Northwest Technical Institute
rethink education

2025-2026
CATALOG & STUDENT HANDBOOK
Volume 44

"Changing lives through education, training and skill development"

For the most current version of the Catalog and Student Handbook please visit www.nwti.edu

Updated 06/12/2025

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School Information

Accreditation

Northwest Technical Institute is accredited by The Commission of the Council on Occupational Education (COE).

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
Fax: 770-396-3790
www.council.org

Approvals and Certifications

Approvals

United States Department of Education
United States Department of Labor
United States Department of Health
Arkansas Division of Higher Education
Arkansas State Department of Career Education
Arkansas Department of Labor
Arkansas State Board of Nursing (ASBN)
Arkansas State Approving Agency for Veterans Training
Commission on International and Trans-Regional Accreditation (CITA)

Certifications

Automotive Service Excellence Education Foundation (ASEEF)
National Center for Construction Education and Research (NCCER)

From the President

P.O. Box 2000 ● 709 So. Old Missouri Rd.
Springdale, AR 72765-2000
(479) 751-8824
Fax: (479) 751-7780

July 1, 2025

Dear Student,

Welcome to Northwest Technical Institute, where your journey towards a successful and fulfilling career begins! We are excited that you have chosen to join our community of dedicated learners, skilled instructors, and industry professionals.

At Northwest Technical Institute, we are committed to providing you with hands-on training, real-world experience, and the knowledge necessary to excel in your chosen field. Our programs and our instructors create an environment that fosters growth, innovation, and excellence. We believe that education extends beyond the classroom, and we are dedicated to supporting your professional development every step of the way.

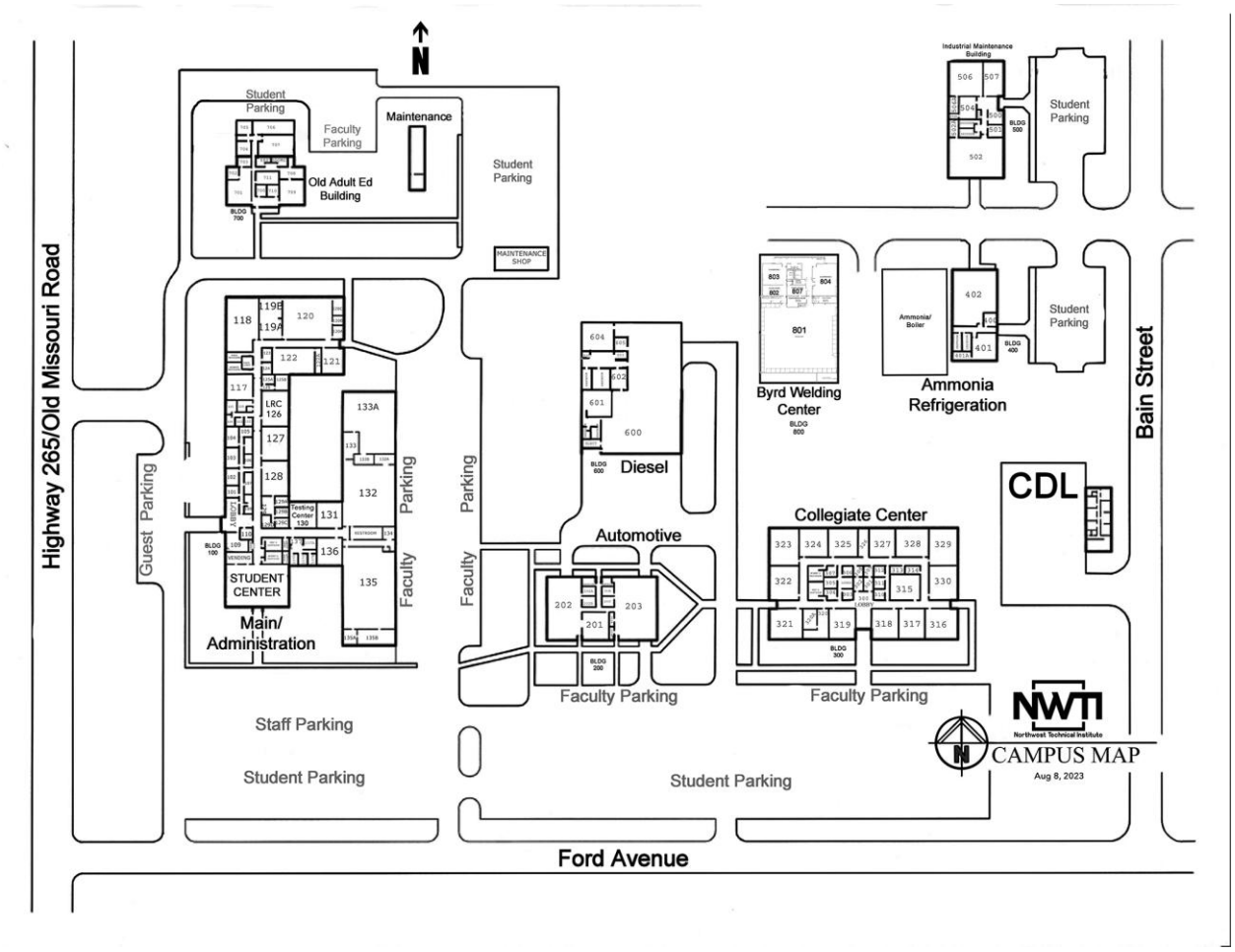
As you embark on this exciting journey, we encourage you to take full advantage of the resources and opportunities available to you. Get involved, ask questions, and connect with your peers and instructors. Your success is our priority, and we are here to support you as you work toward achieving your goals.

Thank you for choosing Northwest Technical Institute. We look forward to your success!

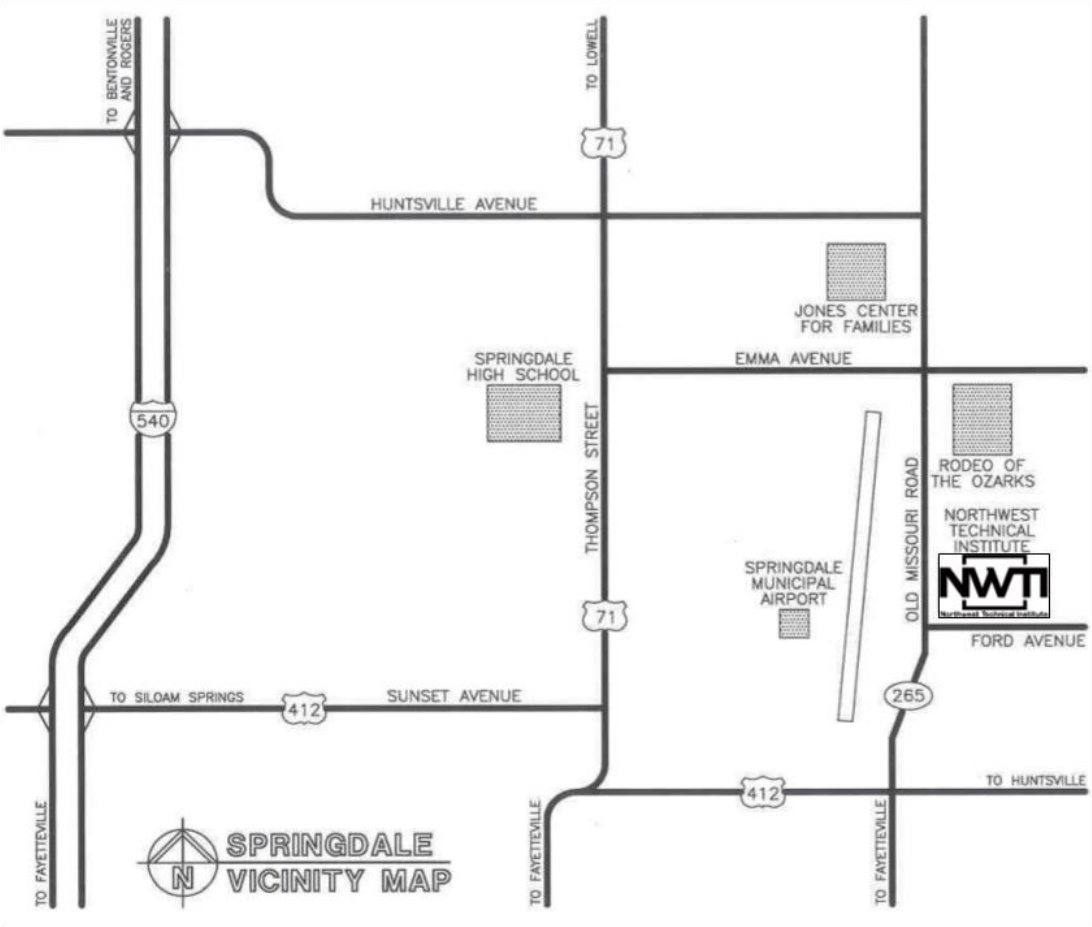
Warm Regards,

David Patty
President, Northwest Technical Institute

NWTI Campus Map



Springdale Area Map



2025-2026 Academic Calendar

Fall 2025	
July 1	Priority Deadline to Submit FAFSA for Fall
August 1	Registration Closes for Fall Admission
August 7-8	Faculty/Staff In-Service
August 11	New Student Orientation/Last Day to Receive 100% Cancellation for Fees for an Official Withdrawal
August 18	Fall Semester Begins
September 1	Labor Day/NWTI closed
September 2	Census Date
September 26	Last Day to Withdraw from 1st 8 Week Class with a "W"
October 13	Last Day of 1st 8 Week Classes
October 14	First Day of 2nd 8 Week Classes
November 1	Priority Deadline to Submit FAFSA for Spring
November 14	Last Day to Withdraw from a Full Semester Class or Classes with a "W"
November 10-December 5	Priority Registration for Currently Enrolled Students
November 21	Last Day to Withdraw from 2nd 8-Week Class with a "W"
November 24-28	Thanksgiving Break for Faculty & Students (NWTI Closed November 27-28)
December 15	Fall Semester Ends
December 16	Grades Due
December 24-26	Christmas Eve/Christmas Day/NWTI closed *
Spring 2026	
January 1	New Year's Day/NWTI closed
January 5	Registration Closes for Spring Admission
January 12	Faculty/Staff Inservice
January 13	New Student Orientation/Last Day to Receive 100% Cancellation for Fees for an Official Withdrawal
January 19	Martin Luther King Jr. Holiday/NWTI Closed
January 20	Spring Semester Begins
February 3	Census Date
February 27	Last Day to Withdraw from 1st 8 Week Class with a "W"
March 16	Last Day of 1st 8 Week Classes
March 17	First Day of 2nd 8 Week Classes
March 23-27*	Spring Break for Faculty & Students (NWTI closed March 27) *
April 24	Last day to Withdraw from a Full Semester Class or Classes with a "W"
May 1	Last Day to Withdraw from 2nd 8-Week Class with a "W"
May 18	Spring Semester Ends
May 19	Grades Due
Summer 2026	
May 20	Summer Semester Begins
May 25	Memorial Day/NWTI closed
May 28	Census Date
June 4	Last Day to Withdraw from a Full Semester Class or Classes with a "W"
June 24	Summer Semester Ends
June 24	Grades Due
June 25	Graduation

* Veterans Day (11/11/25) will be observed December 26, 2025, and Presidents' Day (2/16/26) will be observed March 27, 2026.

Our Mission

“Changing lives through education, training and skill development.”

Our Vision

Northwest Technical Institute is dedicated to empowering diverse student populations to realize their potential by providing quality and affordable life-changing learning experiences in a safe environment.

Our Philosophy and Objectives

The philosophy of the postsecondary career and technical schools in the State of Arkansas is to serve the training needs of all individuals who wish to enter a recognized occupation or, for those who have already entered an occupation, to upgrade or update their occupational skills and knowledge so that they may achieve stability or advancement in employment and to provide academic instructions so that they may attain advancement or create for themselves a better life.

The personnel employed in the career and technical schools will be the most qualified, most efficient, and most conscientious individuals employable. Next to the trainee, the instructors are the most important individuals in these institutions. These individuals impart the job skills, job attitudes, and knowledge necessary for each person to become employable. Each instructor is constantly aware of and endeavors to (1) provide instruction to meet each individual's needs; (2) provide instruction to meet the needs of business and industry; (3) instill in each individual respect for the basic human rights of others; and (4) help the individual acquire the capacity to appreciate, accept, and adapt to change.

Career and technical education personnel believe each individual is entitled to every assistance the school is able to provide in helping the individual plan a realistic vocational objective, assisting the individual while pursuing the plan, and aiding him or her in finding employment. Each eligible individual will be admitted for enrollment on the basis of his or her potential for achieving competence in an area of instruction suited to their desires, interests, needs, and abilities.

School personnel recognize the need to constantly be aware of change and adapt the facilities, supplies, equipment, curriculum, and instructional procedures to fulfill the purpose of training individuals. To identify changes and/or new needs, the school believes in perpetual evaluation of the total program. The community and entire school, including personnel and students, participate in the evaluations.

The career and technical schools support student organizations. These organizations enable individuals to experience leadership roles and group involvement. These experiences better prepare the individuals to assume their responsibilities as well-rounded citizens of Arkansas.

The educational institution always strives to cooperate with industry and business in an effort to secure and maintain programs, which supplement each individual's training. The school feels that cooperative programs with business and industry partners provide students with an opportunity to put into practice the skills and knowledge learned at the institution.

It is believed that there will be some individuals who cannot benefit from training programs, and school personnel should assist these individuals by cooperating with all other agencies that can provide training better suited to the individual's desires, needs, interests, and abilities.

It is further believed that the school should strive to be an area leader by assisting the area's businesses and industries, as well as civic interests, for the betterment of individuals in every way possible.

Statement of Assurance

In keeping with guidelines on Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Educational Amendments of 1972; and Section 504, of the Rehabilitation Act of 1973; Northwest Technical Institute assures that no person in the United States shall, on the basis of race, color, creed, age, veteran status, national origin, sex, or disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The coordinator for Northwest Technical Institute is the Director of Student Services, Brooke Daniel, PO Box 2000, Springdale, AR 72765-2000. The phone number is (479) 751-8824, extension 240.

Disclaimer

The Arkansas Department of Higher Education, the local Board of Directors, and Northwest Technical Institute reserve the right to restrict or limit the enrollment in any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this document when such action is deemed to be in the best interests of the students and/or school. Any changes or corrections in this catalog and student handbook that occur after printing will be included as an addendum.

The provisions of this publication do not represent a contract between a student and Northwest Technical Institute or any governing bodies of NWTI.

I hereby certify that all information contained within this catalog and student handbook is true and correct to the best of my knowledge.

Signed:

David Patty, President of Northwest Technical Institute

Facilities

Northwest Technical Institute is a state-supported post-secondary school under the direct supervision of the Arkansas Department of Higher Education and the local Board of Directors. It is located on Highway 265 East in the Industrial Park area of Springdale. The physical address of the institution is 709 South Old Missouri Road, Springdale, Arkansas.

Northwest Technical Institute is situated on a 38-acre site. The original building, containing 25,000 square feet, was completed in the spring of 1975. Six additional expansion programs have been added for a current total square footage of 86,176.

Each of the shop areas has large laboratory rooms with classrooms attached and direct access to the outside. All classrooms and offices are air-conditioned, as is the student center.

The school is in compliance with all federal, state, and local laws in regard to fire codes, building codes and sanitation codes.

Visits and Visitors

Northwest Technical Institute's hours of operation are Monday through Friday from 7:30 a.m. to 4:00 p.m. The NWTI Front Desk and Adult Education Center are open Monday – Thursday 7:30 a.m. – 8:00 p.m. We ask that all visitors check in at the front desk.

Visitors are always welcome at Northwest Technical Institute. Prospective students are encouraged to visit the school individually, with parents or friends, or in groups scheduled by a high school counselor, teacher, or administrator.

Below is the contact information for visitors:

For general visits and individual tour requests contact the NWTI Front Desk at 479-751-8824 or email info@nwti.edu.

Admissions & Registration

Admissions Policies

Northwest Technical Institute is open to all persons who have completed high school or its equivalent and meet required entrance test scores. Enrollment is not complete until the following have been received and reviewed by the school:

- Completed Application for Enrollment
- $10.00 Application Fee
- Official transcripts of high school credit and graduation and/or GED scores, and official transcripts of previous post-secondary education

  Federal Student Aid and Northwest Technical Institute reserves the right to evaluate the validity of a student's high school diploma if the institution or FSA has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. Documentation may include a copy of a high school diploma, final high school transcript, or information from companies that evaluate foreign diplomas.

- Accuplacer® or ACT® exam scores (taken within the last three (3) years). A $10.00 fee is assessed before taking the Accuplacer exam at NWTI.
- Immunization records (see Immunization Records Required section on page 18)
- Students who apply for the Automotive Service Technology and/or Diesel Truck Technology must have a valid driver's license by the application deadline.
- Due to limited space in certain programs, students may be required to complete an admissions interview as part of the selection process.

Students applying to Automotive Service Technology, Diesel Truck Technology, Electronics and Automation Technology, Information Systems, Industrial Maintenance and Ammonia Refrigeration Technology, and Welding Technology must submit minimum scores from one of the following approved exams:

ACT®		**Next Generation Accuplacer®**	
Reading Comprehension	10	Reading Comprehension	224
Math	16	Arithmetic	222
		Or Quantitative Reasoning, Algebra, and Statistics (QAS)	220

Program	Application Enrollment Dates	Semester Start Dates
Automotive Service Technology	February 1 – May 31 August 1 – November 1	Fall 2025 Spring 2026
Diesel Truck Technology	February 1 – May 31 August 1 – November 1	Fall 2025 Spring 2026
Electronics Technology	February 1 – May 31	Fall 2025
Industrial Maintenance and Ammonia Refrigeration Technology	February 1 – May 31	Fall 2025
Information Systems	February 1 – May 31	Fall 2025
Practical Nursing	February 1 – May 31	Fall 2025
Welding Technology	February 1 – May 31 August 1 – November 1	Fall 2025 Spring 2026

Allied Health Admissions Policies

The following documents are required for admission into the Licensed Practical Nursing Program:

- Completed Application for Enrollment
- $10.00 Application Fee
- Official transcripts of high school credit and graduation and/or GED scores, and official transcripts of previous post-secondary education

  Documentation may include a copy of a high school diploma, final high school transcript, or information from companies that evaluate foreign diplomas.

- Accuplacer® exam scores (taken within the last three (3) years), with the minimum scores listed below. A $10.00 fee is assessed before taking the Accuplacer® exam at NWTI.

  Next Generation Accuplacer®
  Arithmetic 240
  Reading Comprehension 250

- Two Employment References
- Immunization records (see Immunization Records Required section on page 18)
- Autobiography
- Arkansas State Board of Nursing Background Check

NWTI Testing Center Information

The NWTI Testing Center is located in Room 118 of the administration building at Northwest Technical Institute. Twenty computers are available for testing. While the Student Services Staff make every attempt to ensure that the NWTI Testing Center is open for student testing, there may be instances where the NWTI Testing Center will be closed. **Advance notice of closing will be posted on the outside of the Student Services Office and on the front doors of the Administration Building.**

Testing Hours

The NWTI Testing Center is open Monday-Thursday between 7:30 a.m.- 4:00 p.m., and Friday by appointment only. Appointments are required and may be scheduled by calling 479-751-8824. Hours may vary due to holidays and school breaks.

Testing Fees

Accuplacer Exam Fee $10.00 (full test packet) or $5.00 per test. Fees for other tests offered in the Testing Center will be posted on the NWTI website.

Accuplacer Testing Rules

Test takers are required to show a photo ID before taking the exam. NWTI will provide scratch paper, pencils, and calculator. Students are not allowed to use their own calculator on the tests. Please leave your cell phone in your vehicle. NWTI offers lockers for you to place your valuables in while you are taking the exams. NWTI will provide two copies of the test scores to the test taker. Extra copies of the score report will result in an additional $5.00 charge. The Accuplacer exam can be retaken every 48 hours for the first 4 attempts. After 4 attempts, students will be required to wait 30 days before testing again. After 5 attempts, students will need to wait 90 days to retest. **Students applying for admission into *NWTI take preference over all other test takers*.**

Immunization Records Required

Act 141 of 1987 requires that full-time students born on or after January 1, 1957, MUST provide NWTI with:

> *Two immunization records dated after the first birthday against: a) Measles, and b) Rubella, or an authorized waiver (religious or health reasons only) signed by the appropriate official.*

***Please note that if a student tests positive for the Mumps, students who have not had two doses of the MMR will be required to stay away from NWTI facilities for 30 consecutive days.** This could cause the student to have to repeat classes that semester based on the program of study. For more information, please see the Director of Student Services.

Immunization records may be obtained from one of the following sources:

- Family physician
- Public school records
- County health department

Individuals with Disabilities

Disability Accommodations at Northwest Technical Institute

Northwest Technical Institute is committed to providing support needed for equal access and equal educational opportunity for each student. If a student has a documented disability that could affect the student's pursuit of an education, he/she may receive appropriate accommodation by contacting the Director of Student Services for an appointment. Services for students with disabilities are personalized to meet individual needs and to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and with subsequent state and federal legislation. However, NWTI is not required to lower or substantially modify essential requirements. For example, NWTI will provide extended testing time; we are not required to change the substantive content of the test. In addition, NWTI does not have to make adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden. NWTI does not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing. For more information concerning Northwest Technical Institute's policy concerning students with documented disabilities and accommodation, please visit NWTI's website at www.nwti.edu.

Academic & Financial Aid Services

Students will find the academic/financial aid services helpful as they make plans and decisions in various phases of their education development. We believe in the value and dignity of each individual; therefore, academic/financial aid advising is provided to help students realize their full potential. For example, the student services office can assist students in selecting courses of study, determining transferability of courses, career planning, gaining independence and confronting problems in daily living. Assistance is provided by the student services office in the following areas:

1. Career counseling to explore possible career directions, occupational information, and self-appraisal of interest, personality, and abilities.
2. Academic advisement to develop and clarify educational plans.
3. Confidential counseling sessions to assist students in managing the academic environment and dealing with issues which can hinder classroom success.
4. Problem identification and referral sources to provide in-depth assistance for such matters as financial assistance, tutoring, and job placement.
5. Coordinate and participate in recruiting activities and career programs.
6. Assist students in the financial aid application and admissions processes.
7. Raise community awareness about the importance of career and technical education.

Special Student Services

1. A student may register for Special Services contingent upon one or both situations: a) the student has spoken with the NWTI Director of Student Services and requests special academic accommodations; b) an "authorization for payment" has been received by the Arkansas Rehabilitation Services office.
2. The student will be given a Special Services Registration Form, Educational Resources Form, and a Release Form. Both the Educational Resources Form and the Release Form **MUST** be completed and signed before a student can receive his or her Arkansas Rehabilitation Services Authorization Form. A copy of the Special Services Registration Form will be given to the student. It is recommended that the form be signed and turned into the NWTI counselor no later than two weeks into the start of the semester. *Special Services Registration is optional; however, each new and returning student funded by Arkansas Rehabilitation Services will receive a copy of the Special Services Registration Form and will have the option of registering with Special Services.*
3. The original Special Services Form, Educational Resources Form and Release Form will be kept in the Director Student Services Office and a copy will be given to the student.
4. The student must provide documentation of a diagnosis that includes recommendations for academic accommodation in order to receive reasonable accommodation.
5. When registering for Special Services or requesting academic accommodation, the Director of Student Services will notify each instructor on the student's schedule that the student is registered if the student has given consent on the Student Services Registration Form. Students are also advised to notify instructors within the first two weeks of the semester of the appropriate accommodation needed. Instructors will determine what accommodations are considered reasonable, given the nature of the course. Instructors should first notify the Director of Student Services of the students' request for accommodation to verify that appropriate registration procedures and documentation are in place.

6. Students evaluated by Arkansas Rehabilitation Services' clinicians may request a copy of the evaluation be sent to NWTI if the student has completed and signed the Release Form.

Transfer Students

A student currently enrolled in another post-secondary school may transfer to Northwest Technical Institute if transfer is not due to disciplinary or academic reasons. If a transfer student was dropped because of failure to adhere to the attendance policy, he or she may be considered for enrollment at NWTI at the appropriate time in the curriculum in consultation with the Department Chair and the Vice President of Instruction.

