TESLA
TRAINING CENTER

CATALOG 2026

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WELCOME

Your interest in Electrical and HVAC training is an essential first step toward a new career. Many factors will influence your ability to obtain and hold meaningful and satisfying employment. Training for a new field will be challenging; you will be expected to work hard during the in-person class time as well as your class preparation.

Your training at the Tesla Training Center (TTC) will provide skills and knowledge for some of the fastest-growing careers in the U.S. economy.

Your training will incorporate hands-on skills training and job-related classroom study. Course design is guided by working professionals in each career field, whose expertise helps ensure your training remains up-to-date, relevant, and in-demand.

At Tesla Training Center, your success is the goal of every staff and faculty member. We are eager for the opportunity to be a part of your new career development.

Kind Regards,

Carlos Vazquez

President

APPROVALS, MEMBERSHIPS, AND AFFILIATIONS

The Tesla Training Center (TTC) is located at 6910 N. Clark Street, Chicago, IL. 60626

TTC is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. The Electrical and HVAC programs are accredited by the National Council of Construction, Education and Research (NCCER). TTC is a training provider approved by The Work Force Innovation and Opportunity Act (WIOA). TTC is a certified EPA training provider and testing site through ESCO Institute.

Tesla Training Center is not recognized by a U.S. Department of Education recognized accrediting body.

Tesla Training Center, Inc. is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

EDUCATIONAL PHILOSOPHY

The Tesla Training Center's mission is to provide high-quality professional, career-oriented Electrical and HVAC courses leading to entry-level employment.

The Tesla Training Center is committed to developing a solid foundation of technical skills, professional behaviors, and general knowledge in its students.

The Tesla Training Center seeks to enhance its reputation for career training excellence among employers and its service to the greater community by achieving high career and technical education standards.

To achieve this objective, The Tesla Training Center's training uses many educational techniques and tools to provide its students with fundamental skills for the real world.



HOW WE ACHIEVE OUR MISSION



Practical Courses - Students study courses designed to provide a practical, entry-level education that fits their needs and those of the highly technical environment of today's industry. Unlike other training providers, classes are focused on developing skills and knowledge quickly so that students can enter the workforce quickly.



Accelerated Schedule –Within six months, students have the skills and knowledge to begin their career.



Convenient Course Schedule – Classes are conducted each week for eight hours. Evening and weekend courses are available so that students can continue to work while attending courses.



Multilingual Courses – English and Spanish classes are both offered.



Hands-on Training - Students learn by completing actual job-related projects and solving job- related problems.



Low Tuition – The Tesla Training Center is dedicated to offering the highest quality instruction at the lowest tuition.



Highly Qualified Instructors – All instructors have years of fieldwork experience as well as years of training new technicians. All instructors care about the training they provided. They are committed to ensuring their students learn safe practices and are ready to enter the workplace.



Industry Orientation - Training is shaped by and geared to the industry's needs and entry requirements. Continuous feedback from the industry keeps training relevant and up-to-date.



Small Classes - Class sizes are limited to permit individual attention and personal instruction.



Admission Requirements – Students are not required to have a high school diploma or social security number to apply. Applicants must be at least 17 years old, have valid picture identification and have the desire to work hard!

