of fire detection and extinguishing systems.

Subject Content: The content includes, but is not limited to the following: fire detection and extinguishing equipment.

ENGINE ELECTRICAL SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine electrical system and components.

Subject Content: The content includes, but is not limited to the following: powerplant electrical systems, electrical equipment installations, lacing and tying wiring bundles, connectors, bonding and grounding.

ENGINE LUBRICATION SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine lubrication and cooling systems and components.

Subject Content: The content includes, but is not limited to the following: characteristics and requirements of lubricants, lubricating system requirements and components, maintenance practices, and oil change requirements. Additionally, engine cooling theory, system types, components, and maintenance requirements.

ENGINE IGNITION AND STARTING SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical maintenance application of engine ignition and starting systems and their components.

Subject Content: The content includes, but is not limited to the following magneto-ignition system operating principles, magneto timing devices including ensuring proper timing, spark plug inspection and maintenance, turbine ignitors, and engine starting systems including types of starters.

ENGINE FUEL AND FUEL METERING SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine fuel metering and electronic engine fuel control systems.

Subject Content: The content includes, but is not limited to the following transformation of energy, chemistry of combustion, thermal efficiency of fuel air mixtures, principles of fuel metering for float carburetors, pressure carburetors, fuel injection, anti-detonation injection and superchargers. Also includes electronic engine fuel control requirements and maintenance, fuel system inspection and maintenance.

RECIPROCATING ENGINE INDUCTION AND COOLING SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine induction and cooling systems components.

Subject Content: The content includes, but is not limited to the following: reciprocating engine induction systems including supercharging systems, turbine engine inlet induction systems. Additionally, engine cooling theory, system types, components, and maintenance requirements.

ENGINE EXHAUST AND REVERSER SYSTEMS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of engine induction, exhaust, and thrust reverser systems.

Subject Content: The content includes, but is not limited to the following: reciprocating engine induction systems including supercharging systems, turbine engine inlet induction systems, reciprocating exhaust systems including turbocharger systems, and turbine engine thrust reversing systems.

PROPELLERS
Objective: Upon successful completion of this section, the student will be proficient in the theory and practical application of propeller removal/installation, inspect, check, service, troubleshoot, and repair of fixed pitch, constant speed, and feathering propellers, and associated governing systems. Students will be able to describe phasing, synchronizing, balancing, and steel blade maintenance.

Subject Content: The content includes, but is not limited to the following: theory of operation, nomenclature, propeller controls and instrumentation, classification, propeller clearances, fixed pitch propellers, controllable pitch, constant speed, feathering propellers, governors, anti and deice systems, phasing and synchronization, inspection and maintenance, and repairs to propellers and propeller systems.

PRECISION MANUFACTURING | 600 CLOCK HOURS

The Precision Manufacturing program is a hands-on training program that teaches the operation of manual and Computer Numerical Control (CNC) machines. This course teaches students how to operate industry-standard machinery used to shape metals for aerospace, energy generation and robotics companies. Students will be taught how to replicate precision parts from blueprints while utilizing precise measurement tools and gauges. Mastercam: CAD/CAM computer applications will be among some of the skills that will be taught.

These skills along with the option to test and receive manual and CNC certification from the National Institute of Metalworking Skills (NIMS) prepare you for a path to machining and other high-technology jobs.

CALENDAR(S)

Calendar(s) are available on our website www.west-mec.edu/findyourhappy within the program.

COMPLETION REQUIREMENTS

Precision Manufacturing: Students must obtain the minimum required hours (600); have a minimum overall project/skills grade of 80%; have a minimum of 70% overall grade in order to complete the Precision Manufacturing program.

CAREER PATHWAYS*

Machinist Operator | CNC Machinist | Maintenance Machinist

**Knowledge obtained in this program is transferrable to a broad spectrum of careers.*

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

PRECISION MANUFACTURING PROGRAM COSTS 2025 & 2026

	Precision Manufacturing 600 Clock Hours
Admission Fee	$150
Administrative Fee	$100
Tuition	$4,950
Books	$225
Lab Supplies Fees	$1,800
Lab Fee	$1,800
OSHA-10	$50
TOTALS	$9,075

CURRICULUM

Class ID	**Precision Manufacturing**	**Class/Lab/Total Hours**
PMM 1001	Manual	120/180/300
PMC 1001	CNC	150/150/300
	Total Hours:	**270/330/600**

COURSE DESCRIPTIONS

Manual

This course provides students with a foundation in precision manufacturing. Skills to be taught include industrial safety, blueprint reading, precision measurement and shop math in a real industry environment with full size mills, lathes, drill press and grinding machines making actual components for engines and other close tolerance applications.

CNC

Skills to be taught during this course include machine processes, theory and application, basic machining, CNC machine operation and setup, Manual data input of G-Code machine language, statistical process control, lean manufacturing concepts and off-line CAD/CAM machine programming computer applications.

STUDENT ASSESSMENT

The faculty at West-MEC is dedicated to effective teaching; therefore, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

GRADING POLICY

Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%.

Percent	Letter
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

WELDING TECHNOLOGY | 900 HOURS

The Welding Technology program prepares students for careers in the welding industry by focusing on incremental levels of competency-based training. In addition to welding safety practices, the individual will be introduced to the common welding processes used throughout many parts of the industry such as SMAW (Stick welding), GMAW (MIG welding), FCAW (Flux cored arc welding), and GTAW (TIG welding). Included is instruction in blue print reading, weld symbol interpretation, basic metallurgy, weld quality, base metal preparation, and joint fit-up and alignment. Instruction also includes machine set-up, filler material selections and basic equipment maintenance.

The program starts with plate and structural welding progressing to pipe and tubing configurations which prepares the student for a broad array of industry sectors such as pipeline, shipyard, powerplant, buildings, bridges and aerospace applications.

Upon completion of the program, students may test to receive plate and pipe certifications with the American Welding Society S.E.N.S.E (AWS). *Certification testing costs are not provided or included in the program cost.*

CALENDAR(S)

Calendar(s) are available on our website www.west-mec.org/findyourhappy within the program.

COMPLETION REQUIREMENTS

Welding Technology: Obtain the minimum required hours (900); have an overall project/skill grade of 70% for each course; pass each course with a minimum overall grade of 70% in order to complete the Welding Technology Program and obtain a Certificate of Program Completion.

