SCHOOL CATALOG

Volume XXIV Published November 2025, Effective January 01, 2026

MT TRAINING CENTER

EST. IN 2001

100 Ezell Drive • Desoto, Texas 75115 • 972-262-5395

2026 – 2027

Official School Catalog

Revised and Effective as of November 2025
At the time of publication, every effort was made to ensure
that this catalog was accurate and up to date.

MT Training Center

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100 Ezell Drive
Desoto, Texas 75115
972-262-5395

Branch Campus
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346-522-2656

This catalog is certified as true and correct in content and policy
Melissa Cuellar, CEO

MT Training Center is approved and regulated by:

Texas Workforce Commission
Career Schools and Colleges
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Austin, TX 78778
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Suite 325
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770-396-3898

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920 Colorado St.
Austin, Texas 78701
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Introduction

Mission

Our mission at MT Training Center is to empower individuals through high-quality vocational education and training that fosters professional growth, skills development, and lifelong learning. We are committed to providing accessible, hands-on programs that meet the evolving needs of the workforce while promoting inclusivity and diversity. By fostering an engaging and supportive learning environment, we aim to equip our students with the knowledge, confidence, and experience necessary to succeed in their chosen careers, ultimately contributing to our community's economic vitality and success.

Vision

Our vision at MT Training Center is to be a leading provider of innovative and responsive vocational education that transforms lives and communities. We aspire to create a dynamic learning environment where individuals of all backgrounds can acquire the skills and knowledge necessary to excel in their careers and adapt to the changing job market. By fostering connections with industry partners, we seek to ensure our programs are relevant, impactful, and aligned with the future of work, ultimately empowering our graduates to achieve their personal and professional aspirations

Educational Philosophy

MT Training Center is designed to provide quality training to those individuals interested in vocational training. The breadth and depth of knowledge is accumulated through classroom lecture and textbook studies. Technical proficiency is achieved through instructor assisted laboratory hours and "hands-on" training. Our goal is to assist students with little or no background in the field, and to provide the requisite training necessary for entry-level positions. At the same time, we hope to refine the skills of students who possess more advanced knowledge, allowing those individuals to excel in their chosen field.

History of MT Training Center

MT Training Center opened its doors in Grand Prairie, Texas in 2001, originally offering Medical Transcription to students seeking to improve their lives through career-focused education. While Medical Transcription is no longer part of the curriculum, its legacy lives on in the school's name: *MT* Training Center. Two years after its founding, the school launched its first Truck Driving program—marking a turning point that led to the addition of Clerical, Medical, and Office-related courses. Buoyed by the success of the Truck Driving program, co-founder Melissa Cuellar expanded the school's offerings to include Combination Welding and CNC Machining. Her vision proved successful and shaped the school's future direction. To further support the community, MT Training Center later introduced ESL and GED Prep classes, opening doors for students who might not have otherwise pursued further education.

Over the past decade, the school has continued to evolve—becoming the first institution in Texas to offer a CDL program eligible for financial aid with its Advanced CDL for the Entrepreneur—a program that teaches students how to become successful owners/operators of their own logistics companies. Another milestone includes the launch of the state's first woman-owned, hands-on Gunsmithing program.

Today, in its new facilities in Desoto, Texas, MT Training Center remains committed to growth and innovation, offering high-demand programs such as HVAC, and Advanced Electrical Lineworker training.

Administration and Staff

Owners
Dr. Melissa Cuellar, DBA
Jeffrey S. Crocoll, D.C.

Chief Executive Officer
Dr. Melissa Cuellar, DBA

Chief Administrative Officer
Martin Cuellar

Director
Jacob Way

Directors of Admissions
Irma Rodriguez
Erica Salto

Financial Aid
Carrie Cooke (*Director*)
Luz Martinez

Bursars
Gabrielle Roseman
Olufunke Filani

Registrar
Trina Jenkins
Shauna Isaac (Assistant)

Human Resources Director
Gabrielle Roseman

Director of Transportation
Kenith Roseman

Career Placement Specialist
Jessie Gardner

Student Recruitment Advisor
Melissa McDonnell

Director of Compliance
Michael Sims

Office Manager
Valerie Moreno

Social Media Coordinator
Kenny Roseman

Marketing
Troy Willliams
Zebastian Ramirez

Store Manager
Samantha Rodriguez

Re-Entry Coordinators
Dahlia Cox
Kavian Kerr

Operations Manager
Miguel Loredo

Instructors

Combination Welding
Fabian Siordia
Michael Amrein

Transportation
Charles Bush
Junior Mata
Robert Edwards

Gunsmithing
Michael Tulowitzki
James Burson
Luke Price

Electrical Lineworker

HVAC
David Piper
Rudy Cobarrubias

CNC
Zachary White

Computerized Accounting
Staff

Branch Campus

MT Training Center offers a branch campus located at 4603 FM Road 1960 West, Humble, Texas 77338.
Telephone: (346) 522-2656
Director: Kim Patton
Administrative Assistant: Kamora Camel
Instructor: Chevy Chavarria
Instructor: Dale Lawson

The branch campus offers the following programs:
Advanced CDL Training for the Entrepreneur (Hybrid Course)
Truck Driving (Class A CDL) (Hybrid Course)
CDL Prep Program
Class B CDL Training (Hybrid Course)

Accreditation and Licensure

Accreditation

MT Training Center (MTTC) is accredited by the Council on Occupational Education – COE.

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

Licensure

MT Training Center is approved and regulated by the Texas Workforce Commission (TWC) Career Schools and Colleges Section.

Career Schools and Colleges
Proprietary Schools Section

Texas Workforce Commission
101 E 15th Street, Austin, Texas 78778-0001
512-936-3100
Hotline Number: 800-252-3642

MT Training Center is approved and regulated by the Texas Department of Licensing and Regulation

920 Colorado St.
Austin, Texas 78701
(800) 803-9202

Approvals

MT Training Center is approved to participate in the Federal Title IV, HEA Student Financial Assistance programs as a Proprietary Institution of Higher Education by the U.S. Department of Education. Current programs approved for Federal Title IV, HEA Financial Assistance are:

- Advanced CDL Training for the Entrepreneur
- Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program
- Computer Numerical Control (CNC) Machinist
- Computerized Accounting: Distance Education
- Gunsmithing
- Diesel and Truck Service Technology
- Advanced Electrical Lineworker
- Combination Welding

MT Training Center is approved by the Texas Veterans Commission. Current programs approved to train Veterans are:

- Advanced Electrical Lineworker
- Advanced CDL Training for the Entrepreneur
- Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program
- CDL Prep Program
- Class B CDL Training
- Computer Numerical Control (CNC) Machinist
- Computerized Accounting: Distance Education
- Diesel and Truck Service Technology
- Gunsmithing
- Truck Driving (Class A CDL)
- Combination Welding

Facilities

MT Training Center is housed in a mixed-use industrial-office facility in Desoto, TX. The 46,000 square foot building is equipped with a state-of-the-art conference/lecture room, student store, Media Services Center with computers, CDL instruction area for on-sight maneuvers, Virtual CDL Driving laboratory, Computerized Numerical Control (CNC) laboratory, Combination Welding laboratory, HVAC laboratory, Gunsmithing laboratory, Simulated Utility Pole Field for Lineworker maneuvers and training, and several classrooms. MT Training Center provides a student breakroom with a full kitchen for student use, spacious restrooms, and a suite of administrative offices. On-site parking with adequate lighting is available for all students, staff and instructors. Smoking is prohibited in all campus areas except the one area designated for smoking.

Equipment

Students will be taught using a variety of instructional devices. Students attending classes in the industrial programs utilize HAAS, Sharp, Miller, and Lincoln equipment. Several of the programs issue individual kits to students.

Full-Time Faculty

Amrein, Michael	Welding Certificate, ATI
Bush, Charles	Class A CDL
Cobarrubias, Rudy	HVAC Certificate EPA & TDLR
Edwards, Robert	Class A CDL
Mata, Junior	Class A CDL
Piper, David	CMHE Certificate
Price, Luke	Gunsmithing Certificate, MT Training Center
Siordia, Fabian	Welding Certificate, MT Training Center
Tulowitzki, Michael	Gunsmithing Certificate, Colorado School of Trades
White, Zachary	CNC Certificate

Part-Time Faculty

Burson, James	Gunsmithing Certificate, MT Training Center

Full-Time Faculty, Humble

Chavarria, Chevy	Class A CDL
Lawson, Dale	Class A CDL

Facilities and Services Available to Students with Disabilities

MT Training Center is an equal opportunity employer and follows the same policies in accepting applications from prospective students. No one shall be denied admission on the basis of race, color, religion, age, sex, creed, origin, sexual orientation, gender, gender identity, disability, or marital status. The school will make every effort to accommodate any reasonable request for qualified students with disabilities. Students requesting accommodations or other support services should notify the Chief Executive Officer, Melissa Cuellar, at 972-262-5395 or mcuellar@mttrainingcenter.edu.

A Letter from the Chief Executive Officer

From its inception, MT Training Center has maintained a student-centered focus. We believe in empowering our students by helping them turn their aspirations into reality. We are not only leading our students to success, but we are enabling them to shape the communities where they live into economically productive spaces—spaces where pride in their contribution flourishes.

We constantly keep our finger on the pulse of industry and shape our curricula to meet both current and future demands.

To achieve our goal of being a leader in the field of education, we employee a team of innovative and qualified instructors and staff who are committed to education excellence.

We believe in you, and as we like to say, “We work hard to get you working.”

Sincerely,

Melissa Cuellar
CEO

WE WORK HARD TO GET YOU WORKING.

Computerized Accounting: Distance Education

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Computerized Accounting: Distance Education program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English. Applicants must schedule an interview with the admissions office and submit a completed application. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
BCG-055	Business Communications	10	20	2.0
CPK-101	Computer Keyboarding	10	20	2.0
MO-100	Office Procedures	10	20	2.0
CPC-101	Computer Literacy	10	20	2.0
BCG-101	Business Mathematics	10	20	2.0
EP-100	Pre-Employment Skills	10	20	2.0
ACT-101	Accounting I	40	80	8.0
ACT-154	Payroll	40	80	8.0
ACT-125	Financial Analysis with Excel	20	40	4.0
ACT-123	Accounting II	20	40	4.0
ACT -152	Cost Accounting	20	40	4.0
	Total	200	400	40.0

Total Clock Hours : 600

OBJECTIVES: The computerized accounting program is designed to provide the student with those skills and competencies necessary to become employed in a variety of business environments. Through hands-on experience, the student will be able to prepare, analyze, and verify financial reports. The Computerized Accounting curriculum is designed to prepare students in both manual and automated system support roles in business accounting settings and financial service industries. To complete the program of study, the student will complete courses in both written and verbal communication skills.

TUITION AND FEES:

Tuition:	$ 12,380.00
Registration:	$ 100.00
Total Cost:	$ 12,480.00

Financial Aid Available

Length:	17 Weeks (Day Class)
Ratios:	20:1 (student/instructor)

WE WORK HARD TO GET YOU WORKING.

"In the realm of work, dedication is the blueprint of success."
—Bill Gates

SUBJECT DESCRIPTIONS:

Business Communications: The student will learn essential customer service practices and effective communication in a technology-based environment. Topics include internal and external customer relations, time management, business correspondence (letters, memos, reports), proofreading, and review of grammar, spelling, and vocabulary. Prerequisite: None.

Computer Keyboarding: The student will master the keyboard layout, developing memorization of letters, numbers, and function keys. Additionally, the student will learn and apply practice drills designed to improve typing speed and accuracy. Prerequisite: None.

Office Procedures: The student will demonstrate proficiency in operating a variety of office equipment, including adding machines, fax machines, personal computers, printers, and copiers. In addition, the student will learn and apply various filing systems. Prerequisite: None.

Computer Literacy: The student will learn the basic functions of a personal computer and its CPU components. Students learn to operate, maintain, and troubleshoot personal computers, including installing and removing software. Prerequisite: None.

Business Mathematics: The student will learn how to convert percentages to fractions and fractions to decimals, as well as learn multiplication, division, addition, and subtraction of fractions, percentages, and decimals. The student will also learn how to calculate mark downs, federal income tax, basic payroll deductions, and credit card interest. Prerequisite: None

Pre-Employment Skills: The student will learn how to apply for a job, complete job applications, dress for interviews, compose resumes, conduct searches on the Internet for employment opportunities, as well as master interviewing skills. Prerequisites: None

Accounting I: This course introduces students to the duties of a general accounting clerk, including posting business transactions, maintaining records, reconciling bank statements, and preparing vouchers, checks, statements, and reports. Prerequisites: None

Payroll: The student will learn how to analyze and record payroll transactions, determine payroll taxes, as well as prepare payroll tax reports. The student will also learn rules and laws related to payroll taxes. Prerequisites: None

Financial Analysis with Excel: The student will analyze computerized accounting using Microsoft Excel, mastering spreadsheet creation for capital budgeting, cash flow, capital structure, buyouts, financial projections, management, business valuation, ratios, charting, and related analyses. Prerequisites: None

Accounting II: The student will learn to set up a mock company, manage the chart of accounts, products, services, and accounts. They will also learn to handle jobs, quotes, invoices, customer payments, vendor purchases, bank transactions, business reports, and employee time and payroll. Prerequisite: None.

Cost Accounting: The student will master the principles of management accounting and develop the ability to prepare budgets, determine actual operational costs, and design efficient processes. The student will also learn to analyze product variances and gain a thorough understanding of Generally Accepted Accounting Principles (GAAP). Prerequisite: None.