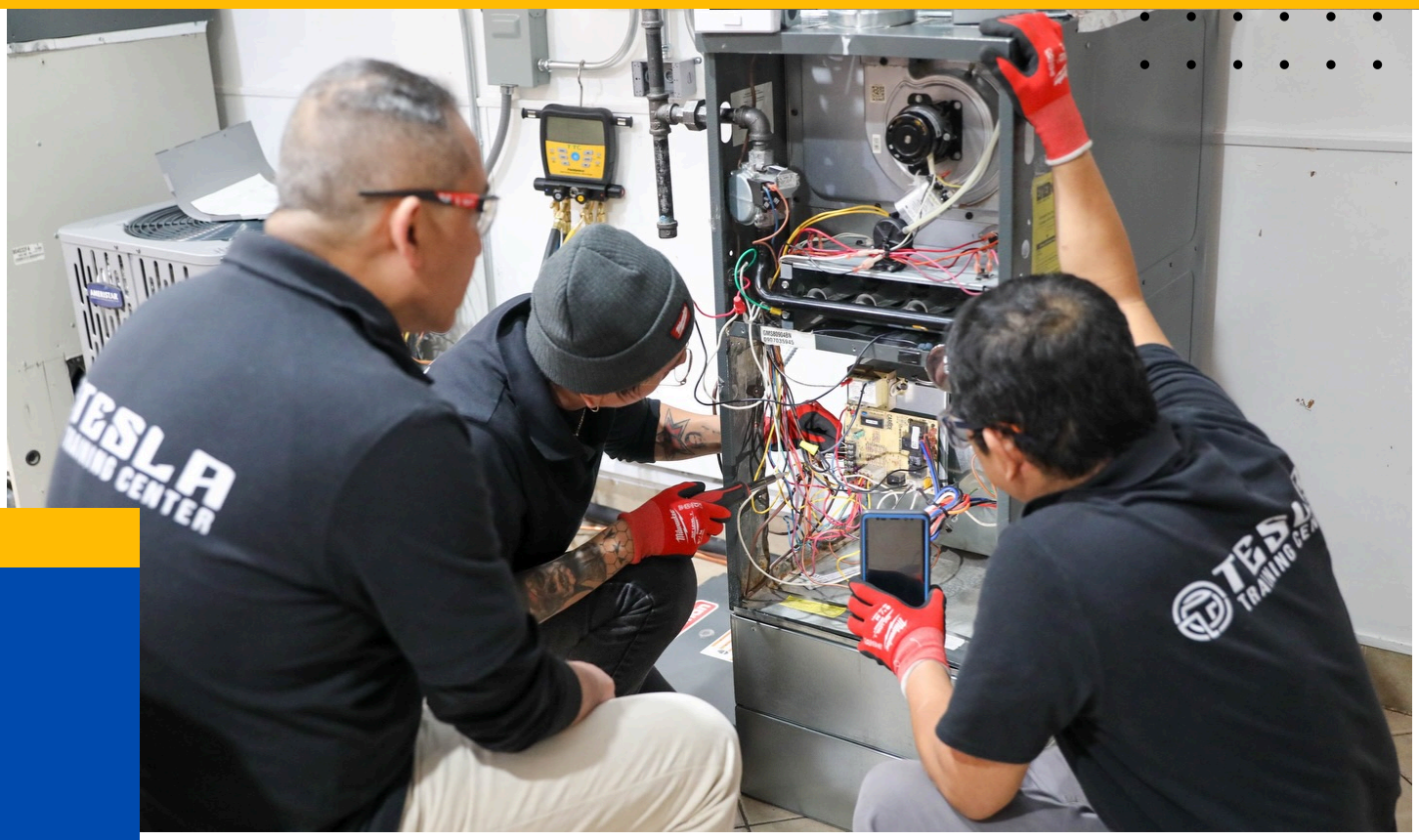


Employability Skills - Students are taught to be reliable, desirable, and trainable workers, thus improving their chances of placement and retention after graduation and in future employment situations.





PROGRAMS



PROGRAMS OVERVIEW



Electrical Program

Provides theory and practice in electrical and electronic basics.



Heating, Air Conditioning, and Refrigeration Program

Prepares the individual for basic, entry-level employment in the heating and air conditioning or refrigeration service industry.

ELECTRICAL PROGRAM

Certificate – 224 Clock Hours

Program Objective: Over the past few years, the technology associated with electrical maintenance has rapidly changed. Job prospects for electrical mechanics and installers are expected to be excellent, particularly for those who have completed formal training.

The Electrical Program provides theory and practice in electrical and electronic basics. Using the National Center for Construction Education and Research (NCCER) curriculum, TTC ensures the highest level of basic trade skills training. Studies include power systems analysis, industrial wiring, programmable logic controllers, and motor controls. Hands-on exercises include conduit bending and installation, lighting, diagnostic test equipment, control system installation, industrial wiring, motor control installation, and troubleshooting techniques. National Electric Code (NEC) and theory are taught throughout the program. Laboratory work in this program occasionally requires bending, stooping, climbing ladders, and lifting loads greater than 50 pounds.

Employment objectives are entry-level positions as an Electrical Installer and Service Technician. The learning outcomes required for employment opportunities are comprehension of electrical and electronic basics, tool usage, safety, power systems analysis, industrial wiring, programmable logic controllers, motor controls, conduit bending and installation, lighting, diagnostic test equipment, control system installation, and National Electric Code and theory.

Weekday classes are scheduled for two-four hour classes per week. Weekend classes are scheduled for one-eight hour class per week. The program runs for 28 weeks for a total of 224 contact hours.

Students who have completed the NCCER Core Program will NOT be required to retake this program. Certification must be verifiable and approved by the Director of Education to 'test out' of this program.



ELECTRICAL CURRICULUM OUTLINE

Using the NCCER Core and Level 1 curriculum, students engage in both lectures and hands-on lab work covering the following topics:

- Industry Construction Standards
- Electrical principles
- Type of electrical current
- Electrical service
- Amperage of wires
- Type of wires
- Electrical pipes for electrical service
- Transformers
- Reading Diagrams (schematics)
- Safety rules
- Ohm's law
- Calculation of amperage
- Calculation of voltage
- Wiring color code
- Three-way diagram and lab work
- Four-way switch diagram
- Floor plan - four-way switch
- Diagram of an outlet (15/20amps)
- 15/20 amp GFCI outlet diagram and controlling
- GFCI outlet controlling the lights/outlets
- Four-way switch diagram and floor plan
- Outlet lab work
- Different types of voltages
- Diagram and wiring of an outlet - 240 volts (single phase)
- Techniques and lab practice to bend pipes
- Pipe bender - ½" , ¾" , 1", and 1 ¼"
- Different types of conduits
- Smoke alarm systems(SD)
- Carbon monoxide alarm systems (CO)
- Doorbell systems
- Practice SD & CO, doorbells
- Introduction to the three-phase system
- Electromagnetic contactors
- Start-stop station
- Motor starter
- Most common motor wiring
- Dual voltage explanation
- 240- 480V
- Identification of the three-phase motors
- Transformers
- Blueprint reading
- Techniques to take accurate Measurements
- How to calculate the cost of an electrical project





HEATING,VENTILATION, AC AND REFRIGERATION PROGRAM

Certificate – 224 Clock Hours

Program Objectives: The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) field has seen rapid changes in the technology associated with it over the past few years. Job prospects for heating, ventilation, air conditioning, and refrigeration mechanics and installers are expected to be excellent, particularly for those who have completed training from a formal program.

The Heating, Ventilation, Air Conditioning, and Refrigeration program prepares the individual for basic, entry-level employment in the heating and air conditioning or refrigeration service industry. Using the National Center for Construction Education and Research (NCCER) curriculum, TTC ensures the highest level of basic trade skills training. The essentials of the mechanical and electrical systems of contemporary heating, air conditioning, and refrigeration systems are addressed throughout the program. This program prepares students to take the EPA 608 refrigeration certification exams. Laboratory work in this program occasionally requires bending, stooping, climbing ladders, and lifting loads greater than 50 pounds.

The employment objectives for this program are entry-level positions as a heating, air conditioning, and refrigeration mechanic, installer, and service technician. The learning outcomes required for employment opportunities are comprehension of the essentials of the mechanical and electrical systems of contemporary heating, air conditioning, and refrigeration systems.