Transferring Between Programs

A student currently enrolled in an NWTI diploma program may transfer to another diploma program with approval of the Department Chair of the program to which the student is transferring. Students may be required to submit an application and interview for the new department. Students must complete all requirements for the new program to receive a diploma. Classes previously taken may count toward the new program with approval of the Department Chair. Technical Mathematics may not transfer; students should check with the Math Instructor or the Registrar to determine if a Technical Mathematics class will transfer to another program. **Transferring programs may impact a student's financial aid.**

Credit for Prior Learning

Northwest Technical Institute recognizes that learning can take place outside the NWTI classroom. Many students have gained valuable knowledge, skills and abilities through prior work experience, military training, or other educational programs. Students may receive credit for these previous experiences with proper evaluation and assessment. The following policies apply:

1. Transfer of credit earned from other post-secondary institutions may be granted with grades of "C" or better upon submission of official transcripts. Transfer credit will be evaluated according to course descriptions in the catalog from the transferring institution in comparison to NWTI equivalent courses. This is subject to approval by the appropriate department. Earning credit on the basis of test scores is according to departmental guidelines.
2. If transfer credit is not allowed, a student may attempt to test out of a particular class if the program allows test outs. Please see your departmental handbook.
3. Students may earn credit for Technical Communications I upon achieving specified scores on the Next Generation Reading Comprehension Accuplacer exam. Please see the next page for required scores and availability. Students wishing to receive test out credit for Technical Communications I based on their Accuplacer scores, **must submit the Test Out Credit Request Form and Accuplacer scores at least one (1) week before the start of the first semester of the student's program.** Students may also get credit for Technical Communications I if a student has received at least a C in any college composition course or technical writing course.

4. Students may earn credit for the Technical Mathematics I course upon receiving an **80 on the NWTI Math Test Out Exam(s)**. Please see the next page for the math test out availability. The exam may only be taken one (1) time. The cost is $25. The NWTI math test out exam is available in the testing center during scheduled testing center hours; you should confirm testing center hours before arriving as they may vary. **Students must submit the Test Out Credit Request Form and NWTI Math Test Out Exam scores at least one (1) week before the start of the first semester of the student's program** Students may also get credit for Technical Mathematics I if he or she has received at least a C in College Algebra or the equivalent as determined by the Northwest Technical Institute Registrar.
5. Persons with previous training or experience in their vocational objective may be granted advanced status if approved by the Vice President of Instruction and the Department Chair of the course in which the student is enrolled. The student must request evaluation and furnish evidence of prior learning a minimum of one week prior to the class start date.
6. Proficiency examinations for course credit will be offered during the first week of scheduled classes of the semester in which the class is scheduled. Students wishing to obtain credit for a course through this test-out option must first contact the Department Chair to discuss the students' ability to meet the course objectives. If the Department Chair approves this option, the student is allowed **one** opportunity to test. Upon successful testing, the student will be given credit for completion of the course and will not be considered enrolled in the class. Upon successful testing, a student will receive a grade of TO (Test Out). This grade will not be factored into the student's GPA. A student will NOT be allowed to test out of a class he or she has previously taken and/or failed at NWTI.
7. **The Student Services Office will be notified of any credit awarded for prior learning because this may affect a student's financial aid award.**

Support Class Test Out

Program of Study	Technical Mathematics	Technical Communications I
Industrial Maintenance & Ammonia Refrigeration Maintenance Technology	80 on Technical Mathematics I	260 on Accuplacer Reading Comprehension
Automotive Service Technology	80 on Technical Mathematic I	260 on Accuplacer Reading Comprehension
Information Systems	80 on Technical Mathematics I	260 Accuplacer Reading Comprehension
Diesel Truck Technology	80 on Technical Mathematics I	260 on Accuplacer Reading Comprehension
Electronics & Automation Technology	80 on Technical Mathematics I	260 on Accuplacer Reading Comprehension
Practical Nursing	N/A	N/A
Welding Technology	80 on Technical Mathematics I	260 on Accuplacer Reading Comprehension

Students must make at least an 80 on the NWTI Test-Out Exam(s) to get credit for Technical Mathematics I. Students may only take each NWTI Math Test-Out Exam once. Students must earn a 260 on the Next Generation Accuplacer Reading Comprehension Exam for credit for Technical Communications I. Students must submit the Request for Test Out Credit Form by the deadline to receive test-out credit.

Audit

Students may enroll to audit a course to observe and participate in a course without credit. Students must get permission from the Department Chair of the course. No credit for graduation or transfer is awarded for audited course work. No grade will be given. Students are expected to follow the same course and attendance requirements as a course taken for credit.

Tuition and fees are the same rate as a course taken for credit. Enrollment procedures are the same for the audited course as a course taken for credit. Students may not use Pell Grant funds for audited courses since audited courses are not for credit.

Withdrawals & Re-Entries

Students withdrawing from training must report to the office of the Registrar so that proper steps may be taken toward interruption of classes. A student withdrawing from classes due to hardship or illness may re-enter at the beginning of the next semester if space is available in the class. Refer to your program of study for further information. **Students can drop their classes prior to 60% completion of the course.**

Residency Requirement

Students are required to complete at least 60% of the required semester credit hours of the diploma program to be eligible to obtain a diploma from Northwest Technical Institute. For example, Industrial Maintenance & Ammonia Refrigeration Technology has 51 semester credit hours. Therefore, previous credit will not be granted for more than 20 semester credit hours.

Grade Replacement

If you take a course at NWTI in which you have already received a grade, the grade you received each time the course was taken will still appear on your official transcript, and the first course enrollment on the transcript will be permanently identified as a course that has been repeated for grade replacement. This means that post-secondary schools may take both grades into account when they review your record.

- If you take a course for grade replacement, and fail it the second time, both grades will be used when computing your GPA.
- When a course is repeated for grade replacement, the most current grade earned will be counted toward your GPA. All courses taken will be counted for hours attempted.
- If a student earns a grade at NWTI, then takes the course from another post-secondary school with a higher grade, NWTI will only consider the grade the students earned at NWTI in their GPA. However, the Department Chair can determine if the grade earned at another post-secondary school will be accepted toward the diploma and program requirements.

Associate Degree

Northwest Technical Institute does not offer Associate Degree programs; however, a partnership with Northwest Arkansas Community College in Bentonville will accept the transfer of certain credits allowing students the opportunity to earn an associate degree upon the completion of an applicable program at NWTI.

Northwest Arkansas Community College (NWACC) will accept up to 30 hours of elective credit toward an Associate of General Studies Degree or an Associate of Applied Science, from an NWTI diploma or specific career and technical programs once a student has completed his or her diploma program. Below are the programs that are part of the articulation agreement with NWACC:

Automotive Service Technology, Diesel Truck Technology, Electronics and Automation Technology, Industrial Maintenance and Ammonia Refrigeration Technology, and Welding Technology.

Students interested in transferring credit are encouraged to seek assistance from their advisor. Students are responsible for applying for transfer credit at other institutions.

Finances

Tuition & Fees

Tuition and fees are subject to change as recommended by the Arkansas Department of Higher Education and/or the Northwest Technical Institute Board of Directors.

Tuition

Diploma Programs		
In-state tuition	$80.00 per credit hour	$2,080.00 cap (26 hours)
Out-of-state tuition	$85.00 per credit hour	$2,210.00 cap (26 hours)

Fees

Application Fee (non-refundable)	
New application	$10.00
Re-admitted applicant	$5.00
Administrative Fees (non-refundable unless class is cancelled)	
Full-time Students (12 or more credit hours)	$70.00 per semester
Part-time Students (fewer than 12 hours)	$35.00 per semester
Facilities Fee	
Full-time Students (12 or more credit hours)	$70.00 per semester
Part-time Students (fewer than 12 credit hours)	$35.00 per semester
Student Support Fee	
Full-time Students (12 or more credit hours)	$160.00 per semester
Part-time Students (fewer than 12 credit hours)	$80.00 per semester
Technology Fee	
Seven (7) or more credit hours	$130.00 per semester
Six (6) or fewer credit hours	$65.00 per semester
Testing Fee	
Accuplacer (per test packet)	$10.00
ID Badge Fee (non-refundable unless class is cancelled)	
First ID badge	$5.00
Lost replacement badge	$25.00
Transcript Fee	
Per transcript request	$5.00
Accuplacer Test Score Fee (additional copies)	
Per duplicate request	$5.00
Graduation Fee	$35.00
Lab Fees/Program Fees	
Automotive Service Lab (fall and spring)	$210.00

Lab Fees/Program Fees Continued

Automotive Service Uniform Fee (fall and spring)	$75.00
Automotive Service Uniform Fee (summer)	$50.00
Automotive Service Lab (summer)	$100.00
Diesel Truck Technology Lab Fee (fall and spring)	$615.00
Diesel Truck Technology Lab Fee (summer)	$300.00
Diesel Truck Technology Welding Supply Fee (first semester)	$100.00
Electronics and Automation Technology (fall and spring)	$225.00
Industrial Maintenance (fall and spring)	$200.00
Industrial Maintenance OSHA Testing Fee (fall)	$25.00
Information Systems Lab Fee (fall)	$200.00
Information Systems Lab Fee (spring)	$100.00
Information Systems Certification Test Fee (fall)	$441.00
Information Systems Certification Test Fee (spring)	$440.00
Practical Nursing Insurance Fee (fall)	$30.00
Practical Nursing Elsevier 360 Fee (fall)	$1,129.00
Practical Nursing Lab Fee (fall)	$150.00
Practical Nursing Drug Screen Fee (fall)	$45.00
Practical Nursing Elsevier 360 Fee (spring)	$1,129.00
Practical Nursing Lab Fee (spring)	$150.00
Practical Nursing Lab (summer)	$100.00
Practical Nursing Program Graduation Fee (summer)	$135.00
Welding Technology Lab Fee (fall and spring)	$400.00
Welding Technology Certification Exam (second semester)	$125.00
Welding Consumable Fee (fall and spring)	$325.00
Welding Tools and Equipment Replacement (fall and spring)	$400.00

Lab/program fees vary by department. The cost of books, supplies, and fees vary by department. See individual department listings.

Senior Citizen Waiver

Citizens of Arkansas who are at least 60 years of age are exempt from paying tuition for courses carrying credit. They are still responsible for any required fees and for the cost of textbooks. This policy does not extend to short, non-credit courses offered for job training or personal enrichment. Please see the Director of Student Services to complete the Senior Citizen Waiver Form.

Payment Policy

Students are responsible for ensuring their tuition and fees are paid. Students are expected to check their Campus Portal accounts for information regarding any balances and/or any funding sources. Payments are due the first day of class each semester, however, NWTI will allow students up to the census date of each semester (11th day of class in fall and spring and 5th day of class in summer) to pay their balance or have arrangements made to pay their balance (such as Pell Grant, AR Future Grant, Arkansas Rehab, Workforce, scholarships, payment plan, or other) with the business office and financial aid office. Students who have not paid their bill or made arrangements may be dropped from their classes and will be unable to continue to attend their program for the semester. Students who have not paid or have payment arrangements on file by the census date will incur a $25 late fee each month that the payment is late. Students whose funding does not come through and/or have a remaining balance at the end of the term will have a hold placed on their account. This hold will not allow a student to register for classes for the next term or to receive their diploma until the balance is paid in full.

Tuition Installment Plan

In extenuating circumstances, payment plans may be granted for the fall and spring semesters. Payment plans are not available for the summer semester. Applications for the Tuition Installment Plan are available in the Financial Aid Office. Tuition Installment Plans are reviewed, and approval or denial is granted by the Vice President of Finance and Operations. Tuition installment plans must be requested by the 11th day of class. A 25% down payment will be required with the remainder of the student's balance split between the remaining 3 months of the semester. A student who fails to pay their plan in a timely manner will be subject to a $25 late fee per late payment. Students that have not paid their balance by the end of the term will have a hold placed on their account. This hold will not allow a student to register for classes for the next term or to receive their transcript or diploma until the balance is paid in full. Students who do not make their Tuition Installment Plan payments on time will not be allowed to use the Tuition Installment Plan for future semesters.

Third Party Billing Policy

Third party vendors will be billed no later than five business days after the census date for the fall and spring semesters. Third party vendors will be billed no later than 4 business days after census date in the summer semester. If NWTI receives a third-party contract after the census date, for any semester, NWTI will bill no later than 5 business days after receipt.

Refund Policy

Diploma Program Tuition

The effective date for determining a student's eligibility for a refund is the date the student submits a drop form to the administration office. Regardless of the drop date, Administrative, Application, and ID fees are non-refundable. Refunds due to students will be automatically issued within 45 days of the late date of attendance or the date the school determines the student withdrew.

Before the first class meeting	100% Refund
During the first week of class	75% Refund
During the second week of class	50% Refund
After the second week of class	No Refund

Summer Term Tuition

Through 3:30 pm on the fifth day of the summer session	50% Refund

Books

- Refunds will be made for books or supplies only if the class is cancelled.
- Books and supplies may only be returned if in new, unopened, undamaged condition. The bookstore will determine the condition for returns.

Bookstore

Mission

To provide required books and supplies to students at the lowest, most reasonable prices possible.

Policies

1. The bookstore is unable to provide change for vending machine use.
2. Refunds will be made for books and/or supplies only if the class is cancelled or the books were sold in error. Books and supplies may only be returned if in new, unopened, undamaged condition. The bookstore will determine the condition.
3. Miscellaneous supplies such as pencils, pens, and paper are not available for purchase in the bookstore.
4. The bookstore accepts cash, checks, money orders, MasterCard, Visa, and Discover. Checks must be pre-printed; temporary checks will ***not*** be accepted. Checks and money orders must be written for the **exact** amount. Any checks and/or money orders written for an amount other than the balance due will be refused, and other payment arrangements will need to be made. ***There are no exceptions*.**
5. There will be a $25.00 fee on all returned checks.
6. If, for any reason, the financial funding of your account should change, you must accept ultimate responsibility for full payment of your account. Any account that has become 90 days past due may be referred to a collection bureau and additional charges could apply.

7. The last business day of each month, the bookstore will be closed for inventory.

Hours of Operation

The bookstore is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

International Standard Book Number (ISBN)

The International Standard Book Number (ISBN) and retail price for required textbooks and supplemental materials for program classes taken at NWTI can be found on NWTI's website at www.nwti.edu. If the ISBN is not available, the author, title, publisher, and copyright date will be used. If such disclosure is not practical, the designation "To Be Determined" will be used. Students may purchase books and supplemental materials from the NWTI Bookstore or other book dealers.

Each semester the bookstore staff posts on the NWTI website the list of applicable books and supplies for that semester. Books and supplies are not required to be purchased at the NWTI Bookstore.

Financial Aid

The Financial Aid Office administers Title IV funding, the Pell Grant, as well as state aid programs. Federal aid may cover school expenses, including tuition and fees, books, and supplies. **NORTHWEST TECHNICAL INSTITUTE DOES NOT PARTICIPATE IN THE FEDERAL STUDENT LOAN PROGRAM (subsidized and unsubsidized student loans).**

To determine financial need, a student must complete the FAFSA (Free Application for Federal Student Aid) for the aid-appropriate year. Students release their information to Northwest Technical Institute by completing the college release section. The Northwest Technical Institute Title IV code is 014044. Students may apply online at www.fafsa.ed.gov.

The Student Aid Report from the FAFSA (consisting of several pages) will be sent directly to the students by the Central Processing Service. A student needs to be enrolled or accepted for enrollment before a financial aid award is generated. To continue receiving financial aid, the student needs to make satisfactory progress toward a diploma, as defined by Northwest Technical Institute (see Satisfactory Academic Progress Standards section), and complete the FAFSA each year.

A student is ineligible to receive financial assistance if the individual has defaulted on a student loan, owes repayment to any of the federal programs, or does not maintain satisfactory academic progress.

Financial Aid Eligibility Requirements

To be considered for financial aid a student must:

- Be enrolled as a regular student working toward a program diploma at NWTI.

- Maintain satisfactory academic progress (SAP) according to NWTI's Satisfactory Academic Progress policy.
- Have a high school diploma or GED® certificate or have completed a high school education in a homeschool setting approved by state laws.
- Be a U.S. citizen or U.S. national or have a valid green card or T-Visa.
- Certify that he or she will use Federal Student Aid only for educational purposes related to the student's cost of attendance (COA).
- Certify that he or she is not in default on federal student loans or have an overpayment from a previous Federal Pell Grant.

For financial aid purposes, the academic year consists of two 16-week semesters and a 5-week non-standard term that makes up the summer term. Academic progress is measured in semester credit hours. During the academic year, a full-time student must earn at least 24 credit hours for coursework completed. Financial Aid is awarded and disbursed based on the clock to credit hour conversion, please see pages 28 through 30 for more details.

Financial Aid Disbursement

For the Pell Grant, scheduled awards are based on full time enrollment in your anticipated program of study. ACTUAL AWARD AMOUNTS MAY BE DIFFERENT THAN INDICATED AND WILL BE ADJUSTED TO YOUR ENROLLMENT STATUS AS APPROPRIATE. ***Enrollment status for financial aid is defined by federal regulations and may differ from definitions used by other school offices or other colleges and agencies.***

A student must be enrolled and attending class to receive his/her Pell award. Please be aware of the following:

> ***WITHDRAWAL:*** When a student withdraws, the award will be prorated using the student's last day of attendance.
>
> ***CAUTION***: When charging books at the bookstore, if a student does not earn enough Pell to pay for the charges, the student is responsible for paying the balance owed.

The amount of the Pell Grant disbursed to a student's account is calculated according to the student's enrollment status as of the semester census date. The census date for the fall and spring semesters is the 11th day of class. The census date for the summer semester is the 5th day of class.

Pell Grants will be disbursed after the census date (11th day of class).

Tuition and fees must be paid by the first day of classes. Financial aid awards may be accepted as payment, but the student must sign a **STUDENT CHARGE AUTHORIZATION** form in the business office before classes begin. Students are responsible for payment of any charges that are not paid by financial assistance. When a student's account balance has been paid (charges may include tuition, books, and/or supplies, etc.), any funds remaining from the **PELL GRANT** will be refunded in the form of a check.
Students who receive a refund check from Pell and scholarships will receive an email to their NWTI student email account informing them of the date and time they can pick up their refund

check. The Student Services Office will hold the refund check for 14 days. After 14 days, if the refund check has not been picked up, the refund check will be mailed to the student's address listed on his/her Portal account. Students can change their address on their Student Portal Account (online through Anthology). ***It is the student's responsibility to keep his/her address current with NWTI.*** The Director of Student Services will ensure that the student is meeting all program attendance requirements before disbursing and mailing the refund checks.

Federal Pell Grant Program

This is a federal program providing funds based upon financial need as demonstrated by the Free Application for Federal Student Aid (FAFSA). The grant does not need to be repaid. The award is based upon student eligibility, enrollment status, and federal appropriations. Students who have a bachelor's degree are not eligible. The FAFSA application is available in electronic form at www.fafsa.ed.gov.

Students should apply for aid as quickly as possible after October 1 to ensure they do not miss any deadlines for federal aid, state aid, or scholarships. Remember to always reapply every year.

The Federal Processor will send a Student Aid Report (SAR) to the applicant after the student submits the FAFSA application. Applicants should review their SAR very carefully. The Financial Aid Office will send the applicant notification if additional documents are needed. Once the file is complete, the Financial Aid Office will review it, and an Award Notification will be mailed to the applicant.

Pell Grant Schedule and Summer Semester

For the 2025-2026 school year, the maximum award amount for the Pell Grant is $7,395. The scheduled award amount of $7,395 is based on full-time enrollment in a student's program of study. The Pell Grant will be disbursed in two payments: fall and spring, or spring and summer. Students enrolled in summer, after attending for both fall and spring, may be eligible for additional Pell Grant funds up to 150% of their scheduled award for the year. The amount of Pell received for the summer will be prorated based on a student's number of financial aid hours and the length of the summer term. If a student's summer Pell Grant award is not enough to cover their balance, the student will be responsible for the remainder. It is the student's responsibility to ensure that he/she has adequate funding for the summer semester. For more information, please contact the Director of Student Services at 479 751 8824 ext. 240.

Award Letters

The student will receive an award letter from the Student Services Office outlining the aid that is available. Students will also have access to their financial aid award on their Student Portal Account. The Student Services Office reserves the right to adjust a student's financial aid award for any discrepancies or errors found. These adjustments can be made retroactively. If the student has any questions regarding their award they should contact the Student Services Office.

How the Pell Grant Works at Northwest Technical Institute

Once a student's Free Application for Federal Student Aid (FAFSA) has been processed (including verification), the student will receive a Financial Aid Award Notification letter, along with the terms and conditions of the Pell Award, from the Financial Aid Office at Northwest Technical Institute. The notification letter will include the amount the student is eligible to receive for the school year based on full-time enrollment at Northwest Technical Institute.

Enrollment status for financial aid is defined by federal regulation and may differ from definitions used by other school offices or other colleges and agencies. Northwest Technical Institute awards the Federal Pell Grant based on the Formula 3 calculation.

The 2025-2026 Northwest Technical Institute Catalog and Student Handbook contains a course listing for every certificate program offered at Northwest Technical Institute. The course listing includes the number of clock hours, credit hours and financial aid hours (FA) that a student will earn once he/she completes a particular class. For academic and billing purposes, the school uses the credit hour definition.

However, for the awarding and disbursing of financial aid, the school uses the clock hour definition. Using the clock hour definition requires the financial aid office to divide the clock hours for each course by 30 and add the total for each course to determine the financial aid scheduled disbursement amount. For example, Technical Mathematics is a 48-clock hour course. You would divide 48 by 30 and get that the course is worth 1.6 credit hours.

Below is a chart that will be used to determine a student's enrollment status based on the clock to credit hour conversion:

Federal Pell Grant Enrollment Chart

Full Time	**12 hours or more**
Three-Quarter Time	**9-11 hours**
Half Time	**6-8 hours**
Less than Half Time	**1-5 hours**

Pell Check Disbursement

Prior to the week before Pell check disbursement, the Director of Student Services will check attendance for all students receiving a Pell Grant. The Director of Student Services will send emails to all post-secondary instructors inquiring about any students that have stopped attending their courses. If a student has an unexcused absence from class any time in the week prior to the week before Pell check disbursement, the student's check may be held and recalculated. Students will receive a refund of their Pell grant funds if there is a credit balance from the difference in their student account balance minus their financial aid. Students who will receive a Pell refund check will be notified through their NWTI student email account of the location and time in which they can pick up their Pell refund check. A student must be in class on the scheduled day to receive his/her Pell refund check. If a student does not have a class on

the scheduled day of Pell refund check disbursement, then he/she must be in attendance the next scheduled class day in order to receive his/her Pell check refund. A student not in attendance on the day Pell refund checks are handed out on his/her next scheduled class day will have his/her check handed out after regular attendance resumes. For students who are absent on the day of Pell check disbursement, attendance will be checked, and the Pell refund check may be recalculated to reflect non-attendance of classes. In addition, a student with excessive absences will have his/her award recalculated and disbursed the following week after Pell check disbursement.

Federal Pell Grant Lifetime Eligibility

The Consolidated Appropriation Act, 2012 (Public Law 112-74), was signed into law in December 2011. The law has significantly impacted the Pell Grant Program. Beginning in Fall 2012, students are limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. A student can find his/her Lifetime Eligibility Used for the federal Pell Grant by going to www.nslds.ed.gov and creating a student account. NSLDS, the National Student Loan Data System, tracks the student's lifetime Pell Grants, loan usage, and overpayment status.

Arkansas Future Grant

Award Information:

- Covers tuition and fees for associate and certificate programs in STEM & regional high demand focus.
- Will be awarded to both traditional and non-traditional students, allows for part time students too.
- Combines with other financial aid to cover tuition and fees. However, this grant is "last dollar" and will pay only for tuition and fees not already covered by a student's other scholarships and grants.

Criteria:

- Must have graduated from an Arkansas High School, Home School or have a GED (or) must have a high school diploma and lived in Arkansas for the last three years.
- Must be enrolled in a STEM or regional high demand credential program.
- Must complete the Free Application for Federal Student Aid at https://fafsa.ed.gov/
- Must not already hold an associate's degree.

