



# Student Catalog

1524 Ridgewood Ave.  
Holly Hill, FL 32117

1-800-354-6782  
[www.installerinstitute.edu](http://www.installerinstitute.edu)

Get started in the mobile electronics industry.  
Enroll today and start your career on a path toward success.

“Knowledge is Power”  
Enroll Today 1-800-354-6782

Volume XX  
May 2019 – June 2020

“Certified True and Correct in Content and Policy”

---

Monica Anderson Director

## Table of Contents

### Approval

Licensed by the  
Commission for Independent Education  
Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
850-245 3200  
888-224-6684 toll free

License # 1992

## **Accreditation**

Accredited by  
ACCET- Accrediting Council for Continuing Education and Training  
1722 N. St. NW  
Washington, DC 20036  
Phone (202)955-1113  
Fax (202)955-1118  
[Info@accet.org](mailto:Info@accet.org)

## **Governing Body**

William H. Jones Jr., President/CEO  
Edward Robertson, Vice-President  
Anthony Guidice, CFO  
Monica Anderson, Director - Full Time

## **Ownership**

The school is owned by Installer Institute, Inc., and is incorporated in the State of Florida for the purpose of providing post-secondary education. Installer Institute, Inc., is 100% owned by William H. Jones.

## **Disclosure**

Installer Institute, Inc., reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Florida Commission for Independent Education rules and regulations and will be stapled to this catalog.

We would like to thank you for the interest you have shown in Installer Institute, an educational leader of the Mobile Electronics Industry. We are certain that you will be pleased with what the institute has to offer.

## **MISSION STATEMENT**

### **“Knowledge is Power”**

Installer Institute’s mission is to provide an avenue for car, home and marine audio enthusiasts to become professionally trained installers as well as provide continuing educational opportunities for those already in the field. Even as a beginner, our classes are designed to train you in areas ranging from basic installation to custom fabrications and mobile security installations.

Installer Institute is dedicated to providing hands-on training for individuals, who want to become mobile, home, or marine electronics installers, work in the mobile electronics field or who wish to improve themselves in the aftermarket installation industry. It is our belief that an installer’s knowledge is the most valuable tool he or she can possess.

We strive to extend to our students the benefits of our philosophy of integrity, safety, and installation techniques. Installer Institute has formed an alliance with many manufacturers to achieve a common goal – the growth of professionalism in our diverse industry.

## **HISTORY**

The Installer Institute was first opened in 1992, making it one of the oldest and most well-known schools, and a facility for students to become professional installers in the mobile electronics industry. Installer Institute has trained thousands of installers in both beginning and advanced hands-on courses. In order to meet the many specialty areas, Installer Institute not only provides students with two six-week programs consisting of the Basic and Advanced, but Installer Institute also offers a 12-week Mobile Installation Program along with an immersive 26-week Comprehensive Program. Installer Institute has also hosted many advanced workshops, such as our Advanced Sound Quality Workshop taught by Dave Rivera “The Fishman,” Mark Eldridge of Mobile Soundstage Solutions, and A to Z Fabrication class taught by Zee Siddiqi from Galpin Auto-sports.

Mobile electronics certifications such as the MESA, MECP, and ASE A6 are advantageous to a graduate seeking employment in the field. Installer Institute offers the MESA certification which encompasses not only the student’s grasp of fundamental concepts and knowledge, but also his/her mastery of a range of practical skills that are evaluated individually by the instructors. Two certification tests, the Audio Systems Installer and the Security Systems Installer, are administered during the Basic, Mobile Installation and Comprehensive Programs, and the cost is covered with tuition. Installer Institute is also a strong supporter of the Mobile Electronics Certification Program (MECP), helping with its inception in the early 90’s. Installer Institute, with the assistance of an authorized MECP proctor, offer testing opportunities for, and encourage students to sit for the appropriate online MECP exams at their own expense during each program.

As a part of Metra Electronics, the world’s leading manufacturer of vehicle installation kits and wiring harnesses, we are able to stay abreast of the newest vehicle integration challenges and assist in product development and design. The Installer Institute maintains relationships with a multitude of manufacturers to ensure that it stays current with new products that are continually being introduced. Installer Institute often assists manufacturers in testing prototypes soon to be on the market. Not only will students receive the most updated information during the training, but will also receive the very best hands-on experience and quality instruction from our MECP-certified instructors.

## Memberships

- Mobile Electronics School Association (MESA)
- Mobile Electronics Certification Program (MECP)
- International Auto Sound Challenge (IASCA)
- Mobile Electronics Retail Association (MERA)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Consumer Electronics Association (CEA)
- Satellite Broadcasting and Communication Association (SBCA)

## ADMISSION REQUIREMENTS

The following admission requirements apply for enrollment at Installer Institute:

- If the applicant is under the age of 18, the parent or guardian must sign the enrollment agreement.
- An enrollment form is completed to verify prior education, motivation, work experience, and interest for the chosen occupational field.
- Applicants must have read and signed both the school catalog and Enrollment Agreement.
- Once the Enrollment Agreement has been completed, students must forward it to Installer Institute along with a \$100 registration Fee.
- A high school diploma or GED is required for admission in all vocational programs: the 900-hour Comprehensive Installations program, the 400-hour Mobile Electronics Installer program, the 200-hour Basic Installations program, and the 200-hour Advanced Installations program.
- Students are required to provide a copy of the transcript, diploma, or GED Certificate.
- **Continuing Education/Avocational program enrollment:** Non-high school graduates may be admitted to the Continuing Education/Avocational programs if they meet all other admissions requirements.
- **Home Schooled Students:** Students who earned their high school diploma through a home school program must provide an official transcript of completion of high school requirements verified by the local

school district.

## **Document Integrity**

Intentionally furnishing a false document (such as a high school diploma, GED diploma, or transcripts) to Installer Institute via forgery, deliberate misrepresentation, unauthorized alteration, or submitting form(s) that one has reason to believe have been forged, altered, or modified will result in immediate rejection from the school and the application will not be considered.

Installer Institute does not discriminate on the basis of sex, age, physical handicap, race, natural origin, sexual orientation, political affiliation, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement assistance, and employment. Students with special needs are considered for admission provided they meet the entrance requirements. Special accommodation requests must be made in writing and documented by a physician. The director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## **Enrollment Procedures**

- The Admissions/Placement Coordinator interviews the prospective student via phone, email, or private message (i.e., Facebook) and discusses the applicant's long-term goals as they relate to the training provided at Installer Institute.
- The next step is to look into financing. The Admissions/Placement Coordinator provides the potential student with the payment options, including payment in full, in-house payment plans, financing through TFC, 3rd-party funding organizations or Title IV for those students who qualify: <https://studentaid.ed.gov/sa/fafsa>.
- Title IV is currently available only for the Mobile Electronics Program
- After the form of payment is determined, the prospective student submits an enrollment application with the registration fee, HS diploma/transcript or GED certificate, and, if financing, they also submit their financial application (including a copy of their driver's license or other photo ID). If the student does not have a copy of their diploma or transcript, a release is signed to obtain them from the institution attended. An enrollment packet is sent after required documentation is received by Installer Institute. The enrollment packet includes the Student Catalog, Housing Manual, Enrollment Agreement, and, if financing, the loan documents.
- In addition, VA applicants must provide a DD-214 and letter of eligibility. Vocational Rehabilitation applicants or the Voc Rehab office provide a voucher showing their student's approval to enroll at Installer Institute and the designated amount of funding being issued on the student behalf.

## **Acceptance by institution**

The applicant will be informed of the admissions decision at the end of the interview and upon submission and review of all required documents.

**The catalog and the enrollment agreement constitute a binding contract between the student and Installer Institute. Please read the entire Student Catalog carefully prior to signing the Enrollment Agreement.**

## **Language**

All courses are offered only in English.

## **Transfer of Credit**

Installer Institute may grant academic credit to students who have successfully completed the same, or substantially the same, course work as required in the curriculum at other institutions of postsecondary education accredited by an agency recognized by the USDE. The granting of such transfer credit is totally at the discretion of Installer Institute. Students' transfer credit evaluations will be conducted using the following guidelines.

- An official transcript of the student's course work must be furnished directly by the institution where the

course work was completed before any application for transfer credits can be evaluated.