CLASS SCHEDULES: Students are required to login and participate in course-related activities a minimum of 35 hours a week to be considered an active student.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. Students will have demonstrated the ability to perform entry-level bookkeeping duties including but not limited to analyzing and recording business transactions, preparing and revising financial statements and invoices along with creating and maintaining charts of accounts. The student will demonstrate the ability to compute and complete payroll transactions for a business. Upon successful completion of the program, the student will be issued a Certificate of Completion by MT Training Center.

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Combination Welding

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Combination Welding program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test. Applicants must schedule an interview with the admissions office and submit a completed application. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
WC-101	Cutting Processes	40	90	8.5
WC-301	Gas Metal Arc Welding Processes (MIG)	60	130	12.5
SMA-101	Shielded Metal Arc Welding (Stick)	60	130	12.5
FCW-101	Flux-Core Welding	10	50	3.5
WC-401	Gas Tungsten Arc Welding Processes	80	180	17.0
PP-101	Introduction to Pipe Processes	30	100	8.0
BPR-101	Blueprint Reading	60	90	10.5
TM-100	Technical Mathematics	20	30	3.5
WPE-101	Welding Pre-Employment Skills	20	30	3.5
	Total	380	830	79.5

Total Clock Hours : 1,210

OBJECTIVES: The Combination Welding program is designed to provide the student with the skills and competencies necessary to perform entry-level welding duties. Through hands-on experience, the student will be able to safely operate a welding machine, cutting torch, and all the equipment necessary to perform entry-level welding and cutting duties. The graduate will qualify for employment as a combination welder, welder, and cutter.

TUITION AND FEES:

Tuition:	$ 32,400.00
Registration:	$ 100.00
Total Cost:	$ 32,500.00

Financial Aid Available

Length:	35 Weeks (Day Class) 49 Weeks (Evening Class)
Ratios:	15:1 (student/instructor)

WE WORK HARD TO GET YOU WORKING.

"Some People want it to happen, some wish it would happen, others make it happen."

—Michael Jordan

SUBJECT DESCRIPTIONS:

Cutting Processes: The student will be instructed in shop safety and procedures, equipment set-up, cutting, grinding, electrode selection, metallurgy and qualification testing practices. Prerequisite: None.

Gas Metal Arc Welding Processes (MIG): The student will be instructed in MIG (gas metal arc) welding processes. The student will be instructed in equipment control settings of shielding gases, flow meter regulator settings, electrode types and advanced cutting procedures. Students will also be instructed in welds in various positions. Prerequisite: None.

Shielded Metal Arc Welding (Stick): The student will be instructed in shielded metal arc welding processes with an emphasis on oxy-fuel cutting, joint designs and welds in various positions. Prerequisite: None.

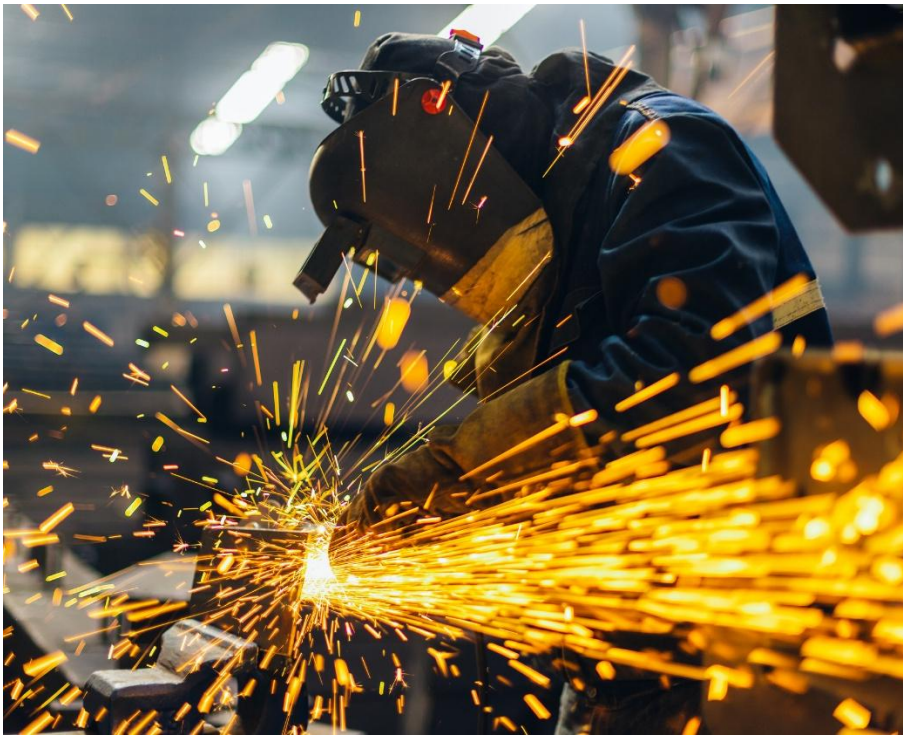
Flux-Core Welding: Students will be instructed in flux Core Arc Welding procedures while utilizing and applying the cutting torch techniques with precision and accuracy. Prerequisite: None.

Gas Tungsten Arc Welding Processes (TIG): The student will be instructed in tungsten arc welding processes, complete equipment set-up, tungsten welding control settings of shielded gases, flow meter regulator settings, electrode types, as well as advanced cutting procedures. Students will also be instructed in welds in various positions. Prerequisite: None.

Introduction to Pipe Processes: An introduction to welding pipe using the shielded metal arc welding process, including electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 1G, 2G, 5G and 6G. Prerequisite: None.

Blueprint Reading: The student will be instructed in the basic skills of how to interpret basic blueprints and visualize the features of a part system. Topics included in this course are line types, dimensioning, methods and notes. The student will be taught how to utilize the technical mathematics learned in this program and apply this knowledge in the interpretation of blueprints. Prerequisite: None.

Technical Mathematics: The student will learn mathematical functions including perimeters, areas, fractions, decimals, volumes of geometric figures, as well as basic algebraic and trigonometric functions. Prerequisite: None.



Welding Pre-Employment Skills: The student will learn the proper attire necessary to become employed in a safe welding environment. The students will also master resume writing, cover letter writing, salary requirements, as well as basic interviewing skills and dress attire necessary for interviewing. Prerequisite: None.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will need to be comfortable working with dangerous equipment in a variety of settings, both indoor and outdoor. The student must be able to meet ASME Code requirements and master the understanding of manual welding processes. The student must also possess the ability to weld metal components together using a variety of gas and arc welding equipment and exhibit proficiency in the use of Oxy-Acetylene torch, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Stick welding equipment.

Upon completion of the program and successfully passing all written and welding examinations, the student will be issued a Certificate of Completion by MT Training Center.

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Computer Numerical Control (CNC) Machinist

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Computer Numerical Control (CNC) Machinist program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English. Applicants must schedule an interview with the admissions office and submit a completed application. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
BP-100	Blueprint Reading	60	60	9.0
CM-101	CNC Milling Processes	170	140	24.0
MM-200	Machining Mathematics	60	60	9.0
CM-201	CNC Lathe Processes	170	140	24.0
CP-101	Basic CNC Programming	100	80	14.0
PE-200	Pre-Employment Skills	30	0	3.0
	Total	590	480	83.0

Total Clock Hours : 1,070

OBJECTIVES: The CNC Machinist program is designed to provide the student with entry level skills and competencies necessary to perform entry-level CNC operator duties. Through classroom training, as well as hands-on experience, the student will be able to safely operate a CNC mill, lathe, and other related equipment by the end of the course. Students will also learn basic programming for the CNC machinery and will be able to complete necessary paperwork and adhere to all safety rules and regulations required of CNC operators. The graduate will qualify for employment as a CNC operator, machinist, lathe operator, mill operator for various manufacturing companies.

TUITION AND FEES:

Tuition:	$ 30,400.00
Registration:	$ 100.00
Total Cost:	$ 30,500.00

Financial Aid Available

Length:	31 Weeks (Day Class) 43 Weeks (Evening Class)
Ratios:	15:1 (student/instructor)

"The thrill of creation begins at the intersection of design & machine."
—Anonymous

SUBJECT DESCRIPTIONS:

Blueprint Reading: The student will learn abbreviations and symbols used in machining. The student will also master orthographic projections, reading multi-view drawings, inclined planes, sectional views, hold specifications, typical dimensions, metric drawings, auxiliary views, as well as geometric and location tolerances. Prerequisite: None.

CNC Milling Processes: The student will master different types of machines, basic machine set up, hole making, and basic milling operations. The student will also learn how to properly and safely use the tool changers, as well as master G, M, S, and F codes. The student will also learn basic safety rules and regulations for the CNC mills. Prerequisite: None.

Machining Mathematics: The student will learn the purpose of tool path calculations, face milling calculations, X-axis, Y-axis, full circle calculations, pocket milling and calculations. The student will also learn proper calculations of coordinates to prepare for basic programming. Prerequisite: None.

CNC Lathe Processes: The student will learn the various types of lathe machines, as well as their specifications and features, capacity, spindle speed, tools and cutting tools associated with lathes. The student will also learn various types of turning centers, the history of the lathe, cutting variables, as well as master the inner and outer diameter operations of the lathe. The student will master the basic safety rules and regulations for properly and safely operating a lathe. Prerequisite: None.

Basic CNC Programming: The student will learn the importance of CAD/CAM, the role of database, the stages of part design and manufacturing, geometric modeling, solid modeling, designing in CAD, CAD drawings and documentation, as well as the combination of CAD/CAM. The student will also learn initial graphic exchange specifications and drawing exchange formats. Prerequisite: MM-200.

Pre-Employment Skills: The student will learn how to properly fill out an employment application, as well as to create resumes, salary requirements, and reference sheets. The student will also master basic interviewing skills and be able to answer the most common interviewing questions as it pertains to the manufacturing industry. The student will also learn the appropriate dress for the interviewing process. Prerequisite: None.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The graduating student must possess knowledge of set-up and use of the CNC mill and lathe machinery, as well as be able to perform a final examination using G, S, M, and F codes. The student will also be required to produce manufactured pieces of computer-aided design and computer-aided manufacturing. Upon completion of the program and successfully passing all examinations, the student will be issued a Certificate of Completion by MT Training Center.

WE WORK HARD TO GET YOU WORKING.

Gunsmithing

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into Gunsmithing program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English; be at least 18 years of age or honorably discharged from the military; be physically and mentally capable of performing the projects and the classwork required for the Gunsmithing program; be able to pass a background check through the Bureau of Alcohol, Tobacco, Firearms and Explosives. The ATF Form 4473 criteria is as follows: Must not be under indictment or information in any court for a felony, or for any other crime for which the judge could imprison you for more than one year*; Cannot have ever been convicted in any court of a felony, or any other crime for which shorter sentence includes probation*; Cannot be a fugitive from justice*; Is not an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance*; Warning: The use or possession of marijuana remains unlawful under Federal law whether or not it has been legalized or decriminalized for medicinal or recreational purposes in the state where you reside*; Has never been adjudicated as a mental defective OR have ever been committed to a mental institution*; Was not discharged from the Armed Forces under dishonorable conditions**; Is not subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner*; Has ever been convicted in any court of a misdemeanor crime of domestic violence*; Must be capable of exercising sound judgment with respect to the proper use and storage of a variety of weapons.

Applicants must schedule an interview with the admissions office and submit a completed application. All students will be notified concerning their acceptance after review from the Admissions Department. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations and the U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives.

Subject Number		Lecture	Lab	Quarter Credits
GE-100	Gunsmith Essentials	40	240	16.0
MS-100	Machine Shop	20	250	15.0
TIG-100	TIG Welding	10	80	5.0
SM-100	Stock-Making	30	180	12.0
DF-100	Design and Function	140	450	37.0
BH-100	Ballistics and Handloading	10	25	2.0
MGT-100	Shop Management	10	25	2.0
EP-100	Pre-Employment Skills	10	20	2.0
	Total	270	1270	91.0

Total Clock Hours : 1,540

OBJECTIVES: The Gunsmithing program is designed to provide the student with entry level skills and competencies necessary to perform entry-level Gunsmithing duties. Through classroom training, as well as hands-on experience, the student will be able to safely operate a manual mill, gunsmithing lathe, and other related equipment by the end of the course. Students will learn to complete necessary paperwork and adhere to all firearms safety rules and regulations required of gunsmiths. The graduate may qualify for employment as a gunsmith, machinist, lathe operator, mill operator for various manufacturing and firearms companies.

TUITION AND FEES:

Tuition:	$ 37,400.00
Registration:	$ 100.00
Total Cost:	$ 37,500.00

Financial Aid Available

Length:	44 Weeks (Day Class) 62 Weeks (Evening Class)
Ratios:	10:1 (student/instructor)

* , ** & Exception See Page 31

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"It is a poor craftsman who blames his tools."

—Anonymous

SUBJECT DESCRIPTIONS:

Gunsmith Essentials: The student will gain hands-on experience with various files commonly used in gunsmithing, learning their specific applications and proper techniques. During this phase, the student will also develop skills in sanding and polishing both wood and metal surfaces in preparation for finishing. Instruction will include methods for refinishing wood and metal components. Additionally, students will be taught the correct use, maintenance, and care of both personal and school-provided tools. Prerequisite: None.

Machine Shop: Students will learn to operate machinery safely while also ensuring proper maintenance and care of the equipment. They will become familiar with the correct nomenclature for each machine and gain hands-on experience using them in relation to gunsmithing tasks. Basic maintenance procedures for all machinery will also be covered. Prerequisite: GE-100.