CAREER PATHWAYS*

Structural Welder | Welding Supervisor | Manufacturing Welder | Certified Welding Inspector | Iron Worker | Pipe Fitter | Sheet Metal Worker

Knowledge obtained in this program is transferrable to a broad spectrum of careers.

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

PROGRAM(S) & COURSE(S) COST 2025 & 2026

	Welding Technology 900 hours	Welding Technology Course(s) hours vary
Admission Fee	$150.00	0
Administrative Fee	$100.00	0
Tuition	$7,425.00	$8.40 X Clock hour
Book Usage Fee	$225.00	$0.25 X clock hour
Lab Supplies Fees	$6,300.00	$7 X Clock hour
Lab Fee	$2,700.00	$3 X Clock Hour
OSHA10	$50.00	$0.00
Totals	$16,950.00	$18.65 X Clock Hour

CURRICULUM:
WELDING TECHNOLOGY: 900 HOURS

Class ID	COURSES	Class/Lab/Total Hours
WT1L	Welding Foundation	12/28/40
WT2L	Thermal Cutting	9/21/30
WT3L	Shield Metal Arc Welding (SMAW) Plate	50/116/166
WT4L	Gas Metal Arc Welding (GMAW) Plate	18/42/60
WT5L	Flux-Cored Arc Welding (FCAW) Plate	18/42/60
WT6L	Gas Tungsten Arc Welding (GTAW) Plate	51/119/170
WT7L	Fabrication Fundamentals*	22/52/74
WT8L	Shield Metal Arc Welding (SMAW) Pipe*	27/63/90

WT9L	Gas Metal Arc & Flux-Cored Arc Combo Welding Pipe*	27/63/90
WT10L	Gas Tungsten Arc & Shield Metal Arc Combo Welding Pipe*	36/84/120
	Total Hours	**270/630/900**

**Courses Have Prerequisite(s)*

COURSE DESCRIPTIONS

Welding Foundation
Prerequisite: *none*
This course is designed to give welders the basic foundation of Thermal Cutting, Shield Metal Arc Welding, Gas Medal Arc Welding, Flux Core Arc Welding, and Gas Tungsten Arc Welding processes.

Thermal Cutting
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to affectively cut using oxyfuel, plasma, and carbon arc processes.

Shield Metal Arc Welding (SMAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Shield Metal Arc Welding welds in multiple positions.

Gas Metal Arc Welding (GMAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Gas Medal Arc Welding welds in multiple positions.

Flux-Cored Arc Welding (FCAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Flux Core Arc Welding welds in multiple positions.

Gas Tungsten Arc Welding (GTAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Gas Tungsten Arc Welding welds in multiple positions.

Fabrication Fundamentals
Prerequisite: *WT1L-6L*
This course is designed to give students the basic understanding of fabrication fundamentals, math for welders, and team working skills.

Shield Metal Arc Welding (SMAW) Pipe
Prerequisite: *Shield Metal Arc Welding (SMAW) Plate*
This course is designed for the student who has mastered SMAW plate welding, specifically preparing them to pass code pipe welding tests. Course content describes how to make SMAW pipe welds with open V-groove welds on carbon steel pipe in various positions using E6010 and E7018 electrodes.

Gas Metal Arc & Flux-Cored Arc Combo Welding Pipe
Prerequisite: *Gas Metal Arc Welding (GMAW) Plate & Flux-Cored Arc Welding (FCAW) Plate*
This course is designed for the student who has mastered GMAW and FCAW plate welding, specifically preparing them to pass code pipe welding tests. Course content describes how to make GMAW and FCAW pipe welds with open V-groove welds on carbon steel pipe in various positions using applicable filler metals and shielding gases.

Gas Tungsten Arc & Shield Metal Arc Combo Welding Pipe
Prerequisite: *Shield Metal Arc Welding (SMAW) Plate & Gas Tungsten Arc Welding (GTAW) Plate*
This course is designed for the student who has mastered SMAW and GTAW plate welding, specifically preparing them to pass GTAW code pipe welding tests. Course content describes how to make GTAW pipe welds with open V-groove welds on carbon steel, low alloy, and stainless-steel pipe in various positions using applicable filler metals and shielding gases.

PREVIOUS EXPERIENCE
In order to receive accreditation through the NCCER and AWS, the test-out procedures will require the student to demonstrate proficiency in the respective plate welding theory (by passing the module exams) and practical application (by passing the assignments in each module).

In lieu of completing the prerequisite course for this module which is (see specific course for prerequisite), the student may "test out" by successfully completing the required module exams and assignments of the prerequisite course.

REQUIRED MATERIALS
Student must have their own Personal Protective Equipment (PPE). Must wear PPE, appropriate work shoes/boots, and eye protection is all required in the shop. PPE Equipment required is listed below:

Personal Protective Equipment:

- Welding Hood (min 12 shade)
- Safety Glasses (ANSI Z87.1)
- Hearing Protection (Ear Plugs)
- Welding Jacket
- Welding Gloves
- Leather work gloves
- Leather shoes (Work boots recommended)

STUDENT ASSESSMENT
The faculty at West-MEC is dedicated to effective teaching; therefore, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

GRADING POLICY
Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%. Performance accreditation tasks are Pass/Fail.

Percent	Letter
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

NORTHEAST CAMPUS

1617 West Williams Drive
Phoenix, AZ 85027
Phone 623-435-4920
Email: adulted@west-mec.edu

Office Hours
9:00 AM – 7:00 PM

Kristin Casillas | Campus Administrator

Anthony Paduano | Assistant Campus Administrator

HVAC-R | 600 HOURS

The **Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R)** program prepares students for employment as entry-level service and maintenance technicians in the HVAC-R industry. The program covers electrical fundamentals, the refrigeration system and diagnostics from a technician's point of view. This provides the student with a better understanding of how the knowledge and skills set provided during the program will be utilized by a technician in the field.

Upon completion of the program, students may test to obtain the Environmental Protection Agency (EPA) 608 certification.

CALENDAR(S)
Calendar(s) are available on our website www.west-mec.edu/findyourhappy within the program.

COMPLETION REQUIREMENTS
HVAC-R: Students must obtain the minimum required hours (600) and have a minimum of 75% overall grade in order to complete the HVAC-R program.