Weekday classes are scheduled for two-four hour classes per week. Weekend classes are scheduled for one-eight hour class per week. The program runs for 28 weeks for a total of 224 contact hours.

Students who have completed the NCCER Core Program will NOT be required to retake this program. Certification must be verifiable and approved by the Director of Education to 'test out' of this program.

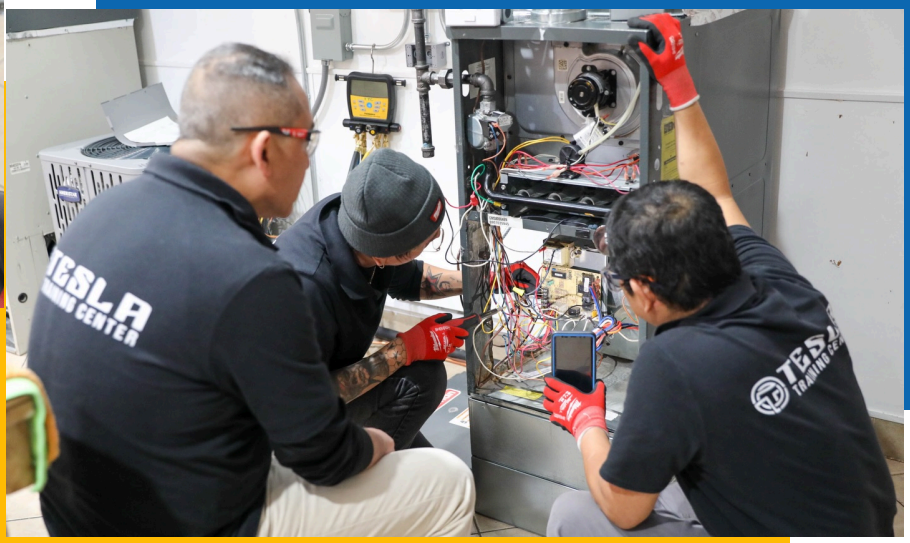


HVAC/R CURRICULUM OUTLINE

Topics Include the introduction, installation, and basic troubleshooting of:

- Mechanical Refrigeration Systems
- Electrical Servicing
- Commercial Controls and Applications
- Furnaces and Air Handlers
- Boilers and Chillers
- Boilers Pipes and Soft Solder
- Heating and Hydronics
- Water and Steam Boilers
- Gas Heating Systems
- Air Conditioning, ElectricHeat, and Heat Pumps
- Electronic air cleaners
- Thermostats
- The refrigeration cycle
- Refrigeration components
- Pressure reading
- The purpose of a condenser
- The purpose of an evaporator
- Basic understanding of temperature, pressure
- Metering devices
- Brazing
- Basic failure in rooftop units
- Different types of RTUS installations
- Humidifiers and Thermostat wiring diagrams
- Thermodynamics
- Personal Protection Equipment
- Basic HVAC tools
- Airflow and Distribution
- Types of fuel and energy sources
- Order of Operation
- Basic schematic diagnostics
- Proper EPA recovery techniques
- Preparation for the EPA 608 Certification examination







POLICIES, PROCEDURES & GENERAL INFORMATION



ACADEMIC CALENDAR

HVAC/R AND ELECTRICAL CLASSES

Start Date		End Date
January 19	Monday/Tuesday	August 17, 2026
March 18	Wednesday/Thursday	October 8, 2026
May 16	Saturday	December 20, 2026
July 19	Sunday	February 28, 2027
August 31	Monday/Tuesday	March 30, 2027
October 21	Wednesday/Thursday	April 27, 2027

SCHOOL HOLIDAYS

TESLA TRAINING CENTER WILL BE CLOSED ON THE FOLLOWNG HOLIDAYS

Winter Break - 2025-2026	12.21.25 - 01.03.26
Spring Break	04.03.26 - 04.05.26
Memorial Day	05.23.26 - 05.25.26
Summer Break	06.29.26 - 07.05.26
Labor Day	09.05.26 - 09.07.26
Thanksgiving Break	11.25.26 - 11.29.26
Winter Break - 2026	12.21.26 - 01.03.27

Admission Requirements and Procedures

Enrollments are accepted year-round, and classes are scheduled to start throughout the year. Students must complete an Enrollment Data Sheet as the first step in the Admissions process.

Entrance Requirements
All prospective students must:
- Be 17 years of age or older
- Attend an orientation session
- Complete an interview with TTC's admission staff
- Present a government issued picture ID

There are no class rank, prior GPA, prior degree, or course requirements for admission.

Starting Dates
Student enrollments are accepted year-round. Each class enrollment is accepted in order of receipt until the available space is filled.

Licensure and Regulation
Before enrolling in specific programs, students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession. This ensures that they are eligible to receive a license/certification following completion of the program at The Tesla Training Center. The results of a criminal background investigation, illicit drug use, and immunization status may limit eligibility for licensure.

Payment Plan
A payment plan can be developed. The total program cost can be prorated over the length of the program.

Registration Fee
Before completing an enrollment agreement, all applicants must pay a non-refundable registration fee.

Enrollment Agreement
TTC will provide accepted applicants with a letter/email acknowledging their enrollment. All applicants must complete an enrollment agreement before acceptance. TTC entrance procedures intend to enroll qualified students who are likely to complete and benefit from the training provided by the school. The school reserves the right to deny admissions to any applicant whose conduct or comportment is inconsistent with the basic qualification required by the occupational objectives of the training program.

Orientation
Admitted students must attend a mandatory orientation session to acquaint them with the program, facilities, and training procedures. At the orientation session, students are informed about rules and regulations, grading policies, attendance requirements, advising, and other student services. They will have an opportunity to ask questions on any subject.