Application Process:

Students will apply through the SAMS System, and will be awarded on a first come, first serve basis. Students apply at www.sams.adhe.edu.

How to Maintain the Grant:

- Maintain Satisfactory Academic Progress

Grant ends after five semesters or upon completion of an associate's degree. Grant becomes a loan if a student does not meet the following requirements after completion:

1. Live in Arkansas for three years (and)
2. Work for three years.

Arkansas Workforce Challenge Scholarship

***Award Information**:*

- Up to $800 per program for students enrolled in certificate programs in the areas of healthcare, information technology, and industry. Please visit sams.adhe.gov for a detailed list of eligible academic programs.

Criteria:

- Must have graduated from an Arkansas High School, Home School or have a GED (or) must have a high school diploma or GED earned from another state and has lived in Arkansas for the last year.
- Must be enrolled in a high demand area of study in the programs of Information Technology, Healthcare, and Industry. A list of eligible programs is available at sams.adhe.gov.
- Must not be a current recipient of the Arkansas Challenge Scholarship.

***Application Process**:*

Students will apply through the SAMS System, and will be awarded on a first come, first serve basis. Students apply at www.sams.adhe.edu.

Continuing Eligibility Criteria:

- This is a non-renewable grant.
    - Students who successfully complete their program of study will be allowed to reapply for the award in another eligible program.
    - Students who receive funding from Workforce Challenge and do not successfully complete their program will be allowed to reapply one time.

Payment Made by Third Party

If a third party (employer, government agency and/or other program) will be paying for tuition, fees, books and/or supplies directly to NWTI on behalf of a student, a letter of authorization to bill the employer or agency must be received in the student services office by the published payment due date. Any part of the tuition and fees not covered by the third party must also be paid by the published payment due date. The student services office must have a letter of authorization to bill the employer or agency for each semester.

The letter of authorization should contain the following information:

- Student name
- Student social security number or student ID number
- Third party name and address (letterhead is sufficient)
- Details of covered expenses (tuition, fees, books, supplies, etc.)
- Maximum amount
- Semester covered by third party.

If the letter of authorization is not received by the published payment due date, the student will be responsible for the balance in full. Note: An individual may NOT be invoiced as a third party. For questions regarding third party billing, please call Student Services at (479) 751-8824 ext. 240.

Payment Made by Scholarship

Students receiving an EXTERNAL scholarship must have an award letter* on file in the Student Services Office OR the scholarship check must be received in the Student Services Office by the published payment due date. Any part of the tuition and fees not covered by the scholarship must be paid by the payment due date and are the responsibility of the student.

*The scholarship award letter should contain the information as required by Third Party Billing (see Payment Made by Third Party).

Arkansas Department of Workforce Services

Northwest Technical Institute does work with the local Arkansas Department of Workforce Services in placing students in programs under the Workforce Investment Board (WIB). Generally, these programs pay for tuition, books, and supplies upon certification of approval from the appropriate WIA/TAA official. Participants must have written approval from WIA/TAA prior to enrolling in class.

Students who plan to attend NWTI with Trade Adjustment Assistance (TAA) must have a contract that has been approved and signed by duly authorized representatives of the parties to the contract. TAA funds will not be used to pay for any expenses incurred prior to the date of approval of the contract or the amendment to the contract. The TAA participant must maintain full-time training status at all times; failure to do so may result in loss of benefits.

The affected worker must make satisfactory progress in the training program in order to qualify for continued TAA funding. TAA funds will not be used to fund retaking failed or dropped classes unless a justifiable cause is established.

Northwest Technical Institute will complete a spreadsheet that will list the affected worker's information, program of interest, and a breakdown of classes, tuition, fees, and supplies needed per semester. The student must have this spreadsheet in order to receive any books or supplies in the bookstore.

The TAA contract stipulates that the student will graduate from his or her intended program of study; failure to do so voids the TAA contract. If a student is receiving the Pell Grant in addition to any TAA funding, the student's Pell Grant award will be used toward any balance the student has on his or her TAA balance.

Any books or supplies purchased with WIA/TAA funding belong to the State of Arkansas until completion of the program. If a student fails to complete a program, all books and supplies must be returned to a WIA/TAA representative.

Dropping & Adding Classes

If a student must drop or add a class or classes to his/her schedule, the student must have his/her program advisor complete a Drop/Add Form. It is then the responsibility of the student's advisor (Department Chair) to circulate the Drop/Add Form to the appropriate departments. Once the student's advisor has completed the Drop/Add Form, the Registrar's Office should be the first department to receive the completed form. For a student receiving the Pell Grant, he/she must also immediately notify the Financial Aid Office; dropping or adding a class can affect the amount of a student's Pell Grant award for the semester up until the 11th day of class for the Fall and Spring semesters and the 5th day of class for the summer semester.

Class Cancellation Policy

NWTI reserves the right to cancel, combine or change the time, day, or location of any class without obligations. If NWTI cancels a scheduled class, NWTI will refund 100% of tuition, fees, and books for that particular course. NWTI also reserves the right to change the instructor and/or instructional methodology without obligations.

Officially Withdrawing from School

If a student must completely withdraw from school, the student must have his/her program advisor complete an Exit Form. It is then the responsibility of the students' advisor to circulate the Exit Form to the appropriate departments. Once the student's advisor has completed the Exit Form the Registrar's Office should be the first department to receive the completed form. Students can withdraw from NWTI up to the scheduled drop date. After the drop date, the student will receive the grade he or she has earned in the class. The student's advisor can then complete the Exit Form after the grade has been given.

Consequences of Withdrawal and Financial Aid

A student receiving financial assistance may have the aid award reduced based on the date of official or administrative withdrawal. A student earns aid based on the number of calendar days in attendance. Earned aid is calculated from the beginning of the semester until the withdrawal date up to the 60% point of the semester. After the 60% point, all aid is considered earned. If a student withdraws from the school before the 60% point of the semester and still has a balance on his/her account, the money earned from the Pell Grant, or any other funding source will be applied to the student's account. If a student is receiving funding for tuition, fees, books and/or supplies from a third party (employer, government agency, or certain other types of programs) and/or in-house scholarships AND is also receiving a Pell Grant, Pell Grant funds will be applied first toward any outstanding charges found on the student's school account. Upon signing the STUDENT CHARGE AUTHORIZATION, or by accepting your financial aid award package on the Student Portal, the student assumes the understanding that by dropping classes or withdrawing from school, any financial awards may change, and the student may owe a balance to Northwest Technical Institute.

Federal Title IV Aid Recipient Withdrawals

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student withdraws from all classes during an enrollment period. Federal regulations require NWTI to have a written policy for the return of Title IV federal aid received by students during a semester in which the student completely withdraws. This policy is effective only if the student received Title IV aid and completely terminates enrollment (i.e., cancels registration, withdraws, is academically dismissed, or stops attending) before completing more than 60 percent of a semester or enrollment period. For a copy of NWTI's policy on the Return of Federal Title IV aid, contact NWTI's Financial Aid Office at 479-751-8824, ext. 240.

Veteran's Affairs

Military service veterans, survivors of deceased veterans, or one hundred percent (100%) disabled veterans should contact NWTI's Veteran's Office, which is located in the Administrative Building. Eligible NWTI students may qualify for the GI BILL®*, vocational rehabilitation, benefits for survivors or other types of Veteran's Administration (VA) assistance. Veterans who access VA benefits should be aware of VA regulations governing academic standards. The Veterans Administration regulations (38 CFR Section 21.4253 (d)(4) require all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution. Students who earn grades below SAP will be placed on VA benefit probation. Failure to achieve SAP during the next regular semester (fall or spring) will result in suspension of the student's VA benefits. Students may still register and attend classes on their own resources. When SAP has been achieved, the VA benefits will be restored.

Students using the U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, NWTI will not prevent the student's enrollment; assess a late penalty fee to the student; require the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to NWTI. In order to qualify for this provision, students must have submitted the VA Certification of Eligibility (COE) by the first day of class.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at https://www.benefits.va.gov/gibill/.*

Contact Information for Financial Aid

For further information concerning Financial Aid at Northwest Technical Institute, please direct inquiries to the Student Services Office. The Director of Student Services may be reached by phone at 479-751-8824, ext. 240.

Misrepresentation

Northwest Technical Institute's administration, staff and faculty make every attempt to provide the most accurate and up-to-date information to all students, prospective students, members of the public, its accrediting agency, state agencies, and the Department of Education.

Incentive Compensation

Northwest Technical Institute does not provide its employees with any type of commission, bonus or other incentive payment related directly or indirectly to the success in securing enrollments or financial aid.

Satisfactory Academic Progress Standards

Federal and state regulations require students receiving financial aid to make measurable academic progress toward completion of their program of study. These standards are applicable to recipients of the following programs: Federal Pell Grant, Arkansas Workforce Improvement Grant, and the Go! Opportunity Grant

Regardless of what type of financial aid assistance a student is receiving. All students are required to meet Satisfactory Academic Progress Standards.

Satisfactory academic progress is evaluated at the end of each semester during the regular academic year. Students attending summer sessions are evaluated at the end of the summer session. Satisfactory Academic Progress Standards apply to all work attempted at NWTI even though a student may not have been receiving financial aid.

Minimum Standards of Progress

QUALITATIVE: A minimum 2.0 cumulative grade point average (GPA) is required for all coursework at NWTI.

QUANTITATIVE: The pace of progression to ensure completion within the 150% maximum time frame is a cumulative completion of 67% of all hours attempted. Attempted hours include withdrawals, repetitions, test outs, and transfer credits. Test outs and transfer hours also count as completed hours.

Credit hours completed are:
"A" through "D" grades
"S" satisfactory

Credit hours attempted but not completed are:
"F" grades
"W" withdrawal
"I" incomplete

The number of credit hours a student may attempt while continuing to receive financial aid cannot exceed 150% of the number of credit hours required for completion of the program of study.

Transfer students will be assumed to be making satisfactory progress for the first disbursement of financial aid funds. Cumulative GPA for transfer students is based on NWTI academic work only. However, credit transferred from other institutions will be used to evaluate program completion within the 150% maximum.

A student may change to a different major and continue to receive financial aid if satisfactory academic progress is maintained. Credit hours taken in the initial program will count against the maximum hours allowed in a subsequent program.

Academic/Financial Aid Warning

A student aid is placed on Academic/Financial Aid Warning when he/she fails to maintain a 2.0 cumulative grade point average **or** fails to complete at least 67% of all hours attempted in a term regardless of whether he or she is receiving financial aid assistance. A student on warning status continues to receive financial aid.

Academic/Financial Aid Termination

Academic/Financial Aid Termination means termination of all financial aid and suspension from NWTI. If a student does not meet the minimum standards of progress by the end of the warning period, the student is considered to be making unsatisfactory progress and is placed on Academic/Financial Aid Termination.

Following suspension, a student may return to warning status when he/she regains a 2.0 cumulative GPA and completes at least 67% of all hours attempted within a term. After returning to warning status, a student must continue to maintain the appropriate cumulative grade point average and completion rate, or he/she will return to suspended status. Warning status remains with a student through subsequent terms even if he/she continues to meet Satisfactory Academic Progress standards.

A student who withdraws from NWTI and re-enrolls at a later date will return with a financial aid status as determined at the end of the last semester attended.

A student who receives financial aid and who does not meet the minimum Satisfactory Academic Progress Standards will be notified by the Financial Aid Office by letter mailed to the most current address on file.

Academic Probation

A status granted only after the student has had their appeal approved by the Academic Progress Appeal Committee. The Academic Probation can either be for one semester or multiple semesters, deemed by the Appeal Committee. At the end of the probation period, the student must meet SAP standards to maintain Pell eligibility.

Financial Aid Probation

A status granted only after the student has had their appeal approved by the Financial Aid Appeal Committee. Financial Aid Probation can either be for one semester or multiple semesters, deemed by the Appeal Committee. At the end of the probation period, the student must meet SAP standards to maintain Pell eligibility.

Academic Progress Appeal

Any student who has been terminated has the opportunity to appeal such action to the Academic Progress Appeal Committee which consists of the Vice President of Instruction, Director of Student Services and the appropriate Department Chair. No appeal will be accepted after the 10th day of class unless there are extenuating circumstances. Any appeal must be made in writing in a format provided by the Student Services Office. In order for the appeal to be considered, documentation of extenuating circumstances **must** accompany the appeal. Examples of extenuating circumstances are prolonged illness under a doctor's care, illness or accidents requiring hospitalization or prolonged absence from class, death of an immediate family member or prolonged illness of a dependent. The Academic Progress Appeal Committee will respond to appeals in writing within three weeks of receipt.

An appeal may be approved only if the school is:

Determines that the student will be able to meet SAP standards after the subsequent payment period.

OR

Develop an academic plan with the student. The Appeals Committee will counsel the student and customize and monitor an academic plan that, if followed, will ensure that the student will be able to meet SAP standards by the end of the 150%-time frame.

AND

Proper documentation has been presented to justify an appeal.

Financial aid standards are the same as institutional standards with the addition of the following:

1. 150% maximum time frame for completion
2. Completion of 67% of all attempted credit hours
3. Withdrawals are considered when determining SAP.

Financial Aid Progress Appeal

Any student who has been terminated from financial aid has the opportunity to appeal such action to the Financial Aid Appeal Committee which consists of the Director of Student Services, Student Services Staff member, and two Instructors. No appeal will be accepted after the 10th day of class unless there are extenuating circumstances. An appeal must be

made in writing in a format provided by the Student Services Office. In order for the appeal to be considered, documentation of extenuating circumstances **must** accompany the appeal. Examples of extenuating circumstances are prolonged illness under a doctor's care, illness or accidents requiring hospitalization or prolonged absence from class, death of an immediate family member or prolonged illness of a dependent. The Financial Aid Appeal Committee will respond to appeals in writing within three weeks of receipt.

Students must appeal to both committees if he or she wants to be reinstated into NWTI and have his or her financial aid reinstated.

NWTI Internal Scholarships

NWTI Tuition Waiver Scholarship

Students are encouraged to apply for the NWTI Tuition Waiver Scholarship online through the NWTI Student Services website. The Northwest Technical Institute Tuition Waiver Scholarship is awarded to selected full time diploma seeking students who are currently attending NWTI or will be attending NWTI for the 2025-2026 school year and will cover the full cost of tuition for the semester. Students are selected for the NWTI Tuition Waiver by the NWTI Scholarship Committee and are awarded for the fall and spring semesters. Students must meet the scholarship requirements listed below and complete this application by the scholarship deadlines. This scholarship is awarded for one semester, but can be renewed if the student maintains a 2.5 grade point average and passes all the classes in which he or she was enrolled in.

Requirements:
Students must be enrolled or will be enrolled full time at NWTI in one of NWTI's diploma programs.
Students must have completed all admissions paperwork prior to submitting an application.
Students must complete all sections of the application.

Application Deadlines:
Fall (Applications must be completed by July 1st)
Spring (Applications must be completed by December 1st)

Notification of Award:
Students who are selected to receive the NWTI Tuition Waiver Scholarship will be notified by letter within three weeks after the application deadline.

NWTI President's Tuition Waiver Scholarship

Students are encouraged to apply for the NWTI President's Scholarship online through the NWTI Student Services website. The Northwest Technical Institute President's Scholarship is awarded to selected full time diploma seeking students who are currently attending NWTI or will be attending NWTI for the 2025-2026 school year and covers one-half the cost of tuition for the semester. Students are selected for the NWTI President's Scholarship by the NWTI Scholarship Committee and are awarded for the fall and spring semesters. Students

must meet the scholarship requirements listed below and complete this application by the scholarship deadlines. This scholarship is awarded for one semester, but can be renewed if the student maintains a 2.5 grade point average and passes all the classes in which he or she was enrolled in.

Requirements:
Students must be enrolled or will be enrolled full time at NWTI in one of NWTI's diploma programs.
Students must have completed all admissions paperwork prior to submitting an application.
Students must complete all sections of the application.

Application Deadlines:
Fall (Applications must be completed by July 1st)
Spring (Applications must be completed by December 1st)

Notification of Award:
Students who are selected to receive the NWTI President's Tuition Waiver Scholarship will be notified by letter within three weeks after the application deadline.

NWTI SCC Student Tuition Waiver Scholarship

Students may apply for the NWTI SCC Student Scholarship online through the NWTI Student Services website. Students must also receive recommendations from the SCC program for this scholarship. The NWTI SCC Student Scholarship may be awarded to a student who has participated in one of the NWTI SCC high school programs in the preceding two years. Students must be a full-time diploma seeking student. The scholarship will cover 1 semester of tuition for the student's program. This scholarship is non-renewable. Students are selected for the NWTI President's Scholarship by the NWTI Scholarship Committee and are awarded for the fall and spring semesters. Students must meet the scholarship requirements listed below and complete this application by the scholarship deadlines.

Requirements:
Students must be enrolled or will be enrolled full time at NWTI in one of NWTI's diploma programs.
Students must have completed all admissions paperwork prior to submitting an application.
Students must complete all sections of the application.

Application Deadlines:
Fall (Applications must be completed by July 1st)
Spring (Applications must be completed by December 1st)

Notification of Award:
Students who are selected to receive the NWTI SCC Student Tuition Waiver Scholarship will be notified by letter within three weeks after the application deadline.

NWTI GED Student Tuition Waiver Scholarship

Students may apply for the NWTI GED Student Scholarship online through the NWTI Student Services website. This scholarship is open to full-time degree seeking students who have received their GED in the preceding two years. This scholarship will cover tuition for one semester for the student's program. Students are selected for the NWTI GED Student Tuition Waiver Scholarship by the NWTI Scholarship Committee and are awarded for the fall or spring semester. Students must meet the scholarship requirements listed below and complete this application by the scholarship deadlines.

Requirements:
Students must be enrolled or will be enrolled full time at NWTI in one of NWTI's diploma programs.
Students must have completed all admissions paperwork prior to submitting an application.
Students must complete all sections of the application.

Application Deadlines:
Fall (Applications must be completed by July 1st)
Spring (Applications must be completed by December 1st)

Notification of Award:
Students who are selected to receive the NWTI GED Student Tuition Waiver Scholarship will be notified by letter within three weeks after the application deadline.

NWTI Director's Tuition Waiver Scholarship

This scholarship is awarded at the discretion of the Director of Student Services, in consultation with the scholarship committee, to current NWTI students who demonstrate financial difficulty. Student's financial resources, including any other financial aid will be reviewed to determine financial need. Students must also demonstrate academic success in their program (i.e., instructor recommendation, 2.5 GPA or higher with no failed or dropped classes). The length and amount of scholarship will vary based on the Director of Student Services determination. The maximum amount that can be awarded is the cost of tuition for one semester. This scholarship is non-renewable.

Requirements:
Students must be enrolled or will be enrolled full time at NWTI in one of the 9 diploma programs.
Students must demonstrate financial need and academic success in their program.
Students must complete all sections of the application.

Application Deadlines:
Applications are available through the academic year in the Director of Student Services office.

Notification of Award:

Students who are selected to receive the NWTI Director's Tuition Waiver Scholarship will be notified by letter within three weeks after the application.

NWTI National (FFA) Tuition Scholarship

Each year, Northwest Technical Institute awards the winner of the Ag Mechanics and Ag Electricity contest with the NWTI National (FFA) Tuition Scholarship. The scholarship is good for the entire length of the diploma program that the student chooses, based on the student maintaining Satisfactory Academic Progress.

Every high school that participates in the National (FFA) contest that is held at NWTI will receive a one-semester NWTI National (FFA) Tuition Scholarship. This scholarship cannot be renewed.

NWTI Skills Tuition Scholarship

Each year Northwest Technical Institute students attend the Skills USA Competition in Hot Springs, AR. The top three winners for each division will receive a one-semester NWTI Skills Tuition Scholarship. (Note: There must be at least 6 participants in each division in order to receive the scholarship.)

NWTI Family Tuition Scholarship

Immediate family members of full-time employees at Northwest Technical Institute who are interested in enrolling in any NWTI diploma program classes are eligible to receive the NWTI Family Tuition Scholarship. Immediate family members are defined as spouse, child, stepchild, and or adopted child. This scholarship will be renewed each semester and waives the cost of tuition for NWTI diploma programs.

Financial Aid Resources

Northwest Technical Institute understands that many individuals may not have the financial resources to pay the expenses of a post-secondary education. Therefore, the school administers a financial aid program designed to assist qualifying students who are pursuing a program of study leading to a diploma. Personal, individualized assistance is available for students and prospective students who wish to apply for grants, scholarships, and/or alternative loans to help defray the costs of education. The NWTI Financial Aid Office serves as a point of information and referral to a variety of federal, state, and private resources. A computer station is located in the NWTI Learning Resource Center as a means to apply for financial aid online.

NWTI does not participate in any federal student loan programs (such as Stafford or Perkins loans).

Vocational and Technical Loans that are available to NWTI students:

Sallie Mae Career Training Smart Option Student Loan®

Private student loan for professional training and trade certificate courses at a non-degree granting school. This loan accrues interest while the student is in school. There are two in-school repayment options- Interest repayment option—make monthly interest payments while in school and Fixed repayment option—pay a fixed amount every month while in school. Full principal and interest payments begin after school attendance ceases. For information, and to submit an online application, please visit salliemae.com

Other Financial Assistance Opportunities:

The following are examples of the types of financial assistance that are available and are not considered an exhaustive list. The list is also available on NWTI's financial aid website. Programs on this list may be changed without notice.

Arkansas Rehabilitation Services

This state agency provides funding for students with documented disabilities. For further information, contact the Department of Rehabilitation Services at 479-582-1286.

Hispanic Women's Organization of Arkansas

This scholarship is offered to Hispanic students in the community, many of whom are first-generation college students. For further information regarding qualifications and application go to www.hwoa.org.

Law Enforcement Officers' Dependents Scholarship (LEO)

This scholarship is available to dependents of a police officer, sheriff, firefighter, park employee, state correction employee, or emergency medical technician who was killed or permanently and totally disabled in the line of duty. For further information go to www.sams.adhe.edu.

Military Dependents Scholarship Program

This state program provides assistance to dependents of Arkansas citizens who were prisoners of war, missing in action, killed in action, or 100% disabled during active military service. Application information is available at www.sams.adhe.edu.

Nursing Student Loan Program

The Arkansas State Board of Nursing offers a loan program to Arkansas students who are enrolled full-time in an approved nursing education program. The loans may be changed into scholarship grants by working full-time as an LPN or RN in qualified employment in the State of Arkansas. Information and application forms are available at www.arsbn.org or by contacting the Arkansas State Board of Nursing at 501-686-2701.

Arkansas Single Parent Scholarship Fund

This privately funded program provides financial support to single parents who live in Arkansas. Benton, Washington, Carroll, and Madison County residents should apply at www.spsfnwa.org.

Veterans Affairs Educational Assistance Program

Monetary benefits are available to qualifying veterans and their dependents. To start the application process, contact the NWTI veteran's advisor at 479-751-8824, ext. 240.

Workforce Investment Act

This state program assists individuals who meet low-income guidelines or who have lost employment due to a plant closing or reduction in the workforce. Contact an Arkansas Workforce Center for further information. Contact the Fayetteville office at (479) 521-5730 or the Rogers office at (479) 878-6520.

Upskill NWA

This private funding program offers financial support to Benton, Madison, and Washington County residents who meet certain income guidelines. This program is available to students in the NWTI Practical Nursing and Surgical Technology Programs. For further information and application information is available at www.upskillnwa.com

Arkansas Human Development Corporation

This state program assists farm workers and their dependents who meet low-income guidelines. For further information, contact 1-800-482-7641.

Student Polices & Procedures

School Term

The school term consists of two 16-week semesters and one 5-week summer term.

Class Schedule

Traditionally, diploma programs classes are scheduled between 7:30am and 4:00pm Monday through Friday. The Licensed Practical Nursing program may have clinical hours from 6am to 7pm any day of the week. Students will be aware of their clinical hours upon class scheduling.

Attendance Policy

Regular and prompt attendance is expected of all students enrolled at Northwest Technical Institute. This is necessary for maintaining acceptable grades and developing positive work habits.