CAREER PATHWAYS*
Heating, Air Conditioning, And Refrigeration Technician | Heating, Air Conditioning and Refrigeration Installer
**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

HVAC-R PROGRAM COST 2025 & 2026

	HVAC-R 600 Clock Hours
Admission Fee	$150.00
Administrative Fee	$100.00
Tuition	$4,950.00
Books	$350.00
Lab Supplies Fees	$1,800.00
Lab Fee	$1,500.00
NC3	$50.00
OSHA-10	$50.00
Total	$8,950

CURRICULUM

Class ID		
HV101	*Fundamentals of HVAC-R* Professional Development Refrigeration System Fundamentals Service Basics Refrigerants Basic Electricity, Magnetism and Electronics	**Class/Lab/Total Hours: 115/74/189**
HV102	*Basic HVAC-R* Motors and Electrical Control Systems Refrigeration System Components Domestic Refrigerators and Freezers Indoor Air Fundamentals OSHA10 NC3	**Class/Lab/Total Hours: 129/57/186**
HV103	*Intermediate HVAC-R & Skills* Air-Conditioning Systems Heating Systems EPA 608	**Class/Lab/Total Hours: 176/49/225**
		Class/Lab/Total Hours: 420/180/600

COURSE DESCRIPTIONS

Fundamentals of HVAC-R
This course will cover career readiness fundamentals. It will provide the student with information about the HVAC-R profession and the certification process. Next, the course will provide an overview of refrigeration systems. It will explore the basics of HVAC-R services; it will cover the proper use of the tools used in the industry. The course will cover refrigerants and the equipment and instruments used with refrigerants. Finally, the course will cover the basic principles of electricity, magnetism, and electronics.

Basic HVAC-R
This course will continue to build your understanding of electrical systems and refrigeration. The course will cover motors and electrical controls offering the student both theory and hands on labs. You will be introduced to domestic refrigerators and freezers. Indoor Air Fundamentals will be covered in order to prepare you for the next course.

Intermediate HVAC-R and Skills
This course will take a deep dive into air conditioning systems and heating systems. You will have the opportunity to apply the knowledge and skill presented to you throughout the program. This course will finalize the process of making you eligible for the exams needed to gain industry certifications.

TRANSCRIPT FOR COLLEGE LEVEL COURSEWORK

For credits received from a post-secondary institution and/or military, a determination will be made that the material from any of the transcripts is equivalent to the material covered in the course in its entirety. The student will be given the opportunity take the final cumulative exam for the course. If the student receives a passing score on the exam, their transcript will be accepted for that specific course.

A student is not permitted to take the final cumulative exam for a course unless it has been determined that the student has received instruction in every subject taught within the course. The school is not permitted to transfer in credits equal to a partial course. Previous academic experience will be evaluated based on evaluation of official transcripts.

In addition, transfer credit/clock hours may only be granted if the course being considered:

- Was taken in the United States
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

**This does not include courses taken in high school for college credit.*

STUDENT ASSESSMENT

The faculty at West-MEC is dedicated to effective teaching; therefore, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

GRADING POLICY

Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%.

Percent	Letter
90 – 100	A
80 – 89	B

70 – 79	C
60 – 69	D
0 – 59	F

NORTHWEST CAMPUS

13201 West Grand Avenue
Surprise, AZ 85374
Phone 623-877-6915
Email: adulted@west-mec.org
Office Hours
9:00 AM – 7:00 PM

Holly Medina | Campus Administrator

Fabian Prado | Assistant Campus Administrator – Adult Education

DENTAL ASSISTING | 780 CLOCK HOURS

The Dental Assisting program, includes and requires 180 externship hours, prepares students to assist medical professionals with dental examinations, sterilize and prepare instruments, provide coronal polish procedures, take and process X-rays, and take impressions of teeth. Upon completion of the program, students will be prepared to seek one or more certifications like the Dental Assisting National Board (DANB) Radiation Health and Safety Certification and Coronal Polish. *Certification testing costs are not provided or included in the program cost.*

CALENDAR(S)

Calendar(s) are available on our website www.west-mec.org/findyourhappy within the program.

COMPLETION REQUIREMENTS

Students must obtain the minimum required hours (780) and have a minimum grade of 75% on practical and final exams and have a 70% overall grade in order to complete the Dental Assisting program.

CAREER PATHWAYS*

Dental Assistant | Orthodontic Assistant | Dental Assistant | Orthodontic Assistant | Dental Hygiene Assistant | Dental Infection Control Technician | Dental Front Office Assistant | Dental Aesthetics Assistant | Network Dental Appointment Scheduler

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

DENTAL ASSISTING PROGRAM COST 2025 & 2026

	Dental Assisting 780 Clock Hours
Admission Fee	$150.00
Administrative Fee	$100.00
Tuition	$6435.00
Books	$275.00
Lab Supplies Fees	$3,000.00
CPR Certification	$25.00
Lab Fee	$1,200
Total	$11,185.00

CURRICULUM

Class ID:	**Class/Lab/Extern/Total**
DA100 Introduction into Dental Assisting	12/0/12
DA101 Anatomy, Head and Neck Anatomy and Tooth Morphology	41/28/69
DA102 Preventive Dentistry, Microbiology, Pathology and Infection Control	58/59/117
DA103 Patient Dental Record, Medical Emergencies, and CPR	16/17/33
DA104 General Restorative Dentistry	57/57/114
DA105 Pharmacology and Anesthesia	7/8/15
DA106 Dental Radiography	45/105/150
DA107 Dental Materials and Laboratory Procedures	12/30/42
DA108 Dental Specialties	16/17/33
DA109 Dental Office Administration, Externship Preparation	9/6/15
DA110 Dental Assistant Externship	0/0/180/180
Total Hours:	**273/327/180/780**

COURSE DESCRIPTIONS

Introduction to Dental Assisting
This course introduces students to an overview of Dental Assisting. Students will have an introductory level of instruction related primarily to their program of study.

Anatomy, Head and Neck Anatomy, and Tooth Morphology
This course will introduce the student to anatomy and physiology of all body systems as they relate to dentistry. Oral histology, oral embryology, anatomy of the head and neck, identifying nerves of the maxilla and mandible, development of teeth and tooth morphology.

Preventive Dentistry, Microbiology, Pathology and Infection Control*
In this course, the student will be taught principles and practices of preventing and controlling dental disease, with an emphasis on oral health, patient education, diet and nutrition. Plaque control including application of topical fluoride, coronal polishing and dental sealants will also be introduced, along with procedures for obtaining the patients' medical and dental history. The students are introduced to infection control and proper sterilization procedures in the dental office. Students will apply the principles and techniques of disinfection, instrument processing, and sterilization.
**Successful completion of this course is required to continue enrollment in the program as it is required to participate and complete externship.*

Patient Dental Records, Medical Emergencies, and CPR
This course will introduce the students to the role of the dental assistant in front and back office dental record patient management. Topics will include legal significance of dental records, HIPAA, new patient registration, medical-dental health history, treatment planning, dental charting, informed consent. Introduction to Eaglesoft Dental software for patient records and patient charting. Normal and abnormal vital signs, dental/medical emergencies and CPR will be introduced.