TIG Welding: Students will learn the safe and proper operation of welding equipment, with an emphasis on its application in gunsmithing. Students will learn the fundamentals of welding and heat control, including techniques essential for firearm repair and modification. The course also covers metal preparation and cleaning methods—such as sanding and filing—to ensure precise, high-quality welds. Upon completion, students will be able to perform clean, controlled welds suitable for a variety of gunsmithing tasks. Prerequisite: GE-100.

Stock-Making: Students will learn how to properly sharpen and maintain chisels and gouges used for inletting. We will explore various styles of stock design and the correct techniques for achieving each desired style. The course will also cover different types of wood, discussing why some are more suitable for stock making than others. Each student will fit their barreled action to a stock blank, and install components such as a butt pad, sling swivel studs, and a grip cap. Once all parts are properly fitted, students will apply previously learned finishing techniques to complete their project. Prerequisites: GE-100, MS-100, TIG-100.

Design and Function: Students will explore the origins and functions of various types of firearms. The curriculum covers the cycle of operation and common mechanical issues associated with firearms. Students will gain hands-on experience by disassembling, cleaning, and inspecting firearms, including headspace measurement. Instruction is supported by both prior knowledge and reference materials, with close guidance from experienced instructors. Additionally, students will develop repair skills through part replacement and fabrication when necessary. This comprehensive section integrates all foundational lessons, shaping students into skilled gunsmiths. Prerequisites: GE-100, MS-100, TIG-100, SM-100.

Ballistics and Handloading: students will study the fundamentals of hand loading and basic ballistics with safety as the primary focus. Instruction will cover the roles of components (case, primer, powder and projectile), principles of accuracy, and how to make informed component selections for intended applications. Emphasis will be placed on following published load data, observing safe charge limits, and practicing careful handling and range procedures at all times. Prerequisites: GE-100, MS-100, TIG-100, SM-100, DF-100.

Shop management: The student will gain practical knowledge and real-world insights into owning and operating a gunsmithing business. Topics include the advantages and disadvantages of sole ownership versus business partnerships, the legal and procedural requirements for obtaining a Federal Firearms License (FFL), and an in-depth overview of various business entities such as sole proprietorships, partnerships, LLCs, and corporations. Emphasis is placed on evaluating the benefits and challenges of each business model within the context of the firearms industry. Prerequisites: GE-100, MS-100, TIG-100, SM-100, DF-100, BH-100.

Pre-Employment Skills: Students will receive coaching on appropriate shop attire and professional presentation for job interviews. The course covers how to evaluate a shop environment to determine if it aligns with their skills and career goals. Students will also learn how to create effective résumés and cover letters, and how to ensure their application materials reach the appropriate contacts. Additional topics include essential tools for the trade, what equipment is typically provided by employers, salary expectations, and strategies for negotiating compensation confidently and professionally. Prerequisites: GE-100, MS-100, TIG-100, SM-100, DF-100, BH-100, DF-100.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student must demonstrate the knowledge and skills necessary to safely handle firearms and operate all machinery and equipment proficiently. Students are also expected to have a comprehensive understanding of gun safety and ballistics. Upon successful completion of the program and all practical examinations, the student will be issued a certificate of completion by MT Training Center.

Advanced Gunsmithing

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Advanced Gunsmithing program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English; be at least 18 years of age or honorably discharged from the military; be physically and mentally capable of performing the projects and the classwork required for the Gunsmithing program; be able to pass a background check through the Bureau of Alcohol, Tobacco, Firearms and Explosives. The ATF Form 4473 criteria is as follows: Must not be under indictment or information in any court for a felony, or for any other crime for which the judge could imprison you for more than one year*; Cannot have ever been convicted in any court of a felony, or any other crime for which shorter sentence includes probation*; Cannot be a fugitive from justice*; Is not an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance*; Warning: The use or possession of marijuana remains unlawful under Federal law whether or not it has been legalized or decriminalized for medicinal or recreational purposes in the state where you reside*; Has never been adjudicated as a mental defective OR have Ever been committed to a mental institution*; Was not discharged from the Armed Forces under dishonorable conditions**; Is not subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner*; Has ever been convicted in any court of a misdemeanor crime of domestic violence*; Must be capable of exercising sound judgment with respect to the proper use and storage of a variety of weapons.

Applicants must schedule an interview with the admissions office and submit a completed application. All students will be notified concerning their acceptance after review from the Admissions Department. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations and the U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives.

Subject Number		Lecture	Lab	Quarter Credits
CNC-200	CNC Operations & Programming	220	200	32.0
LE-200	Laser Engraving	35	70	3.5
BBA-200	Blueprint Bolt Action Rifles	40	100	9.0
GPB-200	Glass Bedding & Pillar Bedding	15	90	6.0
SSS-200	Science behind Fitting of Shotgun Stocks	50	300	18.0
LCR-200	Leather Covered Recoil Pads	10	60	4.0
CCH-200	Color Case Hardening & Metallurgy	10	60	4.0
CC-200	Cerakote & Coatings	10	60	4.0
PUP-200	Pantograph Use & Pattern Making	20	90	4.5
	Total	410	1,030	85.0

Total Clock Hours : 1,440

OBJECTIVES: The Advanced Gunsmithing program prepares students with in-depth expertise in firearm design, fabrication, modification, and repair. Through hands-on training in metalworking, woodworking, and ballistics, students develop precision, creativity, and technical mastery across handguns, rifles, and shotguns. The program emphasizes safety, legal and ethical responsibility, and adherence to industry standards while strengthening problem-solving and troubleshooting skills. Business fundamentals and professionalism are integrated to equip graduates for success as skilled gunsmiths or business owners in the evolving firearms industry.

TUITION AND FEES:

Tuition:	$ 35,870.00
Registration:	$ 100.00
Total Cost:	$ 35,970.00

Financial Aid Available

Length:	42 Weeks (Day Class) 58 Weeks (Evening Class)
Ratios:	15:1 (student/instructor)

* , ** & Exception See Page 31

"Our greatest glory is not in never failing, but in rising up every time we fail"
— Ralph Waldo Emerson

SUBJECT DESCRIPTIONS:

CNC Operations & Programming: This course provides comprehensive instruction in CNC (Computer Numerical Control) machine operations and programming. Students will learn CNC machining fundamentals, blueprint reading, coordinate systems, tooling selection, machine setup, and G-code programming. Emphasis is placed on safe operation, precision machining, program verification, and industry-standard practices using CNC milling and turning machines. Prerequisite: None.

Laser Engraving: This course provides advanced instruction in laser engraving techniques as applied to firearms and firearm components. Students will learn laser engraver setup, software operation, material preparation, engraving parameters, design layout, and safety procedures. Emphasis is placed on precision engraving, compliance with firearm marking regulations, and professional shop practices. Prerequisite: None.

Blueprint Bolt Action Rifles: This course provides advanced instruction in blueprinting bolt action rifles to improve accuracy, reliability, and consistency. Students will learn precision machining and fitting techniques including action truing, receiver face squaring, bolt lug lapping, bolt face truing, barrel fitting, headspace verification, and final assembly. Emphasis is placed on precision measurement, machining accuracy, safety, and professional gunsmithing standards. Prerequisite: None.

Glass Bedding & Pillar Bedding: The student will learn and master the principles and hands-on techniques of glass bedding and pillar bedding rifle actions to improve firearm accuracy, consistency, and durability. Instruction includes stock preparation, action fitting, recoil lug bedding, pillar installation, epoxy selection, surface preparation, release agents, curing procedures, and final inspection. Emphasis is placed on precision, safety, and professional gunsmithing standards. Prerequisite: None.

Science Behind Fitting of Shotgun Stocks: This subject provides advanced instruction in the scientific principles and practical techniques involved in fitting shotgun stocks for optimal shooter performance, comfort, and accuracy. Students examine the relationship between stock dimensions, human anatomy, shooting mechanics, recoil management, and point of impact. Emphasis is placed on measuring length of pull, drop, cast, pitch, and comb height, as well as evaluating shooter stance, eye alignment, and mount consistency. Through hands-on application, students learn stock modification, adjustment, and fitting methods using professional gunsmithing standards and safety practices. Prerequisite: None.

Leathered Covered Recoil Pads: This subject provides specialized instruction in the design, fabrication, and installation of leather covered recoil pads for firearms. Students focus on proper fitting techniques to ensure comfort, recoil reduction, durability, and aesthetic quality. Emphasis is placed on pad selection, shaping, grinding, leather wrapping, stitching or bonding methods, and final finishing to professional gunsmithing standards. Safety practices, precision workmanship, and attention to detail are reinforced throughout hands-on application. Prerequisite: None.

Color Case Hardening & Metallurgy: This subject provides advanced instruction in the science and practical application of color case hardening and basic metallurgical principles for firearms. Students will study the chemical and physical processes that alter metal hardness, surface appearance, and durability. Emphasis is placed on proper preparation, heat treatment, carburizing techniques, quenching, and finishing to achieve both functional and decorative results. Students will also gain foundational knowledge of metallurgy, including metal properties, alloys, and stress management, while adhering to professional gunsmithing standards and safety practices. Prerequisite: None.

Cerakote & Coatings: This subject provides advanced instruction in the application of Cerakote and other professional firearm coatings. Students will learn the science, preparation, and techniques required to apply durable, protective, and aesthetically appealing finishes to firearm components. Emphasis is placed on surface preparation, masking, spray application, curing processes, and quality control. Students will also gain foundational knowledge of coating types, chemical properties, and adhesion principles, while following professional gunsmithing standards and safety practices. Prerequisite: None.

Pantograph Use & Pattern Making: This subject provides advanced instruction in the use of pantograph machines and pattern making techniques commonly applied in professional gunsmithing. Students learn how pantographs are used for engraving layout, stock carving patterns, lettering, scaling designs, and duplication work. Emphasis is placed on machine setup, tool selection, pattern creation, precision control, and accuracy. Students also explore design transfer methods and pattern development while adhering to professional gunsmithing standards and safety practices. Prerequisite: None.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will need to demonstrate a thorough understanding of the program's learning objectives. This includes acquiring the knowledge and skills necessary for the design, fabrication, modification, and repair of firearms, as well as mastering safety protocols, legal regulations, and ethical practices. Students are expected to show proficiency in technical competencies through hands-on projects, practical exercises, and assessments, ensuring they meet industry standards and are prepared for professional careers in gunsmithing or firearms-related business ventures. Upon completion of the program and successfully passing all written and welding examinations, the student will be issued a Certificate of Completion by MT Training Center.

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Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English. Applicants must schedule an interview with the admissions office and submit a completed application. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Department of Licensing and Regulation, the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
HVAC-100	Basic Theory of Refrigeration	100	100	15.0
HVAC-200	Fundamentals of Electricity and Controls	100	100	15.0
HVAC-300	Heating: Gas and Electric	100	100	15.0
	Total	300	300	45.0

Total Clock Hours : 600

OBJECTIVES: The Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program is designed to provide the student with the skills and competencies necessary to perform entry level central heating and air and basic refrigeration on residential and commercial units. Through hands-on experience the student will be able to work on a variety of central heating and air and refrigeration equipment. The graduate will qualify for employment as an HVAC technician and be able to diagnose HVAC and refrigeration equipment.

TUITION AND FEES:

Tuition:	$ 14,800.00
Registration:	$ 100.00
Total Cost:	$ 14,900.00

Financial Aid Available

Length:	19 Weeks (Day Class) 24 Weeks (Evening Class)
Ratios:	15:1 (student/instructor)

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"I've failed over and over and over again in my life. And that is why I succeed."
—Michael Jordan

SUBJECT DESCRIPTIONS:

Basic Theory of Refrigeration: The student will learn the basic refrigeration and refrigeration cycle and components as well as tool and equipment safety. The student will also obtain knowledge of humidity as it relates to the refrigeration cycle. Students will learn every type of compressor and compression action, be able to identify air-cooled and water-cooled condensers. The student will be able to identify all types of standard and specialty evaporators, learn how to operate metering devices recognized by the industry. Lastly, students will understand the molecular theory as it relates to refrigeration. Prerequisite: None.

Fundamentals of Electricity and Controls: The student will learn basic electricity circuits such as voltage, amperage, Ohms law, methods of producing an electronic potential. The student will also obtain knowledge of magnetism, types of electrical circuits and transformers. The student will be able to work with HVAC and refrigeration motors, magnetic contractors, refrigeration compressor motors, starting relays, capacitors, meters and symbols as they relate to HVAC and refrigeration systems. Prerequisite: None.

Heating: Gas and Electric: The student will learn basic heating components and pumps, furnace types and construction, forced-air duct arrangements, blower controls and unit heaters. The student will also learn gas furnace operation, venting and efficiency as well as radiant heat and gas-fired heating system service. Prerequisite: None.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 8:00 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will need to be comfortable working with electrical and natural gas as it relates to HVAC systems. The student must also be able to identify, diagnose, and repair a variety of problems with HVAC systems. Students will also meet the requirements for certification from TDLR (Texas Department of Licensing and Regulation)and EPA (Environmental Protective Agency) Licensing by the Esco Institute.

Upon completion of the program and successfully passing all written and practical examinations, the student will be issued a Certificate of Completion by MT Training Center.