In the event of absence due to illness or emergency, students are expected to promptly notify ***all*** their instructors whose classes will be missed. Make-up for missed classes will be the responsibility of the student in accordance with departmental policies.

Excessive absenteeism results in unsatisfactory academic progress. **Students are required not to exceed more than three (3) absences, per course, for the entire semester.**

Students will be administratively withdrawn due to irregular attendance/participation resulting in unsatisfactory academic progress. Any exceptions are subject to administrative review. In situations of administrative withdrawal, the grade assigned to the student will be a W. The student's last date of attendance will be recorded.

Specific departments with an overseeing accrediting board with more stringent attendance guidelines, as published in departmental policies, will take precedence over school policy. Please refer to your department's attendance policy.

Note to students receiving financial assistance (including Pell Grants and VA benefits): Attendance may impact the amount of grant awards and continued receipt of funding according to program regulations.

Tardiness

Regular and prompt attendance is expected of all students enrolled at Northwest Technical Institute. Students who arrive to class five or more minutes late for class will be considered tardy. **Three tardies will result in one absence.**

Specific departments with an overseeing accrediting board with more stringent attendance guidelines, as published in departmental policies, will take precedence over school policy.

Standards of Progress

Each student is expected to make satisfactory progress toward the completion of his or her program at Northwest Technical Institute. A student must meet the following criteria after each grading period:

- A minimum 2.0 cumulative grade point average
- A cumulative completion rate of 67% of all hours attempted.
- Students must complete the program of study within the 150% maximum time frame for their program of study.

A student who does not complete the above criteria will be placed on academic probation for the next grading period. If the student fails to obtain the above criteria after the semester they are placed on the probationary period, the student will be placed on academic termination.

Prior to academic termination, a conference will be held with the student, faculty advisor and counselor to review the student's progress and develop recommendations appropriate to the student's aptitude, interest, and achievement.

A student may re-enter a program in some instances when he or she has been terminated for unsatisfactory progress. The Vice President of Instruction, Director of Student Services and the department chair must approve re-entrance. A student re-entering any program after termination for unsatisfactory progress will automatically be placed on academic probation for the first grading period. For financial aid recipients, please see page 41 of the 2025-2026 Catalog and Student Handbook.

When a student retains a 2.0 cumulative grade point average or above but withdraws or makes a failing grade in any course in the program curriculum, that course must be retaken and passed in order to satisfy graduation requirements. (Failing grades remain on the student's transcript but will not be included in the overall grade point average once the course is passed.)

A course may be repeated one time for the purpose of achieving a cumulative 2.0 or better. After failing to meet a program's curriculum requirements for one course for a second time, a student must meet with the counselor, advisor, and instructor to determine whether the student will be allowed to continue with coursework, including change of major. Withdrawing from a course due to jury duty, health, military, or other reasons protected by law will not count against the student's opportunity for repeating the course.

If, due to extenuating circumstances, a student cannot complete all requirements for a course, an incomplete grade "I" can be entered on the student's transcript to indicate that all requirements have not been completed. The student must have the approval of the department chair and must have a passing grade average during the grading period the "I" is entered.

The "I" must be changed to a grade within a specified time as established by the department but must not be longer than 3 weeks after the end of that particular grading period. If the required work is not completed within the designated time, a zero grade will be substituted for the incomplete portion and the final grade will be computed and recorded on the transcript.

A student may withdraw from a class with an indication of the withdrawal, "W" on the student's official transcript if the withdrawal is done before the withdrawal date as published for each

semester. Students who do not officially withdraw by the last day to withdraw will be issued a grade.

All students not meeting graduation requirements, due to unforeseen circumstances, are subject to administrative review by the Vice President of Instruction.

Specific departments' policies with more stringent academic progress requirements, as published in departmental policies, will take precedence.

Grading Scale

The following grading scale for courses will be utilized to evaluate students at mid-term and at the end of the semester:

90% - 100%	A	Pass	4 quality points
80% - 89%	B	Pass	3 quality points
70% - 79%	C	Pass	2 quality points
60% - 69%	D	Pass	1 quality points
0% - 59%	F	Fail	0 quality points
	P	Pass	0 quality points
	F	Fail	0 quality points
	W	Withdrawal	0 quality points
	I	Incomplete	0 quality points
	AU	Audit	0 quality points
	TC	Transferred Credit	0 quality points
	TO	Tested Out	0 quality points

Specific departments' policies with more stringent academic progress requirements, as published in departmental policies, will take precedence.

Honor Graduates

Students who earn a cumulative grade point average of at least 3.6 will be recognized as Honor Graduates. They will be entitled to wear honor cords at graduation.

Graduation Requirements

Students who complete a program of study as prescribed by Northwest Technical Institute will receive a diploma when the graduation/completion form has been processed. A cumulative 2.0 overall grade point average is required in the student's program of study. Prospective graduates must clear all financial balances against student organizations and the school prior to the release of the diploma.

Graduate Placement

School personnel, advisory committees, and other agencies work closely with area businesses and industries for job placement. Efforts are made by the school staff to assist students in obtaining permanent employment. Job postings are posted on pin boards located throughout all NWTI buildings. Emails are also sent to students regarding possible job openings.

Policies & Guidelines for Internship Courses

The need for actual hands-on experience is essential for the well-rounded education of our students. The internship courses were developed to emphasize this and to provide the opportunity for NWTI students to participate in a work environment. These courses provide the student with a practical application of the theories presented in the classroom situation.
The Policies and Guidelines for Internship Courses will apply to the following programs and are a requirement for graduation in these programs:

Automotive Service Technology

Specific policies and guidelines for internships are as follows:

1. Students must earn 70% (2.0) or better in each course **within their major** to participate in the internship program.
2. Internship periods may be scheduled for one-half day in school and one-half day on the job or may be such periods that alternate daily, weekly, or monthly, or may be on a term basis.
3. Students will participate in the internship course during those periods of time specified by individual programs.
4. The place of the cooperative training agency must be established and approved by the instructor(s).
5. Students will be assigned to the cooperative training agency site by the instructor. The site will be selected which will most likely supplement the classroom instruction.
6. At the discretion of the department chair, students who cannot work in an industrial or business setting must spend the allotted time in the laboratory/shop on assigned projects that will emphasize the theory instruction and provide varied experiences for the student.
7. A student cannot participate in an internship training agency or place of business primarily or partially owned by the student or relatives.
8. A Cooperative Training Agreement will be completed before the student begins the internship training. This agreement outlines the requirements agreed to between Northwest Technical Institute and the cooperative training agency, which meets the requirements of the course description.
9. Attendance standards will apply as stated in the NWTI Catalog and Student Handbook. The student will be counted as absent if not present at the cooperative training agency during the assigned times. The student will not be permitted to work any day when absent from school. Time records will be maintained to reflect the time spent on the job portion of the internship.
10. Academic standards will follow those outlined in the NWTI Catalog and Student Handbook. Grades will be assigned to the student by the instructor from interviews with the cooperative training agency/supervisor and from regularly scheduled written reports

prepared by the student. Regularly scheduled visits by the instructor to the cooperative training agency will be made to determine that all requirements are being met by the student and the cooperative training agency.

11. Internship requirements for graduation will be waived for a student enrolled in a cooperative AAS program who provides documentation of successful completion of 12 college credit hours in the designated AAS program. Electronics Technology is excluded from this option.
12. The following reports will be completed on all students enrolled in this course:
    a. Training Station Report – to be completed by the student.
    b. Visitation and Student Conference Report – to be completed by the instructor at intervals as specified in the internship packet.
    c. Student Evaluation Report – to be completed by the supervisor/employer of the intern.
13. Internship training sites may require students to complete and pass a state and/or federal criminal background check, drug and alcohol screening, and/or other requirements before being accepted as interns. The background and screening requirements may vary by the individual employers. The requirement to process background checks, drug and alcohol screenings, and/or other types of site requirements are determined by the individual employers. If a student is denied an internship because of a failed background check, it will be the student's responsibility to secure his/her own internship. Northwest Technical Institute is not liable for any negative results and is held harmless from an employer's refusal to accept a student in an internship position. If a student is dismissed from an internship by an employer, it will be the student's responsibility to secure his/her own internship.

Conduct & Discipline Standards

Northwest Technical Institute has the responsibility of training people to meet employment needs of business and industry and has a genuine concern for the integrity of all students enrolled. The conduct of all students is expected to be wholesome and display educational objectives of the school at all times. Any student exhibiting conduct unbecoming to the accepted standards will be subject to dismissal. The following rules apply equally to all students enrolled at Northwest Technical Institute:

1. Each student is held responsible for information disseminated through portal notices and announcements placed on bulletin boards and in the Catalog and Student Handbook, through general brochures and catalogs, or by the NWTI instructors.
2. Students who negligently damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the full extent of damage or loss and are subject to prosecution under state laws and disciplinary action by the school.
3. Northwest Technical Institute considers academic fraud/dishonesty/cheating to be conduct unbecoming to accepted standards and will employ a zero-tolerance policy in regard to this issue. Falsifying any document pertaining to school activities will result in administrative dismissal. This includes fraudulently submitted homework assignments, class projects, and/or exams. Students who are suspected of academic dishonesty will meet with the instructor, department chair and/or administration. Students may be questioned or asked to show proof there is no concealed test material. If the student is not

compliant, he or she is subject to dismissal. Students administratively dismissed from an NWTI diploma program will not be allowed to re-apply for that specific program. Any student who feels they have been inappropriately expelled or suspended due to academic fraud/dishonesty may make an official grievance as outlined in the "Student Grievance Procedure" section of the Catalog and Student Handbook.

4. Students who engage in such acts as stealing, interrupting classes or disturbing normal school operations, gambling, using profanity or vulgar language, engaging in personal combat, or possession of firearms and other dangerous weapons on campus make themselves liable to disciplinary action, probation, or expulsion.
5. Cleanliness and orderliness are necessary. Students are expected to make use of the disposal containers in each classroom and shop in order to promote cleanliness and orderliness.
6. Students are expected to dress appropriately for their fields of training.
7. Students should use only the parking areas designated for students.
8. Students should conduct their business in the office before or after class periods or during breaks.
9. Drinks, candy, or food of any kind are not allowed in computer labs and designated classrooms/labs.
10. Cars must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is 10 miles per hour. Offenders will be subject to dismissal from school.
11. There is to be NO SMOKING or tobacco on the NWTI Campus.
12. Alcohol and illegal drug use is strictly prohibited on campus. Persons found to be in violation of this rule will be suspended or dismissed immediately and will be subject to prosecution by local authorities.
13. A student may be suspended from school if formally charged with a felony or misdemeanor.
14. Students will not use office phones for making outside calls except in an emergency. Incoming calls for students will be noted and messages delivered during break or lunch periods, if possible, to the student's instructor. No student will be called from class unless an emergency condition exists.
15. Students who inappropriately use the internet will be subject to disciplinary action, up to and including dismissal from school. See Network Computing Policy.

Family Educational & Privacy Act Policy (FERPA)

Annual Notification

At least annually, Northwest Technical Institute will notify its students of their privacy rights. The policy will be published in the NWTI Catalog and Student Handbook. Educational records shall be accessible to the student. Student rights include:

1. The right to inspect and review the content of those records in the presence of an appropriate NWTI official.
2. The right to obtain copies of those records. The minimum charge is $2.00. Additional copies are $.25 per page.
3. The right to a response from NWTI to reasonable requests for explanations and interpretation of those records.
4. The right to add explanations to records of eligible students.

5. The right to a hearing to challenge the contents of those records.

Procedure to Inspect Education Records

Access to educational records may be obtained by contacting the Registrar's Office. Requests must be submitted in writing and must specifically identify the precise record or records to be inspected. To obtain access to instructional records, a student must provide a written request to the individual instructor. Arrangements for access will be made as promptly as possible, and the students will be notified of the time and place where the records may be inspected. Access will be provided within 45 days or fewer upon receipt of the request. If a record contains information about more than one student, only the records pertaining to the student making the request can be reviewed.

Records Not Available

1. Financial records of the parents of the student or any information contained therein.
2. Letters and statements of recommendation for which the student has waived his or her right to access, or which were placed on file prior to January 1, 1975.
3. Records connected with an application to attend NWTI if that application was denied.
4. Records on students that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional (such records may be reviewed by a physician or other appropriate professional of the student's choice).
5. Any information for which the student has signed a waiver of rights.
6. The right to consent to disclosures is not otherwise authorized by law.

Refusal to Provide Copies of Student Records

Northwest Technical Institute reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy (FERPA) in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. There is an unresolved conditional admission status against the student.

Types and Locations of Educational Records

The following is a list of types of records maintained by NWTI:

Record Types	**Location**
Admission, Academic, and Placement Records	Registrar's Office
Financial Records	Student Services Office
Progress Records	Instructor's Office
Disciplinary Records	Student Services Office

Disclosure of Educational Records

Northwest Technical Institute will disclose information from a student's educational record only with the written consent of the student except:

1. To any school official having a legitimate educational interest. "Legitimate educational interest" is defined as a school official that is:
    a. Performing a task specified in his or her position description.

    b. Performing a task related to a student's education.
    c. Performing a task related to the discipline of a student; and
    d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. To another school or school system to which a student is seeking enrollment
3. To authorized representatives of the Comptroller General of the United States, Secretary of the Department of Education, and state or local educational authorities, if information is necessary to audit and evaluate federally supported education programs or to satisfy legal requirements.
4. In connection with a student's request for or receipt of financial aid, it is necessary to determine eligibility, amount, or conditions of the aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974
6. To organizations conducting surveys and studies for educational purposes if no external disclosure of personally identifiable information is made
7. To accrediting organizations for accreditation purposes
8. To parents of dependent students (dependent defined as provided in Section 152 of the Internal Revenue Code)
9. To comply with judicial orders or lawfully issued subpoenas.
10. To appropriate parties in a health or safety emergency

Record of Disclosure

Northwest Technical Institute will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will include:

1. The name of the individual to whom disclosure was provided.
2. The legitimate interest for the disclosure
3. The date of the disclosure

The Disclosure Record may be inspected by (1) an eligible student, (2) a custodial official or staff, (3) a school official, or (4) a federal, state, or local official auditing for FERPA compliance.

Directory Information

Students may request NWTI not release directory information by submitting a written request to the Registrar. Directory information includes:

1. Student name, address, and telephone number
2. Date and place of birth
3. Program of study
4. Participation in officially recognized activities.
5. Dates of attendance
6. Diplomas and awards received.
7. Most recent institution attended.

Correction of Educational Records
Students have the right to ask to have records amended if they believe the records are inaccurate, misleading, or in violation of their privacy rights. Listed below are the procedures for correcting records:

1. The student must make a written request to have records amended.
2. The Registrar will review the request and provide a written response within a reasonable time.

If the issue cannot be resolved, the student is entitled to due process.

Records Management Policy

NWTI's Registrar keeps the active students' applications, immunization records, Accuplacer, ACT, test scores, high school transcripts and/or GED test scores, and post-secondary transcripts if the student had previous post-secondary experience. The Registrar maintains the student files for one semester past the student's last date of attendance. All student files are maintained in lockable, fireproof cabinets on campus: The Practical Nursing department maintains their own student files, while the registrar maintains the files for all other students. The Allied Health department maintains files until the students take the state board examination, at which time their files are shredded by a third-party contractor, who picks up the files.

The Director of Student Services maintains files regarding financial aid, student grievances, special student services, and satisfactory academic progress. The Director of Student Services and student services support staff provide information, updates and corrections to the Registrar, who maintains the electronic files in the Anthology Student Database. All files that are maintained in the Director of Student Services' office are kept for three years past the student's last date of attendance. The current and previous years are kept in the Director of Student Services' office in a fireproof, lockable filing cabinet only accessible by the Director of Student Services.

Student's final grades, transcripts, attendance records, class schedules and related electronic information are stored in Anthology Database (2011-present). These files are stored in Anthology Management's regional headquarters in Ft. Lauderdale, FL, South Carolina, and New Jersey. The previous database, Campus 2000 (2000-2010), was electronically dropped into the Campus View Database. Campus View database is backed up monthly by Anthology Management and is stored offsite in a secure location. NWTI may request the backed-up material at any point.

Student Grievance Procedure

Northwest Technical Institute strives to provide a positive environment that facilitates learning and fosters cooperation and respect among students and staff. Student complaints or grievances are considered seriously, and appropriate resolution is pursued with the following steps:

Step 1: The student must initiate the process within 10 days after which the alleged event occurred. The procedure begins with the student contacting the Director of Student Services to discuss the issue. The student may decide to continue the process by requesting the Director of Student Services to schedule a meeting with the staff involved.

The conference is to be held within five working days of the students' request, if possible. A mediator will act as a facilitator between the student and staff to resolve the issue with the Director of Student Services as a witness. Only the student, student services representative and the staff member involved, and mediator are allowed to be in the meeting. If the situation is not reconciled to the students' satisfaction, a formal complaint may be filed.

Step 2: Within ten working days of the first conference the complaint must be submitted, in writing, to the Student Services Office, or if unavailable, another individual designated by the President. The complaint should describe:

a. The cause for the complaint
b. Sufficient information upon which to make a decision, and
c. The corrective action desired

Step 3: The person responsible will investigate the issue with the parties involved. The student has the right to present information in person at this point, upon request. A written decision will be provided to the student within ten working days of submission of the formal complaint.

Step 4: If not satisfied, the student may appeal the decision, in writing, to the President within ten working days of receipt of the previous decision.

Step 5: The response from the President will be in written form and will be given within ten working days. The decision of the President will be final.

If the complaint and/or grievance concerns compliance with Title VI (race), Title IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), or the Americans with Disabilities Act, it may be submitted to:

Office for Civil Rights
1200 Main Tower Building
Dallas, Texas 75202

These issues may be submitted to the Office for Civil Rights with or without regard to this procedure.

Additional concerns may be addressed to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081, (770) 396-3790
www.council.org

Network Computing Policy

Northwest Technical Institute is responsible for securing its network, computing, and email systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action which may result in academic dismissal.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

Section 1: General Computing Policy

Once a user gains access to the network, computer, or email systems on that network, he/she is solely responsible for all actions taken while using that user ID. Therefore:

1.1 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
1.2 Attempts to evade or disable antivirus or software is prohibited.
1.3 Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
1.4 Use of facilities and/or services for commercial purposes is prohibited.
1.5 Any unauthorized, deliberate action which damages or disrupts a computing system, alters the normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
1.6 Only school-related software may be loaded if it meets current state and system requirements.
1.7 No instant messenger software may be installed or used unless approved by the state.
1.8 Personal computers are not to be left unattended without the screen being locked and all must have a locking screen saver set for no more than 15 minutes.
1.9 The use or transfer of any social security number without encryption is strictly prohibited.
1.10 All employee and student data must be handled in compliance with HIPAA regulations.
1.11 Personal computers and computer equipment must be authorized by administration and are subject to the same guidelines as agency equipment.
1.12 It is unacceptable for a user to use, submit, publish, display, or transmit information on the network or on any computer system which:
    - Violates or infringes on the rights of any person, including the right to privacy;
    - Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.

Section 2: Electronic Mail Policy

Whenever you send electronic mail, your name or user ID is included in each mail message. You are responsible for all electronic mail originating from your mail account. Email, both incoming and outgoing, will be logged and retained for a period of one year.

All communication that flows across the agency falls under the freedom of information act regardless of the service you are using.

2.1 Forgery (or attempted forgery, spoofing) of electronic mail messages is prohibited.
2.2 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.

2.3 Attempts at sending harassing, obscene and/or other threatening email to another user are prohibited.
2.4 Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.

Section 3: Network Security

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). The NWTI Information Technology Department captures and archives all traffic going across the network. There can be no assumption of privacy on the State Network. Therefore:

3.1 Passwords are not to be shared or given to others.
3.2 Use of systems and/or networks to connect to other systems in evasion of the physical limitations of the remote system/local, is prohibited.
3.3 Decryption of system or user passwords is prohibited.
3.4 The copying of system files is prohibited.
3.5 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
3.6 Intentional attempts to "crash" network systems or programs are prohibited.
3.7 Any attempts to secure a higher level of privilege on network systems are prohibited.
3.8 The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.
3.9 Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
3.10 It is forbidden to connect personal electronic devices to the school's private networks. Personal devices are permitted connectivity to the "Student" wireless network only.
3.11 It is forbidden to use any of the school's networked devices to create a wireless hotspot.

Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Student Portal & Email Access

Every post-secondary student enrolled at NWTI gains access to an NWTI email account and the student's online database called Student Portal. New students are given their login information and training on how to use the system at orientation. The Learning Resource Center Coordinator and the Director of Student Services are the point of contact if a student forgets their log information. One of the representatives will verify their student identity and provide guidance to the student.

Emergency Response Procedures

Instructors will alert students of NWTI's Emergency Response Plan during program orientation. Evacuation routes and the NWTI Emergency Response Plan are posted in each classroom for fire emergencies, tornado alerts, and other emergencies requiring evacuation. In the event of an emergency, NWTI will send a message to the NWTI Student email account and through text for students signed up for the AMG Alert System notifying students of the emergency.

AMG Alert System

Students are encouraged to sign up to receive alerts through their phone when there is a campus emergency such as a fire, gas leak, or an active shooter situation. The alerts will also be sent out to notify faculty, staff, and students of NWTI closing for reasons such as a water line breaking, gas leak, power outage, or weather emergency.

Students will be sent a link through their campus email address with the link and information on how to sign up for the AMG Alert System, messaging rates may apply by your data provider.

If you need assistance with the AMG Alerts System, please notify Page Townsley at ptownsley@nwti.edu or dial 479-751-8824 ext. 315.

Inclement Weather Policy

In the event that weather is so severe that the school administration feels that life and/or property may be in danger, the President or designee may cancel classes until weather conditions improve. NWTI will notify local TV stations and will send out messages using the AMG Alert System. The school days missed may be rescheduled at a later date at the discretion of the school administration.

Tornado Alert

If a tornado is in the area, tornado alert information will be passed to classes by the AMG alert System and word-of-mouth. This information will include the action to take if tornado danger is

imminent. Please refer to the NWTI Emergency Response Plan that is located in each classroom at NWTI.

Fire Safety

Fire extinguishers and alarm signals are provided throughout the buildings. In case of a fire, an alarm will sound. This will be the signal to evacuate the building. Evacuation routes are posted in each room. Students should familiarize themselves with the routes so that they may leave the building in an orderly manner and reassemble in a designated area. When an extinguisher is used, it should not be replaced in brackets until it has been recharged.

Drug & Alcohol Awareness

Students and employees of Northwest Technical Institute need to be aware of the extremely dangerous health risks associated with the misuse of illicit drugs and alcohol. To this end, NWTI will provide appropriate information to further drug awareness to students and employees. In addition, counseling services can provide referrals to other agencies for professional drug and alcohol counseling. Students and employees are strictly forbidden to unlawfully possess, use, and/or distribute drugs and/or alcohol on campus or at any activity sponsored by NWTI. Students who possess, sell, or are under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws, on school property or at school functions, will be immediately dismissed and will be turned over to the proper authorities for legal action.

Drug & Alcohol Resources

Ozark Guidance Center 479-750-2020 www.ozarkguidance.org	Decision Point 479-464-1060 aoinc.org/decision-point	Vantage Point (866)-371-3999 www.vantagepointnwa.com

National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov/alcohol-health

National Institute on Drug Abuse
www.drugabuse.gov

Sexual/Domestic Violence & Stalking

The Arkansas statute of rape is genderless, which means that both men and women can be rape victims and perpetrators. Sexual assault can occur whenever consent is not freely given by the victim; whenever the victim fears that he or she will be injured if he or she does not submit; whenever the victim is incapable of giving consent or resisting due to alcohol or drugs; and whenever the perpetrator uses physical force, threat, coercion, or intimidation to overpower the victim. Any incident pertaining to sexual/domestic violence and stalking on campus will be immediately reported to the Springdale Police Department for immediate assistance.

Sexual/Domestic Violence & Stalking Resources

NWA Rape Crisis
479-927-1020
www.nwarapecrisis.com

Northwest Arkansas Women's Shelter
479-246-9999
www.nwaws.org

Peace at Home Family Shelter
877-442-9811

Stalking Resource Center
202-467-8700

Tobacco & Vaping Policy

NWTI respects all students' right to a tobacco free lifestyle. NWTI prohibits the use of tobacco products on campus.