General Restorative Dentistry
This course will explore the dental health team, ethics, and expected levels of professionalism, as well as licensure, certification and professional organizations. Chairside techniques, the principles of four- handed dentistry, instrumentation will also be covered. Emphasis is placed on step-by-step procedures and the function, use and care of dental equipment and the dental operatory. Four-handed chairside assisting and ergonomic techniques are practiced for various restorative procedures including amalgam, and composite and dental cements.

Pharmacology and Anesthesia
This course covers the supporting role dental assistants implement in the dental office knowing common medications taken by patients and common medications prescribed by the dentist. Different levels of pain control administration of anesthesia, nitrous and sedation dentistry will be taught. Preparation and management of local anesthetic setup, types of injections and the composition of anesthesia will also be covered. In addition, local anesthesia effects and longevity when administered to patients.

Dental Radiography
This course covers the role of the dental assistant in obtaining, handling, and processing radiographic images. Radiation sources and control of x-ray production will be introduced. Anatomical landmarks used for obtaining dental images are covered along with extra oral and digital imaging. Radiation health and safety for both patient and operator will also be covered. All students are prepared for the testing processes based on individual state's Dental Practice Act.

Dental Materials and Laboratory Procedures
This course will review handpiece maintenance, rotary instrument classifications, and application of dental laboratory procedures using dental materials are presented in this course. The students will be introduced to dental laboratory procedures, including impression material, custom trays, study models, bite registrations bleaching trays, and removable appliance repairs.

Dental Specialties
This course will introduce the student to the various dental specialties along with specific licensure, registration and certification. The students will be presented with an overview of the common procedures, tray preparation, instrumentation dental charting used by the dentist and the dental assistant in the dental specialty practice. The dental specialties include Oral Surgery, Endodontics, Prosthodontics, Periodontics, Pediatric Dentistry and Orthodontics. In addition, discuss special needs patients.

Dental Office Administration, Extern preparation
This course will introduce the students to the role of front office administration. Topics include billing, accounting, and financial management and telephone etiquette, appointment scheduling, filing systems, and processing dental insurance claims. Dental Office computer software for finance and scheduling will be covered. Resume creating and seeking employment.

Dental Assistant Externship
Prerequisite: *Successful completion of DA100-DA109*
This course consists of a 180-hour externship. This experience provides the students the opportunity to utilize the knowledge and skills they have gained in the classroom setting and apply them in a clinical setting, under the direct supervision of the school and facility staff. Students will be evaluated by supervisory staff during the externship, and successful completion of this course is required for graduation.

TRANSCRIPT FOR COLLEGE LEVEL COURSEWORK
For credits received from a post-secondary institution and/or military, a determination will be made that the material from any of the transcripts is equivalent to the material covered in the course in its entirety. The student will be given the opportunity take the final cumulative exam for the course. If the student receives a passing score on the exam, their transcript will be accepted for that specific course.

A student is not permitted to take the final cumulative exam for a course unless it has been determined that the student has received instruction in every subject taught within the course. The school is not permitted to transfer in credits equal to a partial course.

In addition, transfer credit/clock hours may only be granted if the course being considered:
- Was taken in the United States
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

**This does not include courses taken in high school for college credit.*

Previous academic experience will be evaluated based on evaluation of official transcripts.

STUDENT ASSESSMENT
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GRADING POLICY
Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%.

Percent	Letter
90 – 100	A
80 – 89	B

70 – 79	C
60 – 69	D
0 – 59	F

SOUTHWEST CAMPUS

500 North Verrado Way
Buckeye, AZ 85326
Phone 623-872-6260
Email: adulted@west-mec.org
Office Hours
9:00 AM – 7:00 PM

Tonya Rooth | Campus Administrator

Michael Hawkins | Assistant Campus Administrator

DENTAL ASSISTING | 780 CLOCK HOURS

The Dental Assisting program, includes and requires 180 externship hours, prepares students to assist medical professionals with dental examinations, sterilize and prepare instruments, provide coronal polish procedures, take and process X-rays, and take impressions of teeth. Upon completion of the program, students will be prepared to seek one or more certifications like the Dental Assisting National Board (DANB) Radiation Health and Safety Certification and Coronal Polish. *Certification testing costs are not provided or included in the program cost.*

CALENDAR(S)

Calendar(s) are available on our website www.west-mec.org/findyourhappy within the program.

COMPLETION REQUIREMENTS

Students must obtain the minimum required hours (780) and have a minimum grade of 75% on practical and final exams and have a 70% overall grade in order to complete the Dental Assisting program.

CAREER PATHWAYS*

Dental Assistant | Orthodontic Assistant | Dental Assistant | Orthodontic Assistant | Dental Hygiene Assistant | Dental Infection Control Technician | Dental Front Office Assistant | Dental Aesthetics Assistant | Network Dental Appointment Scheduler

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

DENTAL ASSISTING PROGRAM COST 2025 & 2026

	Dental Assisting 780 Clock Hours
Admission Fee	$150.00
Administrative Fee	$100.00
Tuition	$6435.00
Books	$275.00
Lab Supplies Fees	$3,000.00
CPR Certification	$25.00
Lab Fee	$1,200
Total	$11,185.00

CURRICULUM

Class ID:	**Class/Lab/Extern/Total**
DA100 Introduction into Dental Assisting	12/0/12
DA101 Anatomy, Head and Neck Anatomy and Tooth Morphology	41/28/69
DA102 Preventive Dentistry, Microbiology, Pathology and Infection Control	58/59/117
DA103 Patient Dental Record, Medical Emergencies, and CPR	16/17/33
DA104 General Restorative Dentistry	57/57/114
DA105 Pharmacology and Anesthesia	7/8/15
DA106 Dental Radiography	45/105/150
DA107 Dental Materials and Laboratory Procedures	12/30/42
DA108 Dental Specialties	16/17/33
DA109 Dental Office Administration, Externship Preparation	9/6/15
DA110 Dental Assistant Externship	0/0/180/180
Total Hours: 273/327/180780	

COURSE DESCRIPTIONS

Introduction to Dental Assisting
This course introduces students to an overview of Dental Assisting. Students will have an introductory level of instruction related primarily to their program of study.