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Advanced Electrical Lineworker

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Advanced Electrical Lineworker program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test; be able to read and write English. Applicants must schedule an interview with the admissions office and submit a completed application. A valid driver's license is required, along with eligibility for a Class A commercial driver's license (CDL). Proof of current medical insurance is necessary by the start date and must be maintained throughout the program. Applicants cannot have a felony conviction and must not exceed more than 300 pounds due to equipment restrictions. Physical and mental fitness is required, verified by a Medical Release form during enrollment. Additionally, proof of passing the DOT Physical and a signed Medical Release form from both the applicant and their doctor are needed. Applicants must schedule an interview with the admissions office and submit a completed application. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
OCT-100	Electrical Safety and OSHA Compliance Training	40	40	6.0
LCT-101	Leadership and Communication Training	20	40	4.0
PC-102	Pole Climbing Safety and Techniques	10	90	5.5
IPL-103	Introduction to Pole Line Construction	40	60	7.0
FGT-104	Field Gear and Equipment Training	80	90	12.5
TG-105	Essential Knowledge of Transformers and Grounding	10	20	2.0
CA-106	Certifications and Assessments	100	100	15.0
CDL-100	Class A CDL	60	100	11.0
	Total	360	540	63.0

Total Clock Hours : 900

OBJECTIVES: The objective of the Advanced Electrical Lineworker program is to prepare students for entry-level employment in the field of utility power transmission and distribution construction, troubleshooting, and commercial electrical maintenance and repair.

TUITION AND FEES:

Tuition:	$ 19,335.00
Registration:	$ 100.00
Certifications:	$ 800.00
DOT Physical & Drug Test:	$ 120.00
CDL Licensing Fees:	$ 145.00
Total Cost:	$ 20,500.00

Financial Aid Available

Length: 26 Weeks (Day Class)
36 Weeks (Evening Class)

Ratios: 20:1 (student/instructor)

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"Let your dreams take flight; live the life you've imagined."
— Henry David Thoreau

SUBJECT DESCRIPTIONS:

Electrical Safety and OSHA Compliance Training: Students will gain the knowledge and skills needed to work safely with electrical systems and comply with OSHA regulations. Training covers electrical hazards, risk assessment, PPE use, and safe practices in high-voltage environments. Topics include lockout/tagout, grounding, and emergency response, with emphasis on OSHA standard 29 CFR 1910.269 for power generation, transmission, and distribution. Graduates will be prepared to identify, prevent, and mitigate electrical hazards while maintaining OSHA compliance in daily operations. Prerequisite: None.

Leadership and Communication Training: Students will learn the importance of effective job briefs—how to create and deliver them clearly. From a leadership perspective, this includes conducting thorough job hazard analyses, applying mitigation strategies, implementing controls, and communicating roles and responsibilities to the crew. Prerequisite: None.

Pole Climbing Safety and Techniques: Students will learn safe utility pole climbing techniques, including proper assembly, inspection, and use of climbing tools such as a wood pole fall restraint system and secondary rope. The course prepares students to climb confidently, maintain fall protection around obstacles, and pass final qualification testing. Prerequisite: None.

Introduction to Pole Line Construction: Students will learn to create standard construction drawings and apply their knowledge in hands-on settings. The course covers pole line construction and common linesman tasks, including digging pole holes, transitioning from tangent to alley arm construction, and working with guy wires and anchors. Students will also practice tying and using essential knots in the construction process. Prerequisite: None.

Field Gear and Equipment Training: Students will learn to inspect, set up, and operate field equipment, including digger derricks and bucket trucks. Emphasizing teamwork, they will work together to load and position poles, transformers, and other materials, while gaining proficiency with common lineman tools such as ladders and chainsaws. Prerequisite: None

Essential Knowledge of Transformers and Grounding: Students will learn about various transformers and distribution methods utilized in the industry, focusing on how these connections facilitate power distribution. They will learn about pad mounted and overhead transformers, their operational principles, and the types of connections frequently used in the field. Furthermore, students will acquire the skills necessary to properly install protective grounds and bonds at work sites. Prerequisites: None

Certifications and Assessments: The students will review and master materials in preparation for certification exams for the following: Bucket Rescue, Pole Top Rescue, First Aid, CPR, Climbing, Digger Derrick, Chainsaw Safety and Maintenance, NSC Flagger, and OSHA Certifications. The student will perform final certification assessments. Prerequisite: None.

Class A CDL: The student will master a working knowledge of the trucking industry. The student will learn systems and malfunctions, advanced operating practices, basic vehicle operation, non-vehicle activities, safe operating practices as well as human trafficking as it relates to the industry. The student will be able to comply with Texas Department of Transportation (TXDOT) and US Department of Transportation (USDOT) rules and regulations. Prerequisite: None.

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 A.M. – 2:30 P.M. Evening classes are scheduled Monday through Friday from 3:00 P.M. –- 8:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch/dinner.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student must master knowledge of industry's standard tools and machinery, like bucket trucks and diggers. The student will also understand voltage, current, resistance, and basic electrical theory. Upon successful completion of the program, the graduate should possess knowledge and versatility in the field to qualify for entry-level positions as pre-apprentice lineworkers, substation technicians, equipment operators, staking technicians, or other related positions. Upon completion of the program, the student will be issued a Certificate of Completion by MT Training Center.

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Advanced CDL Training for the Entrepreneur*

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Advanced CDL Training for the Entrepreneur program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test. Applicants must schedule an interview with the admissions office and submit a completed application. Applicants must: Be a United States citizen or have proof of current permanent residency; be able to read and write English; successfully complete the Department of Transportation physical examination (long form required); successfully pass the Department of Transportation drug screening; possess a valid Texas driver's license prior to enrollment; be free of any outstanding tickets and/or warrants; be 18 years old to drive intrastate and be at least 21 years of age to drive interstate; be able to perform simple arithmetic. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm, foot, or leg that interferes with driving; no diabetes requiring Insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
ELDT-100	Entry Level Driver Training Theory	10	70	4.5
TD-100	Truck Driving	50	30	6.5
ADV-100	Advanced CDL for the Entrepreneur	460	20	47.0
	Total	520	120	58.0

Total Clock Hours : 640

OBJECTIVES: The Advanced CDL Training for the Entrepreneur program is designed to provide the student with the skills and competencies necessary to perform entry-level truck driving duties and be able to establish self-employment as an owner/operator. Through hands-on experience the student will be able to safely operate a tractor-trailer by the end of the course. Students will also learn how to complete the necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. The student will also master the legal parameters of establishing a truck driving company. The graduate will qualify for employment as a truck driver, driver, tractor-trailer operator for private carriers, short haul trucking companies, and distributors and will also have the knowledge to become a self-employed owner/operator.

Length: 19 Weeks
Ratios: 20:1 (Students/Instructor)

TUITION AND FEES:

Tuition:	$ 11,443.00
Registration:	$ 100.00
Examiner Fees:	$ 500.00
DOT Drug Test Fee:	$ 48.00
DOT Physical Fee:	$ 68.00
Learner's Permit Fee:	$ 25.00
License Fee (May Change):	$ 61.00
MVR:	$ 8.00
Total Cost:	$ 12,253.00

Financial Aid Available

* Hybrid Course

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"Success is not final; failure is not fatal: it is the courage to continue that counts."

—Winston Churchill

SUBJECT DESCRIPTIONS:

ELDT Theory: This comprehensive course provides students with in-depth knowledge and mastery of the essential theoretical components required for professional truck driving.

Through focused instruction and analysis, students will gain a solid foundation in control systems, as well as thorough procedures for pre-trip and post-trip inspections. Students will learn core driving techniques including basic control, shifting operating transmissions, backing and docking, and coupling and uncoupling.

Students will achieve a comprehensive understanding of effective driving strategies such as visual search, communications, distracted driving awareness, speed management, space management, and operating under nighttime and extreme driving conditions. Students will develop the ability to anticipate and react to road hazards through training in hazard perception, skid control and recovery, and managing jackknifing and other emergencies.

The course will guide students through specialized topics such as navigating railroad highway grade crossings, identification and diagnosis of malfunctions, roadside inspections, and routine vehicle maintenance. By the end of the course, students will be prepared to meet the theory requirements outlined by the FMCSA Entry-Level Driver Training (ELDT) regulations and progress to the Truck Driving Course. Prerequisite: None.

Truck Driving: This engaging course is designed to equip students with the critical knowledge and practical skills required for a successful career in commercial driving. Throughout the course, students will gain in-depth understanding of key topics including Air Brakes, Combination Vehicles, and General Knowledge Special Requirements essential for the CDL exam. Emphasis is also placed on performing thorough Pre-Trip Inspections, Basic Control Skills, and recognizing the vital role drivers play in combating Human Trafficking. By the end of the course, students will be fully prepared to operate commercial vehicles safely, responsibly, and professionally. Prerequisite: ELDT-100.

Advanced CDL for the Entrepreneur: This comprehensive course blends the fundamentals of entrepreneurship with the specialized knowledge required to succeed in the industry. Students will learn how to develop, test, and refine business ideas that can grow into thriving companies. From the initial concept to full-scale operations, the course guides students through every stage of business development—growth, maturity, and long-term sustainability. Students will

explore the step-by-step process of starting their own trucking company, including critical topics such as choosing a business structure, purchasing or leasing trucks, selecting trailers, and maintaining equipment. Practical lessons on being your own boss, managing time effectively, and staying compliant and safe on the road are paired with essential business management skills. Financial literacy is a core theme, with modules on bookkeeping, analyzing business performance, understanding revenue and costs, controlling key expenses like fuel and tires, and preparing for taxes. Students will also learn about financing options, trucking and health insurance, and how to build savings for the future. Students will learn how to effectively use computers, mobile devices, and internet tools to manage operations, stay organized, and remain competitive.

By the end of the course, students will be fully equipped with the entrepreneurial mindset, business skills, and industry-specific knowledge needed to go independent and thrive as owner-operators in the trucking world. Prerequisite: TD-100.

CLASS SCHEDULES Classes are scheduled Monday through Friday from 7:30 A.M. – 4:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and will have passed the written and driving exams to obtain their Commercial Driver's License. (Written and driving exams at the Texas DPS do not determine student completion of this program).

Upon completion of the program, the student will be issued a Certificate of Completion by MT Training Center. Upon successfully completing all driving examinations, the student will receive a Class A CDL through the Texas Department of Public Safety.

WE WORK HARD TO GET YOU WORKING.

CDL Prep Program

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the CDL Prep Program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test. Applicants must schedule an interview with the admissions office and submit a completed application. Applicants must: Be a United States citizen or have proof of current permanent residency; be able to read and write English; successfully complete the Department of Transportation physical examination (long form required); successfully pass the Department of Transportation drug screening; possess a valid Texas driver's license prior to enrollment; be free of any outstanding tickets and/or warrants; be 18 years old to drive intrastate and be at least 21 years of age to drive interstate; be able to perform simple arithmetic. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm, foot, or leg that interferes with driving; no diabetes requiring insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
ELDT-100	Entry Level Driver Training Theory	10	70	4.5
	Total	10	70	4.5

Total Clock Hours : 80

OBJECTIVES: The CDL Prep Program is designed to provide the student with the skills and competencies necessary to pass the Texas Department of Public Safety Commercial Driver's License Exams. Once the student is issued a CDL from the Texas DPS, he/she will be qualified to perform entry-level truck driving duties. Through hands-on experience the student will be able to safely operate a tractor-trailer. Students will also learn how to complete necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. After receiving a Class A driver's license, the graduate will qualify for employment as a truck driver, driver, and tractor-trailer operator for private carriers, short haul trucking companies, and distributors.

TUITION AND FEES:	
Tuition:	$ 2,343.00
Registration:	$ 100.00
Examiner Fees:	$ 500.00
DOT Drug Test Fee:	$ 48.00
License Fee (May Change):	$ 100.00
MVR:	$ 8.00
Total Cost:	$ 3,099.00

Length: 2 Weeks
Ratios: 4:1 (Students/Instructor)

WE WORK HARD TO GET YOU WORKING.

"Whether you think you can or think you can't, you're right."

—Henry Ford

SUBJECT DESCRIPTIONS:

ELDT Theory: This comprehensive course provides students with in-depth knowledge and mastery of the essential theoretical components required for professional truck driving.

Through focused instruction and analysis, students will gain a solid foundation in control systems, as well as thorough procedures for pre-trip and post-trip inspections. Students will learn core driving techniques including basic control, shifting operating transmissions, backing and docking, and coupling and uncoupling.

Students will achieve a comprehensive understanding of effective driving strategies such as visual search, communications, distracted driving awareness, speed management, space management, and operating under nighttime and extreme driving conditions. Students will develop the ability to anticipate and react to road hazards through training in hazard perception, skid control and recovery, and managing jackknifing and other emergencies.

The course will guide students through specialized topics such as navigating railroad highway grade crossings, identification and diagnosis of malfunctions, roadside inspections, and routine vehicle maintenance. By the end of the course, students will be prepared to meet the theory requirements outlined by the FMCSA Entry-Level Driver Training (ELDT) regulations and progress to the Truck Driving Course. Prerequisite: None.

CLASS SCHEDULES: Classes are scheduled Monday through Friday from 7:30 A.M. – 4:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and have passed written and driving portions of the program. (Written and driving exams at the Texas DPS do not determine student completion of this program).

Upon successful completion of the program the student will be issued a Certificate of Completion by MT Training Center. Upon successfully completing all driving examinations, the student will receive a Class A CDL through the Texas Department of Public Safety.

Truck Driving (Class A CDL) *

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Truck Driving (Class A CDL) program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test. Applicants must schedule an interview with the admissions office and submit a completed application. Applicants must: Be a United States citizen or have proof of current permanent residency; be able to read and write English; successfully complete the Department of Transportation physical examination (long form required); successfully pass the Department of Transportation drug screening; possess a valid Texas driver's license prior to enrollment; be free of any outstanding tickets and/or warrants; be 18 years old to drive intrastate and be at least 21 years of age to drive interstate; be able to perform simple arithmetic. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm, foot, or leg that interferes with driving; no diabetes requiring Insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
ELDT-100	Entry Level Driver Training Theory	10	70	4.5
TD-100	Truck Driving	50	30	6.5
	Total	60	100	11.0

Total Clock Hours : 160

OBJECTIVES: The Truck Driving (Class A CDL) program is designed to provide the student with the skills and competencies necessary to pass the Texas Department of Public Safety Commercial Driver's License Exams. Once the student is issued a CDL from the Texas DPS, he/she will be qualified to perform entry-level truck driving duties. Through hands-on experience the student will be able to safely operate a tractor-trailer. Students will also learn how to complete necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. After receiving a Class A driver's license, the graduate will qualify for employment as a truck driver, driver, and tractor-trailer operator for private carriers, short haul trucking companies, and distributors.