- A copy of the catalog or course syllabi from the institution at which the course work was completed by the student must be furnished before any application for transfer credits can be evaluated.
- A minimum grade of “B” or “3.0” must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. No credits earned as a result of a “pass/fail” option are eligible for transfer.
- No more than 40 percent of the credits necessary to earn a certificate from Installer Institute will be accepted for transfer.
- Course work completed more than three years ago may only be transferred with the school director’s approval.
- Transfer of credit must be completed prior to enrollment through a written request to the director with supporting documentation such as an official transcript, school catalog, or course syllabus. Securing an official transcript in a timely manner is the sole responsibility of the student.
- Tuition adjustments will be made based on clock hour charges for any course accepted.
- Transferred credit may have an impact on the amount of Title IV financial aid available to the student.
- The school director shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.
- An appeal to a negative decision regarding acceptance for transfer of credit must be made in writing to the school director within five days of the decision. The director will make a final determination within five days of the dated written appeal. All decisions made by the director are final.
- Installer Institute coursework is highly specialized. Students will find that comparable specialized courses are not generally offered at other institutions.
- Prior Installer Institute students who have taken and passed both the Basics Installation and Advanced Installations programs with a minimum of a “B” GPA, have passed the MESA Installation Knowledge Certification test, and have a high school diploma or GED are eligible for admission and a 25% tuition discount. This could be expressed as a percentage or a dollar amount.
- An official transcript of the student’s course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
- A copy of the catalog or course syllabi from the institution at which the course work was completed by the student must be furnished before any application for transfer credits can be evaluated.
- A minimum grade of “B” or “3.0” must have been awarded for each course completed to be eligible for transfer.

**CREDITS EARNED AT INSTALLER MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION. THE DECISION TO ACCEPT INSTALLER INSTITUTE CREDITS IS SOLELY UP TO THE RECEIVING INSTITUTION. ONCE THE STUDENT OR THE RECEIVING INSTITUTION MAKES INSTALLER INSTITUTE AWARE, AN OFFICIAL TRANSCRIPT WILL BE ISSUED AT NO COST TO THE STUDENT OR TO THE RECEIVING INSTITUTION.**

## **Installer Institute Curriculum Offerings**

**Installer Institute offers four (4) vocational programs and seven (7) continuing education courses. All programs and courses are described in this section.**

### **Prerequisites**

Some courses may have prerequisites that are indicated in the course descriptions. Only a minimal knowledge of mobile electronics installation is assumed to enroll in the Comprehensive Installation Program and Basic Installation Program.

### **Curriculum**

Installer Institute strives to keep its curriculum up-to-date with the latest trends and technology in mobile

electronics. Therefore, as new technologies emerge, the curriculum is updated while the basic outline of the classes remains the same.

### Hands-on Training

Classroom topics are reinforced with practical hands-on training in our stocked installation bay and fabrication shop. Students work on projects that apply to real-life installation challenges. Students with cars are encouraged to work on their own vehicles as demonstration class projects.

### Low Student /Teacher Ratio for Lecture and Lab/Shop

The student/teacher ratio for both lecture and lab/shop is 16:1.

## Vocational Training Programs

### Course Numbering

Courses are taken sequentially and/or as offered. The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. The course numbers were created by using the first three letters of the name of the program and then three numbers to indicate level or sequence.

### Clock Hours

Each clock hour equals to 50 minutes of classroom, lab, or hands-on practice time. The additional 10 minutes are allocated appropriately for breaks.

### Basic Installations

200 Clock Hours (60 Lab | 140 Theory)

Length: 6 weeks

Schedule: 6 days per course

### Program Objective

Upon completion of this program, graduates can seek employment in a variety of companies in the auto industry where auto electronics installation and advanced knowledge is required.

### Program Description

Students complete course work in the classroom, watch demonstrations, and complete hands-on projects. There are weekly competency tests.

### Award

Upon satisfactory completion, graduates receive a certificate.

### Courses

Week	Course Number	Course Name	Clock Hours		
			Lab	Theory	Total
1	IFI-101	<b>Introduction to Formal Installations</b>	0	40	40
2	EDC-201	<b>Enclosure Design and Construction</b>	20	20	40
3	BBI-301	<b>Beyond Basic Installations</b>	20	20	40
4	ASN-401	<b>Advanced Mobile Security and Navigation</b>	20	20	40
5	CI-501	<b>Complex Installations</b>	0	40	40
<b>Clock Hour Totals</b>			<b>60</b>	<b>140</b>	<b>200</b>

### Course Descriptions

**IFI-101 Introduction to Formal Installations (40 Clock Hours – 0 Lab/40 Theory)**

The student will be able to demonstrate proper shop safety, recognize common hand and woodworking tools as well as industry-specific tools, understand basic electrical properties and calculate circuit parameters using Ohm’s law, recognize and create series, parallel and series/parallel circuits, identify common electrical components such as resistors, capacitors, inductors and relays and their applications, identify the type and source of engine noise, understand the types of vehicle construction, and the proper assembly/disassembly of interior components.

**EDC-201 Enclosure Design and Construction (40 Clock Hours – 20 Lab/20 Theory)**

The student will be able to demonstrate wood shop safety, calculate volumes of cylindrical and rectangular prism enclosures and the cut sheets necessary to create them, use software to predict the response of acoustic suspension, bass reflex and 4<sup>th</sup> order bandpass enclosures, measure vehicles for enclosure fit and acoustic transfer function, design enclosures to take advantage of vehicle acoustics, and construct and upholster an automotive subwoofer enclosure.

**BBI-301 Beyond Basic Installations (40 Clock Hours – 20 Lab/20 Theory)**

The student will be able to demonstrate proper installation practices as well as properly install head units, amplifiers, and speakers. They will also focus on adjusting input sensitivity and crossover points, mobile video, Bluetooth, HD radio installation, and satellite installation. Students will learn about the impact of vehicle Data communication and learn how to bypass factory electronics to integrate aftermarket equipment.

**ASN-401 Advanced Mobile Security and Navigation (40 Clock Hours – 20/Lab/20 Theory)**

The student will be able to: demonstrate proper shop safety, use a multimeter to test and identify vehicle wiring using online resources, understand switching and circuit polarity, install and adjust sensors, sirens, LEDs and courses, learn how to integrate with data systems using programmable aftermarket interface devices, understand the uses and application of relays, and install, program, adjust and troubleshoot a mobile security and or remote start system. The student will also learn about and learn to install vehicle navigation systems.

**CI-501 Complex Installations (40 Clock Hours – 0 Lab/40 Theory)**

The student will begin to focus on more advanced information including OEM integration skills, customer relations, vehicle imaging, sound stages, vehicle data communications, electronic test equipment, audio formats, video formats, advanced integration skills, advanced security, digital signals, and telematics.

**Advanced Installations**

200 Clock Hours (172 Lab | 28 Theory)

Length: 6 weeks

Schedule: 6 days per course

**Program Objective**

Upon completion of this program, graduates can seek employment in a variety of companies in the auto industry where auto electronics installation and advanced knowledge is required.

**Program Description**

Students complete course work in the classroom, watch demonstrations, and complete hands-on projects. There are weekly competency tests.

**Award**

Upon satisfactory completion graduates receive a certificate.

**Courses**

Week	Course Number	Course Name	Clock Hours		
			Lab	Theory	Total

1	LII-601	<b>Leather Interior Installation</b>	36	4	40
2	ADF-701	<b>Advanced Fabrication</b>	40	0	40
3	IPC-801	<b>Interior Panel Design and Construction</b>	40	0	40
4	PTM-901	<b>Painting and Metal Work</b>	36	4	40
5	IHA-1001	<b>Introduction to Home Audio</b>	20	20	40
<b>Clock Hour Totals</b>			<b>172</b>	<b>28</b>	<b>200</b>

## Course Descriptions

### **LII-601 Leather Interior Installation (40 Clock Hours – 36 Lab/4 Theory)**

The students will receive hands-on training of the removal, installation, and reassembly of modern day vehicle interiors, and headliners. Students will learn to install pre-sewn leather interior seat kits, headrest kits, and factory door panel inserts.

### **ADF-701 Advanced Fabrication (40 Clock Hours – 40 Lab/0 Theory)**

The student will be able to demonstrate proper shop safety, design and organize a project, duplicate a shape using fiberglass, use mold fabric to create a 3D shape, create templates and jigs, understand the uses of routers and router bits in fabrication, cover a project in vinyl, cover a project with fabric, create inserts using body filler and fiberglass, cut bond, and polish Plexiglas.

### **IPC-801 Interior Panel Design and Construction (40 Clock Hours – 40 Lab/0 Theory)**

The student will be able to redesign and modify interior plastic panels and relocate A/C controls to house aftermarket radios, handheld electronics using thermoplastics such as ABS and PVC and high-tech adhesives. Students will also learn to properly install flip down monitors, headrest monitors, and visor monitors. The skills in this class will help a student integrate devices such as tablets and smartphones into an original equipment stereo system while maintaining a factory look and feel for the customer.