Anatomy, Head and Neck Anatomy, and Tooth Morphology
This course will introduce the student to anatomy and physiology of all body systems as they relate to dentistry. Oral histology, oral embryology, anatomy of the head and neck, identifying nerves of the maxilla and mandible, development of teeth and tooth morphology.

Preventive Dentistry, Microbiology, Pathology and Infection Control*
In this course, the student will be taught principles and practices of preventing and controlling dental disease, with an emphasis on oral health, patient education, diet and nutrition. Plaque control including application of topical fluoride, coronal polishing and dental sealants will also be introduced, along with procedures for obtaining the patients' medical and dental history. The students are introduced to infection control and proper sterilization procedures in the dental office. Students will apply the principles and techniques of disinfection, instrument processing, and sterilization.
**Successful completion of this course is required to continue enrollment in the program as it is required to participate and complete externship.*

Patient Dental Records, Medical Emergencies, and CPR
This course will introduce the students to the role of the dental assistant in front and back office dental record patient management. Topics will include legal significance of dental records, HIPAA, new patient registration, medical-dental health history, treatment planning, dental charting, informed consent. Introduction to Eaglesoft Dental software for patient records and patient charting. Normal and abnormal vital signs, dental/medical emergencies and CPR will be introduced.

General Restorative Dentistry
This course will explore the dental health team, ethics, and expected levels of professionalism, as well as licensure, certification and professional organizations. Chairside techniques, the principles of four- handed dentistry, instrumentation will also be covered. Emphasis is placed on step-by-step procedures and the function, use and care of dental equipment and the dental operatory. Four-handed chairside assisting and ergonomic techniques are practiced for various restorative procedures including amalgam, and composite and dental cements.

Pharmacology and Anesthesia
This course covers the supporting role dental assistants implement in the dental office knowing common medications taken by patients and common medications prescribed by the dentist. Different levels of pain control administration of anesthesia, nitrous and sedation dentistry will be taught. Preparation and management of local anesthetic setup, types of injections and the composition of anesthesia will also be covered. In addition, local anesthesia effects and longevity when administered to patients.

Dental Radiography
This course covers the role of the dental assistant in obtaining, handling, and processing radiographic images. Radiation sources and control of x-ray production will be introduced. Anatomical landmarks used for obtaining dental images are covered along with extra oral and digital imaging. Radiation health and safety for both patient and operator will also be covered. All students are prepared for the testing processes based on individual state's Dental Practice Act.

Dental Materials and Laboratory Procedures
This course will review handpiece maintenance, rotary instrument classifications, and application of dental laboratory procedures using dental materials are presented in this course. The students will be introduced to dental laboratory procedures, including impression material, custom trays, study models, bite registrations bleaching trays, and removable appliance repairs.

Dental Specialties
This course will introduce the student to the various dental specialties along with specific licensure, registration and certification. The students will be presented with an overview of the common procedures, tray preparation, instrumentation dental charting used by the dentist and the dental assistant in the dental specialty practice. The dental specialties include Oral Surgery, Endodontics, Prosthodontics, Periodontics, Pediatric Dentistry and Orthodontics. In addition, discuss special needs patients.

Dental Office Administration, Extern preparation
This course will introduce the students to the role of front office administration. Topics include billing, accounting, and financial management and telephone etiquette, appointment scheduling, filing systems, and processing dental insurance claims. Dental Office computer software for finance and scheduling will be covered. Resume creating and seeking employment.

Dental Assistant Externship
Prerequisite: *Successful completion of DA100-DA109*
This course consists of a 180-hour externship. This experience provides the students the opportunity to utilize the knowledge and skills they have gained in the classroom setting and apply them in a clinical setting, under the direct supervision of the school and facility staff. Students will be evaluated by supervisory staff during the externship, and successful completion of this course is required for graduation.

TRANSCRIPT FOR COLLEGE LEVEL COURSEWORK
For credits received from a post-secondary institution and/or military, a determination will be made that the material from any of the transcripts is equivalent to the material covered in the course in its entirety. The student will be given the opportunity take the final cumulative exam for the course. If the student receives a passing score on the exam, their transcript will be accepted for that specific course.

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In addition, transfer credit/clock hours may only be granted if the course being considered:
- Was taken in the United States
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

**This does not include courses taken in high school for college credit.*

Previous academic experience will be evaluated based on evaluation of official transcripts.

STUDENT ASSESSMENT
The faculty at West-MEC is dedicated to effective teaching; therefore, student assessment at West-MEC is continuous. Our goal is to monitor and improve the degree to which students are meeting course competencies. Faculty use a variety of assessment strategies to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

GRADING POLICY
Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%.

Percent	Letter
90 – 100	A
80 – 89	B

70 – 79	C
60 – 69	D
0 – 59	F

PHARMACY TECHNICIAN | 600 HOURS

The Pharmacy Technician program includes and requires 160 externship hours. The program teaches students the delivery of pharmaceutical services alongside licensed pharmacists in a pharmacy setting. The program teaches medical terminology & abbreviations, pharmacy law & ethics, quality customer service, pharmacology, preparing prescription medications, sterile compounding, and administrative duties such as inventory of drugs and pharmacy operations.

Upon completion of the program, students may test to receive Pharmacy Technician Certification Board (PTCB) Certification. *Certification testing costs are not provided or included in the program cost.*

CALENDAR(S)
Calendar(s) are available on our website www.west-mec.edu/findyourhappy within the program.

COMPLETION REQUIREMENTS
Pharmacy Technician: Students must obtain the minimum required hours (600) and have a minimum of 75% overall grade in order to complete the Pharmacy Technician program.

CAREER PATHWAYS*
Pharmacy Technician in a community pharmacy, hospital, long-term care facility, compounding pharmacy, mail-order insurance companies, sales, and education.