Drug-Free Policy

Drug and alcohol abuse and their use in the school and at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs and alcohol may endanger the wellbeing of all students, employees, and/or the public at large, which could also result in damage to state property. Therefore, it is the policy of the State of Arkansas that unlawful manufacture, distribution, possession, or use of a controlled substance in a state agency's workplace or at any school function is prohibited. Any students or employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee or student who gives or in any way transfers a controlled substance or alcohol to another person or sells or manufactures a controlled substance or alcohol while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea or nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. If an employee or student is convicted of violating any criminal drug statute while in the workplace/campus, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
5. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

State & Federal Penalties for Illicit Drugs & Alcohol

Illicit Alcohol

Under the Arkansas criminal code, it is illegal for a person under the age of 21 years to use or possess alcohol. Possession of alcohol in Arkansas by anyone less than 21 years of age is a class C misdemeanor which carries a maximum penalty of one year in jail and a $1,000 fine. A person can serve up to 30 days in jail and pay a $100 fine for the crime of public intoxication. For furnishing an alcoholic beverage to a minor, the penalty can be as high as $500 and a one-year jail term (which can be increased to five years in the state penitentiary upon a second conviction). Various other offenses, such as minor-in-possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to $500, six months in jail or both. Under the federal law of the United States, whoever transports alcohol into any district in which the sale of alcohol is prohibited "shall be fined not more than $1,000 or imprisoned not more than one year, or both."

Illicit Drugs

Under Arkansas law, the fine for manufacturing or delivering (or possession with the intent to manufacture or deliver) a controlled substance ranges from $10,000 to $250,000 depending on the classification of the substance. Prison terms for this crime range from 15 to 40 years, or life. Furthermore, these penalties may be doubled if the crime involves distribution of a narcotic drug to a minor.

Simple possession of a controlled substance—in a relatively small quantity—carries penalties ranging from a $1,000 fine/one year in prison for a first offense, to $10,000 fine/ten years in prison for a third offense or possession of a Schedule I or Schedule II substance (such as cocaine).

The criminal sanction under federal law for manufacturing or distributing (or possessing with the intent to manufacture or distribute) a controlled substance is similar to those under state law: 3 to 30-year prison sentences and fines from $10,000 to $250,000. Likewise, simple possession of a controlled substance carries a $5,000 fine, a one-year term of imprisonment, or both, for a first offense. The penalties are doubled for subsequent offenses.

Effect of Drugs and Alcohol

Effects of Alcohol: Even the moderate use of alcohol can produce consequences such as impaired physical activity, slowed mental alertness, and dulling of conscience. Heavier drinking increases the inability of an individual for control or judgment. Heavy drinking over long periods of time reduces both the quality and length of life. Lowered resistance to disease and irreversible damage to organs such as the brain, heart, liver, kidneys, and stomach can occur. Beyond the physical problems lies the well-known social destruction that alcohol contributes to fatal accidents and dysfunctional family living.

Effects of Other Drugs: The following negative effects possible from the use of illicit drugs are cited to describe the danger involved in drug abuse.

- *Cocaine*: dependency, increased blood pressure, seizures, cardiorespiratory collapse, severe mental disorders
- *Amphetamines*: temporary psychosis, dependency, heart disorders
- *Marijuana*: dependency, loss of coordination, brain lesions, lung tissue damage
- *Barbiturates*: addiction, apathy, loss of self-control, convulsions, coma
- *LSD*: hallucinations, recurring effects (flashbacks), brain damage, chromosomal breakdown
- *Heroin*: lethargy, convulsions, coma, liver problems, mental deterioration

Annual Campus Security Report

In accordance with the Clery Act Regulations, Northwest Technical Institute:

- Publishes and distributes an Annual Campus Security Report
- Informs prospective students, active students, and employees about the Campus Security Report
- Provides timely warnings to the campus community about crimes that are considered to be a threat to their safety.
- Maintains a public log of all reported crimes.
- Submits crime statistics to the U.S. Department of Education

Northwest Technical Institute's Annual Campus Security Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus or property owned or controlled by Northwest Technical Institute, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and access to information regarding registered sex offenders in the campus community, and other matters. A printed copy of this report may be obtained by contacting the Director of Student Services or by accessing the following link: http://www.nwti.edu/campus-security.html.

Notification about the electronic address (URL) of the Campus Security Report, a summary of its content, and the provision of paper copies upon request is included in the Institute's applications for admissions and employment. In addition, the Director of Student Services emails this information to all currently enrolled students and current employees by October 1 of each year.

Health & Safety Policy Statement

Northwest Technical Institute considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthy working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health shall be an integral part of all operations, including all instructional areas, maintenance, administration, and transportation. Accidents have no place at our institution. We will work consistently to maintain safe and healthy working conditions, to adhere to proper

operating practices and procedures designed to prevent injury and illness, and to comply with federal, state, and local standards and NWTI safety and health regulations.

Each level of management must reflect an interest in NWTI safety and health objectives and is required to set a good example by always observing the rules as a part of the normal work routine. Management interest must be vocal, visible, and continuous from administration to students.

All employees and students shall follow safe working practices, obey rules and regulations, and work in a way that maintains the high safety and health standards developed and sanctioned by the organization. We urge all employees and students to make our safety and health program an integral part of their daily operations. Then the total elimination of accidents and injuries will become not just an objective, but a way of life. Copies of the NWTI Emergency Response Plan are located in every classroom and office at NWTI.

Student Accident Report Procedure

Northwest Technical Institute informs students and staff on accident report procedures as part of regular safety training. Emergency Response Plans are located in every classroom and office at NWTI. Student, employee, and/or guest accidents must be reported immediately.

The procedure for reporting and investigating student accidents is as follows:

1. Report the accident to your immediate instructor or school personnel. The instructor or school personnel will interview the student involved and/or other students who witnessed the incident to ascertain the actions leading to the accident.
2. Fill out an HSR accident report, Special Risk Claim Form 2012-12-3 located in the mailroom and business office and turn it into the Health Risk Associate in the business office. The Health Risk Associate will get the appropriate administrative signature on the form.
    a. If the accident is severe, proceed to the nearest medical facility for treatment and fill out the accident form later.
    b. The HSR accident report requires information such as, name, social security number, gender, birthdate, address, type of injury, time of injury, where the accident occurred, whether the student has any other insurance (NWTI's accident policy is a third-party company).
    c. The Health Risk Associate will file the forms until the medical invoices are received and will process forms for payment. The invoices must be itemized in order to be paid.
    d. The Health Risk Associate will report the accident in a Student Accident Report spreadsheet, which will be used in new student orientation.

Campus Safety & Security

The Higher Education Opportunity Act, 8-14-2008, which reauthorized the Higher Education Act of 1965, requires that the following information be made available to all current students and employees and to all future applicants.

Northwest Technical Institute provides for the security of students, faculty, and staff. NWTI maintains a close working relationship with the Springdale Police Department and hires off-duty

officers on a part-time basis to patrol the campus. All members of the campus are encouraged to report questionable behavior. Procedures for reporting emergencies are outlined in each classroom.

Campus crime statistics are provided on an annual basis to the U.S. Department of Education via the Campus Crime and Security Survey. The survey is posted on the school website each year. Campus crime statistics are documented and on file in the Office of the President for the previous five years.

The Director of Facilities and Operations has administrative oversight for campus security and responsibility for maintaining a current log of crime statistics and compiling the Annual Campus Security Report. As a member of the President's staff, the Director of Facilities and Operations is informed about the purchase or sale of property or the addition of off-site programs under the jurisdiction of the Institute.

Campus security is provided by the Director of Facilities and Operations and by licensed part-time law enforcement officers who are on duty when students are on campus. By virtue of their active status, part-time law enforcement personnel are well-informed about local criminal activity or threatening situations and have the authority to make arrests when situations are warranted. The Institute maintains a working relationship with the Springdale Police Department regarding alerts of threatening situations. Security cameras are also located throughout the campus.

The Director of Facilities and Operations is on duty from 6:30 a.m. to 3:00 p.m. each day, while the Vice President of Finance is on duty from 7:30 a.m. to 4:00 p.m. each day. Both school officials are on call any time the campus is open. The Springdale Police Department regularly patrols interior and exterior campus locations and responds quickly to requests for assistance when informed of crimes or suspect activities.

A Responder Fire Alarm is installed in all buildings. The fire alarm systems include smoke and heat sensors monitored on a 24-hour basis. Any deviation from normal results is an automatic call to the Springdale Fire Department. NWTI tests the AMG alert system, emergency response, and evacuation routes annually. The Director of Facilities and Operations, Director of Information Systems, Safety Coordinators and NWTI President will coordinate the tests and ensure that the tests are effective and efficient. The Director of Facilities and Operations is also responsible for ensuring sufficient lighting for the building exteriors and parking lots.

Reporting of Criminal Actions and/or Emergencies

Employees and students must take an active role in their personal safety and security while on the Northwest Technical Institute campus or while attending Institute-sponsored, off-campus events. Each individual is expected to function responsibly concerning his or her own personal safety, as well as the safety of others. Individuals should not allow themselves to be found or placed in situations which leave them vulnerable to possible bodily harm. Also, they should secure their personal possessions and keep them safe from theft or damage by others at all times.

Students and employees who observe situations they perceive to be unsafe should notify any campus security officer or Institute employee, who is responsible for immediately notifying the

Vice President of Instruction. All employees have the responsibility of responding in a timely manner to notifications of unsafe situations.

Employees or students may contact any of the following administrators for assistance in evaluation or reporting unsafe conditions as needed:

President.....479-751-8824 ext. 111
Vice President of Finance.....479-751-8824 ext. 106
Vice President of Instruction.....479-751-8824 ext. 105
Director of Facilities and Operations.....479-751-8824 ext. 130
Director of Student Services.....479-751-8824 ext. 240

These Institute officials will assist students in completing crime/incident reports and ensure timely submission of reports to the Director of Facilities and Operations, who serves as the Institute's primary safety officer.

Students or employees who are victims of or witnesses to crimes and wish to voluntarily report such activities on a confidential basis may directly contact the President or Vice President of Instruction, who will respect their anonymity to the greatest extent possible.

Campus security personnel are uniformed officers who are on duty whenever classes or public events are in session. Institute officials and security personnel are authorized to evacuate buildings, to respond to disciplinary, medical, or criminal incidents, and to contact emergency services as needed. Any criminal activity is reported to the Springdale Police Department or to the Arkansas State Police as appropriate.

Emergencies will receive immediate action to resolve the situation, and campus constituencies will receive timely warnings through AMG alerts, in-class announcements, and/or the public address system about potentially threatening situations. The Director of Facilities and Operations, in consultation with the President, determines the need for warnings issued to the campus community in response to warnings issued by the local police department or campus officials regarding potential or actual threats to personal/institute safety or property.

Faculty and staff are obligated to report disciplinary offenses, including harassment, drug, and alcohol abuse, possession of weapons, and assault to the Vice President of Instruction and/or President as appropriate. Reported violations of Institute policies will be investigated and, where appropriate, adjudicated by the Vice President of Instruction or the President.

Security & Access to Campus Facilities

An administrative official or designated representative is on campus at all times whenever classes are in session or school facilities are open. This person is responsible for the security of the campus facilities and will notify local law enforcement authorities if any evidence of a breach of security exists. During the hours when school is not open, security measures are used to maintain safety. These may include, but are not limited to, electronic security systems, night security guards, and periodic surveillance by local authorities. A copy of the NWTI Emergency Procedures Plan is placed in every classroom and lab space at NWTI.

Safety Programs

Faculty meetings are held during the school year. During these meetings, safety and security measures are discussed. Each person is encouraged to participate in reporting evidence of criminal activity. Students are informed of safety and security procedures during Student Orientation, which is held at the beginning of each term. At this time, access to campus facilities is discussed, as well as procedures for reporting criminal activities. During these programs, personnel and students are advised about personal safety measures and ways to reduce the possibility of becoming a crime or accident statistic.

Anti-Bullying Policy

NWTI is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Cyberbullying is defined as using any form of electronic communication to send, post, or share negative, harmful, false, embarrassing, harassing, belittling, demeaning, humiliating, insulting, discriminating, or threatening comments, messages, or information against, or directed to, a school employee or student.

Electronic Communication is defined as any textual, visual, written, or oral communication of any kind made through the use of a computer online service, Internet service, cellphone, email, telephone, social media forums, gaming forum, short messaging such as Twitter, Instagram, or snapchat or any other means of electronic communication.

Students are highly encouraged to report any form of bullying, cyberbullying, or verbal threats to administration immediately. Students also have the right to notify police in the event they feel imminent danger.

There is zero tolerance for this behavior on or off campus, during or after school hours. Students found to be in violation of this policy are subject to immediate administrative removal from the program. Violators may also be prosecuted under Arkansas Law A.C.A 5-71-217.

Sexual Assault Policy

It is the policy of Northwest Technical Institute to prohibit and prevent sexual assault as well as all other sex offenses committed against students, employees, visitors, and any other persons who may be using NWTI facilities. Sexual assault is an extreme form of sexual harassment. Sexual

harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is also a crime as defined by the Arkansas Criminal Code. If you are the victim of a sexual assault, or any form of sexual harassment, it is vital that you report the circumstances to the administration as promptly as possible. If the incident occurred off NWTI property, then contact your local authorities to file your report. You may, however, choose to report the incident to a non-law-enforcement entity such as your clergy person, a friend, an area rape crisis agency, or a doctor. These reports will be forwarded to the appropriate law enforcement agency for further investigation. The primary concern is for the wellbeing of the victim and for immediate medical attention. Additional information regarding registered sex offenders may be obtained from Arkansas Crime Information Center.

Registered Sex Offenders

The Campus Sex Crimes Prevention Act, 42 U.S.C. § 1407(j) and 20 U.S.C. § 1092 (f) (1) (I) and Arkansas Code Ann. § 12-12-913(b) et. seq. requires the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offenders are required by law to register in the state and to provide notice of enrollment or employment at an institution of higher education. ***Sex offenders should provide notice of enrollment to the Vice President of Instruction each semester they are enrolled.***

The Springdale Police Department has the responsibility and liability to notify NWTI concerning registered sex offenders and determines the plan for disclosure that will be made by the Institute.

Determinations are guided by the offender's risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. The local law enforcement agency that decides to disclose information shall make a good faith effort to conceal the identity of the victim(s) of the sex offender's offense.

Notification will be guided by the following risk assessment information provided by the State:

1. Low Risk: Usually these are individuals with no prior history of sexual acting out, and no strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.
2. Moderate Risk: Usually these are individuals with limited or circumscribed prior history of sexual acting out, possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns that increase the general level of risk these offenders pose. They may have mild or well controlled mental disorders, and/or developmental disabilities.
3. High Risk: These individuals usually have histories of repeat sexual offending, and/or strong antisocial, violent, or predatory personality characteristics. Sexual compulsions are likely to be present but may be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.
4. Sexually Violent Predator: These are individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorder of sexual attraction, mental illness or personality disorder that

distorts thinking, interferes with behavioral control, and predisposes the person to acts of predatory sexual violence.

The Springdale Police Department will contact the Vice President of Instruction regarding registered sex offenders and the plan of disclosure that should be followed. Once notified, the Vice President of Instruction will provide timely and appropriate notification to the campus community about the presence of registered sex offenders enrolled in, attending, or employed by the Institute. Such notification will occur through the student portal. A written summary of campus guidelines and the notification plan for each offender will be maintained by the Vice President of Instruction.

The Federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information.

Unauthorized Firearms

Unauthorized firearms and other dangerous weapons of any kind are not permitted in or around NWTI facilities.

Your Right to Know

Your personal safety and the security of the campus community are of vital concern to Northwest Technical Institute. A copy of the school's annual security report is available upon request. This report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus or property owned or controlled by Northwest Technical Institute, and on public property within or immediately adjacent to and accessible from the campus. You can obtain a copy of this report by contacting the Director of Student Services, 709 South Old Missouri Road, Springdale, AR 72764. This information is also on file along with the data from other institutions of higher education, at http://ope.ed.gov/security.

Student Parking & Traffic Regulations

Staff and faculty parking at Northwest Technical Institute are reserved spaces. Reserved parking will be marked with the word "Reserve" or "Staff" and a number to identify the space holder. Unless otherwise marked, all other areas are open parking at all times for visitors and students.

Students will park their cars in areas designated for student parking and use the entranceways near their departments. NWTI will not be responsible for damage to automobiles parked or moving while on the school premises. The speed limit on campus is 10 mph and will be checked periodically by local authorities.

Handicapped Facilities

The board and administration of NWTI take the American Disabilities Act very seriously. Handicapped facilities are available throughout Northwest Technical Institute. These facilities include parking, ramps, restrooms, plus individual needs in the classroom.

Voter Registration

Voter registration applications are available in the Learning Resource Center for U.S. citizens needing to register to vote in Arkansas or needing to change their name or address of their voter registration.

Constitution Day & Citizenship Day

Educational programs pertaining to the United States Constitution and Citizenship are held each year on September 17, unless this date is on the weekend, then NWTI will observe this date the next business day (classes will still be held). Information regarding the locations and times of the events are posted on our Facebook page and emailed to active students.

Locker Usage Policy

All lockers on the school premises are the property of Northwest Technical Institute. These lockers are made available for use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The use of the locker does not diminish the school ownership or control of the locker. NWTI retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

LOCKER RULES

In order to implement NWTI's policy concerning student lockers, the school adopts the following rules and regulations:

1. Locks.
NWTI will retain access to student lockers, by keeping a master list of the combination. Students are required to purchase their own locks and contact the department chair to ensure the master list is up to date. Any unauthorized locks may be removed without notice and destroyed.

2. Use of Lockers.
Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an

interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, any flammable substance, bomb or explosive device, any learning resource book not properly checked out or overdue, any stolen items or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.

3. Authority to Inspect.
NWTI retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions for Rule No. 2. All inspections of lockers shall be conducted by the department chair or a member of the administrative staff.

4. Inspection of Locker.
(A) The inspection of a particular locker will not be conducted unless the department chair or his/her designee has a reasonable suspicion that the locker to be inspected contains items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. ("Reasonable suspicion" as used in these rules may be based on a number of factors including (1) information received by the department chair or his designee from teachers or students, law enforcement officer(s), or detection devices including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated.
(B) Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual locker has been inspected under this rule without the student's presence, the department chair or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. Student Material.
When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, the inspection will be kept to the minimum level necessary to determine that such material is not in itself or being used to conceal contraband.
Students are not allowed to decorate the inside or outside of the locker, this includes stickers and/or magnets.

6. Disposal of Confiscated Contraband.
All contraband confiscated from lockers may be disposed of by the principal or designee as he or she deems appropriate, including (a) return to the proper owner or place, (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion under IC 20-8.1-5-4, (c) delivery to the appropriate law enforcement officials for purposes if possession of the contraband constitutes evidence of a crime, or (d) destruction.

7. Involvement of Law Enforcement Officials.

(A) The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance if required: (1) to identify substances which may be found in the lockers, or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers. (B) If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an office to inspect. (C) If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such an official, the request shall be denied. (D) The principal may cause a locker inspection to be performed for school purposes if information supplied by the law enforcement officials gives rise to a reasonable suspicion that a locker or locker contains contraband.

8. Locker Cleaning and Repair.
Nothing in these rules affects members of the custodial staff who, at the direction of the department chair, clean out (a) lockers from time to time in accordance with general housekeeping schedule, or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such a locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc. Students must have their locker emptied on the last day of the term or last date of attendance if the student is dropped or withdrawn from his or her classes.

Learning Support

Learning Resource Center

Mission

The NWTI Learning Resource Center is dedicated to operating as the multifunctional information and resource center of the institution community.

Goals

- To support and enhance the mission, philosophy, and objectives of the institution.
- To promote, encourage, and enrich the educational process.
- To provide an organized, accessible, and current collection of resources
- To offer professional, courteous service in a top-quality facility
- To work in collaboration with each training program
- To stimulate an interest in reading and the information gathering process

The NWTI Learning Resource Center provides a wide variety of services to the students, faculty, staff, and administration of Northwest Technical Institute. The Learning Resource Center personnel continually endeavor to offer excellent customer service in a caring and knowledgeable support capacity.

The Learning Resource Center is a pleasant and convenient place to study, research, and work. Four computer workstations allow access to CREDO Reference, productivity software, student email and portal accounts, and other online resources. Additional laptops and electronic equipment are available to check out for student use.

All students are encouraged to utilize the Learning Resource Center to support their academic, professional, and personal development goals. The Learning Resource Center is open Monday through Friday from 7:30am to 4:00pm. Unless otherwise posted.

Information Technology Requirements

All technology required for diploma programs is provided by the institution and is installed on the computers located in the Learning Resource Center.

Computer Labs

Labs are designed to supplement classroom instruction by providing practical hands-on training and application of the concepts and principles presented in the classroom. Individual labs will be scheduled by instructors to provide appropriate activities for students. The computers in the Learning Resource Center provide academic support to students.

Student Organizations & Activities

NWTI is represented only by on-campus organizations. The school sponsors student organizations such as SkillsUSA and Arkansas Licensed Practical Nurses Association (ALPNA). Any evidence of criminal activity occurring during these meetings will be handled according to school policies.

The Vice President of Instruction or President will approve field trips and organized activities. Vocational student organizations are an integral part of a student's education while at NWTI. Organized functions to raise funds for student organizations to participate in state and national meetings will be scheduled so as not to interfere with the academic objectives of the programs, and if possible, to supplement the same.

Arkansas Licensed Practical Nurses Association (ALPNA)

ALPNA is a state organization dedicated to the promotion of the Licensed Practical Nurse as an important member of the health team, keeping Practical Nurses informed of educational opportunities in the state, as well as alerting Licensed Practical Nurses of pending state legislation pertaining to nursing. ALPNA student members are entitled to all privileges of membership excluding that of holding a state office.

SkillsUSA

SkillsUSA is a national nonprofit organization serving students and teachers who are preparing for careers in trade, technical, and skilled service occupations, including health occupations.

The purpose of SkillsUSA is to assist the student in developing and enhancing social and leadership skills while promoting career field skills development. The members and advisors conduct activities that enhance the development of these skills. The activities may include events between vocational technical schools and between students, such as parliamentary procedures, contests between schools, troubleshooting contests for automotive students, etc. Each club elects officers from its membership to serve as follows: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

Additional Educational Opportunities

Adult Education

Mission

To serve the community by providing free instruction in a supportive environment.

Goals

To help students:

1. Improve basic skills in reading, math, language, and technology.
2. Obtain an Arkansas High School Diploma.
3. Learn English as a second language.
4. Attain United States Citizenship.
5. Enhance and expand employability skills and options.

General Information

The Adult Education Center at NWTI offers free instruction to adults who need to obtain a high school equivalency diploma (GED®) or wish to improve basic academic skills. Classes are also offered for non-native speaking adults who desire to speak, read, and write the English language, or obtain United States Citizenship. In addition, academic computer skill training, workplace training and WAGE certifications, career support, and test preparation assistance are available.

Day and evening classes are conducted at the NWTI administration building, as well as at various locations throughout the Springdale area. Individualized instruction, flexible scheduling, and distance learning opportunities are offered.

For information call 479-751-0181, check out the Adult Education link website at www.nwti.edu, visit the center in the NWTI administration building, or email ntiadulteducationcenter@nwti.edu.

Enrollment

In order to serve the needs of the community, the Adult Education Center has an open enrollment policy. Interested adults who are 18 years of age or older may enroll on Monday through Thursday from 8:00 a.m. to 7:00 p.m. at the Center. Under special circumstances and guidelines, those who are 16 or 17 years of age may be enrolled.

High school equivalency (GED®) students are required to view an orientation session. Students may participate in labs, classes, and/or tutoring sessions to prepare for the GED® exam. Students must make an appropriate score on the TABE assessment and the GED® Ready Test before taking the official GED® Exam. The GED® Exam must be scheduled in advance. A fee of $4.00 for each of the four sections will be charged; however, scholarships are available.