### **PTM-901 Painting and Metal Work (40 Clock Hours – 36 Lab/0 Theory)**

The students will learn the basics of painting including techniques, tools, and materials including RTS, 1K, 2K, single stage and base coat / clear coat systems. Students will use Installer Institute's OSHA-approved paint booth and proper safety equipment while being taught how to apply polyester and urethane based coatings. Metal working will also be taught, enabling the students to measure, cut, drill, tap, and MIG weld mild steel for motorizations and mounts in vehicles.

### **IHA-1001 Introduction to Home Audio (40 Clock Hours – 20 Lab/20 Theory)**

This course will help the students understand that there are a multitude of possible careers open to an installer proficient in car audio. This class will focus on the basics of home audio such as pre-wiring, structured wiring, distributed audio, speaker mounting, troubleshooting, system design, and room acoustics.

## **Mobile Electronics Installation**

400 Clock Hours (232 Lab | 168 Theory)

Length: 12 weeks

Schedule: 6 days per course

### **Program Objective**

The Mobile Electronics Installation program provides students with advanced knowledge of the 12-volt industry. Upon completion of this program, graduates can seek employment in the consumer electronics industry at companies that provide services in the auto, marine, home audio, and security remote starts fields.

### **Program Description**

Students complete course work in the classroom, watch demonstrations, and complete hands-on projects. There are weekly competency tests.

### **Award**



Upon satisfactory completion, graduates receive a certificate.

## Courses

Week	Course Number	Course Name	Clock Hours		
			Lab	Theory	Total
1	IFI-101	<b>Introduction to Formal Installations</b>	0	40	40
2	EDC-201	<b>Enclosure Design and Construction</b>	20	20	40
3	BBI-301	<b>Beyond Basic Installations</b>	20	20	40
4	ASN-401	<b>Advanced Mobile Security and Navigation</b>	20	20	40
5	CI-501	<b>Complex Installations</b>	0	40	40
6	LII-601	<b>Leather Interior Installation</b>	36	4	40
7	ADF-701	<b>Advanced Fabrication</b>	40	0	40
8	IPC-801	<b>Interior Panel Design and Construction</b>	40	0	40
9	PTM-901	<b>Painting and Metal Work</b>	36	4	40
10	IHA-1001	<b>Introduction to Home Audio</b>	20	20	40
<b>Clock Hour Totals</b>			<b>232</b>	<b>168</b>	<b>400</b>

## Course Descriptions

### **IFI-101 Introduction to Formal Installations (40 Clock Hours – 0 Lab/40 Theory)**

The student will be able to demonstrate proper shop safety, recognize common hand and woodworking tools as well as industry specific tools, understand basic electrical properties and calculate circuit parameters using Ohm's law, recognize and create series, parallel and series/parallel circuits, identify common electrical components such as resistors, capacitors, inductors, and relays and their applications, identify the type and source of engine noise, understand the types of vehicle construction, and the proper assembly/disassembly of interior components.

### **EDC-201 Enclosure Design and Construction (40 Clock Hours – 20 Lab/20 Theory)**

The student will be able to demonstrate wood shop safety, calculate volumes of cylindrical and rectangular prism enclosures and the cut sheets necessary to create them, use software to predict the response of acoustic suspension, bass reflex and 4<sup>th</sup> order bandpass enclosures, measure vehicles for enclosure fit and acoustic transfer function, design enclosures to take advantage of vehicle acoustics, and construct and upholster an automotive subwoofer enclosure.

### **BBI-301 Beyond Basic Installations (40 Clock Hours – 20 Lab/20 Theory)**

The student will be able to demonstrate proper installation practices as well as properly install head units, amplifiers, and speakers. They will also focus on adjusting input sensitivity and crossover points, mobile video, Bluetooth, HD radio installation, and satellite installation. Students will learn about the impact of vehicle data communication and learn how to bypass factory electronics to integrate aftermarket equipment.

### **ASN-401 Advanced Mobile Security and Navigation (40 Clock Hours – 20 Lab/20 Theory)**

The student will be able to demonstrate proper shop safety, use a multimeter to test and identify vehicle wiring using online resources, understand switching and circuit polarity, install and adjust sensors, sirens, LEDs and courses, learn how to integrate with data systems using programmable aftermarket interface devices, understand the uses and application of relays, and install, program, adjust, and troubleshoot a mobile security and/or remote start system. The student will also learn about and learn to install vehicle navigation systems.

### **CI-501 Complex Installations (40 Clock Hours – 40 Lab/0 Theory)**

The student will begin to focus on more advanced information including OEM integration skills, customer relations, vehicle imaging, sound stages, vehicle data communications, electronic test equipment, audio formats, video formats, advanced integration skills, advanced security, digital signals, and telematics.

### **LII-601 Leather Interior Installation (40 Clock Hours – 36 Lab/4 Theory)**

The students will receive hands-on training of the removal, installation, and reassembly of modern day vehicle interiors and headliners. Students will learn to install pre-sewn leather interior seat kits, headrest kits, and factory door panel inserts.

**ADF-701 Advanced Fabrication (40 Clock Hours – 40 Lab/0 Theory)**

The student will be able to demonstrate proper shop safety, design and organize a project, duplicate a shape using fiberglass, use mold fabric to create a 3D shape, create templates and jigs, understand the uses of routers and router bits in fabrication, cover a project in vinyl, cover a project with fabric, create inserts using body filler and fiberglass, cut bond, and polish Plexiglas, bits in fabrication, cover a project in vinyl, cover a project with fabric, create inserts using body filler and fiberglass, cut bond, and polish Plexiglas.

**IPC-801 Interior Panel Design and Construction (40 Clock Hours - 40 Lab/0 Theory)**

The student will be able to redesign and modify interior plastic panels and relocate A/C controls to house aftermarket radios, handheld electronics using thermoplastics such as ABS and PVC, and high-tech adhesives. Students will also learn to properly install flip down monitors, headrest monitors, and visor monitors. The skills in this class will help a student integrate devices such as tablets and smartphones into an original equipment stereo system while maintaining a factory look and feel for the customer.

**PTM-901 Painting and Metal Work (40 Clock Hours – 36 Lab/4 Theory)**

The students will learn the basics of painting including techniques, tools and materials including RTS, 1K, 2K, single stage and base coat / clear coat systems. Students will use Installer Institute’s OSHA-approved paint booth and proper safety equipment while being taught how to apply polyester and urethane based coatings. Metal working will also be taught, enabling the students to measure, cut, drill, tap, and MIG weld mild steel for motorizations and mounts in vehicles.

**IHA-1001 Introduction to Home Audio (40 Clock Hours – 20 Lab/20 Theory)**

This course will help the students understand that there are a multitude of possible careers open to an installer proficient in car audio. This class will focus on the basics of home audio such as pre-wiring, structured wiring, distributed audio, speaker mounting, troubleshooting, system design, and room acoustics.

**Comprehensive Installations**

900 Clock Hours (587 Lab | 313 Theory)

Length: 26 weeks

Schedule: 6-12 days per course

**Program Objective**

Upon completion of this program, graduates can seek employment in the consumer electronics industry at companies that provide services in the auto, marine, home audio, and security remote starts fields. Students may also seek employment within the vehicle customization and enhancement field such as lighting, upholstery, glass coating, and paint protection films. They will also be able to seek employment in the 12-volt industry including auto, home, and marine electronics installation where advanced knowledge is required.

**Program Description**

Students complete course work in the classroom, watch demonstrations, and complete hands-on projects. There are weekly competency tests.

**Award**

Upon satisfactory completion, graduates receive a certificate.