STATEMENT OF NONDISCRIMINATION

The Tesla Training Center does not discriminate based on race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, sexual orientation, or other characteristics in its employment, admissions, education programs, and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and TTC policies.

TTC will not tolerate any form of harassment, including sexual violence and sexual harassment. If a person believes a violation has occurred, please report it to the Director of Education. The Tesla Training Center will not tolerate any form of retaliation toward a person reporting a violation.

Facilities and Equipment

Tesla Training Center's Campus

The Tesla TrainingCenter is located at 6910 N. Clark Street,Chicago, IL. The school's 3300- square-foot facility was newly renovated and houses classrooms, laboratories, administrative offices, and other common areas conveniently located on one floor.

Learning areas include a Student Library and up-to-date construction trade laboratories.

Laboratories

Technical laboratories contain workstations and equipment installations reflecting relevant and current technologies. A general survey of equipment includes residential and light commercial heating, cooling, and refrigeration units; DC, single, and three-phase AC electric motors and controllers; various wiring stations and component boards; and electrical construction and wiring rooms; and low voltage cabling tools which are supplied by The Tesla Training Center for student use during training.

Library Facilities

The existing TTC library contains approximately 150 technical books and four periodical subscriptions.

Housing

The Tesla Training Center does not maintain its own dormitory or housing facilities.

STUDENT TOOL LIST

The following is a list of tools a student will need throughout the training. Tools will be available for student use and must be returned at the end of the lab session. Students will need tools for their careers and should consider purchasing them. Students will not have to supply computers or equipment for any course. Students may need to supply a basic calculator for some courses.



Electrical Program		
Band Saw – 12-Volt Lithium-Ion Cordless Subcompact	GFCI Outlet Circuit Analyzer Tester	Klein Pliers
Channel Locks 2-1/4” capacity	Gloves	Klein Strippers
DeWalt Electrician Tool Belt	Greenlee Step	Knife – box cutter
Drill	Klein 11-1 Screwdriver	Safety Glasses
EMT Aluminum Bender Head and Handle	Klein 16’ Tape Measure	Straight-Cut Aviation Snips
Fish Tape – 50’ Non- Conductive Fiberglass	Klein Electrician Level	Vol-Con Voltage/Continuity Tester
Fluke Voltage Detector	Klein Pipe Reamer	Wire Stripper/Cutter

STUDENT TOOL LIST



HVACR Program		
A/C Line Splitter	Pipe Wrenches: 12"	Snips - Straight Cutting
Electric Wire Strippers	Refrigeration Wrench/Hex Adapter	Testing Jumper Wires
Folding 12" Tool	Safety Glasses	Thermostat Screwdrivers
Hand Snips 14"	Screwdriver 11 - 1	Tubing Cutter
Impact drill	Seamers	Vacuum Pumps
Measuring Tape - 25'	Sheet Metal Crimps	Volt/Amp/Temp Meter
Meter - Multi HVAC	Sheet Metal Hammer	Work Gloves
Nut Drivers	Snips - Bull	Refrigeration Scale
Open End Wrench	Snips - Right	Electrical Tape
Pipe Clamp Thermometer (Type K)	Snips - Righter & Left	

Transfer of Credit to Other Institutions

The Tesla Training Center's programs are occupational, not academic. Credits are unlikely to transfer to other institutions, and students should consult with other institutions to which they may seek to transfer.



Financial Responsibility

All admitted and enrolled students must submit appropriate documentation when designating the payment of their financial obligations to The Tesla Training Center. This must be completed by the first day of class. Financial obligations may be satisfied by various payment options:

- Entering into a Payment Plan;
- Submitting tuition reimbursement documents from an employer;
- Providing official documents from third-party agencies or government agencies; or
- Combining these options fulfills one's financial obligation to The Tesla Training Center.

The Tesla Training Center encourages all prospective and current students to limit and manage their loan borrowing by utilizing any of the options mentioned below. We encourage all students and their families to choose the best financing option that meets their budget and training goals while completing their studies at The Tesla Training Center.



Tuition and Fees

Please Addendum A

Collection of Tuition and Fees

All students are expected to pay tuition and fees by commonly accepted business methods. These methods will be utilized to collect past-due accounts. Please see/view Addendum B.

TUITION ASSISTANCE PROGRAMS



Installment Payment Plans

The Tesla Training Center offers an interest-free Installment Payment Plan option to students. The Installment Payment Plan allows the student to make regularly scheduled payments spread evenly over the duration of the student's chosen program of study. This option provides financial flexibility and allows students to budget their educational costs as best fits their financial situation. The admitting representative will review this option with the student before enrolling.

Tuition Reimbursement Payment Option

If the student's current employer offers a tuition reimbursement program for attending any post-secondary education and career training with The Tesla Training Center, they may be eligible to participate in the tuition reimbursement payment option. The student must submit all required and approved documents from their employer, which offers this tuition reimbursement program. Prior to the start of their class, once eligibility is confirmed, tuition and fees are deferred until the end of each month in attendance.



Instructors will submit progress reports and invoices to their employers for reimbursement and repayment of tuition and fees to The Tesla Training Center within an acceptable time. This option allows students to maximize their benefits from their employer while attending career training at TTC. However, the student is still financially responsible for all tuition and fees at the established payment due date.

Participation in the WIOA program

- Student must meet with a WIOA career coach
- TTC must receive an approved voucher from WIOA prior to the start of class
- TTC will submit attendance reports and measurable skills achieved to the WIOA participant's Career Counselor.