ESL and Citizenship students are assessed with the TABE CLAS-E Exam and placed in the appropriate classes as determined by their scores. Classes are available at the Center and at various locations in Springdale.

Students need to take a pre-test upon enrollment in order to determine academic areas of strength and weakness and a post-test after receiving instruction in order to determine the student's educational improvements. The pace of learning and length of attendance is dependent on each individual student. Instructors and staff counsel students and develop individualized learning plans.

For high school equivalency (GED®) classes, requirements for enrollment include an application, photo ID, and Social Security number if the student has one (these are State requirements). A copy of the Social Security card or proof from the Social Security Office is required for anyone providing a number. For other classes, enrollment requirements include an application, a photo ID, and Social Security number if the student has one. High school equivalency testing (GED®) requires a photo ID.

Cost

All classes and testing through the Adult Education Center are offered free of charge with the exception of the fee of $4.00 for each of the four sections of the official GED® 2014 exam. Scholarships are available for this fee. The fee is subject to change per legislative action. Students are not required to purchase textbooks.

Programs

Adult Basic Education (ABE)

Adult Basic Education is designed to improve an adult's basic academic skill levels, or to help prepare for the high school equivalency (GED®) program. Students are provided instruction and review in reading, math, English, and writing.

High School Equivalency (GED®) Exam

The high school equivalency (GED®) program is designed to prepare students for a high school diploma. Instruction is provided in the subject areas of the official GED® exam: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Since the exam is computer-based, preparation will also include instruction in how to take the test on a computer, as well as more intensive instruction in specific subject areas. Students will be required to have passing scores on both the written TABE and computerized GED® Ready Test before taking the official GED® exam. Students who pass the official GED® exam will be issued an Arkansas High School Diploma through the Arkansas Department of Career Education, Adult Education Division, and are invited to participate in the NWTI official graduation ceremony in June.

English as a Second Language (ESL)

English as a Second Language is designed for adults whose native language is not English. Classes are offered in a variety of skill levels, from beginning to advanced, based on the English proficiency of each student. Classes are student-friendly and provide adults

practice in reading, writing, listening, and speaking the English language. Adults may advance to working on a high school diploma when ready.

United States Citizenship

Instruction and practice are provided to prepare individuals to pass the United States Citizenship test. Classes cover potential exam questions, practice interviews, historical events, civic duties and responsibilities, and other important information about the citizenship/naturalization process.

Family Literacy

The Adult Education Center, in partnership with the Springdale Public School system, offers classes in Family Literacy in several elementary and middle schools throughout the community. Parents of students attending a participating public school may enroll throughout the year based on availability of space.

Distance Learning

The Adult Education Center offers online classes through Distance Learning. Online preparation for the GED® test, English classes, computer basics and training, and many other courses are offered to students working online. All courses are free. Adult Education Distance Learners can work from different mobile devices using an Internet connection. Students must have their own device and access their own Internet connection to work remotely.

Additionally, hybrid classes that support students both in the regular classroom and online, a virtual classroom, online resources for GED® test takers, career training, and other resources designed to make online learning effective and student friendly are built into the free Distance Learning program. Distance education allows students to continue pursuing their educational and career goals while also continuing their busy lives. Technology is the tool that makes this happen.

WAGE (Workforce Alliance for Growth in the Economy)

WAGE® is a FREE job readiness training program funded through the Arkansas Department of Career Education, Adult Education Division. The program is offered at no cost to job seekers, current employees, and employers; the program is fully provided by taxpayer dollars through Arkansas Adult Education Centers.

WAGE® offers five certifications that can be earned to enhance a resume at a future or current employer while building new skills. More than one certification may be earned (stacked) by any individual.

Academic Transitions with Technology

Free training in keyboarding and computer skills are offered to adults of all levels through instructor-guided, self-paced lab classes. Each student receives training based on individual skill and need.

Career Preparation/Transitions

Career planning and preparation are available to individuals as needed. The center has a fully certified Career Development Facilitator (CDF) on staff, and offers assistance in career

search and preparation, post-secondary educational pursuits, and workplace competencies. Certificates are available for individuals completing certain coursework.

Basic Skills/Test Prep Instruction

Adults who need extra help in areas such as reading, writing, or math, are welcome to contact or visit the Adult Education Center to determine if the desired services are available. Instruction in Accuplacer Prep and other postsecondary entrance exams are also available.

Workplace Education

Workplace education provides English language classes, citizenship training, high school equivalency instruction, and career preparation in several businesses and industries throughout Washington County. By providing these classes at job sites, students have more learning opportunities to fit their busy schedules.

The NWTI Adult Education Center provides equal access to all programs and activities. Accommodations for disabilities are available.

Confidentiality: No student information will be shared with a third party without the written consent of that student.

All services are paid by the Arkansas Department of Career Education, Adult Education Division.

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Community Education

Students are encouraged to enroll in Community Education courses at least two (2) business days prior to the beginning of the course. Registration and payment may be completed in person or by mail. Registration and payment are required prior to attending all Community Ed classes. A refund will be issued if a student drops the course at least two business days prior to the first class meeting. Students who are enrolled in a diploma program can register for a community education class at a 50% discount.

Supplemental Instruction

Communications

Mission

The Communications Department is committed to working with all diploma programs on campus to teach and promote basic literacy, communication, and employability skills.

Objectives

1. To teach proper verbal, non-verbal, and written communication skills as they pertain to the students' specific fields.
2. To assist students in developing good work habits
3. To emphasize the importance of ethics as applied to the students' specific fields.

Mathematics

Mission

The Math Department of Northwest Technical Institute will provide educational experience in basic arithmetic and higher-level mathematics for the learning needs of students in the various technical skills content areas.

Objectives

1. To practice and learn basic arithmetic skills as they apply to the various technical skill areas
2. To practice and learn higher level mathematics as it applies to the various technical skill content areas.

Course Materials Policy

All required materials should be brought to class, or students can expect to be dismissed until they have obtained the required materials. Any classes missed for this reason will count as absences. A maximum of two (2) weeks at the beginning of the grading term is allowed to purchase the required materials for the course. Any student without the required materials at the beginning of the third week of class will be dropped from the course.

Online Course Information

Website: pearson.com/mylab

Be prepared for the majority of your coursework to be online using MyLab Math. Instruction for each chapter is received in lecture format from video lessons and the Q&A sessions from the instructor. The online homework is customized based on performance on the pre-test for that chapter. Required online coursework includes homework, review quizzes, and chapter tests.

Internet access is highly recommended for success in this course. If you do not have access to the internet or a computer, you will need to plan for arrangements to be made either on campus or at a public library, etc. There will be some class time given to work on the required online elements of the course; however, it is not guaranteed to be enough to complete everything in class.

Communications & Mathematics Program Information

At Northwest Technical Institute, we are committed to the belief that all our graduates must have a solid background in basic math and basic communication skills. Employers in business and industry have repeatedly stated that they want their employees (including graduates from our school) to have a solid grasp of these basics.

A grade of "C" or better is required for credit in the technical mathematics courses. Specific departments with more stringent academic requirements will take precedence over this policy. Students who do not make satisfactory progress in their math or communications classes due to irregular attendance or lack of sufficient effort may be placed on academic probation. Students are expected to follow the attendance policy.

Technical Mathematics courses are tailored to each individual program and may not be transferable to another program. Please see your instructor to determine if your technical math course is transferable.

Health/First Aid/CPR

Health and First Aid are presented during student orientations. Practical Nursing and Surgical Technology programs include first aid and CPR in their instruction.

Student Orientation

At the beginning of each semester, an orientation session is held to provide new students with essential information and resources. Topics include policies, procedures, safety, student services, computing, and more. In addition, each department holds program-specific orientations.

Programs of Study

Automotive Service Technology

Mission

To provide students with the appropriate training to obtain a quality entry-level position in the automotive field.

Objectives

1. To provide students with a basic knowledge of automotive tools and equipment.
2. To instruct students in proper troubleshooting techniques.
3. To introduce students to the daily duties in the automotive shop.
4. To provide students with a basic knowledge of ASE automotive areas.
5. To introduce students to the scientific principles involved in automotive systems.

Program Information

The Automotive Service Technology program is designed to prepare students to enter the automotive field at an entry-level with a basic knowledge of automotive repair and diagnostic skills. The program holds a current certification from the Automotive Service Excellence Education Foundation (ASEEF).

Automotive Service Technology classes are offered on a consecutive schedule. The basic program covers 9 ASE certification areas in two sixteen-week terms and a five-week summer term. The five-week summer term includes a three-week internship program where students apply program knowledge in a real workforce setting.

Length of program: 2 semesters and 1 summer term

- Estimated cost of program including in-state tuition, fees, books, and supplies: $7,045.
- An entry level toolset is required to be purchased by the student. Prices on tools vary by manufacturer. This cost is included in the published program cost worksheet.

Academic Requirements

Students must maintain a 2.0 or greater grade in all classes. Students with a cumulative grade point average of less than 2.0 may be placed on academic probation.

Selection Process

Applicants must have a completed application packet by the application deadline. Students must have a driver's license by the application deadline. Instructors will schedule an interview for each applicant and notify them by mail. Once all applicants have been interviewed, notification letters will be sent by mail informing each applicant of the results of the selection process. Applicants may receive one of three letters; Acceptance letters will notify applicants of the next steps they need to take to enroll; Alternate letters will notify applicants that they may be contacted to enroll should an accepted applicant be unable to attend; Denial letters will notify applicants of their denial for enrollment in the automotive

program. The NWTI admissions department will then contact these individuals to determine available alternative educational opportunities.

Curriculum

The following courses must be completed satisfactorily to receive a diploma in Automotive Service Technology:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
AST1006	Auto Electrical I	132	6	4.4
AST1023	Engine Repair	88	3	2.93
AST1033	Brake Systems	88	3	2.93
AST1123	Engine Performance I	88	3	2.93
AST2106	Powertrain Systems	132	6	4.4
AST2206	Suspension & Steering	132	6	4.4
AST2402	Heating & Air Conditioning	55	2	1.83
AST2502	Internship	120	2	4
AST3103	Auto Electrical II	88	3	2.93
AST3206	Engine Performance II	132	6	4.4
COM1103	Technical Communications I	48	3	1.6
MTH1113	Technical Mathematics I	48	3	1.6
	Total Hours	**1,151**	**46**	**38.35**

Suggested Schedule

Semester I

AST1123 Engine Performance I
AST1006 Auto Electrical I
AST1023 Engine Repair
AST2106 Powertrain Systems
COM1103 Technical Communications I
MTH1113 Technical Mathematics I

Semester II

AST1033 Brake Systems
AST2206 Steering & Suspension
AST3103 Auto Electrical II
AST3206 Engine Performance II

Summer

AST2402 Heating & Air Conditioning
AST2502 Internship

Certified Medication Assistant

Program Description

The MA-C program is 100 contact hour program that is approved through the Arkansas State Board of Nursing (ASBN). Upon successful completion of the program, students may take the Arkansas Medication Assistant Competency Exam through the ASBN. Medication Assistants may then be employed in designated facilities under the supervision of a license nurse to administer certain medications outlined in Chapter Eight (8) of the Arkansas State Board of Nursing Rules.

Mission

To prepare and educate certified nursing assistants (CNAs) in the state of Arkansas who desire to complete the Certified Medication Assistant (CMA) program. To ensure that these candidates understand the state standards and can competently and safely perform the job of an entry-level Medication Assistant.

Objectives

1. Verbalizes understanding of the rules and state regulations set out by the ASBN for the Medication Assistants
2. Demonstrates effective communication skills when interacting with patients, staff, and other members of the health care team.
3. Demonstrates an understanding of the concepts and skills taught in all facets of the course as they relate to mediation administration.
4. Recognizes the legal and ethical responsibilities of the Medication Assistant
5. Verbalizes understanding of delegated acts by the licensed nurse and understands the scope of practice of the Mediation Assistant
6. Demonstrates safe medication administration and verbalizes the five rights of medication administration.

Program Information

- The Certified Nursing Aid must be in good standing on the state's certified nurse aide registry.
- Has maintained registration on the state's certified nurse aide registry continuously for a minimum of one (1) year.
- Has completed at least one (1) continuous year of full-time experience as a certified nurse aide in the state of Arkansas.
- Is currently employed at a nursing home.
- Has high school diploma or the equivalent and be at least 18 years of age?
- Official high school transcript, or high school equivalent
- Provide Accuplacer Test Scores
- CPR- American Heart Association –BLS
- Immunization records
    - Two (2) doses of MMMR if born on or after January 1, 1957, or serologic evidence of immunity
    - Flu Vaccine current year

    - Covid 19 vaccination
        - Students requesting exemption may not be allowed in certain clinical sites and therefore would not be able to complete the program
    - Negative TB skin test in the last 365 days or negative serum Tspot
- Negative urine drug screen

Cost of Program

- $ 1729.00
- Includes tuition, background and drug screen, textbooks, and course fees.

Length of Program

- 100 contact hours
    - 60 hours (45 hours of classroom and 15 hours of lab skills)
    - 40 hours of progressive clinical
        - Student to instructor ratio 1:6
        - 24 hours of direct supervision by instructor
        - 16 hours of preceptorship ratio 1:1
- Class times vary (not all times are available at this time)
    - Tuesday and Thursdays 5:00 – 9:00 pm for 15 weeks
    - Fridays 8:00 – 4:00 for 9 weeks
    - Monday through Friday 5:00 – 9:00 for 4 weeks
- Clinical times are arranged with the long-term care facilities and will vary in days and shifts.

Grading Policy

The grading policy for the Certified Medication Assistant (CMA) program will be consistent with other Allied Health Programs and NWTI school policies: Must have a final passing grade of 80%.

100 – 90 = A

89 – 80 = B

79 – 70 = C – Failing grade

Student Conduct

- Use of alcohol or drugs will constitute dismissal.
- Random drug screens may be required for continuing in the program.
- Medical Marijuana is not permitted for the Certified Medication Assistant under the Arkansas House Bill 1460 of 2017 (25) (A) (B) Safety Sensitive Positions Act.
- Academic dishonesty will constitute dismissal.
- Failure to follow NWTI or Allied Health policies and procedures will constitute dismissal.
- Violation of policies concerning harassment or bullying will not be tolerated.

Curriculum

Course Number	Course Name	Clock Hours
MAC 100	Medication Assistant Theory and Skills	60
MAC 101	Clinical Practicum	40
	Total Hours	**100**

Total Hours 100

Total Theory 45

Skills Lab 15

Clinical Practicums 40

Commercial Truck Driving (CDL)

Mission

The Commercial Driver Training program provides each student with the opportunity to gain technical knowledge and driving skills needed to obtain gainful employment in the trucking industry. Students will be prepared to test for the Arkansas Commercial Driver's license upon completion.

Objectives

1. To produce trained and skilled drivers in accordance with Entry-Level Driver Training (ELDT) regulations [49CFRpart 380]
2. Ensure compliance with Federal Motor Carrier Safety Administration guidelines.
3. Ensure compliance with Arkansas State Police regulations.
4. To meet industry demands for employment.
5. To promote safe driving habits

Program Information

Students' training will be composed of classroom, range, and public road driving of commercial motor vehicles.

Length of program:	Class A: 160 hours Class B: 80 hours
Cost of Program:	Class A: $3,500.00 Class B: $1,750.00

Students do not qualify for financial aid for this program.

Requirements

Applicants must be at least 18 years of age.
Commercial Driver's Permit (Class A or Class B)
Department of Transportation Physical

Curriculum

The following courses must be completed satisfactorily to receive a Certificate in Commercial Truck Driving:

- Orientation
- Control Systems/Dashboard
- Pre and Post-Trip Inspections
- Basic Control
- Shifting/Operating Transmissions
- Backing and Docking
- Coupling and Uncoupling
- Safe Operating Procedures
- Visual Search
- Communication

- Distracted Driving
- Speed Management
- Space Management
- Night Operation
- Extreme Driving Conditions
- Advanced Operating Practices
- Hazard Perception
- Skid Control/Recovery, Jackknifing, and Other Emergencies
- Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
- Identification and Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Non-Driving Activities
- Handling and Documenting Cargo
- Environmental Compliance Issues
- Hours of Service Requirements Fatigue and Wellness Awareness
- Post-Crash Procedures
- External Communications
- Whistleblower/Coercion
- Trip Planning
- Drugs/Alcohol
- Medical Requirements
- Vehicle Inspection Pre-Trip/ En-route/post-trip
- Straight Line Backing
- Alley Dock Backing (45/90 Degree)
- Off-Set Backing
- Coupling and Uncoupling
- Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
- Shifting/Transmission
- Communications/Signaling
- Visual Search
- Speed and Space Management
- Safe Driver Behavior
- Hours of Service (HOS)Requirements
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing
- Night Operation
- Extreme Driving Conditions
- Skid Control/Recovery, Jackknifing, and Other Emergencies

Outcomes

Student assessments and training records will be submitted to FMCSA's Training Provider Registry information, which allows any state to recognize that the training has met all federal requirements for licensing.

Licensure

Once a student has successfully completed the entire curriculum, the student is eligible to apply for licensure with the Arkansas State Police.

Attendance Requirements

Regular attendance is necessary for satisfactory completion.

Diesel Truck Technology

Mission

To prepare students to be competent entry level technicians in order to gain employment and advancement opportunities as technicians in the Diesel and Medium/Heavy Truck Industry.

Objectives

1. To develop skills necessary to diagnose, repair and service heavy-duty diesel equipment and trucks.
2. To become adept at servicing the components, using testing and troubleshooting procedures and analyzing component failure.
3. To develop awareness of the importance of preventative maintenance and high-quality workmanship.
4. To recognize the importance of safety in the workplace and how it affects business operations.
5. To recognize the importance of involvement in student and community organizations.

Program Information

The Diesel Truck Technology program is an Automotive Service Excellence Education Foundation (ASEEF) certified program. It offers training in the diagnosis, repair, service and maintenance of medium and heavy-duty trucks and heavy-duty diesel equipment. The program offers students the opportunity to become adept at analyzing component failure, servicing the components, using testing procedures, and troubleshooting. Preventative maintenance is stressed as well as the importance of high-quality workmanship in order to prevent expensive downtime on all diesel trucks and heavy equipment. Classroom instruction is integrated with shop assignments to provide each student with the knowledge and skills necessary to be successful in the diesel service field. Students will have the opportunity to train for a Class B CDL License during the summer semester of their junior or senior semester.

- Length of program: 3 semesters and 1 summer term
- Estimated cost of the program including in-state tuition, fees, books, and supplies: $9,675.

Dress Code

The objective of the Diesel Truck Technology department is to help students develop the skills and attitudes necessary to succeed in the diesel and medium/ heavy truck industry. Industry-appropriate dress for the technical field including leather boots are recommended, uniform pants, uniform shirts, and safety glasses will be required. No tennis shoes are allowed.

Attendance Policy

Tardiness- Any tardiness will be considered to be one (1) hour absent. Any student(s) that are not in their assigned areas at the appointed times whether at the beginning or the end of the class period will be counted as tardy. This includes leaving early for breaks, lunch or at the end of the day.

Absences- The Diesel Truck Technology Department strives to teach employability skills as well as technical skills. Attendance is an important part of learning as well as a success factor in today's workplace. Participation in assignments and projects help develop a variety of skills and is vital to the total education of the student. Regular and prompt attendance is expected in all courses and is necessary to maintain acceptable grades. Students who are late for a class or who leave class early will be counted absent for a minimum of one hour. Absences due to extenuating circumstances may be excused at the discretion of the instructors. Students with 18 hours of unexcused absences may be dismissed from the program.

Support Class Exempt Policy

Any student not scheduled for a support class Technical Mathematics I or Technical Communications I will be required to attend lab in the Diesel Truck Department for the opportunity to build skills.

Course Progression

Students must maintain a 70% (2.0) grade in each course of the Diesel Truck Technology curriculum. If a student makes below a 70% (2.0) grade in any course, the student will be required to retake the entire diesel curriculum the following semester; however, students who earned a passing grade in Technical Communications I or Technical Mathematics I will not be required to take those courses. If the student retakes the courses within the curriculum, the grades earned in the retake semester will replace the previous semester, even if a higher grade was earned in the course the first time the student took the course.

If a student is eligible for financial aid, financial aid will only cover the course in which the student did not maintain a 70% (2.0) grade. Again, if a student retakes a class in which they earned a passing grade, they are not eligible for financial aid for that course.

Selection Process

Applicants must have a completed application packet and have a valid driver's license by the application deadline. Instructors will schedule an interview for each applicant and notify them by one or more of the following: mail, email, or by phone. Once all applicants have been interviewed, notification letters will be sent by mail informing each applicant of the results of the selection process. Applicants may receive one of three letters; Accepted letters will notify applicants of the next steps they need to take to enroll; Alternate letters will notify applicants that they may be contacted to enroll should an accepted applicant be unable to attend and are accepted in the following semester: Denial letters will notify

applicants of their denial for enrollment in the Diesel Truck Technology program. The NWTI admissions department will then contact these individuals to determine available alternative educational opportunities.

Curriculum

The following courses must be satisfactorily completed to receive a diploma in Diesel Truck Technology:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
COM1103	Technical Communications I	48	3	1.6
DTT1005	Electrical Systems	80	5	2.66
DTT1505	Tractor & Trailer Brakes	80	5	2.66
DTT1806	Directed Study I	194	6	6.46
WLD1201	Basic Welding	32	1	1.06
DTT2304	Drive Train & Axles	74	4	2.46
DTT2510	Directed Study II	315	10	10.5
DTT2604	Diesel Engines	74	4	2.46
DTT2901	Truck/Trailer Hydraulics	15	1	.5
DTT3302	Suspension & Steering	30	2	1
DTT3503	Advanced HD Electrical Lab	90	3	3
DTT3502	Tractor Climate Control	30	2	1
DTT3506	Heavy Duty Electronics Systems	100	6	3.33
DTT3610	Directed Study III	320	10	10.66
DTT3002	Preventative Maintenance Inspections	30	2	1
MTH1123	Technical Mathematics I	48	3	1.6
	Total Hours	**1,560**	**67**	**51.95**

Suggested Schedule

Semester I

COM1103	Technical Communications I
WLD1201	Basic Welding
DTT1005	Electrical Systems
DTT1806	Directed Study I
DTT1505	Tractor & Trailer Brakes
MTH1123	Technical Mathematics I

Semester II

DTT2304	Drive Train & Axles
DTT2510	Directed Study II
DTT2604	Diesel Engines
DTT2901	Truck/Trailer Hydraulics

Semester III

DTT3002	Preventative Maintenance Inspections
DTT3610	Directed Study III
DTT3502	Tractor Climate Control
DTT3506	Heavy Duty Electronic Systems

Summer

DTT3503	Advanced HD Electrical Lab
DTT3302	Suspension & Steering

Electronics and Automation Technology

Mission

Preparing today's Electronics/Automation Technician for tomorrow's technology.

Objectives

1. Safety procedures will be stressed to assist students in safe working practices.
2. Students shall learn the importance of human relations when associating with employers, peers, and customers.
3. Students will learn to use:
   - Oscilloscopes
   - Power Supply
   - Digital Multimeters
   - Function Generator
   - Transistor Testers
   - Z-meters (to measure capacitors and inductors)
   - Microcontrollers
   - Common Sensors found in industry
   - 3D Printers, CNC Router, CNC Mill and CNC Lathe
   - Programmable Logic Controllers (PLC's)
   - ABB, FANUC, and Other Robots

4. Students will be expected to learn:
   - Electronic Component Nomenclature
   - Circuit and Component Analysis and Troubleshooting
   - Basic Soldering including Thru-Hole Soldering
   - Programming related to Industrial uses

Program Information

Electronics & Automation Technology is an eleven-month program designed to provide entry-level training as well as retraining of the local workforce. The training is accomplished through lectures and labs, computer software simulators, software testing and research. Students begin learning at the component level and move through complex circuits, and then into complete systems. Installation and repair of electronics equipment is stressed. Emphasis is placed on the proper use of test equipment and troubleshooting skills to enhance the students' ability to find faults, and to make repairs as quickly and safely as possible.