**Courses**

Course Order	Course Number	Course Name	Clock Hours		
			Lab	Theory	Total

1	GS-101	<b>Getting Started In Mobile Electronics</b>	0	80	80
2	IAP-201	<b>Installing as a Professional</b>	32	8	40
3	SED-301	<b>Subwoofer Enclosure Design &amp; Vehicle Acoustics</b>	40	40	80
4	OEM-401	<b>Integrating with OEM Systems</b>	10	30	40
5	PI-501	<b>Practical Installations</b>	80	0	80
6	SRS-601	<b>Security and Remote Start in a Digital World</b>	40	40	80
7	LII-701	<b>Leather Interior Installations</b>	36	4	40
8	IHA-801	<b>Introduction to Home Audio &amp; Structured Wiring</b>	20	20	40
9	HAC-901	<b>Home Automation and Control</b>	20	20	40
10	IAT-1001	<b>Introduction to Automotive Window Tinting</b>	32	8	40
11	MMR-1101	<b>MESA and MECP Review</b>	0	40	40
12	AIP-1201	<b>Advanced Interior Panel Design</b>	40	0	40
13	LMF-1301	<b>Learning and Mastering Custom Fabrication</b>	80	0	80
14	FED-1401	<b>Fiberglass Enclosure Design &amp; Construction</b>	40	0	40
15	FAC-1501	<b>Fabricating with Advanced Composites</b>	40	0	40
16	PW-1601	<b>Painting and Welding</b>	72	8	80
17	CBS-1701	<b>Career Building and Job Skills Development</b>	5	5	10
18	SYP-1801	<b>Starting Your Own Business, Workshop</b>	0	10	10
<b>Clock Hour Totals</b>			<b>587</b>	<b>313</b>	<b>900</b>

## Course Descriptions

### **GS-101 Getting Started in Mobile Electronics (80 Clock Hours – 0 Lab/80 Theory)**

The student will be able to demonstrate a foundational knowledge of electrical theory, circuits, components, and best practices related to the auto sound and security industry and will be prepared to sit for the Mobile Electronics Certification Program (MECP) and Mobile Electronics Schools Association (MESA) examinations.

### **IAP-201 Installing as a Professional (40 Clock Hours – 32 Lab/8 Theory)**

The student will be familiar with the features, technology, and installation requirements of the most common autosound components and the proper tools, techniques, and accepted practices for integrating them into today's vehicles.

### **SED-301 Subwoofer Enclosure Design and Vehicle Acoustics (80 Clock Hours – 40 Lab/40 Theory)**

The student will be able to measure, design, construct, and upholster sealed, ported, and bandpass subwoofer enclosures. They will be able to predict and model the response of said enclosures in the interior of a vehicle.

### **OEM-401 Integrating with OEM Systems (40 Clock Hours – 10 Lab/30 Theory)**

This one-week course details the challenges of and solutions for integrating aftermarket electronics with factory installed systems.

### **PI-501 Practical Installations (80 Clock Hours – 80 Lab/0 Theory)**

The student will be able to show practical skills in the assembly and disassembly of vehicles and gain hands-

on experience with products common to the auto sound industry.

**SRS-601 Security and Remote Start In a Digital World (80 Clock Hours – 40 Lab/40 Theory)**

The student will be able to demonstrate proper shop safety, test, and identify vehicle wiring, install a mobile security system, install a remote start system, install power door locks, power trunk release, and automation devices.

**LII-701 Leather Interior Installations (40 Clock Hours – 36 Lab/4 Theory)**

The students will receive hands-on training of the removal, installation, and reassembly of modern day vehicle interiors. Students will learn to install leather interior seat kits, headrest kits, and replacing factory door panel inserts.

**IHA-801 Introduction to Home Audio and Structured Wiring (40 Clock Hours – 20 Lab/20 Theory)**

Home Audio will help the students understand that there are many directions open to a career in car audio that can be taken. This class will focus on the basics of home audio such as structured wiring, distributed audio, speaker mounting, troubleshooting, system design, and room acoustics.

**HAC-901 Home Automation and Control (40 Clock Hours – 20 Lab/20 Theory)**

This one-week course delves into the connections and protocols used in controlling smart homes and electronic entertainment systems. Students will receive classroom training and will work to program popular control system.

**IAT-1001 Introduction to Automotive Window Tinting (40 Clock Hours – 32 Lab/8 Theory)**

The student will understand the tools, materials, and techniques necessary to apply automotive window tinting film and be able to demonstrate skills in applying this film in a shop environment.

**MMR-1101 MESA and MECP Review (40 Clock Hours – 0 Lab/40 Theory)**

Students will review topics and information required to successfully sit for the MESA and MECP certification examinations.

**AIP-1201 Advanced Interior Panel Design (40 Clock Hours – 40 Lab/0 Theory)**

The student will be able to redesign and build new interior plastic panels to house radios, performance gauges, and smartphones, learn the skills necessary to relocate A/C controls, and how to finish these parts to OEM standards. The skills in this class will help a student integrate aftermarket electronics into a vehicle's stereo system and maintain a factory look and feel for the customer.

**LMF-1301 Learning and Mastering Custom Fabrication (80 Clock Hours – 80 Lab/0 Theory)**

Students will be able to create custom interior parts using wood, fiberglass, and foam. They will be introduced to the tools, techniques jigs, and materials necessary to create custom door panels, tweeter pods, dashboards, and consoles.

**FED-1401 Fiberglass Enclosure Design and Construction (40 Clock Hours – 40 Lab/0Theory)**

The student will be familiar with the materials, chemicals, tools, and processes involved in creating custom enclosures for subwoofers solely from composite fiberglass materials and will be assigned class projects to demonstrate and refine those skills.

**FAC-1501 Fabricating with Advanced Composites (40 Clock Hours – 40 Lab/0 Theory)**

This one-week course occurs in classroom and shop and focuses on techniques for working with advanced composites like carbon fiber, Kevlar in cosmetic, and structural applications. Wet layup and vacuum infusion techniques are covered.

**PW-1601 Painting and Welding (80 Clock Hours – 72 Lab/8 Theory)**

Students will be introduced to the tools, techniques, and materials necessary to build motorizations, amplifier

racks, battery mounts, and exterior body modifications such as fender flares using sheet metal and mild steel stock. Students will be able to fabricate custom projects made from sheet metal and mild steel using various cutting tools and M.I.G. welders. Students will be able to finish metal, wood, and plastic fabrications to a high gloss using industry standard tools and materials.

**CBS-1701 Career Building and Job Skills Development (10 Clock Hours – 5 Lab/5 Theory)**

The student will be able to effectively market himself and search for available positions, build an effective resume, execute a successful interview, and understand how to best retain a position once employed.

**SYP-1801 Starting Your Own Business, Workshop (10 Clock Hours – 0 Lab/10 Theory)**

Students will learn the process for starting and operating a small business.

**Continuing Education Courses**

**Introduction to Formal Installations**

\*\* Continuing Education Programs Listed below are not under the purview of the Department of Education, Florida Commission for Independent Education.

40 Clock Hours (0 Lab | 40 Theory)

Length: 6 days / One Week

Schedule: 6 days

**Course Description**

This five-day course takes place entirely in the classroom and on the fifth day students will take the MESA Installation Knowledge exam. The Installation Knowledge Exam focuses on basic electrical knowledge and accepted 12-volt installation practices. This exam provides a foundation for the MESA specialty certifications presented in the following weeks and is the first step to becoming a MESA Certified installer.

**Course Objective**

The student will have a fundamental knowledge of electricity and electronic components, understand the assembly and disassembly of major vehicle interior components, recognize unibody and body on frame construction, and avoid the common pitfalls of installing electronics components in vehicles.

The student will be able to demonstrate proper shop safety, organize installation tools for maximum efficiency, test vehicle wiring, use a multimeter, wire relays for basic installation applications, and identify the type and source of engine noise.

**Award**

Upon satisfactory completion, graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
Installing with a plan – Plan and develop stereo systems	2	T
Shop Safety – Proper tool, and chemical safety. OSHA	2	T
Tool Safety – Proper tool usage	1	T
Fire Safety – Types of fires and how to put them out	1	T
Basic Electrical – going over electrical laws, ohms, watts	2	T
Test Equipment – Different types of testing equipment and how to use it	2	T
Volts, Current, Resistance – Explaining the relationship between them	2	T

Ohms Law – Explaining how Ohm’s law applies to car audio	2	T
Basic Calculations – practice equations using Ohm’s law	1	T
Watts Law – explaining how watts law applies to car audio	1	T
Series & Parallel Wiring – Two different ways to wire speakers, resistors	1	T
Series Parallel Wiring – advanced wiring option for speakers	1	T
Wire Gauge Selection – calculation proper wire size using Ohm’s law	1	T
Electrical Components – how to use resistors, capacitors and inductors	1	T
Capacitors, Inductors – calculating capacitance and inductance in a circuit	1	T
Resistors – how to wire resistors in a circuit	1	T
Testing Devices – how and when to use the correct test equipment	1	T
DMM – using a digital multimeter to test wiring	2	T
Electrical Systems – the design of a vehicle’s electrical system	2	T
Alternator – understanding the role an alternator plays in a vehicle	1	T
Battery – Understanding the roll a battery plays in your vehicle	1	T
Vehicle Upgrades – sound system upgrades to a vehicle’s electrical system	2	T
Relays – understanding relays	2	T
Passive Crossovers – understanding how a passive crossover works	1	T
Crossover Orders – explain the different types of crossover orders	1	T
Diodes - what is a diode and how does it work	1	T
Basic Security Systems - understanding switches and polarities	2	T
Engine Noise – troubleshooting noise problems in a system	2	T

## Beyond Basic Installations

40 Clock Hours (20 Lab | 20 Theory)

Length: 6 days / One Week

Schedule: 6 days per week

### Course Description

This course covers the correct methods of installing equipment that they will be working with in a real shop environment. This part of the class also allows the students to work on their personal vehicles to fix any problems or install new equipment into their vehicles. Be prepared to get dirty. OEM integration is an essential part of the install bay environment. Now more than ever installers are hired based on their ability to integrate equipment into factory systems while maintaining the original operation of the vehicle. During this week students will learn how to integrate properly and safely into factory vehicles

### Course Objective

The student will be able to practice proper installation practices as well as properly install head units, amplifiers, and speakers. They will also focus on adjusting input sensitivity and crossover points, mobile video, Bluetooth, HD radio installation, and satellite installation. Students will learn about the impact of vehicle data communication and learn how to bypass factory electronics to integrate aftermarket equipment.