CANCELLATION POLICY

Cancellation Before the Start of Classes

Applicants not accepted by the school shall receive a full refund of all tuition and fees paid within forty-five (45) calendar days after the determination of nonacceptance is made.
Registration fees shall be chargeable at initial enrollment. Deposits or down payments shall become part of the tuition.
Notification of cancellation should be made in writing using certified mail or email to the President/Director.
The school shall mail a written acknowledgment of a student's cancellation or withdrawal to the student within fifteen (15) calendar days of the postmark date.
Such written acknowledgment is unnecessary if a refund has been mailed/emailed to the student within fifteen (15) calendar days. The school shall make all student refunds within forty-five (45) calendar days from the date of receipt of the student's cancellation. When notice of cancellation is given before midnight of the fifth (5th) business day after the date of enrollment but before the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.

Cancellation After the Start of Classes

The school shall refund all monies paid to it in any of the following circumstances:
· the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
· the school cancels or discontinues the course of instruction in which the student has enrolled;
· the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
For all students attending The Tesla Training Center, the following schedule of tuition adjustment will be applied to the contract amount based on the enrollment period.
Whether the student has officially withdrawn by notifying the school or has unofficially withdrawn by ceasing attendance in class, the date of termination or withdrawal is the last date of recorded attendance. All student refunds shall be made by the school within forty-five (45) calendar days from the date of the institution's determination that the student withdrew or was terminated.
When notice of cancellation is given after the student completes the first day of class attendance, but before the student completes 5% of the program of instruction, the school may retain the registration fee plus an amount not to exceed 10% of the program tuition.
TTC may make refunds that exceed those prescribed in this section. A student who, on personal initiative and without solicitation, enrolls, starts, and completes a class of instruction before midnight of the fifth (5th) business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

REFUND POLICY

1. The student has the right to cancel this contract until midnight of the fifth business day after the date of enrollment but prior to the first day of class all application-registration fees, tuition, and any other charges shall be refunded.
2. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee ($100.00).
3. When notice of cancellation is given after the student's completion of the first day of class attendance, all books must be returned in good condition.
4. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 45 calendar days after the determination of non-acceptance is made.
5. Registration fees shall be charged at initial enrollment and shall not exceed $100.
6. The school shall mail/email a written acknowledgment of a student's cancellation or written withdrawal to the student within 10 calendar days of the postmark date of notification.
7. All student refunds shall be made by the school within 45 calendar days from the date of receipt of the student's cancellation.
8. A school shall refund all monies paid to it in any of the following circumstances: (a) the school does not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog or bulletin (b) the school cancels or discontinues the course of instruction in which student has enrolled (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

If withdrawal occurs after the first day of class, the student forfeits the registration fee, and the following charges prevail:

· When notice of cancellation is given after completion of 5% -10.09% of the payment period, the school may retain 10% of the tuition.
· When notice of cancellation is given after completion of 10.1%-20.09% of the payment period, the school may retain 20% of the tuition.
· When notice of cancellation is given after completion of 20.1%-30.09% of the payment period, the school may retain 30% of the tuition.
· When notice of cancellation is given after completion of 30.1%-40.09% of the payment period, the school may retain 40% of the tuition.
· When notice of cancellation is given after completion of 40.1%-50.09% of the payment period, the school may retain 50% of the tuition.
· When notice of cancellation is given after completion of 50.1%-60.09% of the payment period, the school may retain 60% of the tuition.
· When notice of cancellation is given after completion of 60.1% of the payment period, the school may retain 100% of the tuition.

Cancellation After the Start of Classes
The school shall refund all monies paid to it in any of the following circumstances:

- The school did not provide the prospective student with a copy of the students valid enrollment agreement and a current catalog;
- The school cancels or discontinues the course of instruction in which the student has enrolled;
- The school fails to conduct classes on days or times schedule, detrimentally affecting the student.

Student Withdrawals

The Tesla Training Center has implemented this policy to ensure a definite process when a student withdraws from the training.

Students who will be withdrawn from the course due to either grades or attendance (see SAP Policy) or do not meet their Academic Probation (see Academic Probation Policy) will receive a notification letter informing them that they have been withdrawn from the course, balances, or refunds, and exit counseling material. At this time, a student's status will be changed to "withdrawn".

Student Withdrawal Students who must withdraw from training may do so in writing or email to The Tesla Training Center as soon as possible. Withdrawals are effective as of the date that the request was made. Simply ceasing to attend, notifying the instructor, or nonpayment of tuition does not constitute an official withdrawal from the school/training.

The unexplained absence of a student from school for more than six (6) weekday or three (3) weekend school days shall constitute constructive notice of cancellation to the school. The withdrawal date is the last day of attendance.

A student may give notice of withdrawal to the school in writing. The unexplained absence of a student from a school for more than six (6) weekday or three (3) weekend school days shall constitute constructive notice of withdrawal from the school. For cancellation purposes, the date shall be the last day of attendance.

Student's Right To Cancel
The student has the right to cancel the initial enrollment agreement until midnight of the (5th) business day after the student has been admitted. If the right to cancel is not given to any prospective student when the agreement is signed, then the student can cancel the agreement at any time and receive a refund on all monies paid to date within (45) days of cancellation. Cancellation should be submitted to the Director of Education of the school (vhanson@iamttc.com) in writing or email.



RULES OF CONDUCT FOR STUDENTS

The Tesla Training Center expects that students will always conduct themselves maturely and reasonably. Such standards are necessary for the school to create or maintain an environment conducive to learning. TTC reserves the right to interrupt the training of any student whose work or conduct is unsatisfactory.

TTC's Disciplinary Warning Procedure is explained to all students during the new orientation session on each starting date. Students may be terminated if they violate safety regulations, interfere with other students' work, are boisterous, vulgar, obscene, or quarrelsome, are under the influence of alcohol or drugs, destroy or deface property, or fail to make timely payments of tuition and fees, which are due and payable.
See Addendum B for the Code of Ethics

ATTENDANCE AND PUNCTUALITY

Attendance Guidelines

Because TTC is committed to providing training that best prepares students for the workplace, many of the school's policies and procedures reflect those found in the workplace rather than those typically found in a school.