Students are taught proper safety procedures to assist in safe work practices on the job. Students are also taught the importance of human relations when associating with employers, other employees, and customers. Student learning includes, but is not limited to, introduction to basic electronics, terminology, electronic component nomenclature, circuit configuration, component analysis, and basic circuit design. Students will learn soldering skills and to read schematics. Troubleshooting is stressed at each level and in

every class. The instructor schedules labs to complement classroom instruction. Labs reinforce the principles and concepts presented in the class by providing hands-on practice.

Length of program: 2 semesters and 1 summer term
Estimated cost of the program including in-state tuition, fees, books, and supplies: $5,595.

An Associate of Applied Science degree in Electronic Technology is offered in conjunction with the Northwest Arkansas Community College (NWACC) in Bentonville. Academics and Skills classes from both NWTI and NWACC are combined to earn an AAS. The degree plan is available under Electronics Technology at www.nwacc.edu. Other degree/certificate options are also available through NWACC, including some Certificate of Proficiency for Workforce Readiness

Dress Code

Reasonable and appropriate clothing, appearance, and hygiene are required. No short or torn pants and no open-toed shoes will be allowed. Students may be asked to return home to change clothing.

Curriculum

The following courses must be satisfactorily completed; (Requires an A, B, or C) to receive a diploma in Electronics & Automation Technology:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
COM1103	Technical Communications I	48	3	1.6
ELT1104	AC/DC Fundamentals	96	4	3.2
ELT1204	Digital Electronics	96	4	3.2
ELT1314	Intro to Robotics/ Automation	96	4	3.2
ELT1504	Computer Essentials for Electronic Techs	96	4	3.2
ELT2304	Solid State Devices	96	4	3.2
ELT2204	Process Control	96	4	3.2
ELT2404	Motors for Electronic Technicians	96	4	3.2
ELT3033	Special Study	48	3	1.6
ELT3314	Programmable Logic Controllers	96	4	3.2
ELT3513	Manufacturing Processes	75	3	2.5
MTH1143	ET Technical Mathematics	48	3	1.6
	Total Hours	**987**	**44**	**32.9**

Suggested Schedule

Semester I

ELT1104	AC/DC Fundamentals
ELT2304	Solid State Devices
ELT1504	Computer Essentials for Electronic Technicians
ELT1204	Digital Electronics
MTH1143	Technical Mathematics

Semester II

COM1103	Technical Communications I
ELT2404	Motors for Electronics Technicians
ELT3314	Programmable Logic Controllers
ELT2204	Process Control
ELT1314	Intro to Robotics/Automation

Summer

ELT3033	Special Study
ELT3513	Manufacturing Processes

Heating, Ventilation, and Air Conditioning (HVAC)

Mission

To prepare students to be competent, entry-level in order to gain employment and advancement opportunities in the field of Heating Ventilation Air Conditioning and Refrigeration. This HVAC program will allow the student to gain essential knowledge needed to install, troubleshoot, and maintain HVAC systems for residential and light commercial buildings.

Objectives

After completing the Heating, Ventilation, and Air Conditioning program, students will be able to:

1. Identify the common tools and work procedures required to work safely and effectively as heating and air conditioning technicians.
2. Describe the basic theory of the refrigeration cycle and explain the basic scientific principles that apply to the refrigeration cycle.
3. Identify standard refrigerants used in common residential and light commercial applications and outline the accepted procedures for safe handling and disposal of common refrigerants.
4. Describe the basic components present in heating and cooling systems and outline the standard techniques used to troubleshoot systems and identify faulty components.
5. Identify the standard forms and functions of popular residential and light commercial heating systems and describe the basic troubleshooting and repair procedures used for each.

Program Information

The Heating, Ventilation, and Air Conditioning program offers training in the basic skills and knowledge needed in the operation of the basic theory and application of troubleshooting and repairing equipment through basic and advanced techniques. Students will gain the knowledge and performance potential to work in the residential, commercial, or private sector as entry-level employees. Students will learn proper safety procedures in the operation, care and maintenance of equipment and instruments related to their vocation.

The basic program covers 390 clock hours and 16 credit hours in two sixteen-week terms.

- Length of program: 2 semesters
- Estimated cost of program including in-state tuition, fees, books, and supplies.

Students do not qualify for financial aid for this program. Program cost is $2550.00

Academic Requirements

Students must maintain a 2.0 or greater cumulative grade point average. Students with a cumulative grade point average of less than 2.0 may be placed on academic probation. Students will receive grades on their Campus Portal accounts periodically to evaluate performance.

Course Progression

Students must maintain a 70% (2.0) grade in each course of the HVAC curriculum. If a student makes below a 70% (2.0) grade in any course, the student may be exited from the program and will be encouraged to reapply the following year. If the student retakes the courses within the curriculum, the grades earned in the retake semester will replace the previous semester, even if a higher grade was earned in the course the first time the student took the course.

Dress Code

The objective of the HVAC Department is to help students develop the skills and attitudes that are necessary to succeed in the HVAC environment. Every effort is made to inform students of what will be expected of them once they enter the workforce. Therefore, appropriate, reasonable dress and appearance are required of all students in the HVAC Department. Specific guidelines will be distributed during the first week of each semester.

Curriculum

The following courses must be completed satisfactorily to complete the HVAC program:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
HVC105	HVAC I	48	2	0
HVC106	HVAC II	147	6	0
HVC107	HVAC III	97	4	0
HVC108	HVAC IV	98	4	0
	Total Hours	**390**	**16**	**0**

Suggested Schedule

Semester I

HVAC105 HVAC I
HVAC 106 HVAC II

Semester II

HVAC107 HVAC III
HVAC 108 HVAC IV

Industrial Maintenance and Ammonia Refrigeration Technology

Mission

To provide industry with entry-level employees who possess a working knowledge of the industrial maintenance field and ammonia refrigeration maintenance field. An emphasis is placed on electrical theory, concepts, and repair.

Objectives

1. To learn the proper safety procedures related to industrial maintenance
2. To develop good working habits necessary to obtain and sustain employment
3. To develop troubleshooting skills for the care and operation of industrial machines and instruments
4. To become familiar with preventative maintenance techniques
5. To recognize the importance of continuing education and involvement in student organizations
6. To facilitate energy management

Program Information

Industrial Maintenance and Ammonia Refrigeration Technology is designed to instruct the student in the related field of industrial maintenance and prepare the student for an entry-level position in maintenance and repair of industrial machines, equipment, and power distribution. Emphasis is placed on troubleshooting skills, preventative maintenance techniques and safety. Students will gain the knowledge and performance potential to work in the industrial, commercial, or private sector. Students also learn theory of refrigeration and related subjects are covered to provide an understanding of the task-oriented topics and activities experienced in the classroom and laboratory.

Students will learn the proper safety procedures in the operation, care and maintenance of machinery and instruments related to their vocation. Also included is the opportunity to get actual experience in machinery repair and related repair and maintenance.

- Length of program: 2 semesters and 1 summer term
- Estimated cost of program including in-state tuition, fees, books, and supplies: $6,700.

Curriculum

The following courses must be satisfactorily completed to receive a diploma in Industrial Maintenance and Ammonia Refrigeration Technology:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
COM1103	Technical Communications I	48	3	1.6
IMT1006	Industrial Maintenance Fundamentals I	120	6	4
IMT1016	Industrial Maintenance Fundamentals II	120	6	4
IMT1026	Industrial Systems	120	6	4
IMT1036	Industrial Power Mechanics	120	6	2
IMT1043	Intro to Ammonia Refrigeration	60	3	2
IMT1413	Industrial Electricity	60	3	2
IMT1046	Industrial Applications I	120	6	4
IMT1056	Industrial Applications II	120	6	4
ARS1803	Boiler Operator Theory	60	3	2
IMT 1013	Controls and Automation	60	3	2
	Total Hours	**1008**	**51**	**31.6**

Suggested Schedule

Semester I

IMT1006 Industrial Maintenance Fundamentals I
IMT1016 Industrial Maintenance Fundamentals II
IMT1026 Industrial Systems
IMT1036 Industrial Power Mechanics

Semester II

IMT1043 Intro to Ammonia Refrigeration
IMT1413 Industrial Electricity
IMT1046 Industrial Application I
IMT1056 Industrial Application II
ARS1803 Boiler Operator Theory
IMT1013 Controls & Automation

Summer

COM1103 Technical Communications I

Information Systems

Mission

The Information Systems Department is committed to providing the training necessary to gain employment in entry-level positions in technical computer fields.

Objectives

1. To provide students with the basic knowledge of information technology equipment and software.
2. To familiarize students with industry standard troubleshooting techniques.
3. To encourage the necessary habits and attitudes to be successful in a professional business environment.
4. To provide an opportunity to learn leadership and teamwork skills through class projects.
5. To instruct students in the basic knowledge of entry level industry certification objectives.

Program Information

The curriculum is structured to provide students with the opportunity to learn skills required to enter the information technology (IT) field. The IS Department centers instruction around CompTIA standards and certification objectives, providing students with hands on activities to enrich classroom instruction. Emphasis is placed on troubleshooting and repairing workstations and installing, troubleshooting, and administering a local area network. This curriculum has been established to correspond with the assessed needs within the labor market.

Students must complete the required courses for graduation.

Students receive hands-on experience in these areas.

- Length of program: 2 semesters and one summer term.
- Estimated cost of the program includes in-state tuition, fees, books, and supplies: $6,241.

Academic Requirements

Consistent participation, homework, and attendance enable students to gain the skills and knowledge necessary to be successful in the classroom as well as in a work environment.

Students must maintain a 70% (2.0) grade in each course of the IS curriculum. To maintain course progression, if a student makes below a 70% (2.0) grade in any course, the student may be exited from the program and will be encouraged to reapply the following year.

Dress Code

The objective of the IS Department is to help the student develop the skills and attitudes that are necessary to succeed in the computer field. Every effort is made to inform students of what will be expected of them once they enter the workforce. Therefore, reasonable dress and appearance are required of all students in the IS Department. Specific guidelines will be distributed during the first week of each semester.

Curriculum

The following courses must be satisfactorily completed to receive an Information Systems diploma:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
CIS1703	Introduction to IT	48	3	1.6
CIS2182	Business Applications	30	2	1
CIS1013	Business Communications	48	3	1.6
CIS1035	Computer Hardware Concepts	128	5	4.26
CIS1803	Help Desk	48	3	1.6
CIS2015	Operating Systems Concepts	128	5	4.26
CIS2025	Networking I	118	5	3.93
CIS2035	Networking II	118	5	3.93
CIS1033	Professional Development	48	3	1.6
CIS2113	IT Project Management	48	3	1.6
CIS2053	Network Security	78	3	2.6
MTH1143	IS Technical Mathematics	48	3	1.6
CIS2063	Directed Study	96	3	3.2
	Total Hours	**984**	**46**	**32.78**

Suggested Schedule

Semester I

CIS1703	Introduction to IT
CIS2182	Business Applications
CIS1013	Business Communications
CIS1803	Help Desk
CIS1035	Computer Hardware Concepts
CIS2015	Operating Systems Concepts

Semester II

CIS1033	Professional Development
CIS2113	IT Project Management
CIS2025	Networking I
CIS2035	Networking II
CIS2053	Network Security
MTH1143	IS Technical Mathematics

Summer

CIS2063	Directed Study

Practical Nursing

Mission

To educate and prepare practical nurses to deliver ethical, professional, competent, and evidence-based health care to individuals, families, and communities and to promote an appreciation for continuous lifelong learning.

Objectives

The theory and clinical activities shall be so defined and taught that the following objectives will be met. Upon completion of the Practical Nursing program, the graduate will be able:

1. To demonstrate understanding that each client is an individual and that illness may represent a temporary deviation from normal.
2. To apply basic nursing skills, critical thinking, and scientific principles in nursing situations respecting cultural diversity.
3. To utilize the nursing process in the care of the client.
4. To demonstrate safe nursing practice in the care of the client.
5. To demonstrate personal responsibility for the student's actions recognizing legal and ethical implications involved in the care of the client.
6. To recognize that education is continuous, and each nurse has the responsibility to utilize resources available to him/her.
7. To demonstrate professionalism in the clinical area.
8. To demonstrate effective communication skills when interacting with the client, the client's family, and all health care providers.
9. To identify methods and practice appropriate leadership and delegation skills in the care of the client.
10. To demonstrate an understanding of concepts taught in all facets of the Practical Nursing program as they relate to the care of the client throughout the life span including cultural sensitivity.

Philosophy

NWTI and the PN program strive to provide the highest standard of education to ensure quality nursing care in our community. Licensed practical nurses provide a vital service and function under the direction of a registered nurse or a licensed physician in a variety of settings. Practical nurses are an intricate part of a multidisciplinary health care team and may assume a leadership role in delegating assignments to a healthcare team.

The patient is the focus of nursing care. Practical nurses respect the confidentiality, privacy, dignity and worth of each individual, while providing competent quality care in a safe environment. This is accomplished through utilization of the nursing process by which nursing care can be assessed, planned, implemented, and evaluated.

The role of the nurse as the patient advocate is emphasized. The nurse-patient relationship is enhanced when good communication skills are practiced; therefore, basic communication skills, including cultural sensitivity, and respect for ethnic diversity are

integrated throughout the program.

Nursing skills and nursing theory are best mastered by a combination of study and concurrent clinical experience, recognizing that basic theory and laboratory practice are necessary before entering the clinical setting. We recognize that learning is accomplished when one combines new knowledge with previous knowledge. This will be demonstrated through nursing concepts, critical thinking and professionalism exhibited by the student while progressing through course and program objectives.

Credentials

The Practical Nursing program is approved by the Arkansas State Board of Nursing, the Arkansas State Department of Career Education, and the Council on Occupational Education. Credits for this program are based on minimum requirements established by the Arkansas State Board of Nursing. More actual clock hours of theory or lab may be required by the program.

Admission Requirements

Priority at registration for nursing courses is given to applicants according to file completion, interview scores, and entrance testing scores. Additional points are added for holding a CNA certificate, completing college credits for Medical Terminology, Nutrition, and Anatomy & Physiology. Alternates may or may not be selected depending on acceptable scores. The file completion deadline for Practical Nursing applicants is November 15. Admission requires an admission physical examination, admission drug screen, and background check.

Course Progression

Students must maintain an 80% grade average in each course of the curriculum. At any time if the grade average for any course is still below passing (80%) after the course grade is finalized, the student will be terminated.

All failed courses must be repeated, and the student obtains a passing grade of 80%. Students failing any of the course requirements for Fall or Spring or Summer 1 must restart the program from the Fall semester and repeat each course in the nursing sequence with a passing grade of 80% regardless of previous passing scores. Exceptions are at the discretion of the Vice President of Instruction and the Nursing Chairperson.

Attendance Requirements

Regular attendance is necessary for satisfactory progress. Attendance policies are published in the nursing handbook as well as in each course syllabus.

Licensure

Once a student has successfully completed the entire practical nursing curriculum, the student is eligible to graduate from NWTI and apply for licensure with the Arkansas State Board of Nursing.

Completion of the Practical Nursing program does not guarantee eligibility for licensure by the State of Arkansas. Persons convicted of certain crimes may not be eligible to take the NCLEX-PN according to Act 1312 of 2010.

Transfer of Credit

Students may be allowed to transfer credit from other approved academic facilities. Following a thorough evaluation of transcripts of work completed transfer of specific credits may be approved at the discretion of the Nursing Chairperson and Vice President of Instruction.

Students may also be issued credit for previous coursework by testing out of specific courses. This testing is done at the discretion of the Nursing Chairperson and the Vice President of Instruction and may be done through teacher-made final examinations and standardized tests. Transfer of credit is limited to the following courses with at least a B earned and courses have to be within three years:

Anatomy & Physiology I & II
Drug Calculations

All requests for transfer of credit must be accompanied by official transcripts or applicable testing results. Transfer credit must be processed and approved prior to registration.

Affiliating Hospitals

Hospitals in agreement to provide practical experience for the student nurse may include but are not limited to:

Northwest Medical Center- Benton County
Bentonville, Arkansas

Northwest Medical Center-Washington County
Springdale, Arkansas

Washington Regional Medical Center
Fayetteville, Arkansas

Ozark Community Hospital
Gravette, AR

NW Mercy Medical Center
Rogers, Arkansas

- Length of program: 2 semesters and 1 summer term
- Estimated cost of program including in-state tuition, fees, books, supplies, uniforms: $7,753.

Curriculum

The following courses must be successfully completed to receive a diploma in Practical Nursing:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
LPN1002	Fundamentals Client Care	55	2	1.83
LPN1012	Fundamentals Med Admin	55	2	1.83
LPN1006	Foundations Nursing Concepts I	105	6	3.5
LPN1016	Foundations Nursing Concepts II	105	6	3.5
LPN1026	Medical Surgical Concepts I	150	6	3.5
LPN2036	Medical Surgical Concepts II	180	6	6
LPN2014	IV Therapy & Pharmacology	90	4	3
LPN2024	Maternal-Child Nursing	60	4	2
LPN3032	Mental Health Nursing	30	2	1
LPN2012	Advance Nursing	72	2	2.4
LPN 3004	Nursing Transition	120	4	4
	Total Hours	**1025**	**44**	**32.56**

Suggested Schedule

Semester I

LPN1002 Fundamentals Client Care
LPN1012 Fundamentals Med Admin
LPN1006 Foundations Nursing Concepts I
LPN1016 Foundations Nursing Concepts II
LPN1026 Medical Surgical Concepts I

Semester II

LPN2036 Medical Surgical Concepts II
LPN2014 IV Therapy & Pharmacology
LPN2024 Maternal-Child Nursing
LPN2032 Mental Health Nursing
LPN2012 Advance Nursing

Summer

LPN3004 Nursing Transition

Welding Technology

Mission

To prepare students to be competent entry-level welders in order to gain employment and advancement opportunities in the field of Welding Technology.

Objectives

1. To learn proper safety procedures in the operation, care, and maintenance of machinery and instruments.
2. To develop good working habits necessary to obtain and sustain employment.
3. To learn welding and metal fabrication techniques.
4. To develop awareness of the importance of work ethic and high quality workmanship.

Program Information

The Welding Technology program offers training in the basic skills and knowledge needed in the operation of welding equipment through basic and advanced welding techniques. Students will gain the knowledge and performance potential to work in the industrial, commercial, or private sector as entry-level welders. Students will learn proper safety procedures in the operation, care and maintenance of machinery and instruments related to their vocation. Topics include oxy-fuel and plasma cutting, welding, and brazing, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), CNC plasma cutting table, and CNC press brake operations. Classroom instruction is integrated with lab assignments to provide each student with the knowledge and skills necessary to be successful in the welding field.

The basic program covers 972 clock hours and 37 credit hours in two sixteen-week terms and one five-week summer term. The five-week summer term includes a 60-hour directed studies course where students are able to apply the knowledge learned in the program.

- Length of program: 2 semesters and 1 summer term
- Estimated cost of program including in-state tuition, fees, books, and supplies: $7,800.

Academic Requirements

Students must maintain a 2.0 or greater cumulative grade point average. Students with a cumulative grade point average of less than 2.0 may be placed on academic probation. Students will receive grades on their Campus Portal accounts periodically to evaluate performance.

Course Progression

Students must maintain a 70% (2.0) grade in each course of the welding curriculum. If a student makes below a 70% (2.0) grade in any course, the student may be exited from the

program and will be encouraged to reapply the following year. If the student retakes the courses within the curriculum, the grades earned in the retake semester will replace the previous semester, even if a higher grade was earned in the course the first time the student took the course.

If a student is eligible for financial aid, financial aid will only cover the course in which the student did not maintain a 70% (2.0) grade. Again, if a student retakes a class in which they earned a passing grade, they are not eligible for financial aid for that course.

Dress Code

The objective of the Welding Department is to help students develop the skills and attitudes that are necessary to succeed in the welding environment. Every effort is made to inform students of what will be expected of them once they enter the workforce. Therefore, appropriate, reasonable dress and appearance are required of all students in the WLD Department. Personal protection such as hoods and gloves are the responsibility of the student. Students will not be able to train without proper safety equipment. Specific guidelines will be distributed during the first week of each semester.

Curriculum

The following courses must be completed satisfactorily to receive a diploma in Welding Technology:

Course Number	Course Name	Clock Hours	Credit Hours	FA hours
WLD1105	Intro to Welding	120	5	4
WLD1203	Welding Concepts	80	3	2.67
WLD1234	Shielded Metal Arc Welding	112	4	3.73
WLD1405	Gas Tungsten Arc Welding	120	5	4
WLD1704	Gas Metal Arc Welding	96	4	3.2
WLD2204	Advanced Shielded Metal Arc Welding	96	3	3.2
WLD2303	Welding Techniques	96	3	3.2
WLD2404	Welding Application Lab	120	4	4
WLD2602	Directed Study	60	2	2
COM1103	Technical Communications I	48	3	1.6
MTH1131	Technical Mathematics I	24	1	0.8
	Total Hours	**972**	**37**	**32.4**

Suggested Schedule

Semester I

WLD1105	Intro to Welding
WLD1203	Welding Concepts
WLD1234	Shielded Metal Arc Welding
WLD1704	Gas Metal Arc Welding
MTH1131	Technical Mathematics I

Semester II

COM1103	Technical Communications I
WLD1405	Gas Tungsten Arc Welding
WLD2204	Advanced Shielded Metal Arc Welding
WLD2303	Welding Techniques
WLD2404	Welding Application Lab

Summer

WLD2602	Directed Study

Course Descriptions

Course Descriptions

Courses are listed alphabetically by course number.

ARS1803 Boiler Operator Theory
Boiler Operator Theory is a study of the principles and operation of high- and low-pressure boilers to include operator duties and responsibilities, startup and shutdown, inspection, and safety.

AST1006 Auto Electrical I
Auto Electrical I is the study of theory, diagnosis, and repair of 12-volt electrical systems. These systems include charging, starting, lighting and accessory systems that are not computer-controlled. Basic theory and service of hybrid vehicles is included.

AST1023 Engine Repair
Engine Repair is the theory, diagnosis, and repair of automotive engines. Internal engine repair and rebuild is the focus of the course. The course also includes a basic introduction to high performance and racing engines.

AST1033 Brake Systems
Brake Systems is the study of theory, diagnosis, and repair of auto braking systems. This includes antilock brakes and the certain aspects of stability control systems.

AST1123 Engine Performance I
Engine Performance I is the study of the automotive gasoline engine including theory of operation, diagnosis, and repair. Fuel, cooling, and ignition systems are included as well as the -fundamentals of computerized engine control and alternate fuel basics.

AST2106 Powertrain Systems
Powertrain Systems is the study of theory, diagnosis, and repair procedures for transmissions and axles. The course covers the delivery of power from the engine to the wheels for manual and automatic transmissions.

AST2206 Suspension and Steering
Suspension and Steering is the study of suspension theory, design, and repair. Alignment procedures, automatic ride height systems and the suspension aspect of stability control systems are included.

AST2402 Heating and Air Conditioning
Heating and Air Conditioning is a study of both electrical and mechanical testing and repairs of automotive heating and air conditioning, including an introduction to automatic climate control.

AST2502 Internship
Internship provides training for the student by providing practical application of the theories presented in the classroom. The student can fulfill requirements of this course by participating in a cooperative work program in an automotive setting that allows supervised application of the theories taught in the classes.

AST3103 Auto Electrical II
Auto Electrical II is the study of theory, diagnosis and repair of computer controlled auto electric systems. This course also covers the manner in which computers communicate on today's multiple computer vehicles.

AST3206 Engine Performance II
Engine Performance II is the study of computer controlled engine operation, diagnosis, and repair. Fuel injection, emissions control, evaporative emissions, and On-Board Diagnostics II (OBD-II) are included.

CIS 2182 Business Applications
Introduction to Microsoft Office Word, Excel, PowerPoint, and Access. The course covers terminology, file management, and an introduction to word processing, spreadsheets, databases, and presentation software.

CIS1703 Introduction to IT
This course introduces students to the basic concepts of Information Technology. The course is based on CompTIA's Tech+ certification objectives.