The student will be able to practice proper installation practices as well as properly install head units, amplifiers, and speakers. They will also focus on adjusting input sensitivity and crossover points, mobile video, Bluetooth, HD radio installation, and satellite installation. Students will learn about the impact of vehicle Data communication, and learning how to bypass factory electronics to integrate aftermarket equipment

### Award

Upon satisfactory completion, graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
Installing with a Plan – system layout and customers' needs	2	T
Proper Connections – different types of connections, pros and cons	2	T
Soldering Techniques – How to solder your connections	1	T
Soldering Exercise – Student learn to solder harness together	3	L
Proper Disassembly – proper vehicle disassembly and storage	2	L
System Design – matching and designing a stereo system	2	T
Proper Tool Usage – learning about proper tools and when to use them	2	L
Proper Reassembly – reassembly of a vehicle, using all bolts and screws	2	L
Radio Installations – steps to properly install head units	3	L
Speaker Installations – steps to properly installing speakers	3	L
Amplifier Installations – steps to properly install amplifiers	3	L
OE Integration – components needed to install aftermarket equipment	2	L
Bluetooth – integrating Bluetooth in a vehicle	1	T
Satellite Radio – installing satellite radio	1	T
HD Radio – installing HD radio and how it works	1	T
Factory Interfacing – interfacing aftermarket equipment to factory vehicles	2	T
Gain Adjustment – properly adjust loudness in a system	2	T
EQ Adjustment – learn to equalize a vehicle	2	T
Crossover Adjustment – properly adjust crossovers	2	T
Troubleshooting – learn to troubleshoot audio problems	2	T

## Enclosure Design Construction

40 Clock Hours (16 Lab | 24 Theory)

Length: 6 days / One Week

Schedule: 6 days per course

### Course Description

Students will design, tune and construct an enclosure for their own vehicles. (The student's vehicle and speakers must be present to build an enclosure.) Those students that fly in and those who do not have subs will still be able to assist in the design and construction of a fellow student's enclosure or will be assigned to build an enclosure by the instructors.

### Course Objective

This course ensures that our students will have a thorough understanding of loudspeakers and their parameters. Students explore the relationship between loudspeakers and their enclosures and come to understand the effects of a vehicle's dimensions on these enclosures. Students will learn the uses of sophisticated test equipment used to measure parameters, acoustics, resistance, signal and SPL. They will understand the design and benefits of advanced enclosures, such as sealed, ported and sealed bandpass enclosures.

The student will be able to demonstrate wood shop safety, operate routers, staplers, glue guns, and other machine tools used to construct enclosures. He/she will be able to measure and calculate the space available for and the interior volume of a subwoofer enclosure. Software will be used to predict and compare the response of different enclosure designs. The student will construct, upholster, test, measure and audition at least one assigned enclosure and may construct an additional enclosure for a personal vehicle.

### Award

Upon satisfactory completion graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
Speaker Design – how a speaker works	4	T
Basic Speaker Parameters – parameters that describe how it will sound	3	T
Understanding enclosures – explain sealed, ported and Bandpass boxes	3	T
Calculating box sizes – show how to calculate box sizes	2	T
Transfer function – explain how the box affects the sound in a vehicle	2	T
Software Introduction – using software for box design	4	T
Sealed Enclosures – pros and cons to sealed boxes	3	T
Ported Enclosures – pros and cons to ported boxes	3	T
Students build test enclosures – students build assigned speaker boxes	4	L
Sealed Bandpass – pros and cons to a Bandpass enclosure	1	L
Measuring enclosure response – students see if actual response mirrors design	1	L
Transfer Function – students measure effect of a cars speaker system response	1	L
In Car Design – students measure and design enclosure for actual vehicle	2	L
Vehicle Enclosure – students construct larger enclosures for vehicles	6	L
Enclosure Installation – students mount and wire enclosures in cars	1	L

## Advanced Mobile Security & Navigation

40 Clock Hours (20 Lab | 20 Theory)

Length: 6 days / One Week

Schedule: 6 days per course

### Course Description

Students will learn how to install a reliable security system that includes advanced technologies and convenience features. They will learn how to use resistors, relays, diodes, switches, and many of the interfaces and bypasses necessary in current and future vehicles. Students will learn how to incorporate these devices used in motorization and sequencing applications. Every student will be required to take part in a physical installation of a security system. Students are given the opportunity to obtain the most advanced security products on the market and install them in their own vehicles.

### Course Objective

The student will be able to: demonstrate proper shop safety, test and identify vehicle wiring, install a mobile security system, install and adjust sensors, install a window course, and install a remote starting system. The student will also learn about, and learn to install, vehicle navigation systems. The student will be able to demonstrate proper shop safety, test and identify vehicle wiring, install a mobile security system, install and adjust sensors, install a window course, install a remote starting system. The student will also learn about, and learn to install, vehicle navigation systems.

### Award

Upon satisfactory completion, graduates receive a certificate.



Course Outline	Clock Hours	Lab (L) Theory (T)
Ignition switches – wiring of a vehicles ignition	1	T
Door Locks – how door locks work	1	T
Window/Sunroof courses – how window courses work with alarms	1	T
Remote Starters – wiring of remote starters and how they work	2	T
Relays – advanced relay usage	2	T
Security Sensors – explain types of sensors	1	T
Safe Vehicle Interfaces – proper connection and practices for security	1	T
Advanced Security Features – Programming and options	1	T
Interface devices – function and programming of vehicle data integration devices	1	T
Interfacing Factory Alarms – interfacing to a factory alarm	1	T
Vehicle Preparation – check in sheets and importance of proper care	1	T
Vehicle Circuit Testing – identifying vehicle circuits and polarities	3	T
Alarm Preparation – bench prepping the alarm for installation	2	L
Security System Installation – students install security systems	9	L
Security/Remote Start Troubleshooting – overcoming difficulties	1	T
Navigation Components – parts and installation of a navigation system	1	T
GPS Satellites – how GPS systems work	1	L
Cell Phone Navigation – navigation on your cell phone	1	L
Multimedia Systems – explaining mobile video systems	2	T
Proper Wiring – wiring routing techniques	1	L
Video accessories – additional components to aid in car entertainment systems	1	L
Video Integration and Devices –integrate into factory vehicles	1	L
Video Troubleshooting – troubleshooting installation problems	1	L
Proper Installation – proper installation of video components	1	L

## Advanced Fabrication

40 Clock Hours (40 Lab | 0 Theory)

Length: 6 days / One Week

Schedule: 5 days per course

### Course Description

During this week of class, students will be taught how to work with fabrication chemicals, materials, and shop tools. Each student will build a wood/fiberglass enclosure for one 6.5" speaker and cover it in vinyl, making suede inserts for the sides of the box. They will also build a fiberglass kick panel from scratch using routers and fabrication techniques.

### Course Objective

The student will gain the techniques and knowledge and the hands-on skills that are necessary to create many of the high -end custom interior fabrications for audio systems as seen in magazines, forums, and television.

The student will be able to demonstrate proper shop safety, organize a project, learn to integrate composite and wood materials into a three dimensional project, cover a project in vinyl or fabric, make a finished trim insert. He/she will design, construct, and use router templates, copy a shape using body filler and fiberglass, use mold fabric to define a shape, cut bond, and polish Plexiglas.