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

PHARMACY TECHNICIAN PROGRAM COST 2025 & 2026

	Pharmacy Technician 600 Clock Hours
Admission Fee	$150
Administrative Fee	$100
Tuition	$4,950
Books	$300
Lab Supplies Fees	$2,200
Lab Fee	$660
Total	$8,360

CURRICULUM

Class ID:		Class/Lab/Extern/Total Hours
PT1001	History of Pharmacy Practice and Foundation of Operations	12/6/0/18
PT1002	Managerial Concepts, Regulatory Compliance, & Compassionate Care*	27/9/0/36
PT1003	Medical Terminology & Pharmaceutical Diction*	24/6/0/30
PT1004	Pharmaceutical Mathematics*	18/18/0/36
PT1005	Institutional Pharmacy Practice*	21/6/0/27
PT1006	Ambulatory Pharmacy Practice*	21/6/0/27
PT1007	OTC, Supplements, and Naturopathic Care*	21/6/0/27
PT1008	Microbiology Concepts & Communicable Disease Prevention	24/6/0/30
PT1009	Pharmacodynamics, Pharmacokinetics, and Drug Interactions*	24/6/0/30
PT1010	Anatomy & Physiology	30/6/0/36
PT1011	Pharmaceutical Software, Skills Development, & Insurance Coding and Billing*	18/12/0/30
PT1012	Extemporaneous Compounding	6/18/0/24
PT1013	Introduction to Intravenous Therapy & Sterile Compounding*	6/18/0/24
PT1014	Advanced IV Techniques and Manipulations*	6/18/0/24
PT1015	Pharmacy Technician Certification Examination Preparation	36/0/0/36
PT1016	BLS Life Support & Externship	3/2/0/5
PT1017	Externship	0/0/160/160
	Total Hours:	**297/143/160/600**

** Courses Have Prerequisite(s)*

COURSE DESCRIPTIONS

History of Pharmacy Practice and Foundation of Operations
Prerequisite(s): *None*
This course teaches about the history of pharmacy practice as well as current standards. It provides a foundation of knowledge about the healthcare structure and the types of providers as well as the Pharmacy Technician roles. Various roles and responsibilities that will be engaged in while in the field will be introduced.

Managerial Concepts, Regulatory Compliance, and Compassionate Care
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, & Institutional and Ambulatory Pharmacy Practice*
This course teaches students how to remain professional and empathetic in the field while delivering quality care. Pharmaceutical law will be covered as well as the implications of medication errors.

Medical Terminology & Pharmaceutical Diction
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, and Regulatory Compliance and Compassionate Care*
This course teaches basic medical terminology in order to be able to decipher medication orders from doctor's offices and communicate with various medical practitioners. Fundamental pharmacy terminology known as "sig codes" and abbreviations will be practiced in order to ensure accurate translation in the field.

Pharmaceutical Mathematics
Prerequisite(s): *Previous algebra experience and History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, and Regulatory Compliance and Compassionate Care*
This course will begin with a review of basic math concepts such as manipulation of fractions and decimals and roman numerals. Students will be taught three formulas to calculate pediatric medication dosing as well as various ways to calculate dosing and days' supply for adults. Allegations and dilutions will be taught in order for students to concoct solution strengths not commercially available to the pharmacy.

Institutional Pharmacy Practice
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations*
This course provides insight into the daily activities of the hospital pharmacy including hospital pharmacy management and technology.

Ambulatory Pharmacy Practice
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations*
This course provides insight into the daily activities of retail, mail-order, and long-term care pharmacies. Inventory management and ordering will also be covered.

OTC, Supplements, and Naturopathic Care
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, and Regulatory Compliance and Compassionate Care*
This course teaches over-the-counter medications and their role as preventative and maintenance medications. The use and implications of herbal remedies and supplements will be covered as part of naturopathic medicine. Nutrition and exercise wellness will be addressed in regards to their ability to prevent, treat, and maintain pathology.

Microbiology Concepts & Communicable Disease Prevention
Prerequisite(s): *None*
This course teaches students to develop a general understanding of basic microbiology concepts in order to understand how communicable diseases are spread. Response to disease transmission will be taught as well as prophylaxis techniques. Chemical hazards including what they are, how to identify them, and how to handle them will be covered.

Pharmacodynamics, Pharmacokinetics, and Drug Interactions
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, Regulatory Compliance and Compassionate Care, and Microbiology Concepts & Communicable Disease Prevention*
This course covers medication fundamentals such as type and use. Nomenclature will be taught in order to predict the indications for medications. Also, the various forms of medications and their routes will be covered. Metabolism and interactions of common types of medications will be taught in order for students to be effective in assisting pharmacists in the field with medication checks and interactions. Common medications and their possible interactions between other medications and food will be taught to students to have a better understanding of how medications work in the body.

Anatomy & Physiology
Prerequisite(s): *Microbiology Concepts & Communicable Disease Prevention*
This course will cover 9 body systems as well as the senses in depth. Students will learn common ailments that affect these various systems as well as the medications used to treat them.

Pharmaceutical Software, Skills Development, and Insurance Coding and Billing
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, and Regulatory Compliance and Compassionate Care.*
This class introduces students to pharmacy billing and processing software. Using SuperScript students will be taught to process new prescriptions as well as third party insurers. Keyboarding skills will also be developed in this course in order to meet the typing demands desired by industry standards. Basic Microsoft Office knowledge such as Word and Excel will be covered. This course will build upon previous inventory ordering and managing knowledge through the use of pharmacy systems.

Extemporaneous Compounding
Prerequisite(s)*: History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, Regulatory Compliance and Compassionate Care, Pharmaceutical Mathematics, and Introduction to Intravenous Therapy and Sterile Compounding*
This course teaches compounding techniques used in the field to create medications that patients need and cannot obtain from the market. Various compounds from creams and lotions to throat lozenges and medicated sticks will be constructed using recipes.

Introduction to Intravenous Therapy and Sterile Compounding
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, Regulatory Compliance and Compassionate Care, and Pharmaceutical Mathematics*
This course teaches introductory concepts used frequently in the field. Proper hand washing and personal protective equipment (PPE) usage will be a fundamental lesson in this class to ensure the protection of the worker and the patients. Workplace safety as well as proper cleaning procedures for clean rooms and equipment will be covered.

Advanced IV Techniques and Manipulations
Prerequisite(s): *History of Pharmacy Practice and Foundation of Operations, Institutional and Ambulatory Pharmacy Practice, Managerial Concepts, Regulatory Compliance and Compassionate Care, Pharmaceutical Mathematics, and Introduction to Intravenous Therapy and Sterile Compounding*
This course builds upon techniques learned in the introductory class as well as apply what they have been taught in real-life sterile compounding scenarios. This class focuses on common manipulations to vials, ampules, and IV bags utilizing syringes and admixture tools to reconstitute dry powder vials and transfer them into IVs for use. Common admixtures will be compounded including total parenteral nutrition's (TPNs) used in hospital and mock chemotherapy IVs used in cancer treatment.