Length: 4 Weeks
Ratios: 20:1 (Students/Instructor)

TUITION AND FEES:

Tuition:	$ 5,685.00
Registration:	$ 100.00
Examiner Fees:	$ 500.00
DOT Drug Test Fee:	$ 48.00
DOT Physical Fee:	$ 68.00
Learner's Permit Fee:	$ 25.00
License Fee (May Change):	$ 61.00
MVR:	$ 8.00
Total Cost:	$ 6,495.00

* Hybrid Course

WE WORK HARD TO GET YOU WORKING.

"Success is the sum of small efforts - repeated day in and day out."

—Robert Collier

SUBJECT DESCRIPTIONS:

ELDT Theory: This comprehensive course provides students with in-depth knowledge and mastery of the essential theoretical components required for professional truck driving.

Through focused instruction and analysis, students will gain a solid foundation in control systems, as well as thorough procedures for pre-trip and post-trip inspections. Students will learn core driving techniques including basic control, shifting operating transmissions, backing and docking, and coupling and uncoupling.

Students will achieve a comprehensive understanding of effective driving strategies such as visual search, communications, distracted driving awareness, speed management, space management, and operating under nighttime and extreme driving conditions. Students will develop the ability to anticipate and react to road hazards through training in hazard perception, skid control and recovery, and managing jackknifing and other emergencies.

The course will guide students through specialized topics such as navigating railroad highway grade crossings, identification and diagnosis of malfunctions, roadside inspections, and routine vehicle maintenance. By the end of the course, students will be prepared to meet the theory requirements outlined by the FMCSA Entry-Level Driver Training (ELDT) regulations and progress to the Truck Driving Course. Prerequisite: None.

Truck Driving: This engaging course is designed to equip students with the critical knowledge and practical skills required for a successful career in commercial driving. Throughout the course, students will gain in-depth understanding of key topics including Air Brakes, Combination Vehicles, and General Knowledge Special Requirements essential for the CDL exam. Emphasis is also placed on performing thorough Pre-Trip Inspections, Basic Control Skills, and recognizing the vital role drivers play in combating Human Trafficking. By the end of the course, students will be fully prepared to operate commercial vehicles safely, responsibly, and professionally. Prerequisite: ELDT-100.

CLASS SCHEDULES: Classes are scheduled Monday through Friday from 7:30 A.M. – 4:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and have passed written and driving portions of the program. (Written and driving exams at the Texas DPS do not determine student completion of this program).

Upon successful completion of the program the student will be issued a Certificate of Completion by MT Training Center. Upon successfully completing all driving examinations, the student will receive a Class A CDL through the Texas Department of Public Safety.

WE WORK HARD TO GET YOU WORKING.

Class B CDL Training *

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the Class B CDL Training program at MT Training Center: Possess a high school diploma, G.E.D. equivalent, or be able to pass the Accuplacer Test. Applicants must schedule an interview with the admissions office and submit a completed application. Applicants must: Be a United States citizen or have proof of current permanent residency; be able to read and write English; successfully complete the Department of Transportation physical examination (long form required); successfully pass the Department of Transportation drug screening; possess a valid Texas driver's license prior to enrollment; be free of any outstanding tickets and/or warrants; be 18 years old to drive intrastate and be at least 21 years of age to drive interstate; be able to perform simple arithmetic. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm, foot, or leg that interferes with driving; no diabetes requiring Insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. Once accepted, they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

Subject Number		Lecture	Lab	Quarter Credits
ELDT-100	Entry Level Driver Training Theory	45	75	8.25
TD-100	Truck Driving	15	105	6.75
	Total	60	180	15.0

Total Clock Hours : 240

OBJECTIVES: The Class B CDL Training program is designed to provide the student with the skills and competencies necessary to pass the Texas Department of Public Safety Commercial Driver's License Exams. Once the student is issued a CDL from the Texas DPS, he/she will be qualified to perform entry-level truck driving duties. Through hands-on experience the student will be able to safely operate a tractor-trailer. Students will also learn how to complete necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. After receiving a Class A driver's license, the graduate will qualify for employment as a truck driver, driver, and tractor-trailer operator for private carriers, short haul trucking companies, and distributors.

Length: 6 Weeks
Ratios: 20:1 (Students/Instructor)

TUITION AND FEES:	
Tuition:	$ 5,685.00
Registration:	$ 100.00
Examiner Fees:	$ 500.00
DOT Drug Test Fee:	$ 48.00
DOT Physical Fee:	$ 68.00
Learner's Permit Fee:	$ 25.00
License Fee (May Change):	$ 61.00
MVR:	$ 8.00
Total Cost:	$ 6,495.00

* Hybrid Course

WE WORK HARD TO GET YOU WORKING.

"Start where you are. Use what you have. Do what you can."

—Arthur Ashe

SUBJECT DESCRIPTIONS:

ELDT Theory: This comprehensive course provides students with in-depth knowledge and mastery of the essential theoretical components required for professional truck driving.

Through focused instruction and analysis, students will gain a solid foundation in control systems, as well as thorough procedures for pre-trip and post-trip inspections. Students will learn core driving techniques including basic control, shifting operating transmissions, backing and docking, and coupling and uncoupling.

Students will achieve a comprehensive understanding of effective driving strategies such as visual search, communications, distracted driving awareness, speed management, space management, and operating under nighttime and extreme driving conditions. Students will develop the ability to anticipate and react to road hazards through training in hazard perception, skid control and recovery, and managing jackknifing and other emergencies.

The course will guide students through specialized topics such as navigating railroad highway grade crossings, identification and diagnosis of malfunctions, roadside inspections, and routine vehicle maintenance. By the end of the course, students will be prepared to meet the theory requirements outlined by the FMCSA Entry-Level Driver Training (ELDT) regulations and progress to the Truck Driving Course. Prerequisite: None.

Truck Driving: This engaging course is designed to equip students with the critical knowledge and practical skills required for a successful career in commercial driving. Throughout the course, students will gain in-depth understanding of key topics including Air Brakes, Combination Vehicles, and General Knowledge Special Requirements essential for the CDL exam. Emphasis is also placed on performing thorough Pre-Trip Inspections, Basic Control Skills, and recognizing the vital role drivers play in combating Human Trafficking. By the end of the course, students will be fully prepared to operate commercial vehicles safely, responsibly, and professionally. Prerequisite: ELDT-100.

CLASS SCHEDULES: Classes are scheduled Monday through Friday from 7:30 A.M. – 4:00 P.M. Classes will receive various breaks throughout the day with a half hour for lunch.

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and have passed written and driving portions of the program. (Written and driving exams at the Texas DPS do not determine student completion of this program).

Upon successful completion of the program the student will be issued a Certificate of Completion by MT Training Center. Upon successfully completing all driving examinations, the student will receive a Class B CDL through the Texas Department of Public Safety.

Admission Policy

MT Training Center (MTTC) is an equal opportunity employer and follows the same policies in accepting applications from prospective students. MTTC is open to all candidates without regard to race, color, nationality, national origin, religion, age, sex, creed, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations. Those individuals applying for admission must meet the following general requirements: Before an applicant can be accepted for admission to MTTC, he or she must:

1. Schedule an interview with the Admissions department. During this interview, potential students will be informed of all cost, length, equipment requirements, technical requirements and any cost associated with specific programs; and
2. Complete an admission application; and
3. Take a tour of the school's facility, and
4. Submit a completed enrollment agreement.

Individuals may apply at any time but may only begin their program of study on specified start dates. Individuals who are interested in attending MTTC are encouraged to contact the school in advance of their intended start date.

Admission Requirements

To be eligible for admission, an applicant must:

1. Be a U.S. Citizen or permanent resident,
2. Be able to read and write English,
3. Provide proof of one of the following within 30 days of enrollment:
   a. A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma and has been translated and evaluated by a credible educational credential evaluation service provider in the United States); ***or***
   b. The recognized equivalent of a high school diploma, such as a general educational development or GED certificate; ***or***
   c. A high school transcript (official or unofficial which includes a graduation date); ***or***
   d. Completion of homeschooling at the secondary level as defined by state law.

Note: Applicants must be beyond the age of compulsory public-school attendance.

Fresh Start an *Ability to Benefit* Provision

- The Ability to Benefit (ATB) program allows students without a high school diploma or its equivalent to apply for Title IV aid by enrolling in an Eligible Career Pathway Program (ECPP) and completing one of the following:

  1. passing an independently administered ATB test—the student must obtain at minimum a score of 233 (Reading), 235 (Writing), and 230 (Arithmetic) on the Accuplacer Exam, which is approved by the U.S. Department of Education. These passing scores are dictated by the U.S. Department of Education and the test manufacturer. If an applicant does not obtain a satisfactory score, the school allows the test to be retaken after 14 days of the original test date. This examination is administered by a proctor and by appointment only—or

  2. completing at least six credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the post-secondary institution.

  As part of MT Training Center's dedication to the improvement of our student's education, we enroll eligible students without a high school diploma—or its equivalent, such as a GED— into our online GED Prep Program without cost to the student. To be eligible for the online GED Prep Program, a student must be enrolled in one of MT Training Center's vocational programs.
- **For students who are not seeking Federal Title IV, HEA funding**, MTTC adheres to the Texas Workforce Commission Career Schools and Colleges regulations and the Council on Occupational Education guidelines on admittance of students on an "Ability to Benefit" (ATB) basis. To be eligible for admission on an ATB basis, an applicant must be able to read and write English and,
- Be beyond the compulsory school attendance age and have the ability to benefit from the occupational education offered by the school,
- Must obtain at minimum a score of 233 (Reading), 235 (Writing), and 230 (Arithmetic) on the Accuplacer Exam, which is approved by the U.S. Department of Education. These passing scores are dictated by the U.S. Department of Education and the test manufacturer. If an applicant does not obtain a satisfactory score, the school allows the test to be retaken after 14 days of the original test date. This examination is administered by a proctor and by appointment only,
- Admission for ATB students is based on achievement of the required passing test scores in conjunction with the school's admission policies.

Home School Applicants

Individuals who have completed homeschooling at the secondary level as defined by state law.

- Applicants who have completed a home school program may self-certify that they have completed secondary school through homeschooling as defined by the Texas Education Code, Chapter 51, subchapter z, Section 51.9241 or provide a state issued Secondary Home School Completion Certificate from a state other than Texas.

Admission Requirements Related to Title IV, HEA Eligibility:

Applicant guidelines for Federal Title IV, HEA eligibility are as follows:

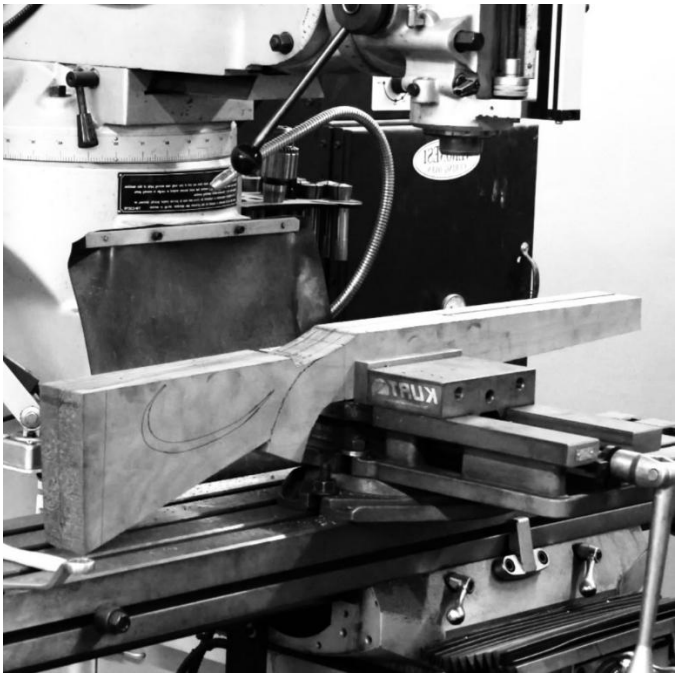
1. Student has verifiable Social Security Number,
2. Citizenship and residency requirements:
   To be eligible to receive Title IV, HEA program assistance, a student must:
   a. Be a citizen or national of the United States; or
   b. Provide evidence from the U.S. Immigration and Service that he or she is a permanent Naturalization resident of the United States; or
   c. Is in the United States for other than a temporary purpose with the intention of becoming a citizen of Palau. Such citizens are eligible to receive funds under the Federal Pell Grant programs.
   d. Selective Service Registration: Men aged 18-25 are required to register with the Selective Service:
   e. Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty),
   f. Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application),
   g. Males born before 1960,
   h. Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia,
   i. Noncitizens who first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
3. Complete a FAFSA and the school must have a current ISIR to start the initial eligibility process.
4. Student must be in compliance with the school's Satisfactory Academic Progress (SAP) policy included in the school's catalog.
5. Not be in default on a loan under any Title IV, HEA loan program.
6. Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA loan program.
7. Not liable for any grant overpayment.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

9. The Pell Grant program does not require half-time enrollment, but the student enrollment status does affect the amount of Pell a student may receive.