Class attendance is vitally important to learning a technical skill. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop good work habits.

The following attendance rules apply to all students enrolled in programs at TTC. If these rules are violated, the student will not receive academic credit.

Absences

For successful course completion, a students emergency time may not exceed the following.

- Three days for Saturday and Sunday classes.
- Six days for weekday classes
- Due to varied course schedules, make-up classes are not offered.
- Students will not be allowed to start a course after the second week of schedule classes.

Any time missed beyond these amounts is considered excessive, and the student may be withdrawn from the course. The student must notify TTC in writing via email of any absences.

There are only three absences for which make-up time will be allowed:

• Jury Duty
• Military call up
• Death of immediate family member (immediate family member is defined as mother, father, sister, brother, daughter/son, spouse, mother/father-in-law, grandfather/grandmother).

- A doctors' note will be needed if a student has been absent for an extended period. This note must containing authorization that the student may return to class.

Tardiness

A student is expected to be in class on time.

A student arriving to class late or departing early must sign in on the Attendance Sheet located in the classroom. Please properly sign in to ensure the student is counted as present for that class session.

Repeats of Courses

Students who withdraw from school in the midst of a course (including interruptions for excessive absences or failure to make tuition payments) or who receive a failing grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt at a course. Third attempts are permitted only under special circumstances and with the President/Director's authorization. Tuition payments will continue during a second or third attempt of a course. After a failed third course attempt, the student will be terminated from the program.

NONCREDIT REMEDIAL COURSEWORK

TTC does not offer noncredit remedial coursework within any program.

Restoring Satisfactory Academic Progress

Students restore satisfactory progress by successfully completing attempted courses and raising their GPA and pace of completion to meet or exceed the required minimums within the time established by the Academic and Financial Aid.



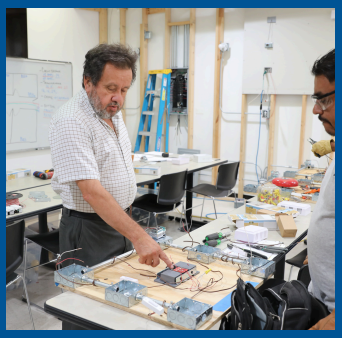
DRESS STANDARDS

The Center’s dress standards are designed to promote an environment of safety and professionalism. Students must wear their uniform shirt, long pants (no sweatpants), work boots or sturdy shoes. No jewelry is allowed. Hair must be tied back. These regulations follow OSHA regulations for safety.

GRADING PROCEDURES AND STADARDS

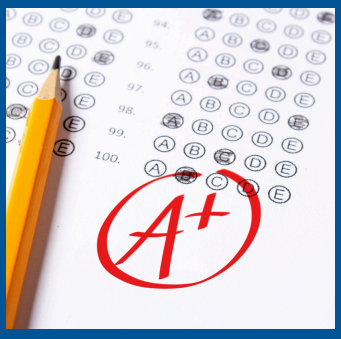
Grading

Students are informed of their progress and grades at each training step.
Students may earn grades of A: Superior (93-100); B: Excellent (84-92); C: Good (70- 83); F: Failing (Below 70); I: Incomplete (requires makeup hours); W: Withdrawal.
Students must earn a grade of at least 70% for each program course. Students who receive a failing grade must retake that portion of the program.



Incomplete Grades

If a student, because of extraordinary circumstances, cannot complete necessary work by the last day of the course, the Instructor may grant an incomplete grade. Incompletes are granted only if prior arrangements, including a deadline, have been made to complete the work. The deadline may be extended up to ten days after the end of the course in question. The incomplete is a temporary grade; if the work has not been completed by the arranged deadline, a zero is granted for the missing work, and the final grade is calculated. If the final grade is failing, the student must repeat that course from the beginning.



Satisfactory Progress

Students restore satisfactory progress by successfully completing attempted courses and raising their GPA and pace of completion to meet or exceed the required minimums within the time established by Academic and Financial Aid Departments.



Makeup Work

Students who miss more than the allotted time of the scheduled training hours through absence or tardiness will be subject to termination of enrollment. However, if circumstances warrant, the Director of Education may permit a student to continue in training provided appropriate makeup work is scheduled and completed.

Transcripts

A transcript from the Tesla Training Center can be obtained by filling out a transcript request form located in the main office. He/she shall submit the application in person to the main office. Former students can submit a request for a transcript online and will receive it to the original email on record with the school.

Family Educational Rights & Privacy Act (FERPA)

The Tesla Training Center also adheres to the Family Educational Rights and Privacy Act (FERPA). FERPA 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. Dept of Ed.



With limited exception, TTC is required to receive a written consent form from students before student educational records can be discussed and/or released to any third party (ex: spouse, parent/legal guardian, etc.)

For more information, call 1-800-USA-LEARN (872-5327). Individuals who use TDD may call 1-800-437-0833.

Or contact FERPA at the following address:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520



Personal Property

TTC assumes no responsibility for loss of damage to personal property. It is the students' responsibility to protect their belongings.



CLASSROOM PROCEDURES AND STANDARDS

EMPLOYABILITY AND PROFESSIONALISM

All The Tesla Training Center students are evaluated with respect to established standards of professional behavior and employability traits.The evaluation covers the following categories: Professionalism, Reliability, Motivation, Communication, and Safety.

REQUIREMENTS FOR GRADUATION

To earn a certificate, students must meet all academic, attendance, and progress requirements. Students must satisfy these requirements to receive their certificates.