Pharmacy Technician Certification Exam Preparation
Prerequisite(s): *Completion of all previous program coursework.*

This course is designed to prepare the student for the Pharmacy Technician Certification Exam (PTCE). The student will be taught test-taking techniques and the breakdown of the individual exam components according to the PTCE blueprint. This course acts as a comprehensive review of material covered in previous courses.

BLS Life Support and Externship
Prerequisite(s): *Completion of all previous program coursework. Must obtain Fingerprint Clearance card and Student Pharmacy Technician license before externship placement.*
This course teaches the practice of basic life support and CPR in order to obtain certifications desired in the field. Students are expected to complete a 160-hour externship in order to obtain hands-on experience in the field.

TRANSCRIPT FOR COLLEGE LEVEL COURSEWORK
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- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
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GRADING POLICY
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90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

WELDING TECHNOLOGY | 900 HOURS

The Welding Technology program prepares students for careers in the welding industry by focusing on incremental levels of competency-based training. In addition to welding safety practices, the individual will be introduced to the common welding processes used throughout many parts of the industry such as SMAW (Stick welding), GMAW (MIG welding), FCAW (Flux cored arc welding), and GTAW (TIG welding). Included is instruction in blue print reading, weld symbol interpretation, basic metallurgy, weld quality, base metal preparation, and joint fit-up and alignment. Instruction also includes machine set-up, filler material selections and basic equipment maintenance.

The program starts with plate and structural welding progressing to pipe and tubing configurations which prepares the student for a broad array of industry sectors such as pipeline, shipyard, powerplant, buildings, bridges and aerospace applications.

Upon completion of the program, students may test to receive plate and pipe certifications with the American Welding Society S.E.N.S.E (AWS). *Certification testing costs are not provided or included in the program cost.*

CALENDAR(S)

Calendar(s) are available on our website www.west-mec.org/findyourhappy within the program.

COMPLETION REQUIREMENTS

Welding Technology: Obtain the minimum required hours (900); have an overall project/skill grade of 70% for each course; pass each course with a minimum overall grade of 70% in order to complete the Welding Technology Program and obtain a Certificate of Program Completion.

CAREER PATHWAYS*

Structural Welder | Welding Supervisor | Manufacturing Welder | Certified Welding Inspector | Iron Worker | Pipe Fitter | Sheet Metal Worker

Knowledge obtained in this program is transferrable to a broad spectrum of careers.

**Information found in Bureau of Labor Statistics, Occupational Employment & Wages*

PROGRAM(S) & COURSE(S) 2025 & 2026 COST

	Welding Technology 900 hours	Welding Technology Course(s) hours vary
Admission Fee	$150.00	0
Administrative Fee	$100.00	0
Tuition	$7,425.00	$8.40 X Clock hour
Book Usage Fee	$225.00	$0.25 X clock hour
Lab Supplies Fees	$6,300.00	$7 X Clock hour
Lab Fee	$2,700.00	$3 X Clock Hour
OSHA10	$50.00	$0.00
Totals	$16,950.00	$18.65 X Clock Hour

CURRICULUM

WELDING TECHNOLOGY: 900 HOURS

Class ID	COURSES	Class/Lab/Total Hours
WT1L	Welding Foundation	12/28/40
WT2L	Thermal Cutting	9/21/30
WT3L	Shield Metal Arc Welding (SMAW) Plate	50/116/166
WT4L	Gas Metal Arc Welding (GMAW) Plate	18/42/60
WT5L	Flux-Cored Arc Welding (FCAW) Plate	18/42/60
WT6L	Gas Tungsten Arc Welding (GTAW) Plate	51/119/170
WT7L	Fabrication Fundamentals*	22/52/74
WT8L	Shield Metal Arc Welding (SMAW) Pipe*	27/63/90

WT9L	Gas Metal Arc & Flux-Cored Arc Combo Welding Pipe*	27/63/90
WT10L	Gas Tungsten Arc & Shield Metal Arc Combo Welding Pipe*	36/84/120
	Total Hours	**270/630/900**

**Courses Have Prerequisite(s)*

COURSE DESCRIPTIONS

Welding Foundation
Prerequisite: *none*
This course is designed to give welders the basic foundation of Thermal Cutting, Shield Metal Arc Welding, Gas Medal Arc Welding, Flux Core Arc Welding, and Gas Tungsten Arc Welding processes.

Thermal Cutting
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to affectively cut using oxyfuel, plasma, and carbon arc processes.

Shield Metal Arc Welding (SMAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Shield Metal Arc Welding welds in multiple positions.

Gas Metal Arc Welding (GMAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Gas Medal Arc Welding welds in multiple positions.

Flux-Cored Arc Welding (FCAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Flux Core Arc Welding welds in multiple positions.

Gas Tungsten Arc Welding (GTAW) Plate
Prerequisite: *none*
This course is designed to give students the basic principles and techniques to perform Gas Tungsten Arc Welding welds in multiple positions.

Fabrication Fundamentals
Prerequisite: *WT1L-6L*
This course is designed to give students the basic understanding of fabrication fundamentals, math for welders, and team working skills.

Shield Metal Arc Welding (SMAW) Pipe
Prerequisite: *Shield Metal Arc Welding (SMAW) Plate*
This course is designed for the student who has mastered SMAW plate welding, specifically preparing them to pass code pipe welding tests. Course content describes how to make SMAW pipe welds with open V-groove welds on carbon steel pipe in various positions using E6010 and E7018 electrodes.

Gas Metal Arc & Flux-Cored Arc Combo Welding Pipe
Prerequisite: *Gas Metal Arc Welding (GMAW) Plate & Flux-Cored Arc Welding (FCAW) Plate*
This course is designed for the student who has mastered GMAW and FCAW plate welding, specifically preparing them to pass code pipe welding tests. Course content describes how to make GMAW and FCAW pipe welds with open V-groove welds on carbon steel pipe in various positions using applicable filler metals and shielding gases.

Gas Tungsten Arc & Shield Metal Arc Combo Welding Pipe
Prerequisite: *Shield Metal Arc Welding (SMAW) Plate & Gas Tungsten Arc Welding (GTAW) Plate*
This course is designed for the student who has mastered SMAW and GTAW plate welding, specifically preparing them to pass GTAW code pipe welding tests. Course content describes how to make GTAW pipe welds with open V-groove welds on carbon steel, low alloy, and stainless-steel pipe in various positions using applicable filler metals and shielding gases.