Additional Admission Requirements for the Commercial Driver's License Applicants

Applicants must meet all of the following requirements before being admitted into the truck driving program at MT Training Center (MTTC):

1. Must possess a valid Texas driver's license prior to enrollment,
2. Applicant must be free of any outstanding tickets and/or warrants,
3. Must have a High School diploma, GED, or successfully pass the written Learner's Permit section of the CDL exam,
4. Must be at least 21 years of age,
5. Must be able to read and write English,
6. Successfully complete the Department of Transportation physical examination (long form required),
7. Successfully complete the Department of Transportation drug screening,
8. Must be able to perform simple arithmetic,
9. Applicant must not have any felony convictions involving illegal drugs in a commercial vehicle, and no DWI (driving while intoxicated) violations within the last 3 years,
10. All applicants must also be in good health and cannot possess any of the following for safety measures:
    a. No loss of limb that has not been waived, no impairment of hand, finger, arm foot, or leg that interferes with driving,
    b. No diabetes requiring insulin for control,
    c. No heart problems,
    d. No respiratory dysfunction,
    e. No high blood pressure,
    f. No rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle,
    g. No epilepsy,
    h. No conditions likely to cause loss of consciousness,
    i. No mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol,
    j The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing.



Additional Admission Requirements for Gunsmithing

*Generally, 18 U.S.C. 922(g) prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a felony in any Federal, State or local court, or any other crime, punishable by imprisonment for a term exceeding one year (this does not include State misdemeanors punishable by imprisonment of two years or less); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug, or any other controlled substance; has been adjudicated as a mental defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; is subject to certain restraining orders; convicted of a misdemeanor crime of domestic violence under Federal, State or Tribal law, has renounced his/her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under a nonimmigrant visa. Furthermore, section 922(n) prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony in any Federal, State or local court, or any other crime, punishable by imprisonment for a term exceeding one year. Any information is a formal accusation of a crime verified by a prosecutor.

**Discharged "under dishonorable conditions" means separation from the Armed Forces resulting from a dishonorable discharge or dismissal adjudged by a General Court-Martial. That term does not include any other discharge or separation from the Armed Forces.

Exception: A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdictions where the conviction occurred, the person has been pardoned, the convictions has been expunged or set aside, or the person has had their civil rights (*the right to vote, sit on a jury, and hold public office*) taken away and later restored, AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception, or who receive relief from disabilities under 18 U.S.C. 925(c), should answer "no" to the applicable question.

Admission Requirements for Veterans

The institution is approved by the Texas Veterans Commission to accept certain VA benefits. However, the determination of VA funds is made directly through the VA. Current programs approved for training Veterans are:

- Advanced Electrical Lineworker
- Advanced CDL Training for the Entrepreneur
- Advanced Refrigeration, Heating and Air Conditioning (HVAC-R) Program
- CDL Prep Program
- Class B CDL Training
- Combination Welding
- Computer Numerical Control (CNC) Machinist
- Computerized Accounting: Distance Education
- Cosmetology Operator
- Class A Barber
- Diesel and Truck Service Technology
- Gunsmithing
- Truck Driving (Class A CDL)

Conviction for Possession or Sale of Illegal Drugs

A Federal or State drug conviction can disqualify a student for Federal Student Aid funds. The student self-certifies in applying for aid that he/she is eligible to receive FSA funds. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).

	Possession of Illegal Drugs	Sale of Illegal Drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year the institution may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
    - Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
    - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
    - Be administered or recognized by federal, state or local government agency or court.
    - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is then eligible to enroll in the school. When all admission criteria and requirements are met, the prospective student is given the date of the next class. The first day of class will include financial aid and academic orientation, in which the student will sign their enrollment agreement, student permit form and additional required paperwork.

Foreign Students

Applicants who are not citizens or permanent residents of the United States may enroll at MT Training Center with an appropriate Student Visa granted by the U.S. Immigration and Naturalization Service. Students who possess a high school diploma or equivalent must have the transcript translated and evaluated by a qualified agency in the United States to determine if it meets the U.S. Department of Education's requirements*. Foreign students who are planning to attend MT Training Center are encouraged to contact the school well in advance of their anticipated enrollment date.

For CDL applicants only: Applicants must possess a current Permanent Residence Card granted by the U.S. Immigration and Naturalization Service. Students have to have a student visa.
** For diploma or transcript translation procedures, please see our Admissions Department.*

Credit Hour / Clock Hour Conversions

(Council on Occupational Education Policies and Rules of the Commission 2019 | Federal definition of a credit hour)
Clock Hour: A period of 60 minutes with a minimum of 50 minutes of instruction.
Semester Credit Hour: A unit of program measurement that equals a minimum of 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities.
Quarter Credit Hour: A unit of program measurement that equals a minimum of 10 clock hours of lecture, 20 clock hours of lab, or 30 clock hours of work-based activities.
Transfer Students – Transfer of Clock Hours
Credit for previous education/training in *clock hours* may be granted to students enrolled in a program at MT Training Center. Transfer hours will be granted based on a personal interview with the student and analysis of an official transcript from the previous school of attendance, indicating a grade of "C" or better in a subject with the same objectives (*See* requirements for *Satisfactory Academic Progress* section of the *Consumer Guide or School's Catalog*). The maximum allowable transfer hours for previous education are 50% of the total clock hours in the program. Transfer hours will not be granted for academic courses over two years old.

Transfer Students - Title IV, HEA Recipients

The school will count all transfer hours that apply toward the student's current program of study in determining Satisfactory Academic Progress and the Quantitative requirements for Title IV, HEA program funding. All transfer hours will be counted as both hours attempted and hours completed. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program. Satisfactory Academic Progress evaluation periods are based on actual contact hours at the institution. If a transfer student was not maintaining Satisfactory Academic Progress at the time of withdrawal from the previous institution, he/she may not be eligible for Title IV, HEA funding.

Transfer Between Programs

MT Training Center will allow students to transfer between programs offered at the school upon approval from the Chief Administrative Officer. Students that request to change their program should request an appointment with the Chief Administrative Officer to discuss their reason for the change. All transfer requests will be reviewed and decided upon within 3 business days. The student will be notified verbally by the Chief Administrative Officer.

If the transfer is granted to the student, the Chief Administrative Officer will notify the registrar, financial aid office, instructors and all other required offices of the change. The student's clock hours for the transfer will be calculated by the school's director and documented in the student's permanent file. The student will receive a copy of the final program schedule, graduation amendment, and any other pertinent documentation.

Non-Discrimination Policy

MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed. age, sex, sexual orientation, gender, gender identity, disability, or marital status. MT Training Center is an equal opportunity employer.

Americans with Disabilities (ADA)

MT Training Center adheres to the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. The school will provide appropriate accommodation as determined by the Director. Students must notify instructors of any permanent or temporary disabilities and must provide documentation regarding those disabilities prior to the granting of an accommodation.
For assistance, students should consult with Melissa Cuellar, at mcuellar@mttrainingcenter.edu or 972-262-5395.

All Rights Reserved by MT Training Center

MT Training Center reserves the right to deny enrollment to any applicant who does not comply with the school's policies and procedures, or when evidence exists that the applicant's enrollment would be incompatible with the goals and objectives of the school, or when, in the judgment of the school, the applicant's presence on campus would not be in the best interest of the applicant, the school, or the general student population.

Credit for Previous Education

Credit for previous education and training may be granted for students enrolled in a program based on a personal interview with the student; and an analysis of an *official* transcript from previous school attendance indicating a grade of "C" or better in a subject with the same objectives; or through a successful challenge of a particular subject. Maximum allowable credit for previous education is 50% of the total credit in the program. Credit will not be granted for academic courses over two years old.

To successfully challenge a subject, a student must: (1) demonstrate a reasonable likelihood of passing the challenge based on past work or academic experience, and (2) take a comprehensive subject examination by the second day of classes containing the challenged course and pass that examination with a grade of 70% or higher. Once the subject has been successfully challenged, the student will be given credit for the subject. Once credit has been granted, the program cost will be adjusted accordingly.

Formerly enrolled students of MTTC who are requesting re-entry within five (5) years from their last date of attendance, upon acceptance, may be given credit for all units successfully completed (maintaining a grade of 70% or above and an attendance record of at least eighty (80) percent.)

Articulation Agreement – Transfer of Credit Hours

MTTC does not have an articulation agreement with any other institution, therefore, MTTC cannot guarantee that credits received at the school will transfer to another institution. The decision of an institution to accept course work from MTTC is solely at the discretion of the receiving institution.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the students' first three scheduled class days (does not apply to Seminars).

Payment Options

MT Training Center accepts the following forms of payment: cash, personal checks, money orders, and credit cards. Financial assistance is also available for those who qualify.

Financial Aid Available

There are many different types of aid available which include grants, loans, scholarships, and Veteran Benefits.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal nonfederal sources might be added. These grants are generally awarded to undergraduate students based upon financial eligibility determined by your Free Application for Federal Student Aid (www.fafsa.ed.gov). The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part-time) and whether you attend for a full academic year or less. The award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. For more information, visit www.studentaid.gov. To become eligible and to maintain eligibility, a student must be enrolled and meet or exceed Satisfactory Academic Progress (SAP) including attendance minimums.

Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive the Iraq and Afghanistan Service Grant. Additional student eligibility requirements include:

- Must be ineligible for Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year, not to exceed the cost of attendance for the award year.

Federal Direct Loans

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information, visit www.studentaid.gov.

PLUS Loans

Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan. For more information, visit www.studentaid.gov.

Workforce Innovation and Opportunity Act – Texas

The Workforce Innovation and Opportunity Act of 2014 (WIOA) combines federally funded job training programs in Texas into a "workforce development" system that was developed to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs. Services are provided through the state's "one-stop" system of workforce investment and education services for adults, dislocated workers, and youth.

Core Services available to adults aged 18 years or older:

- Job search and placement assistance (including career counseling),
- Labor market information (identifies job vacancies; skills needed for in-demand jobs; and local, regional, and national employment trends),
- Initial assessment of skills and needs,
- Information about and cost for local training providers,
- Follow-up services to help customers keep their jobs once they are placed.

Intensive Services (available to eligible adults who have been unable to find work through core services, or needed additional training to reach self-sufficiency):

- Comprehensive assessments,
- Development of individual employment plans,
- Group and individual counseling,
- Case management.

Dislocated worker and youth services: To be eligible for the dislocated worker program, a person must have received a lay-off notice or have been laid off due to a company closure or mass layoff. Workers may also be eligible if they are currently unemployed and are unlikely to return to their prior occupation due to economic conditions in that industry.

To be eligible for the youth program, a person must be between the ages of 14 and 21, have low income and have a substantial barrier to employment such as: deficient in basic literacy skills, school dropout, homeless, a runaway or a foster child, pregnant or parenting, an offender, or be an individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Services include:

- An objective assessment, including review of academic and occupational skill levels and service needs.
- An individual service strategy, including an age-appropriate career goal.
- Preparation for postsecondary educational opportunities.
- Linkages between academic and occupational learning.

Texas Veterans Commission

The Texas Veterans Commission administers a variety of education benefit programs. Many veterans and active-duty personnel can qualify for more than one education benefits program, including the:

- The Post-9/11 GI Bill®: www.gibill.va.gov/benefits/post_911_gibill/index.html
- Montgomery GI Bill® – Active Duty (MGIB-AD): www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html
- Montgomery GI Bill® – Selected Reserve (MGIB-SR): www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html
- Veterans Educational Assistance Program (VEAP): www.gibill.va.gov/benefits/other_programs/veap.html
- Survivors' and Dependents' Educational Assistance Program (DEA): www.gibill.va.gov/benefits/otehr_programs/dea.html

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 Web site at https://www.benefits.va.gov/gibill.

Other Programs:

- Reserve Educational Assistance (REAP)
- Survivors & Dependents Assistance (DEA)
- Veterans Educational Assistance Program (VEAP)
- Educational Assistance Test Program
- National Call to Service Program
- Veterans Retraining Assistance Program

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

- www.finaid.org/military/vedbenefits.phtml are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.
- www.finaid.org/military/combatpay.phtml can be a source of confusion on the FAFSA.
- www.finaid.org/military/veteranstatus.phtml is not necessarily the same as veteran status for VA purposes.

MT Training Center is approved for some Veteran's Educational Benefits. Any student interested in this type of benefit must verify with the school's representative that the school is eligible for benefits. You can find more information on the web by visiting www.gibill.va.gov.

Institutional Student Financial Assistance Program

There are special situations whereby students may participate in an Institutional Student Financial Assistance Program through the institution and administered a third party, by TFC Tuition Financing, which provides private financing plans for students. More information can be provided by a school representative or visiting www.tfctuition.com.

Terms and Conditions of Title IV, HEA Loans

General Terms and Conditions:

- Be a U.S. citizen, eligible non-citizen, national, or permanent resident of the U.S.A.
- Show financial need (based upon an analysis of you and your family's income and assets.
- Have a high school diploma or General Education Development (GED) Certificate.
- Have a valid Social Security number.
- Be enrolled in a Title IV, HEA program-funds-participating institution and attending on at least a half-time basis.
- Make Satisfactory Progress.
- Males must register (have registered) with the Selective Service.
- Fully complete a Free Application for Federal Student Aid and any requested additional information.
- Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid).
- Not be delinquent; in default; or owe refund of an overpayment on any grant aid.

How do I apply?

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) – www.fafsa.ed.gov – which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFA, you may make an appointment with the school's Financial Aid Office.