### Award

Upon satisfactory completion, graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
Shop Safety – explaining shop safety	2	L
Tool Usage – explain the tools needed and used	2	L
Mixing Ratios – working with chemicals and how to mix them	2	L
Working with Chemicals –safety OSHA requirements	2	L
Basic WoodWorking – cutting and working with MDF	4	L
How to Make a Jig – step by step of how to make a jig	4	L
Make a Speaker Ring - using a router to make speaker rings	4	L
Forming Materials – the use of material that we shape and form with	2	L
Fiberglass Work - working with fiberglass and safety	3	L
Body Filler Work – how to work with body fillers	3	L
Sanding Techniques – quick sanding techniques	2	L
Making Inserts – using jigs to make inserts	3	L
Working with Suede – work with suede to wrap projects	2	L
Raised Lettering- student learn to do raised lettering	2	L
Finish Techniques – proper finishing of projects	3	L

## Complex Installations

40 Clock Hours (0 Lab | 40 Theory)

Length: 6 days / One Week

Schedule: 6 days per week

## Course Description

The student will begin to focus on more advanced information like OEM integration skills, working with customers, vehicle imaging, sound stage, vehicle data communications, electronic test equipment, audio formats, video formats, advanced integration skills, advanced security, digital signals, and Tele-matics.

## Course Objective

Complex Installations will focus on the next level of the MESA exams. During this week of class, students will prepare to take the Audio and Security System Installer certification exams. These exams will help reinforce the information from the previous weeks of classroom and hands-on skills. Because the MESA certification is based on written and practical skills, the student's hands-on evaluations from the previous weeks of class will come into account when totaling the final MESA grade. Students must maintain a 70% or higher overall to become certified by the Mobile Electronics Schools Association.

The student will begin to focus on more advanced information like OEM integration skills, working with customers, and vehicle imaging.

## Award

Upon satisfactory completion, graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
History of 12 volts – explains where 12 volt came from	2	T
Proper Speaker placement – advanced speaker placement for sound quality	2	T
Vehicle imaging/soundstage – improving a vehicle sound quality	2	T
Advanced charging systems – adding additional charging systems	2	T

Vehicle communication – different types of data in vehicles	2	T
OEM integration – integrating in to factory vehicles	3	T
Fabrication – fabrication techniques	3	T
Tool and shop safety – explain the importance of shop safety	2	T
Electronic test equipment –test equipment used in cars	2	T
Audio sources – different types of sources of vehicles	3	T
Video formats – different video formats for different countries	2	T
Video sources – different video source and how they work	2	T
Advanced security – explain advanced security components	3	T
Advanced OEM interfacing – options for OEM integration	3	T
Troubleshooting – troubleshooting installation problems	3	T
Satellite/GPS – how they work in vehicles	2	T
Digital Signals – analog vs digital signal in cars	1	T
Telematics – explain Tele-matics and its future	1	T

## Leather Interior Installations

40 Clock Hours (36 Lab | 4 Theory)

Length: 6 days / One Week

Schedule: 6 days per course

### Course Description

Now more than ever shop owners have to diversify and branch out into new areas of business. One area that has made a big impact in installation shops across the country is new car dealers wanting to make their vehicles stand out on the lot by offering upgraded leather interiors for brand new vehicles.

### Course Objective

The student will be able to remove and replace OEM upholstery including seats, armrests, headrests and door inserts with pre-engineered leather components. The student will also be capable of removing a vehicle headliner and recover it with either OEM or upgraded upholstery material and installing aftermarket heated seat elements and controls. The student will focus on working with leather kits and the proper installation procedures.

### Award

Upon satisfactory completion, graduates receive a certificate.

Course Outline	Clock Hours	Lab (L) Theory (T)
Vehicle check-in procedures – importance of check in a vehicle	1	L
Proper tool usage – tools used for this job	2	L
Design options – options available from the manufacture	3	L
Customer conduct – how to conduct yourself with a customer	4	T
Proper disassembly – proper removal of vehicle seats	2	L
Removing factory seat covers – removing factory cloth interior	3	L
Types of leather kits – difference between vinyl leather and other materials	2	L
Proper storage of materials – how to take care of the customer's property	4	L
Install leather kit – teaching to install the new leather kit	5	L
Proper reassembly – putting the customers car back together properly	2	L
Tips and tricks – little tips and tricks to make the job easier	2	L
Recover headrests - how to recover vehicle headrests	1	L
Door panel inserts - adding leather to a vehicle's door panel	4	L
Armrest – center console covers	1	L

Vehicle check-out procedures – making sure the vehicle is in original state	1	L
---	---	---

## Certifications

The Mobile electronics Industry does not have a mandatory certification required to gain employment. However, it is recommended that all students pursue available certifications that enhance their credentials and validate their knowledge and skill set.

Installer Institute offers two certifications:

Mobile Electronics School Association (MESA): The MESA exams were developed to help guide an individual through the installation knowledge and skills required of today's mobile electronics installers. The exam consists of two very important parts, theory and practical hands-on skills. This exam is broken down into three sections: Installation, Audio System, and Security Knowledge which are all embedded within Installer Institute's curriculum. This certification is offered for students enrolled in the Basic, Mobile Electronics, and Comprehensive Program. There is no additional charge for this certification.

Mobile Electronics Certified Professionals (MECP): The MECP certification exams test a student's knowledge on a broad range of apprentice to master levels of electronics topics.

There are three-levels for this certification

- \$99.00 for Basic Certification (Required for the Comprehensive Installation Program)
- \$125.00 for Advanced Certification
- \$135.00 for Master Certification

## FACILITIES & EQUIPMENT

### Description of Institution

Installer Institute's classrooms and workshops occupy approximately 10,000 square feet of space located at 1524 Ridgewood Avenue, Holly Hill, Florida 32117. The space consists of two fully equipped classrooms, a triple installation bay, and a complete woodshop.

### Equipment

Our woodshop contains a complete array of woodworking tools. Installer Institute classrooms are equipped with test and measurement equipment and lab simulators to facilitate hands-on training. Installer Institute's installation bay is fully functional and well stocked with the tools and accessories enabling students to perform real-world applications. Students may bring their personal tools, allowing them to gain experience with their own equipment.

### Books

Installer Institute utilizes an in-house developed manual - "Installer Institute Installation Manual"  
This Manual is in the process of being copyrighted.

MECP Study Guide- Published by CTA (Consumer Electronics Association) 2009  
This guide is recommended to students in preparation for the MECP Basic Exam

## STUDENT SERVICES

### Housing

Accommodations are provided by Installer Institute at the following location. Students must make their own arrangements directly with the Villa's management. Rooming accommodations are currently included at no additional cost to the student beyond the costs of tuition and fees.

Espanola Villas  
1540 Espanola Drive  
Holly Hill, FL 32117

Services/Amenities in all rooms:

20" Flat Screen TV's	Microwave
In -room coffee maker	Refrigerator
Individual A/C & Heat	Full Kitchens
Flatware	Plates, Bowls, and Cups
Full Size Beds	Toaster

Directions:

From I-95: Take exit 273/ US1 toward Ormond Beach, head south on Ridgewood Ave/US1 for 7.9 miles. Installer Institute will be on the right hand side. Espanola Villas will be located directly behind the school on Espanola Ave.

## **Student Records/Transcripts**

Student records are retained perpetually at the institution site at 1524 Ridgewood Avenue, Holly Hill, FL 32117 in a fireproof cabinet. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$5. Student records will be provided to potential employers only after a written request has been made by the individual student.

## **Family Educational Rights and Privacy Act**

***Installer Institute complies with the Family Educational Rights and Privacy Act (FERPA) of the 1974 Buckley Amendment, Public Law 93-380, and Section 438.***

***The (FERPA) is a federal law that is designed to protect the privacy of and limit access to the educational records of students. It gives parents certain rights with respect to their children's education records.***

All students' records are confidential.

Under FERPA, Installer Institute students have the following rights:

- The right to inspect and review their education records within 45 days after the day Installer Institute receives a request for access.
- The right to request the amendment of their education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before Installer Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Installer Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Installer Institute must have written permission from the parent or eligible student in order to release any educational records. However, Installer Institute may disclose those records, without consent to a third party with written consent of the parent or under the following conditions:

- Other school officials with legitimate educational interest
- To school in which the student is seeking to enroll in
- Specified officials for audit or evaluation means
- To accrediting organizations
- State & local authorities if required by state statutes

- Officials in cases of health & safety emergencies
- Appropriate parties in connection with financial aid to a student
- To comply with a judicial order or a lawfully issued subpoena
- Organizations conducting certain studies for or on behalf of Installer Institute may disclose, without consent, which is designated as “directory” information. This information includes student’s name, address, telephone number, date & place of birth, honors & awards, & dates of attendance.

For full disclosure of FERPA, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. For further information, or to request access to records, please see the Director.

## **Financial Aid Advisement**

Installer Institute currently offers financial aid only for its Mobile Electronics Installation Program.