PREVIOUS EXPERIENCE
In order to receive accreditation through the NCCER and AWS, the test-out procedures will require the student to demonstrate proficiency in the respective plate welding theory (by passing the module exams) and practical application (by passing the assignments in each module).
In lieu of completing the prerequisite course for this module which is (see specific course for prerequisite), the student may "test out" by successfully completing the required module exams and assignments of the prerequisite course.

REQUIRED MATERIALS
Student must have their own Personal Protective Equipment (PPE). Must wear PPE, appropriate work shoes/boots, and eye protection is all required in the shop. PPE Equipment required is listed below:

Personal Protective Equipment:

- Welding Hood (min 12 shade)
- Safety Glasses (ANSI Z87.1)
- Hearing Protection (Ear Plugs)
- Welding Jacket
- Welding Gloves
- Leather work gloves
- Leather shoes (Work boots recommended)

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GRADING POLICY
Student grading policies will be in accordance with the policy set forth by West-MEC. All students will be graded on a numerical scale of 0 to 100%. Performance accreditation tasks are Pass/Fail.

Percent	Letter
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

TO: **ALL Students**

FROM: **Lizeth Fils-Aime**
Director of Adult Education

DATE: **Fall 20___ | Spring 20___ | Summer 20___**

RE: _____
Student: Print first and last name

STUDENT AFFIDAVIT

I agree to follow West-MEC rules, procedures and policies while participating in West-MEC Adult Education. I have reviewed all of the information detailed in the ***West-MEC Adult Education Programs Catalog & Student Handbook*** www.west-mec.org/findyourhappy where I have full access to the most current version. I understand West-MEC's expectations and the consequences of my actions.
_____ (initials)

MEDIA RELEASE FORM

By agreeing to the West-MEC Adult Catalog & Student Handbook, I hereby grant Western Maricopa Education Center (West-MEC) School District #402, permission to use video, photographic and/or audio representation, as well as name and likeness of, for use in West-MEC's video productions, media releases, publications, website(s), multimedia presentations, electronic communications, and social media networks. I also give permission to allow interviews and/or photographs to be conducted by West-MEC authorized media.
_____ (initials)

Student Signature _____ Date _____

MANAGEMENT & STAFF

Dr. Spurgeon, Scott
District | Corporate | Superintendent
Ed.D., St. Louis University

Bowers, Eny
START | Admission Representative

Calhoun, Andrea
Northeast Campus | Career Services Coach

DeGuzman, Antonette
Central Campus | Assistant Campus Administrator
M.Ed., University of Phoenix | DDM., Manila Philippines

Espinoza, Irma
Central Campus | Career Services Coach
B.S., Tecnológico de Monterrey | Diploma in Marketing and Quality Assurance, Tecnológico de Monterrey

Fils-Aimé, Lizeth
START | Director of Adult Education & Financial Aid Officer
B.A., University of Arizona

French, Ryan
District | Corporate | Assistant Superintendent Business & Operations
MBA., Northern Arizona University | B.S., Northern Arizona University

Gabaldon, Troy
Central Campus | Campus Administrator
Airframe & Powerplant Certificate | B.O.E., Eastern New Mexico University | M.Ed., Eastern New Mexico University

Guy, Jarett
District | Corporate | Assistant Superintendent Teaching & Learning
B.A., Arizona State University | M.Ed., Northern Arizona University

Hawkins, Michael
Southwest Campus | Assistant Campus Administrator
B.S., Arizona State University | M.Ed., Northern Arizona University

Hester, Daniel
District | Corporate | Director of IT
A.A.S., Montana State University-Billings College of Technology

Hook, Monica
Northeast Campus | Counselor
B.A., Arizona State University | M.Ed., Northern Arizona University

Ireland, Christine
Central Campus | Registrar, Adult Education
B.A., Arizona State University

Mayes, Cathey
District | Corporate | Assistant Superintendent Human Resources & Policy
B.S., University of Illinois at Urbana | M.Ed., Northern Arizona University

Medina, Holly
Northwest Campus | Campus Administrator
B.A., Arizona State University | M.Ed., Arizona State University

Nelson, Myra
START | Financial Aid Specialist
B.A., Whitman College | M.A., University of Arizona

Owen, Debbie
Northwest Campus | Career Services Coach

Prado, Fabian
Northwest Campus | Assistant Campus Administrator
M.A., Arizona State University | M.Ed., Arizona State University | B.A., American University

Poggi, Sabrina
Southwest Campus | Counselor
M.A., Ottawa University | B.A., University of Paul Valery – Teaching Training College

Rooth, Tonya
Southwest Campus | Campus Administrator

Ruiz, Jessica
District | Corporate | Director for Career Services
B.A., Arizona State University

Sanders, Joely
Central Campus | Counselor
M.Ed., University of Arizona | B.A., New Mexico State University

Segura, America
START | Employment Specialist
B.S., Brigham Young University

Svorinic, David
District | Corporate | Administrator for Teaching & Learning
M.Ed., Chapman University | B.Ed., University of Arizona

Vernier, Robert
Northwest Campus | Counselor
M.A., Ottawa University | B.A., Eastern Michigan University

FACULTY – Full Time

Ahlm, Jonas
Central Campus | Aviation Maintenance Technology
Airframe and Powerplant Certificate

Gunsch, Matthew
Central Campus | Aviation Maintenance Technology
Airframe and Powerplant Certificate

Heiman, David
Northeast Campus | HVACR
MBA., University of Phoenix | A.A., Thomas Edison State College | A.A., DeVry Technical Institute

Miller, Dean
Central Campus | Aviation Maintenance Technology
Airframe and Powerplant Certificate

Peterson, Michael
Central Campus | Welding Technology
Certified Associate Welding Inspector (CAWI)

Ordaz, Pedro
Southwest Campus | Welding Technology
A.A.S., Arizona Western College

FACULTY – Part Time

King, Elizabeth
Southwest Campus | Pharmacy Technician
PTCB Certificate

Ledbetter, Mary
Northwest Campus | Dental Assisting
Coronal Polishing Certificate | Dental Radiography Certificate

Mendoza, Humberto
Central Campus | Precision Manufacturing
B.A., Arizona State University | A.S.A, Glendale Community College

Sandoval, Sharin
Southwest Campus | Dental Assisting
B.S., Northern Arizona University | Coronal Polishing Certificate | Dental Radiography Certificate