Note: It is important to know your deadlines. The Department of Education may request verification of the information you provide on the FAFSA. If you are selected for verification, the Financial Aid Office will notify you of additional documentation that you will need to provide in order for your application to be processed.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Students who have been convicted of possession and/or sale of illegal substances must disclose this information while completing their Free Application for Federal Student Aid – FAFSA and shall be prohibited from receiving Federal Student Aid. *HEA Sec. 484(r)(1); (20 U.S.C. 109(r)(1).*

Consumer Information on College Navigator Website

Students and parents can find free consumer information designed to help get information about many schools, college, universities, and career schools at www.nces.ed.gov/collegenavigator.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance, if the student is terminated by the school,
    b. The date of receipt of written notice from the student; or
    c. Ten school days following the last date of attendance. (***Applies to all students EXCEPT those receiving Federal Student Aid***)
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school. Refunds will be made within 45 days of the class start date. The student is not required to request a refund.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of

termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

a. During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees,
b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks of the course, eighty percent of the remaining tuition and fees,
c. After the first three weeks of the course, but within the first quarter of the course, seventy-five percent of the remaining tuition and fees,
d. During the second quarter of the course, fifty percent of the remaining tuition and fees,
e. During the third quarter of the course, ten percent of the remaining tuition and fees, and
f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by the school,
    b. If the course of instruction is discontinued by the school and this prevents the student from completing the course, or
    c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school,
    d. For students who have visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspections of the equipment.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges. All refunds will be made without requiring a request from the student.

The school has 45 days from the date the school determined that the student withdrew to return all unearned Title IV, HEA funds for which it is responsible. The school is required to notify the student if they owe a Title IV, HEA repayment via written notice. The student is not required to request a refund.

Refund Policy for Students Called to Active Military Service

A student at the school or college who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal,
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program, or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    a. Satisfactorily completed at least 80 percent of the required coursework for the program, and
    b. Demonstrate sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination. The student is not required to request a refund. The student is not required to request a refund.

Refund Policy—Veterans Education Recipients

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completion portion of the course shall not exceed $10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completion portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within forty (45) days after termination. The student is not required to request a refund.

Hours of Operation

Office Hours:	Monday — Friday	08:00 AM — 04:30 PM
Regular School Hours:	Monday — Friday	07:30 AM — 08:00 PM

School Calendar

The following holidays & breaks are observed by MT Training Center. Classes will not be held on these days.

- New Year's Day, January 1
- Seumas' Remembrance Day, January 3
- Martin Luther King Day, January 15
- Spring Break, March 16 — 20
- Good Friday, Movable feast Day of the Calendar
- Anita's Remembrance Day, May 2
- Cinco de Mayo, May 5
- Memorial Day, May 27
- Juneteenth, June 19
- Independence Day, July 4
- Summer Break July 27 — 31
- Labor Day, September 2
- Veteran's Day, November 11
- Thanksgiving Break, Wednesday — Friday of Thanksgiving week
- Christmas Break, December 21 — 30
- New Year's Eve, December 31

Recognition of Constitution and Citizenship Day

In 2004, Congress passed a provision that every school and college that receives federal funding must teach students about the Constitution of the United States of America each year on September 17, the day this historical document was adopted in 1787. Instructors are required to provide creative activities and instruction with class participation or a campus-wide presentation to commensurate this historic document.

School Policies

Instructor/Student Ratio

In order to provide an environment that is conducive to learning our instructor to student ratios never exceed 20:1.

New Student Orientation

New student orientation is held on the first day of class for all programs by a school representative. The new student will be acquainted with the school's policies, rules, functions, and personnel. The School Catalog and the Student Handbook are reviewed with the student. The student must sign the last page of the Handbook acknowledging receipt and understanding of the school's rules and procedures. Students are also taken on a tour of the facilities and introduced to personnel and faculty.

Attendance & Conduct

Attendance is utilized in both grading and for graduation eligibility. Students must attend a minimum of 80% of the total clock hours in their program of study in order to be eligible for graduation. A student's attendance pace is determined by the following formula: *Cumulative clock hours of actual attendance as of the evaluation date ÷ Cumulative clock hours of scheduled attendance as of the evaluation date*. An absence of more than 20% of the total clock hours in the program, without an approved Leave of Absence, may result in termination. Students whose enrollment is terminated for violation of the attendance policy may not-re-enter before the start of the next grading period. Additionally, punctuality is recommended so that the classroom environment is not disrupted. Students must notify the school in advance of all intended absences. Classes that are missed must be made-up in order to complete the program. All arrangements will be made by the instructor as to the date and time of make-up work. Completed make-up work does not erase an absence.

Official Withdrawal

A Student submits in writing that he/she is withdrawing from their program of study. An official withdrawal form can be obtained from the Registrar or Director. A completed withdrawal form, along with an Exit Interview and Financial Aid statement of closure is needed.

Financial Aid Waiting Period

MT Training Center enforces a five (5) day Financial Aid waiting period. This means that students that receive Federal Student Aid are required to attend all classes for the first week of school in order to be awarded aid.

Leave of Absence

In the event of an emergency, MT Training Center may grant a leave of absence for students. A leave of absence must be requested in writing and submitted to the Registrar prior to the beginning of the leave. A leave of absence must be approved by the Chief Administrative Officer/Director and shall not exceed the lesser of thirty (30) school days or sixty (60) calendar days and shall be for specific and acceptable purposes. A student shall be granted only one leave of absence per 12-month period, and a leave of absence may not be extended.

All students must provide supporting documentation to validate their leave of absence. The school will not approve a leave of absence until supporting documentation has been submitted. (Example: A student's mother passed away after a battle with cancer. Example supporting documentation: hospital records, death certificate or an obituary.)

Satisfactory Academic Progress

Students are required to maintain satisfactory academic progress throughout their training in compliance with institutional policy, Title IV, HEA federal student financial assistance regulations and the Texas Veterans Commission regulations. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academic/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to remain eligible for federal student financial assistance funds unless the student is on "Financial Aid Warning".

Academic and Financial Aid Warning

Satisfactory Academic Progress will be evaluated at the end of each payment period. If the student is considered *not* to be making Satisfactory Academic Progress, he/she may be placed on Academic Warning, as stated in the "Student Notification of Unsatisfactory Academic Progress" section above. The school may use this status without appeal or without any other action by the student. Warning status shall last for one payment period only. If the student demonstrates Satisfactory Academic Progress by the end of the warning period, the student will be taken off Academic Warning status and will receive written notice within five to seven (5-7) business days. If the student does *not* demonstrate Satisfactory Academic progress by the end of the warning period, the student will be terminated.

Grading Standards

Grades are issued at the completion of each subject within a program. The grading system in use is the five-letter grade (A,B,C,D,F). The mark "I" represents an incomplete subject and is given at the discretion of the instructor. Failure to complete the work within the agreed time results in an "F". A student obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. The mark "TO" is assigned when subjects have been successfully challenged. "TR" is used when credit is granted through transfer. A "W" is given for subjects dropped between the first day of class and the mid-point of the class. A grade will be issued for any class dropped after the mid-point. Students will be assessed midterm to ensure appropriate academic progress.

Grading Scale:

Grade	GPA	Description	Scale %
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	70-79
D	1.0	Unsatisfactory	60-69
F	0.0	Failing	0-69

Progress Reports

Students are issued progress reports at the completion of each of the terms in their programs. Progress reports reflect the courses that are scheduled in each portion of the program and the grade the student earns in that course. Students can discuss or question any grade on the progress report.

School Rules

MT Training Center has attempted to establish an environment which is conducive to the learning process. MT Training Center expects students to conduct themselves in a manner which is compatible with our standards. The following behaviors are considered to be in conflict with the educational objectives of MT Training Center, and may result in disciplinary action:

1. Theft or damage to the school premises, property, or to the property of a member of the school.
2. Use of profanity.
3. Physical abuse of any person on the school premises or at functions sponsored or supervised by the school.
4. All types of dishonesty, including but not limited to cheating, plagiarism, knowingly furnishing false information to the school, and forgery. Any alteration or

use of school documents or identification with intent to defraud.

5. Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
6. Failure to comply with directions of school officials acting in the performance of their duties.
7. Use of alcoholic beverages and/or controlled substances on the school premises.
8. The viewing or e-mailing of any content which contains violence, pornography, gambling, or any racial, ethnic, or religious hate speech or pictures.

Disciplinary Action

Actions taken against a student for violation of school policies may include but not be limited to: (1) verbal warning, (2) written warning, (3) suspension, and/or (4) dismissal. Disciplinary actions are at the sole discretion of the CEO, Melissa Cuellar, who ***is not required*** to follow an ascending level of disciplinary actions for violations (e.g., 1st violation – verbal warning, 2nd violation – written warning, etc.) Violations of school policy which are deemed egregious by the director may result in immediate dismissal even in the absence of previous disciplinary actions. Students who are dismissed from the school will receive written notification as to the reason(s) for their dismissal. Any student who wishes to reapply subsequent to their dismissal may do so, in writing, through the CEO. The decision to reinstate or to deny readmission is at the sole discretion of the CEO.

Graduation Requirements

Students are required to complete a minimum of 80% of their program with an average grade of 70 OR a 2.0 grade point average or above to be eligible to graduate.

Student Services

Student services are available to all MT Training Center students, graduates, and non-graduate completers who enrolled and completed the necessary skills needed to transition into employment. The students will be provided with employment placement services through a joint effort between the Student Placement Services Department, administrative staff, instructors, and director.

MT Training Center instructors will monitor students' progress throughout classroom training and provide feedback and career advice. MT Training Center instructors will refer students to career and/or academic counseling with the Student Placement Services Department to help the student maintain satisfactory progress to secure placement.

The Placement Services Department meets with each student on an individual basis to determine specific services needed and to develop customized employment placement services to meet the student's individual needs. The services include, but are not limited to, completing an employment application, reviewing employment resume, mock interview, interview preparation, employment referral and follow-up.

Confidentiality

The institution maintains confidentiality of student records according to the U.S. Family Educational Rights and Privacy Act (FERPA). The institution may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The student has the right to request in writing that the institution not disclose directory information about them. Students have the right to inspect and review their records maintained by the school. The institution is not required to provide copies of records. Students have the right to request that the school correct records which they believe to be inaccurate or misleading. The institution requires written permission from the student to release any information from a student's education record, except for information allowed for disclosure without written consent from the FERPA to the following parties or under the following conditions:

- School officials with legitimate educational interest,
- Other schools to which a student is transferring,
- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena,
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities pursuant to specific State Law,
- F, I, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Repeating a Course

Students must repeat all required courses in which a grade of "F" or "W" is given. Permission for a student to repeat any course must be approved by the Director. Students must repeat a failed course at the first available opportunity or at a time designated by the Director. Course repeats will be on a space-available basis. The school will require that a course be repeated before a student continues to subsequent courses in any instance in which courses are prerequisites. When a student repeats a subject with an "F" and receives a passing grade is given credit for the subject.

Readmission

All students who have previously withdrawn from classes and apply for readmission will be subject to readmission determinations by the school at its discretion. The school's decision will be final and binding on the student. The school is *not* obligated to readmit any student. If readmission is granted, MT Training Center limits student readmission into the same program of study or a different program of study to *one* (1) readmission. As part of the school's determination to readmit any student, the school will consider:

- Whether the student was making Satisfactory Academic Progress at the last Evaluation Point that the student was enrolled in a program of study,
- Reason(s) the student withdrew or was terminated from a program of study,
- Whether the student possesses the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the school.

If the student was not making Satisfactory Academic Progress in his or her program of study at the last Evaluation Point, the student will *not* be readmitted into:

(a) a different program of study that is at a different credential level; or

(b) the same program of study or a different program of study that is at the same credential level, ***unless***

- The student appeals the school's determination of Unsatisfactory Academic Progress in writing to the Chief Administrative Offer (as provided below in the Appeal section),

- The Chief Administrative Officer grants the student's appeal, *and*
- The student satisfies all of the conditions specified in the appeal.

Upon the School's acceptance of the appeal, the student will be readmitted on an Academic Probation status into the same program of study or a different program of study that is at the same credential level. A student who is readmitted through the appeals process shall be readmitted on an Academic Probation status. A student on Academic Probation is *not* eligible to receive Title IV, HEA funds. The student's Academic Progress will be evaluated at the next Evaluation Point. If it is determined that the student is making Satisfactory Academic Progress, the student will be taken off Academic Probation and be eligible to receive Title IV, HEA funds. If it is determined that the student is *not* making Satisfactory Academic Progress, the student:

- Will continue on Academic Probation, and
- Will have to be reevaluated for a program of study at a lower credential level, and
- Will not be eligible for Title IV, HEA funds, and
- Must execute a new Enrollment Agreement with the School and pay all then-current tuition, fees, and any other costs associated with the student's program of study.

Appeal

If the School determines that a student is failing to make Satisfactory Academic Progress in his or her program of study, the student may appeal the school's determination in writing to the Chief Administrative Officer within ten days (10) of receiving notification. The student's written appeal must explain in detail the special circumstances that caused the student not to make satisfactory academic progress (such as the student suffering an illness/injury, or death of a close relative, etc.) and what has changed in the student's circumstances that would allow him/her to make Satisfactory Academic Progress. The Chief Administrative Officer will review the Request for Appeal to determine whether, based on the student's special circumstances and the information submitted by the student in his or her appeal, the student can remain enrolled in, or be readmitted into, the same program of study despite the student's failure to meet the requirements of Satisfactory Academic Progress. The decision for an appeal will be documented in the student's record and reported to the student within five to seven (5-7) business days. The appeal process is as follows:

- The student must complete and submit the Request for Probation Termination/Readmission Form to the School's Chief Administrative Officer,
- Provide proof of unusual or extenuating circumstances negatively affecting academic performance (i.e. illness, death in the family, etc.) *and* a letter explaining how obstacles were/are being overcome,
- Adhere to a plan of study that has been developed by the Chief Administrative Officer in conjunction with the program's instructor. This plan will detail the course work to be completed along with the expected pace of completion for the plan.