Advisement includes determining how the individual wants to pay for his or her tuition. The individual has the option of applying for Financial Aid for those programs that qualify, finance their education through TFC financing, or Meritize lending. Veterans are able to utilize their Montgomery GI Bill and or Post 9/11 GI bill to pay for those programs that are approved by the State Approving Agency. Vocational Rehabilitation Programs is available for those students who qualify.

## **Career Services/Job Placement Assistance and Personal Advisement**

Installer Institute prides itself in helping every single one of its students achieve their career goals. Students will be provided with an updated listing of employers looking to potentially employ graduates based on their achievements, goals, determination, and work ethic. During their course of Instruction students attending the Mobile Electronics and Comprehensive Programs will actively work on executing a resume that can be utilized in their Job search. Students will also participate in mock interviews with their instructors, learning successful interview skills and how to retain a position once employed. Job Placement Services or assistance shall be provided to all graduates without additional charge. There is no guarantee of placement directly or indirectly implied. Records of all graduates are maintained for a minimum of 10 years.

The objective of Installer Institute is to assist students in achieving their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacles that may be in the way of success. Students may be referred to professional counseling.

Prospective, as well as enrolled students, have the ability to contact instructors by phone during business hours and email any time. If all instructors are busy, the telephone call or email will be returned within twenty-four (24) hours. Advice, on which classes are appropriate, due to level of experience and the individual’s goals, is attainable through either the Director or any instructor. A list of preparatory reference materials can also be acquired over the phone.

Students may request individual tutoring, which is provided without additional charge.

## **Institution Resource Center**

The institution resource center contains MECP study guides as well as reference materials in the form of books and trade publications. These materials are available for the students to browse through during break times, and they are permitted to check them out in the evening for study purposes.

# **ACADEMIC INFORMATION AND STANDARDS OF PROGRESS**

## **Syllabi**

On the first day of class for each program, students receive a copy of the course syllabus and course outline. Students receive a catalog at the time of enrollment. The catalog is also posted on the Installer Institute website [www.installerinstitute.edu](http://www.installerinstitute.edu).

## Attendance Requirements

Full-time attendance is required to complete all Installer Institute's programs due to the short term of the class. If you are ill and need to make up a portion of a day, you can make arrangements with your instructor to acquire notes on missed topics. This may need to be done in the evenings. If you cannot attend for more than a day, you may reschedule the class. Rescheduling will be based on space availability. Contact the Director for available dates. Re-entrance will be granted with the only restriction being availability of space.

Students are expected to be in class on time every day. The minimum requirement for graduation is 90% cumulative attendance of all scheduled classes. The director or Instructor must be notified prior to any absence.

### UNEXCUSED/EXCUSED ABSENCES

#### Unexcused absences:

- Any absence related to personal business not specified as excused.
- Any absence not accompanied by prior notification by phone, email, or direct conversation with administration by student or family member of the student.

#### Excused absences include:

- Absences related to scheduled or emergency medical treatments or procedures when accompanied by appropriate documentation showing treatment facility and date of occurrence.
- Absences related to legal or court proceedings when accompanied by appropriate documentation.

All absences whether excused or unexcused will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

### TARDINESS AND EARLY DEPARTURES

If the student is tardy or has an early departure three times or more in a course, s/he will be placed on probation for the remainder of the course and is required to see the director for counseling.

Students are required to be present in their assigned classroom or shop area 5 minutes prior to the beginning of the scheduled class. Attendance will be taken by the instructor at the class start time and upon resuming class after scheduled breaks, lunch and at the end of day. Any student not present at class start time, or who departs prior to the end of class, will receive a deduction of points from their final course grade average as follows for any 40-hour course:

Unexcused Absences		Excused Absences	
1-2 min tardy/early departure	-2 points	1-2 min tardy/early departure	-1 points
3-15 min. tardy/early departure	-5 points	3-15 min. tardy/early departure	-2 points
16 min. – 4 hours tardy/early departure	-10 points	16 min. – 4 hours tardy/early departure	-5 points
4 hours to full day tardy/early departure	-15 points	4 hours to full day tardy/early departure	-7 points

Any student not present at class start time, or who departs prior to the end of class, will receive a deduction of points from their final course grade average as follows for any 80-hour course:

Unexcused Absences	Excused Absences
--------------------	------------------

1-2 min tardy/early departure	-1 points	1-2 min tardy/early departure	-0.5 points
3-15 min. tardy/early departure	-2.5 points	3-15 min. tardy/early departure	-1 points
16 min. – 4 hours tardy/early departure	-5 points	16 min. – 4 hours tardy/early departure	-2.5 points
4 hours to full day tardy/early departure	-7.5 points	4 hours to full day tardy/early departure	-3.5 points

## **TRACKING**

Attendance will be taken by the instructor at the class start time and upon resuming class after scheduled breaks, lunch and at the end of day.

At the end of each week, the instructor submits the class attendance record to the office where it is recorded in the student's permanent record. The cumulative attendance information is contained on the course progress report given to all students at the end of each course. If the student does not agree with any of the attendance data, s/he may submit a written appeal to the School Director within one week of the progress report distribution. At the end of one month following the end of the course, the course attendance data becomes permanent and can no longer be challenged.

## **ATTENDANCE PROBATION**

If the cumulative attendance is less than 90% at the end of the course, the student will be placed on attendance probation for the next course. A counseling session with the director will outline the terms and conditions in the attendance probation notice.

At the end of the course on attendance probation, the student must be making progress toward meeting the 90% cumulative attendance requirements and have met the terms of the attendance probation. Failure to do so may result in termination from the institution.

After no more than two courses on attendance probation, the student must again meet the 90% cumulative attendance requirement or be dismissed from the institution.

## **MAKE-UP HOURS**

Make-up hours must be pre-arranged with the instructor or director and must be completed outside of normally scheduled class hours within one week of the end of the course.

Only time spent on instructor-approved activities comparable to the content, time, and delivery of the classes missed will count as make-up hours. Such activities may include completing class exercises (labs), viewing class videos on the topic missed (lecture, or other course-related assignments consistent with original delivery methodology.

A student can make- up no more than 10% of the course hours for any individual course.

## **CONSECUTIVE ABSENCES**

A student who is absent for fourteen consecutive calendar days will be terminated.

## **DISMISSAL**

Any student dismissed for attendance-related reasons – consecutive absences, failure to maintain the 90% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return for a leave of absence, will be terminated from the institution but may restart classes in the next available course only with the director's written authorization and completing appropriate



applications and a new enrollment agreement. Previously successfully completed courses will be accepted toward program completion. **A student re-enrolling must meet all admission requirements at the time of re-enrollment.**

## Re-admittance to Institution

A student who has canceled or has been terminated and wants to re-enter their training program must notify the school director and follow the required admission procedures. A student who was terminated for any reason can meet with the school director and show why s/he should be readmitted and demonstrate how the student will meet program requirements. The decision of the director will be made based on the student meeting program requirements. The timeframe for re-entry must be 60 days from the date of withdrawal or termination. Previously successfully completed courses will be accepted toward program completion through the transfer-of-credit policy.

The student who is receiving federal financial aid who withdraws from Installer Institute and re-enters the same program within 180 days of his/her withdrawal is considered to be in the same financial aid payment period he or she was in at the time of the withdrawal. The student will retain his or her original eligibility for that payment period and is treated as though he or she did not cease attendance.

Students who re-enter Installer Institute after 180 days in a new program or who re-enters in the same program at Installer Institute will receive credit for hours previously earned. The hours remaining in the program become a custom program length with a unique midpoint, end point, and maximum time frame. The number payment period and length of each payment period based on the definition of a payment period based on the hours remaining in the program upon transfer or re-entry.

## Leave-of-Absence Policy

Due to the length of Installer Institute's programs and the number of cohorts being offered, a Leave-of-absence is not possible for the Comprehensive Installation Program (900 hours) or Mobile Electronics Installation Program (400 hours).

## Grading Grading Scale

Grades are calculated using the following grading scale:

90 – 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F
I -	Incomplete
W	Withdrawn

An incomplete grade is assigned when a student fails to complete any required course work by the end of the course. The grade is not included in the calculation of the cumulative grade point average but will count as hours attempted for the purpose of calculating the successful course completion percentage. All incomplete coursework must be made up within 3 days after the designated due date, which will be factored into the final course grade.

Students who withdraw or are terminated from the institution will receive a grade of "W" for the course enrolled in at the time of withdrawal or termination.

## Grade Appeal

Final grades are issued at the end of each course. A student may appeal a final grade by following the following procedure:

- The appeal must be made in writing to the director within 15 days of the end of the course.
- A grade appeal must state specific grounds for challenging the grade based on an assertion of a mistake, unfair treatment, or other extenuating circumstances with appropriate documentation submitted with the written appeal.
- The decision of the director is final.