Course dates are tentatively based on the current course schedule. Diplomas will be given upon completion of the customized program. If a student drops out of a course, the employer will be charged per TTC's Cancellation and Refund Policy.

CLASS SIZE

The maximum lecture class size is 35 students.

CLASS BREAKS

All students are allowed 15-minute breaks per day at prescribed times, and breaks are included in the total number of class hours.

TECHNOLOGY

The Tesla Training Center has computers and tablets available for student use.

TEXTBOOKS

Most textbooks and manuals are included in the tuition fees and will be issued per course. Textbooks for selected courses are 'checked out'. Students must return the books in good condition at the conclusion of the course. If the book is destroyed or lost, the student will be billed at the current market value for that book.

Probation Policies

TTC maintains a step-by-step warning and probation system that alerts students to unsatisfactory progress conditions.

The President/Director's Office monitors student performance in academic progress, attendance and punctuality, and completion time and applies the warning and probation system as necessary. Written probations notify students that they are in danger of violating the school's Satisfactory Progress Policy. In the case of unsatisfactory progress, written probations notify students that continued unsatisfactory progress will result in termination from the training program.

Probation Policies are listed in increasing order of severity:

Attendance Probation: A written warning that is applied when a student reaches the maximum allowable absences. If the student does not fulfill the conditions of the probation by the end of the course, the student will be placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after the successful completion of the course.

Final Warning Attendance Probation: Issued when a student accumulates excessive absences and requires make-up work. If the student fulfills the conditions of the probation by the end of the course, enrollment will be continued. Probation is lifted after successful completion of the course.

Course Repeat Probation: Applied when a student attempts a course for a second time and meets GPA and Pace of Completion requirements. If the student fails to fulfill the conditions of the probation by successfully completing the course, enrollment will be terminated.

Academic Warning: Applied when a student attempts a course for a second time and is not progressing satisfactorily. If the student does not successfully complete the course and make satisfactory progress, the student's enrollment will be terminated.

Academic Plan: An Academic Plan may accompany a student's Academic Probation and specifies the level of performance the student must meet to maintain enrollment and financial aid eligibility. If the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

Final Attempt Probation: They are applied when a student reaches the maximum number of failures and interruptions to training and must successfully complete all attempted remaining courses. If at any time the student does not fulfill the conditions of probation, enrollment will be terminated, and probation is in effect for the remainder of the student's training.

Disciplinary Warning Probation: Probation is applied as a final warning when a student violates the institute's rules and regulations. If the student does not fulfill the conditions of probation at any time, enrollment will be terminated, and probation is in effect for the remainder of the student's training.

Termination of Training

TTC makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to suspend or terminate a student's training. The reasons for this action include: not maintaining satisfactory progress, excessive absences or tardiness, improper conduct, inability to maintain the required grade average, or failure to fulfill financial obligations to the school.

Reinstatement

A student's withdrawal from TTC will remain in effect until the student adequately demonstrates that his or her behavior no longer constitutes a direct threat of harm to self or others.

To apply for reinstatement to TTC, the student must submit a request to the President/Director and arrange for the submission of documentation from his or her licensed mental health professional confirming that the student no longer presents a direct threat of harm to self or others, as defined in this policy.

The student must authorize verbal and written communication about his or her condition between all licensed mental health providers involved in this process and the appropriate staff.

The President/Director will review this information and provide a recommendation to the President regarding the student's eligibility for reinstatement. The President/Director may require the student to undergo additional psychological evaluation by a licensed mental health provider. The results of such an evaluation shall be conveyed to the President/Director for consideration.

The student's reinstatement eligibility will be determined per the TTC's policies and practices. TTC normally will notify the student of the decision to grant or deny reinstatement within fifteen (15) days of the President/Director's review.

If the student is approved for reinstatement to TTC, any violations by the student of the TTC's policies and procedures must be reviewed and resolved, and all applicable academic requirements must be met before the student will be permitted to re- enroll in TTC.

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Appealing an Application for Reinstatement

A student may appeal the denial of an application for reinstatement by submitting a written appeal to the President/Director. The written appeal must be submitted within ten (10) school days of the denial and include the following:

- The dates of the application and denial of the request for reinstatement;
- Any support for the student's position that the student is eligible for reinstatement and should have been granted reinstatement, including submission of supporting documentation from his or her licensed mental health provider confirming that the student no longer presents a direct threat of harm to self or others, as defined in this policy.

As with the process for applying for reinstatement, the student must authorize verbal and written communication about his or her condition between all licensed mental health providers involved in this process and the appropriate TTC staff. In addition, TTC may require the student to undergo additional psychological evaluation by a licensed mental health. The results of such an evaluation shall be conveyed to TTC for consideration. TTC normally will notify the student of the decision to grant or deny the appeal of the denial of application for reinstatement within fifteen (15) days of the President's review. The student filing an appeal according to this procedure does not mean that the student gives up his/her right to pursue other appeal processes through outside regulatory agencies.





CAREER SERVICES

The Tesla Training Center is committed to enhancing and strengthening students' and graduates' professional development and employability skills. The Director of Career Services provides career placement assistance and guidance on resume writing, interviewing techniques, job search strategies, and networking skills. The discussion covers current industry hiring trends and other tools to increase employment exposure, including social media and other job search strategies.

No school can guarantee a student a job. However, The Tesla Training Center will help students and graduates enhance their employment potential and assist them in locating opportunities.



DRUG AND ALCOHOL POLICY

The Tesla Training Center requires all students, faculty, and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus.

TTC forbids the use, possession, distribution, or sale of drugs or alcohol by students anywhere on school property. Violation of these laws or regulations may subject a student to criminal prosecution and campus disciplinary action.