The determination of the student's written appeal will be:

- Made by the Chief Administrative Officer (in her discretion and in conformity with the Satisfactory Academic Progress Policy),
- Communicated in writing to the student, and
- Final and binding on the student.

If the Chief Administrative Officer grants the student's appeal and all the conditions specified in the Academic and Financial Aid Probation Policy are satisfied, the student will be taken off of Academic and Financial Aid Probation at the beginning of the following payment period and will remain FSA eligible.

Incompletes and Repeats

If the student receives a grade of "A", "B", "C", or "Complete", with respect to any course, the student will have successfully completed that particular course. If the student does not successfully complete the required work or clock hours, he/she will receive an "I" grade (Incomplete). If the student receives and "I" and does not successfully complete the required work to remove the "I" grade from his or her record within two (2) weeks following the payment period in which the "I" grade was received, the student will receive the otherwise earned letter grade "F". If any student voluntarily withdraws from a course, he/she will receive a grade of "W" (Withdraw) and will have to follow MTTC's Readmission Policy (see *Readmission* Above). Any student who does not successfully complete a course included in his or her program of study must repeat and successfully complete that course prior to: (a) taking any course with respect to which the failed course is a prerequisite; and (b) graduation. Any student who successfully completes a course may request in writing for permission from the school to repeat that course. If a course is repeated, the grade earned for repeating the course will replace the previous grade earned in determining the student's Overall Cumulative Grade Point Average (CGPA) in the student's program of study and whether the student has successfully completed the course. All grades earned for all courses the student attempts will, however, remain on the student's transcript.

Student Records

The school retains student records electronically and in hard copy form. Student records and record confidentiality are maintained in accordance with state and federal regulations.

Student Transcripts/Duplicate Certificates

Student transcripts are maintained by the school. Transcripts can be requested in person in the Admission's Office. Requests for student transcripts must be in writing. Transcript fees will apply. Duplicate certificates for graduates are available in the Admission's Office. Request for duplicate certificates must be in writing. Duplicate Certificate fees will apply.

Withholding Records

MT Training Center will withhold a student's transcript, or Certificate of Completion of training until the student has fulfilled his/her financial obligations to the school.

Open Door Policy

The school maintains an "open door" policy so that all students have the right to discuss matters directly with any member of the staff/faculty he/she selects. Generally, complaints or suggestions may be discussed with the instructor or Chief Administrative Officer. We recognize and value students' suggestions and note that often they may find their way into actual practice. If satisfactory action is not taken, you should discuss the matter with the Chief Administrative Officer. If still not satisfied, a formal complaint/grievance can be filed.

Grievances/Complaints

A grievance may be a complaint, grievance, an appeal against assessment results, problem of equitable treatment and/or an appeal against disciplinary action.

Before making a formal grievance, the student should ask for verbal clarification of the issue. This does not lessen his or her right in any way to make a formal grievance. Grievance/Complaint forms can be obtained from the Director. A formal grievance will be handled based on a formal written presentation of the complaint to the Director. The written complaint will be entered in MT Training Center's complaints/grievances register and a copy of the written complaint filed.

A complaint is a statement expressing dissatisfaction with service supplied by or dealings with MT Training Center. We will respond to complaints promptly with minimum distress and maximum protection to all parties.
We are committed to:

- Transparency in decision making,
- Ethical and responsible management , and
- An accessible and fair complaints process

If the complaint is substantiated, MT Training Center will take prompt action to rectify the problem immediately and any action will be documented.

If you experience a situation that causes you serious concern or distress, we have established the following procedure:

Step 1: If possible, contact the administrator responsible for the service for which you have the grievance against. Explain the grievance and try to resolve the problem.

Step 2: If no acceptable resolution can be reached, you should fill out a written description with all details and persons involved and submit it to the Chief Administrative Officer or Director. Your complaint will be assessed, and you will be contacted in an attempt to resolve the complaint.

Step 3: If an acceptable resolution cannot be reached, an arrangement will be made for the appeal to be heard by an independent arbitrator.

All complaints/grievances will be handled regarding confidentiality, impartiality, protection from victimization and procedural fairness and will be recorded in writing. If the Chief Administrative Officer and student fail to reach a reasonable solution or the student that has a complaint or grievance concerning the Chief Administrative Officer or Chief Executive Officer, the student may direct unresolved grievances to:

Proprietary Schools Section
Texas Workforce Commission Career Schools and Colleges Division
101 E 15th Street
Austin, Texas 78778-0001
Telephone Number: (512) 936-3100

You may also contact the:

Council on Occupational Education
7840 Roswell Road
Building 300 Suite 325
Atlanta, Georgia 30350
Telephone Number: (770) 396-3898
www.council.org

Cost Comparison

A comparison of the cost for a similar Program at other schools is available by contacting the Career Schools and Colleges - Proprietary Schools Section, Texas Workforce Commission, 101 E 15th Street, Austin, Texas 78778-0001. Telephone Number: (512) 936-3100.

Job Placement Assistance

The Texas Workforce Commission does not permit the school to guarantee employment for completers or graduates. The school will assist the students in finding employment. Job placement assistance is available for all student completers and graduates.

Vaccination Policy

MT Training Center does not require vaccination for admission into any of our programs but highly recommends that students be current on their vaccinations. If you are interested in getting more information about vaccinations, please contact your healthcare provider or the Texas Department of State Health Services, Immunizations Branch, P.O. Box 149347, Austin, Texas 78714-9347. You can call 512-776-7111 or 1-888-963-7111. Visit www.dshs.state.tx.us/immunize.

Voter Registration

In compliance with the Federal Higher Education Act of 1965 (HEOA Sec. 493(a)(1) and HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23); effective August 14, 2008, MT Training Center provides information on applying for voter registration cards for all enrolled students. All representatives of the school have access to voter registration information. These registration application cards are accessible year-round. You can also visit **www.sos.state.tx.us** for more information on voter registration online application.

Drug and Alcohol Prevention

MT Training Center complies with the Federal Drug Free School and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988. MTTC's Drug and Alcohol Prevention is defined as follows:

- The illegal possession or consumption of alcohol, drugs, or chemicals on any property under the control of MT Training Center is expressly prohibited. Property under the control of MT Training Center includes, but is not limited to, public or common areas, classrooms, shop/laboratory, breakroom, restrooms, outdoor areas, parking lot, vehicles, lawn, stairway, and sidewalks.
- Alcoholic beverages on the MT Training Center Campus are forbidden.
- These standards of conduct apply to all students, staff, faculty members and guests of MT Training Center.
- Should any complaint or suspicion arise pertaining to a student, staff, or faculty member regarding possible violation of policy, the individual may be required to submit to immediate advising and/or drug testing. Any violation of policy is subject to disciplinary actions and possible termination.

All members of the MT Training Center community should, always, be cognizant of and compliant with State and Local Laws.

Firearm Policy

Students are ***prohibited*** from bringing firearms of any type onto School property, including all buildings, parking lots, open areas and lawns. Students that are licensed to carry firearms are ***prohibited*** from bringing firearms of any type onto School property, including all buildings, parking lots, open areas, and lawns. Pursuant to section 30.07, Penal Code (Trespass by license holder with an openly carried or concealed handgun), a person licensed under subchapter H, Chapter 411 Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly or concealed.

Media Services

MT Training Center is dedicated to maintaining a variety of current and relevant educational materials. The scope of Media Services is to provide educational materials for all programs offered at MTTC. To this end, MTTC maintains educational materials and equipment such as reference books, business, professional, technical, and industrial manuals; Audio-visual equipment; internet access; and other materials. The Media Center is open to all students, faculty, and staff during regular school hours.

File Sharing

MT Training Center strictly prohibits the practice of sharing copyright protected files without authorization; this includes electronic and printed media.

Emergency Policies

Safety and Security Plan

Students, faculty, and staff are trained in safety procedures on a regular basis. The facility is regularly inspected by the City of Desoto Fire Marshal and follows the fire safety codes. The facility is equipped with applicable fire extinguishing equipment and lighted exit signs. Emergency evacuation routes are displayed in all classrooms, offices, machine shop, and common areas. Every precaution is taken to prevent injuries and accidents. Detailed plans/procedures are in place in the event of severe weather, bomb threats, fire, robbery, or a hostage situation.

Emergency Closing/Early Release

MT Training Center uses an Emergency Notification System to notify the campus community of any immediate threat(s) to the campus, students, staff, and faculty in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Upon

confirmation of a significant emergency or dangerous situation, the Emergency Notification System will be activated by the Chief Administrative Officer to all students, staff, and faculty members. In addition, bulletins may be posted at appropriate locations around campus including bulletin boards, entrances to buildings and electronic media.

In the event of severe weather or other emergencies, the school will activate the Emergency Notification System to contact students, staff, and faculty. This system utilizes text messing to notify students, staff, and faculty. In the event of an emergency, the Chief Executive Officer, Melissa Roseman, will activate the Emergency Notification System. Students, staff, and faculty who have consented to be included in this system will receive text messages detailing the emergency and course of action to be taken. Should an event warranting an early release, such as a heavy snowstorm, occur during the workday, the director will inform personnel and students of early dismissal.

Evacuation Procedures

In case of an evacuation:

1. Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.
2. Walk, DO NOT RUN. Do not take personal belongings.
3. Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.
4. Everyone is required to meet in the designated area. The designated area is the Northeast Corner of the Front Parking Lot.
5. Roll call will be conducted. Instructors will report the results of the roll call to the director.

Fire Drills

Fire drills are conducted quarterly. All staff, students, and instructors are required to participate.

At the sound of the alarm, everyone will:

1. Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.
2. Walk, DO NOT RUN. Do not take personal belongings.
3. Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.
4. Everyone is required to meet in the designated area. The designated area is the Northeast Corner of the Front Parking Lot.
5. Roll call will be conducted. Instructors will report the results of the roll call to the director.

Documentation of each drill will be kept in the director's office.

Policy for Tornado, Hurricane or Flood

Should MT Training Center be threatened by severe weather such as a tornado, hurricane, or flooding, it is important to remain calm and follow instructions from the Director or designated staff member. The Director or staff member will monitor the situation and, if deemed necessary, will alert the instructor of each class how to proceed. The designated areas for a tornado, hurricane or flood are the interior rooms of the building as indicated on the floor plans, which are displayed in all rooms. When asked to move to those areas, it is vital that everyone move quickly but stay calm, which is necessary for everyone's safety. We will remain in those safe areas until the all clear is given by the Director or designated staff member.

Policy for Robbery

If MT Training Center is robbed, all students and staff should remain calm. If the chance exists and if the students and staff are safely able to do so, exit the building using the nearest exit that is away from the robber. It is extremely important that you not try to be the "hero" and endanger your life as well as the lives of fellow students and staff. If able to do so or once you have exited the building, the first person out should contact the police as soon as safely possible.

Policy for Hostage Situation

In a hostage situation, if possible, everyone should exit the building if not told to remain. If you are in direct contact with the intruder, it is imperative that you do what is requested. It is important to remember not to try to be the "hero" because it will endanger your life as well as the lives of others. The first person safely out of harm's way should call 911 to alert police of the situation. If asked to do so, please remain on the line with the police. Unless it is safe to do so, DO NOT call the police if you are still in the building, again, it would endanger your life and the lives of others. Remember that if you do call the police, they will ask you to stay away from the intruder but provide as much information as to the location of the intruder. It is extremely important that you stay calm and convey only the information that is relevant to the situation and understand that if police enter the building, they will not know who the intruder is and who the hostage is, so you must stay down and follow instructions.

Policy for Bomb Threat Called In

If a bomb threat is called in, the person taking the call will alert the Director who will initiate an evacuation as outlined in the Evacuations Procedures plan. The person taking the call will then immediately call 911 to alert police of the bomb possibility. Once the building is evacuated, there will be no re-entry until the police have given the "all clear" to the Director.

Policy for Bomb Threat in Person

If a person makes a bomb threat to a representative or student of MT Training Center, the representative or student should immediately alert the Director so that evacuation can be initiated using the Evacuation Procedures plan. The Director will then call 911 to contact police; once police have arrived, the person to whom the threat was made will explain the situation to the police and where the bomb is located. Once the building is evacuated, there will be no re-entry until the police have given the "all clear" to the Director.

Campus Security

MT Training Center strictly maintains and enforces the safety and security of its students, staff, faculty, and guests. MTTC complies with safety and security guidelines as requested and suggested by the Crime Awareness and Security Act of 1990, The U.S. Department of Education; State and Local laws and local law enforcement agencies; and various publications. MTTC makes available and publishes its annual crime statistics. This information is updated and published annually. Additionally, copies of this information are available during regular school hours in the Director's office and the school's breakroom.

MTTC forbids the possession of unlicensed firearms or other weapons on school property or during school field trips. *For additional information concerning the possession of firearms, visit* www.dps.texas.gov. Additionally, MTTC has a zero-tolerance policy regarding immoral conduct and enforces campus safety and security regulations and school rules; verbal, sexual or physical harassment of a fellow student and/or staff or faculty member; threat of physical violence against a fellow student, staff, or faculty member.

Criminal activity includes, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/nationality origin or disability.

Campus Geography

MT Training Center's campus includes the physical building 100 Ezell Drive, Desoto, Texas 75115, which includes classrooms, offices, and machine shops/laboratories. Also included are the parking areas adjacent to the school, which are allocated for school use, and the fenced-in area to the rear of the school where truck driving maneuvers and other processes are taught.

NOTES

CENTER

EST. IN 2001