CIS1035 Computer Hardware Concepts
The course focuses on workstation hardware. topics that align with CompTIA A+ Core 1 objectives. This is the first in a set of courses that prepare students for the CompTIA A+ certification tests. Prerequisites: CIS1703 Introduction to IT, CIS2182 Business Applications

CIS2015 Operating Systems Concepts
The course focuses on topics that align with CompTIA A+ Core 2 objectives. This is the second in a set of courses that prepare students for the CompTIA A+ certification tests. Prerequisite: CIS1703 Introduction to IT, CIS2182 Business Applications, CIS1035 Computer Hardware Concepts

CIS1013 Business Communications
Business Communications covers the principles of effective oral and written communications in a business office. Topics include cultures, writing skills, reading skills, listening skills, and oral presentations. There is a strong emphasis on group interaction, organization, and written and oral presentations using verbal and non-verbal communication skills.

CIS1803 Help Desk
This course discusses the different types of help desks that exist, how they are measured by the organizations they support, the varying roles and skills required within a typical help desk, and the processes and technologies commonly used to ensure the help desk is operating efficiently and effectively.

CIS2025 Networking I
The course focuses on topics that align with CompTIA Network+ fundamental and intermediate objectives. This is the first in a set of courses that prepare students for the CompTIA Network+ certification test. Prerequisite: CIS1703 Introduction to IT, CIS2182 Business Applications, CIS1035 Computer Hardware Concepts, CIS2015 Operating Systems Concepts

CIS2035 Networking II
The course focuses on topics that align with CompTIA Network+ advanced objectives. The course focuses on topics that align with CompTIA Network+ intermediate objectives. This is the final course in a set that prepares students for the CompTIA Network+ certification test.
Prerequisite: CIS1035 Computer Hardware Concepts, CIS2015 Operating Systems Concepts, CIS2025 Networking I

CIS2113 IT Project Management
This project management course focuses on the unique characteristics and considerations required to work through an Information Technology project.
Prerequisites – CIS1013 Business Communications, CIS2182 Business Applications

CIS1033 Professional Development
Professional Development focuses on career success. Topics include the employment application and hiring process, work ethics, time management, goal setting, and business etiquette.

CIS2053 Network Security
The course focuses on topics that align with CompTIA Security+ objectives. Content includes exposure to "ethical hacking" scenarios in a simulated environment.
Prerequisites: CIS2025 Networking I, CIS2035 Networking II, CIS1035 Computer Hardware Concepts, CIS2015 Operating Systems Concepts

CIS2063 Directed Study
Directed Study is designed for students who have completed first and second semester courses. Students will be required to perform real world tasks like entry level IT technicians. Emphasis on research and documentation of equipment use and installation is emphasized. Students are assigned projects to be completed in on campus Information Systems labs. Prerequisite: All first and second semester courses.

COM1103 Technical Communications I
Technical Writing provides instruction in the preparation, composition, and presentation of documents used in the student's field of study. Resume writing, interviewing, and job seeking skills are also included. There is a strong emphasis on developing good interpersonal, group, leadership, and job retention skills.

DTT1005 Electrical Systems
Electrical Systems is a study of the electrical, starting, charging, wiring, and ignition systems incorporated by truck manufacturers. Diagnostic and testing procedures, equipment, and hand tools are utilized in the maintaining and repairing of the truck electrical components. Safety is emphasized. *Prerequisite for Semester II courses*.

DTT1505 Tractor and Trailer Brakes
Tractor and Trailer Brakes is a study of the different types and makeup of mechanical foundation, air, and hydraulic brake systems. Anti-lock systems are also studied. Relationships of components and the importance of each component, along with theory on how the components work together to make up the systems, are discussed. Basic troubleshooting and component repair are explained. Failure analysis of components is practiced. *Prerequisite for Semester II courses*.

DTT1806 Directed Study I
Directed Study is designed for students who have completed the required related instruction. Subject material includes basic truck brake repair, electrical repair, and forklift operation. Each student is assigned a project in the laboratory to be completed under the supervision of an instructor. *Prerequisite for Semester II courses*.

DTT2304 Drive Train & Axles
Drive Train and Axles is a study of the different types of gears and their arrangements, clutches, manual and automated transmissions, transfer cases, differentials, PTOs, drive line configurations, and final drives/differentials. The removal, disassembly, inspection, and repair are included in the lab assignments. Safety and the use of special tools are emphasized.
Prerequisites: ALL of Semester I courses.

DTT2510 Directed Study II
Directed Study is designed for students who have completed the required related instruction. Subject material includes engine rebuild and drivetrain repairs. Each student is assigned a project in the laboratory to be completed under the supervision of an instructor.
Prerequisites: ALL of Semester I courses.

DTT2604 Diesel Engines
Diesel Engines is a study of the fundamentals of diesel engines, including the different types of engine cylinder and valve arrangements, feedback systems and housings, lubrication, air induction, and cooling systems. Laboratory work includes disassembly and reassembly of engines and component parts with emphasis on diagnosis and repair. Safety and the proper use of tools are emphasized. *Prerequisites: ALL of Semester I courses*.

DTT2901 Truck/Trailer Hydraulics
Truck/Trailer Hydraulics covers hydraulic principles and the makeup of hydraulic systems. Included is a study of pumps, motors, controls, valves, and cylinders. Students demonstrate the ability to check pressures, troubleshoot the systems, and make necessary repairs and/or adjustments. Safety and special tools are emphasized. *Prerequisites: ALL of Semester I courses*.

DTT3002 Preventative Maintenance Inspections
Preventative Maintenance Inspections prepares the student to perform maintenance inspections of class eight tractors and trailers in accordance with ATA (American Trucking Association.) standards. Students will become adept in recognizing and diagnosing vehicle problems in their earliest stages, preventing on-road breakdowns, and ensuring public safety. The ASE certification information for PMI will be used as a core of this course.

DTT3610 Directed Study III
Directed Study III is designed for students who have completed the required related instruction. Subject material includes air conditioning, electronic control systems, preventative maintenance, and live work and assignments that encompasses all of the students' training. Each student is assigned a project in the laboratory to be completed under the supervision of an instructor.
Prerequisite: ALL of Semester I and II courses.

DTT3302 Suspension and Steering
Suspension and Steering deals with frame construction, suspension systems, wheels and tires, and steering systems for heavy-duty highway, and off-road vehicles. The student becomes familiar with the various components of the systems involved, including maintenance, repair, diagnosis, and replacement. Hands-on experience is provided in the laboratory. Safety and use of special tools are emphasized. *Prerequisites: ALL of Semester I and II courses.*

DTT3502 Tractor Climate Control
Tractor Climate Control covers the operational principles of air conditioning and related components as applied to diesel equipment cab heating and cooling. Testing, maintenance, recovery, and repair are included. Safety and special tools are emphasized.
Prerequisites: ALL of Semester I and II courses.

DTT3503 Advanced HD Electrical Lab
Advanced HD Electrical is designed for junior senior students. This will be a four-hour lab class. We will focus on testing and diagnostic advanced electrical circuits and all emission components and systems.

DTT3506 Heavy Duty Electronics Systems
Heavy Duty Electronics Systems is a study of the operation of electronic controls and components and systems in heavy duty trucks. The operation of collision avoidance, networks, and Tier 4 emissions for diesel engines is included in this course. Working with the relationship between operation and design we can present the troubleshooting and repair process for the Heavy Duty Industry. *Prerequisites: ALL of Semester I and II courses.*

ELT1104 DC/AC Fundamentals
DC & AC Fundamentals is an introduction to basic electronic concepts and the two types of current, and the effect each has on components. Components, such as resistors, capacitors, and inductors will be covered. Magnetism will also be covered as well as AC current and generators. Concepts will be explained mathematically and demonstrated by building and testing circuits. Components are taught in series, parallel, and series-parallel circuits. Students are taught to use multi-meters, oscilloscopes, z-meters, and other test equipment. Use of hand tools and safety is stressed during the course. Troubleshooting is taught and the concepts are used in each lab experiment.

ELT1204 Digital Electronics
Digital Electronics is a total concept course covering the basics in digital electronics and moving into logic circuit analysis. Students start with basic gates and work up to complex digital systems. Troubleshooting is introduced and is used in each lab experiment. Students build and test circuits to ensure proper working order. Number Systems are covered such as binary, octal, decimal, and hexadecimal, counting is emphasized. Boolean algebra is used to evaluate digital circuits' outcome. Also covered are counters, timers, flip-flops, encoders, and decoders. Students will fabricate circuits from basic components. Students will learn how to use a soldering iron for thru-hole printed circuit board assembly and repair. Students will use a logic probe and build other electronic kits for use in the lab, home, or at work. The use of test equipment and safety is stressed throughout the course. *Prerequisite: ELT1104*

ELT1314 Introduction to Robotics/Automation
This is an entry-level course which is designed to introduce the students to robots, and their use in manufacturing. The different types of automation are taught as an integral part of this course so that students understand the concept of work-cells. Subjects include basic programming techniques, robotic work-cell integration, machine interfacing, and machine loading. Sensors, such as light curtains or other various types may be covered and used in the course. Work-cell troubleshooting and repair are taught from a systems approach. Students may use test equipment as part of the troubleshooting process. Safety is stressed throughout the course.

ELT1504 Computer Essentials for Electronics Technician
Computer Essentials for Electronics Technician is designed to introduce students to computer hardware and how it functions. Students will learn the basics of troubleshooting a PC. Safety is stressed at all times. Students will also learn how to control motors, lights, relays, and other electronic equipment through a microcontroller. Students will learn basic programming using Arduino. Serial communication such as RS232, RS485, and USB, & some networking will also be introduced as it applies.

ELT2304 Solid State Devices
Solid State Devices introduces learners to transistors, diodes, power supplies, op-amps, and other solid state electronic devices. This course starts with understanding basic component concepts and then looks at the systems concept, a more realistic view of solid state devices. Students build circuits on breadboards and verify operation using appropriate test equipment. Students may also fabricate test equipment circuits from kits for use in the lab and for their use after the course is over. Students will map out PCB's and create schematics and diagrams using KiCad. The use of test equipment, troubleshooting, and safety is stressed throughout the course. *Prerequisite: ELT1104*

ELT2204 Process Control
Process control is a capstone course which covers how raw material is processed into a finished product. Process control systems consist of a group of components that maintain a desired result by manipulating the value of another variable in the system. Process control can be seen in most of the companies in the area. Such processes are water/waste treatment, power generation, meat and poultry processing, circuit board production, bottling process, wire production, and others. Subjects covered include interfacing devices, control systems, pressure control, temperature control, flow control, level control systems, instrumentation symbology, signal condition, and sensors, and actuators. Safety is stressed at all times.

ELT2404 Motors for the Electronic Technician
Motors for the Electronic Technician is an in-depth study of DC and AC single- and three-phase motors covering construction, application, and operating characteristics, under no load to full load conditions. DC and AC controllers using schematic ladder diagrams for wiring and troubleshooting are included. Stepper, servo, and brushless DC motors will also be covered. The use of a microcontroller is taught, and students will use the controller to learn to control motors and related equipment.

ELT3033 Special Study
The Special Study class will be a focused study on a particular technology or more self-guided study involved with developing some in house projects. Preliminary topics include Project Lab, a Multiplexing Control Panel with an AB Micrologix PLC, and vision systems for automation use, and other topics that may be identified throughout the year. This session is an opportunity for students to continue their drive toward their individual goals in electronics.

ELT3314 Programmable Logic Controllers
Programmable Logic Controllers (PLC's) is an introduction to basic programming and troubleshooting of PLCs. The students learn PLC system interfacing by using industrial network communication language and capabilities. Sensors of various types are covered and used in the course. The use of test equipment and safety are stressed throughout the course. Troubleshooting and maintenance are also stressed throughout the course. NWTI-ELT uses several different brands of PLC's so the students can experience different aspects of PLC programming as well as different approaches to troubleshooting.

ELT3513 Manufacturing Processes
This course is an introduction into various types of manufacturing processes. Manufacturing Processes will give the student an introduction to two types; additive and subtractive manufacturing; the course will review aspects of both of these processes. Students will learn the basic set-up of each of the NWTI machines. The use of proper tools, feed rate and speeds will be covered. Students will be exposed to various material property characteristics. The use of precision measuring instruments will also be taught. Students will be introduced to model software such as CAD, CAM, and KiCad for prototyping PCBs. The use of CNC programming and "G-code" will also be covered. Four types of equipment; CNC lathe, CNC mill, CNC router, and 3D printer will be taught. Students will build a final project for the course on a machine of their choice. Safety is stressed at all times.

HVC105 HVAC I
Covers the basics in safety, hand and power tools, construction math, materials handling, construction drawings, rigging and employability skills.

HVC106 HVAC II
Covers the basic principles of heating, ventilating, air conditioning, and refrigeration. Includes safety principles, EPA guidelines, and the Laws of Thermodynamics.

HVC107 HVAC III
Covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components.

HVC108 HVAC IV
Covers a variety of fasteners, hardware, and wiring terminations used in HVAC system including the installation of these components.

IMT1006 Industrial Maintenance Fundamentals I
Industrial Maintenance Fundamentals I involves a proactive approach to ensuring equipment and facilities remain in optimal working condition, maximizing efficiency, reliability, and

lifespan. Key aspects include preventative, predictive, and corrective maintenance strategies, along with a focus on safety and cost effectiveness.

IMT1016 Industrial Maintenance Fundamentals II
Industrial Maintenance Fundamentals II focuses on advanced skills in various maintenance disciplines, building upon the foundational knowledge of Industrial Maintenance Fundamentals I. Key areas of focus include mechanical power transmission, electrical systems, fluid power, and troubleshooting techniques.

IMT1026 Industrial Systems
This course provides an overview of the major systems that support modern industrial operations. Students will study power distribution systems including electrical, pneumatic, and steam networks along with conveyance and material handling equipment used in manufacturing and processing environments. Additional topics include process and process control systems, and industrial safety systems.

IMT1036 Industrial Power Mechanics
This course covers the fundamentals of mechanical systems, tools, and techniques used in industrial settings. It typically includes topics like basic mechanics, hydraulics, pneumatics, electricity, and troubleshooting. Students learn how to diagnose, repair, and maintain industrial machinery and equipment.

IMT1043 Introduction to Ammonia Refrigeration
This course introduces students to the fundamental principles of ammonia refrigeration systems used in industrial settings. Key topics include the basics of refrigeration and heat transfer, ammonia's thermodynamic properties, and the critical processes of compression and expansion. Students will explore different system types, including Direct Expansion (DX), Flooded, and Overfeed systems, while learning the function and operation of essential components. A strong emphasis is placed on safety protocols and best practices for handling ammonia in compliance with industry standards.

IMT1413 Industrial Electricity
This course covers the fundamental principles and practical skills required to install, maintain, and repair electrical systems in industrial environments. Students will learn about electrical theory, system components, wiring methods, and the safe operation of electrical tools and equipment.

IMT1046 Industrial Applications I
This course emphasizes the practical skills required to maintain and troubleshoot a wide range of industrial systems and equipment. Students will explore foundational concepts such as system safety, mechanical operations, and equipment diagnostics. Key topics include the basics of industrial refrigeration systems such as the refrigeration cycle and refrigerant properties as well as general maintenance practices, reading technical charts, and applying troubleshooting techniques. Hands-on training reinforces real-world problem-solving across multiple types of industrial machinery and systems.

IMT1056 Industrial Applications II
Building on the foundational knowledge from Industrial Applications I, this course advances students' skills in maintaining, troubleshooting, and optimizing complex industrial systems. Emphasis is placed on more in-depth diagnostics, system performance analysis, and component-level maintenance across mechanical, electrical, and fluid power systems. Students will work with real-world industrial equipment and apply advanced techniques in problem-solving, system monitoring, and preventive maintenance. The course also reinforces safe work practices and introduces efficiency-focused strategies used in modern industrial environments.

IMT1013 Controls and Automation
This course introduces students to the principles and technologies used in automating industrial tasks and processes. Emphasis is placed on the use of sensors, control systems, and programmable devices to monitor, regulate, and execute operations with minimal human intervention.

LPN1002 Fundamentals of Client Care
This course is designed to provide students with the essential knowledge and skills needed to provide basic nursing care. It offers a blend of basic theoretical learning and practical hands-on experience, preparing students to deliver compassionate and competent care to patients in various healthcare settings. (CNA Prior Learning Credit Available)

LPN1012 Fundamentals of Medication Administration
This course provides an overview of pharmacology, focusing on the fundamental principles of drug action, classification, and safe medication administration. Students will learn about the major categories of medications used in clinical practice and the enteral medication administration. (MA-C Prior Learning Credit Available)

LPN1006 Foundational Nursing Concepts I
This course includes foundational basic nursing principles and medication administration principles from the practical nurse. Students will learn about the legal and ethical aspects of nursing, foundational nursing practice, application of anatomy and physiology, basic nursing skills, and nursing implications related to medication administration. Lifespan considerations are integrated throughout the curriculum to prepare students for providing holistic care to patients across the lifespan.

LPN1016 Foundational Nursing Concept II
This course expands on the previous course content to include foundational basic nursing principles and medication administration principles for the practical nurse. Students will learn about foundational nursing practice, application of anatomy and physiology, basic nursing skills, and nursing implications related to medication administration. Lifespan considerations are integrated throughout the curriculum to prepare students for providing holistic care to patients across the lifespan.

LPN1026 Medical Surgical Concepts I
This course introduces holistic and medical-surgical concepts essential for practical nursing practice. Topics covered will incorporate body system pathophysiology, disease process and management and pharmacological concepts. Students will gain an understanding of the

correlation between pathophysiology and nursing interventions in managing diverse patient populations across the lifespan. Clinical rotations will reinforce theoretical concepts through simulation and hands-on-based experiences in various healthcare settings.

LPN2036 Medical Surgical Concepts II
Building on the foundational knowledge gained in the introductory course, this course continues the study of holistic and medical-surgical concepts for practical nursing practice. Through a comprehensive exploration of body system pathophysiology, disease process management, and pharmacological principles, the student will learn to apply evidence-based nursing interventions to manage diverse patient populations with needs identified throughout the lifespan. Clinical rotations will provide simulation and hands-on- based experience in diverse healthcare settings, allowing students to integrate theoretical knowledge into real-world practice and further enhance their clinical skills and competence.

LPN2014 IV Therapy & Pharmacology
This course is designed to prepare the student to safely and accurately prepare and administer drugs to the infant, child, and adult utilizing the nursing process, critical thinking, and clinical judgement. Emphasis is placed on implications for nursing care. This course includes an introduction to intravenous (IV) therapy.

LPN2024 Maternal-Child Nursing
Students will be provided with the basic knowledge and skills required to promote and provide safe effective care for clients and families during pregnancy, childbirth, and the postpartum period. Gynecological care and care for pediatric clients from infancy through adolescence is included. Clinical practicum experiences will provide opportunities for simulations and hands-on-experiences which foster competence and compassion in caring for obstetric, gynecological, and pediatric clients and their families.

LPN2032 Mental Health Nursing
This course introduces mental health concepts and discusses the impact of mental health disorders on clients. Students will be provided with basic knowledge and skills to promote emotional, mental, behavioral, and social health to the community and for those requiring acute mental health care. Clinical practicum experiences or simulations will provide opportunities for simulations hands-on-experiences which foster competence and compassion in caring for various mental health clients.

LPN2012 Advanced Nursing Concepts
Students utilize and apply knowledge from previous courses to plan and provide holistic care for clients with advanced medical/surgical or emergent health concerns. Clinical and/or simulation experiences are utilized for the application of nursing theory and skills to provide care to medically complex clients or those requiring urgent/emergent care.

LPN3004 Nursing Transition
This course allows students to integrate the knowledge and skills learned throughout the nursing program to plan and provide care for clients. This course prepares students for the NCLEX-PN and to transition from student to entry-level practical nurse.

MTH1113 AST Technical Mathematics
AST Technical Mathematics is designed to develop competencies in fractions, ratios and proportions, percent, measurement, geometry, and calculator usage (as it pertains to the course).

MTH1123 MHTT Technical Mathematics
MHT/ST Technical Mathematics is designed to develop competencies in fractions, basic algebra, ratios and proportions, percent, measurement, and calculator usage (as it pertains to the course).

MTH1131 WLD Technical Mathematics
WLD Technical Mathematics is designed to develop competencies in fractions, measurement, geometry, and calculator usage (as it pertains to the course).

MTH1143 ET/IS Technical Mathematics
ET/IS Technical Mathematics is designed to develop competencies in fractions, basic algebra, ratios and proportions, percent, measurement, binary and hexadecimal number systems conversions, statistics, and calculator usage (as it pertains to the course).

WLD1201 Basic Welding
Basic Welding is a hands-on introductory course. The student will perform basic welding operations using MIG, TIG, Stick, and Oxy-acetylene methods in addition to brazing.

WLD1105 Introduction to Welding
This course provides instruction in basic welding safety and shop safety. Course content includes training in proper personal protection, hand tools, power tools, oxyfuel cutting torch, plasma cutting, air carbon arc cutting and shop machinery. Students will learn basic shop communication skills and materials handling. This course is aligned to the OSHA 10-hour guidelines.

WLD1203 Welding Concepts
The Welding Concepts course introduces students to construction math, construction drawings, blueprint reading and welding symbols. Students will learn basic metal preparation and welding joint fit-up to help them design, draw, estimate cost and make a bill of material for a welding project.

WLD1234 Shielded Metal Arc Welding
The Shielded Metal Arc Welding course content includes SMAW setup and safety, SMAW electrodes, Weld Quality, V-Groove Welds and Fillet Welds. Students will learn proper welding techniques and procedures used in the welding industry. Students will be practicing on their welding skills with E6011 and E7018 welding rods in all positions.
Prerequisite: WLD1104, WLD1204

WLD1405 Gas Tungsten Arc Welding
The Gas Tungsten Arc Welding course includes the setup and safety of GTAW (TIG) equipment, shielding gases and filler rods. The fundamentals and techniques for welding mild steel, stainless steel and aluminum will be taught in this course.
Prerequisite: WLD 1104, WLD 1204

WLD1704 Gas Metal Arc Welding
The Gas Metal Arc Welding course content includes GMAW safety, equipment setup, welding gases, and filler wire. Students will also learn about the Flux Core Arc Welding process which uses the same equipment as the GMAW process. students will be welding various projects using both GMAW and FCAW.

WLD2204 Advanced Shielded Arc Welding
The Advanced Shielded Arc Welding course is a continuum of the Shielded Metal Arc Welding course given in the first semester. Students will be building on previous skills while being introduced to more advanced techniques. Students will be held to the high standards of the American Welding Society certification test.
Prerequisite: WLD 1234

WLD2303 Welding Techniques Lab
The Welding Techniques Lab is designed to challenge the students' abilities by working on special projects and practicing for the AWS welding certification test. Students will have the option of testing in the SMAW, GMAW, FCAW or GTAW process.

WLD2404 Welding Application Lab
The Welding Application lab is a hands-on class that teaches the preheating, post heating, physical and mechanical properties of metals. Students will be designing and building various projects using advanced metal fabrication techniques.

WLD2602 Directed Study
Directed Study offers training for the student by providing practical application of the theories presented in the classroom. Students will work to enhance their welding skills for the workplace. The student can fulfill requirements of this course by participating in a cooperative work program in an industrial or business setting that will allow supervised application of the theories taught in the classes. *Prerequisite: WLD1104, WLD1204, WLD1234, WLD1404, WLD1704, WLD2204, WLD2303, WLD2404.*

Faculty & Staff

Governor of Arkansas

The Honorable Sarah Huckabee Sanders

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Michael Lingerfelt+, Industrial Maintenance and Ammonia Refrigeration Technology
AA, Arkansas Tech Ozark

John Martin**, Diesel Truck Technology

Matthew Magby, Automotive Service Technology

Mark Mansell+**, Welding Technology
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Zack McClain, Diesel Truck Technology
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Jeremy Sherman, Industrial Maintenance and Ammonia Refrigeration Maintenance Technology

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Robert Willaby, Secondary Career Center, Automotive Service Technology
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Marie Roop**, Mathematics
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Tyler Simpson, Secondary Career Center, Welding Technology
Diploma, Arkansas Career Training Institute

Ty Wood+, Electronics and Automation Technology
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***Denotes Senior Instructor**
****Denotes Master Instructor**
+Denotes Department Chair

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Ben Manatt, Communications
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