During orientation, students will receive a pamphlet explaining our Alcohol and Substance Abuse Prevention Policy along with the risks and penalties of being under the influence. The pamphlet also contains information on various organizations that can help those who have an alcohol and substance abuse problem. The use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on any premises owned or controlled by TTC. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities. Violators of the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion.

A TTC student who has a drug or alcohol problem may call upon the institution for assistance. The following agencies provide information on substance abuse:

- **Alcoholics Anonymous:** (800) 371-1475 (24hr answering service)
- **Center for Substance Abuse Treatment and Refer Hotline:** (800) 662-HELP (4357)
- **Focus on Recovery for Alcohol & Substance Abuse:** (800) 888-9383 (24hr helpline)

The use of illicit drugs by any person is illegal under both the state and federal statutes. The use of alcohol by people under 21 years of age is illegal under state law.

If a student approaches any employee about an alcohol/drug issue, employees are informed to refer students to agencies that can provide students with substance abuse information and help; students are offered several counseling options.

TTC may conduct drug and alcohol testing under any of the following circumstances:

RANDOM TESTING: Students may be randomly selected for drug and alcohol testing at any interval determined by TTC.

FOR-CAUSE TESTING: TTC may ask a student to submit to a drug and alcohol test at any time it feels that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol.

SMOKE-FREE ENVIRONMENT

The Tesla Training Center does not permit smoking in the building. This prohibition includes e-cigarettes and vaping. Students who smoke outside the building must be a minimum distanceof 15 feet from entrances/exits. [Reference: http://www. smoke-free.illinois.gov/sf_info_faq. htm]

POLICY REGARDING STUDENTS WITH DISABILITIES

The Tesla Training Center Commitment
The Tesla Training Center is committed to providing equal opportunities in higher education to academically qualified students and prospective students with disabilities. If you have a recognized physical, learning, sensory or psychological disability or medical impairment, you can access tools and resources to help you master course content. We work towards appreciating students' abilities through partnerships with students, faculty, and staff to create a community that values each person's unique talents. Policy Objectives:
1. Assist students with documentation protocol.
2. Establish appropriate accommodations with students and disseminate this information to appropriate TTC personnel.
3. Serve as a support source for students with disabilities regarding academic strategies and successful communication.
4. Aid TTC personnel as they accommodate otherwise qualified students with disabilities in the courses, programs, and activities.
5. Maintain records on disabled students' disabilities and accommodations in a confidential manner.

Accommodations and Services Provided by The Tesla Training Center
Depending on the nature of the disability, students have access to tools and resources designed to be supportive and promote the development of self-advocacy skills while maintaining fundamental academic integrity and standards. These services include:

Academic Accommodations
Such as preferential seating in class, taped lectures, volunteer note-takers, textbooks in alternative formats, enlargements of the syllabus, and class handouts.

Test/Quiz Accommodations
Such as separate testing rooms, readers, scribes, and extended time.

Confidentiality and Disclosure of Disability Information
Disability-related information provided to the President/Director is considered an educational record; therefore, it falls under the protection of the Family Educational Rights and Privacy Act (FERPA). FERPA permits TTC to share information about the impact of a disability and accommodation eligibility with other TTC officials with a legitimate educational interest. A TTC official includes but is not limited to, faculty and instructional staff, academic deans and advisors, police, and security.

Legitimate educational interest means TTC official needs to review an educational record or receive educational record information to fulfill their professional responsibilities. Sharing this information does not require student consent under FERPA.

Disclosure of educational record information to a TTC official having a legitimate educational interest does not, however, constitute authorization for that person to transmit, share, or disclose any or all of that information to a third party who does not have a legitimate educational interest.
Disability information is housed in the office of the President/Director or their designee unless the student also provides it to another campus department.

STUDENT COMPLIANT/GRIEVANCE PROCEDURE

Student complaints are handled as follows:

Step 1: Students are encouraged to try to resolve their complaint or problem by first bringing the complaint to the instructor's attention.

Step 2: If the Instructor cannot provide a satisfactory solution, the student should see the Director of Education. Students are encouraged to voice any complaints, concerns, or suggestions to the Director of Education. If, in the Director's opinion, the complaint warrants documentation, an incident report will be completed.

Step 3: If the student remains unsatisfied after meeting with the Director of Education, the student should write down the nature of the complaint and the reasons for dissatisfaction. This written complaint should be given to the school's President. Anonymous complaints will not be recognized. The President will respond within three working days of receiving the written complaint. The complainant will be provided with the school's final decision regarding the complaint and the reasons for the decision.

Complaints, that cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with:

The Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, IL 62701
Or
at www.ibhe.org



Institutional Disclosures Reporting Table

July 1, 2024 through June 12, 2025 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Tesla Training Center

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category		Program Name	Electrical	HVAC/R			
		CIP	47.0101	47.0201			
		SOC*	49.2093	47.2132			
A) For each program of study, report:							
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.			88	50			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:							
	a) New starts		115	93			
	b) Re-enrollments		0	0			
	c) Transfers into the program from other programs at the school		0	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).			203	143			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:							
	a) Transferred out of the program or course and into another program or course at the school		0	0			
	b) Completed or graduated from a program or course of instruction		91	78			
	c) Withdrew from the school		22	12			
	d) Are still enrolled		90	53			
5) The number of students enrolled in the program or course of instruction who were:							
	a) Placed in their field of study		62	48			
	b) Placed in a related field		14	11			
	c) Placed out of the field		5	8			
	d) Not available for placement due to personal reasons		4	6			
	e) Not employed		6	5			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.			n/a	78			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.			n/a	68			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.			6	5			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.			$49,490	$42,132			

***CIP**--Please insert the program CIP Code. For more information on CIP codes: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

***SOC**--Please insert the program SOC Code. For more informaiton on SOC codes: http://www.bls.gov/soc/classification.htm

***A course of instruction** is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

TESLA
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