## **Weighting/Grade Components**

The students' degree of knowledge/comprehension of the subject material and the achieving of practical/hands-on skills objectives will contribute to the grade point average individually for each course.

For those courses occurring completely in the classroom, grades will be weighted 50% on quizzes and 50% on the final course-end exam. For those courses occurring in classroom and shop, grades will be weighted 50% on shop skills and participation, and 50% on the course-end exam.

For those courses occurring completely within the shop, grades will be weighted 100% on shop skills and participation.

## **Testing/Retesting**

Installer Institute allows up to 2 retesting opportunities for any course-end exam, and for any individual section of a MESA certification exam for which a student did not receive an average of 75% or higher. At least one calendar day must elapse between attempts, and retesting must occur 3 days prior to the completion of the program. Retests are scheduled to occur outside of regular class hours and are given only with the approval of the instructor. The highest grade earned on any retest will be the one used in calculating final grade averages.

## **Make-Up Work**

Make-up work is required for any absence and must be completed within one week of the missed work. Tests that are not taken as a result of an absence must be made up within a week at a time determined by the instructor. Only time spent on instructor-approved activities comparable to the content, time, and delivery of the classes missed will count as make-up hours. Such activities may include completing class exercises (labs), viewing class tapes on the topic missed (lecture, or other course-related assignments consistent with original delivery methodology, such as class exercises (labs), viewing class tapes (lecture), or other course-related assignments..

All incomplete coursework must be made up within 3 days from the end of the course. Failure to complete the required coursework will result in a grade of "F" for the assignment, which will be factored into the final course grade and in the cumulative grade point average. A reduction in grade may be made at the discretion of the instructor. This cannot be at the discretion of the instructor. Everyone must reduce the grade or no one can reduce the grad. There is no charge for make-up work.

## **Course Repeat Policy**

Any failed course may be repeated one time for the purposes of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages but only the highest grade earned will be included in the computation of the grade point average. Official records will list each course in which a student has enrolled and earned a grade; however, the original and repeated grades remain on the transcript indicating that a particular course has been repeated. Repeated courses will be scheduled by the director in agreement with projected schedules for the next course offering.

The student must pay for any repeated course.

## **Satisfactory Academic Progress**

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- Qualitatively: The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 70% average at the conclusion of each evaluation period.
- Quantitatively: The student must attend at least 90% of the scheduled clock hours cumulatively for each evaluation period.

A student must be meeting these standards to be considered as meeting Satisfactory Academic Progress and in Good Standing Any student who has not achieved a minimum cumulative GPA of 70% or who has not successfully achieved a cumulative rate of attendance of at least 90% at each required evaluation period is not considered to be in Good Standing and may not be eligible for Title IV assistance, if applicable.

### Evaluation Periods

Students in all programs will be evaluated at the Midpoint, End-Point, and, if needed, the Maximum Time Frame. Consistent with SAP measurements, the evaluations will assess each student’s progress against the qualitative and quantitative standards identified above.

Program	Evaluation Period Scheduled Hours	Evaluation period Scheduled Hours
<b>Comprehensive Installations</b>	<b>450</b>	<b>900</b>
<b>Mobile Electronics</b>	<b>200</b>	<b>400</b>
<b>Basic Installations*</b>	<b>100</b>	<b>200</b>
<b>Advanced Installations*</b>	<b>100</b>	<b>200</b>

*\*These programs are not eligible for financial aid.*

### Maximum Time Frame

Maximum Time Frame (MTF) is the maximum amount of time in which a student can successfully complete any of the programs offered at the school. The maximum time frame may not exceed 111% of the published length of the program as measured in clock hours.

PROGRAM	PROGRAM LENGTH	MAXIMUM TIME FRAME
Comprehensive Installations*	900 Clock Hours/26 Weeks	999 Clock Hours/29 Weeks
Mobile Electronics	400 Clock Hours/12 Weeks	444 Clock Hours/13 Weeks
Basic Installations*	200 Clock Hours/6 Weeks	222 Clock Hours/6.6 Weeks
Advanced Installations*	200 Clock Hours/6 Weeks	222 Clock Hours/6.6 Weeks

*\*These programs are not eligible for financial aid.*

### Warning Period

If a student fails to meet the cumulative 90% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. The student is eligible for financial aid, if applicable, while on warning. Failure to achieve a 90% attendance or a 70% grade average, or both, at the end of the warning period will result in termination of the student.

Students will be notified in writing when placed on warning and the steps necessary to be removed from warning status. In addition, students will receive attendance and/or academic advising from the school director or lead instructor and an academic improvement plan when placed on warning status. During this time a plan will be created to assist the student in achieving “Good Standing” by the end of the ‘Warning’ period. During the warning period, students are eligible for financial aid funds.

If the student achieves satisfactory academic progress by the end of the ‘warning’ period, he or she will return

to 'Good Standing', and Title IV will continue.

If the student fails to meet satisfactory academic progress and achieve 'Good Standing' at the end of the warning period, the student will be terminated from Installer Institute, subject to appeal. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress.

### **Appeal Process**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances, will be considered such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accent report, or other such statement must be included as part of the appeal.

The school director will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the satisfactory progress status. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the school director is final.

In cases where an appeal is accepted, that student is placed on 'Probation' status through the next evaluation period. During this time a plan will be created to assist the student in achieving "Good Standing" by the end of the 'Warning' period.

### **Probation Period**

If a student fails to meet the Satisfactory Academic Progress standards at the 'Warning' period, and following the approval of an appeal, he or she will be issued a Probation Letter and placed on 'Probation' status. The Probation Letter will be sent to students via mail or email in writing.

Student reinstated upon appeal are on a probationary status for the next evaluation period during which time the student must meet the terms and conditions set out in the school director's letter granting the appeal, which identifies a viable plan for the student to successfully complete the program within the maximum time frame allowed.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the satisfactory academic progress requirements at the end of the probationary evaluation period, the student will be terminated from the school.

The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory academic progress status by meeting the minimum satisfactory academic progress standards.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed.

The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll.

### **Return to Good Standing and Reinstatement of Financial Aid**

If a student achieves Satisfactory Academic Progress by the end of the 'Warning' or 'Probation' period, he or she will return to 'Good Standing'. A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

### **Graduation Requirements**

Upon successful completion of the program, students will receive a Certificate of Completion.

In order to graduate from the program, a student must meet the following requirements:

- Maintain an overall average of 70%.
- Attend a minimum of 90% of the program clock hours.
- Pass each individual skill examination.
- Successfully complete final written and practical evaluations.
- Be in good financial standing.

## **Changes Made by the Institution**

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student of the program that amount from the total amount paid.

## **General Information**

### **Safety**

Safety precautions are to be taken whenever you are in the wood shop or installation bay. Power tools, chemicals, etc. are never to be used without an instructor in attendance and aware that you are using them. Eye and hearing protection are required at all times in the wood shop and installation bay.

### **Classroom Policies and Student Conduct**

Disruption of class or other instruction time will not be tolerated. Common consideration of others is expected. Questions are welcome at any time. At no time will criticism of others' ideas be tolerated. If you need to borrow a tool, check with the instructor and be sure to return it to its proper place. All students are required to participate in cleanup every day.

Unprofessional conduct that discredits the individual or Installer Institute will be subject to termination. Students must conduct themselves so they do not interfere with other students or the instructor. These policies are for your protection and well-being, as well as to guarantee that you get what you came for. You will be required to sign a form stating that you have read and understand these policies. The administration of Installer Institute reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Installer Institute rules and regulations.
- Conduct that reflects unfavorably upon Installer Institute or its students.
- Disruptive behavior to faculty members, students, or classmates.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Poor health.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for unsatisfactory progress may be re-admitted into the program only at the discretion of the Institution's director.

## **Dress Code**

We recommend comfortable clothing appropriate to the profession and able to get dirty. However, no cut-off shorts, sleeveless shirts, or flip flops are allowed.

## **Drug free institution and Workplace**

Installer Institute has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free and alcohol free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

## **Substance Abuse Prevention**

Installer Institute supports a drug-free environment and does not allow the unlawful possession, use, or distribution of illicit drugs or alcohol on or off campus. Installer Institute strives to keep its students safe and is concerned about the well-being of its students. A violation will result in Installer Institute taking appropriate action up to and including termination.

### **Purpose**

Installer Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety but also on the health and welfare of the entire community. Therefore, the objectives of this policy are:

- to maintain a safe and healthy environment for the entire student body;
- reduce injuries to persons or property;
- and encourage counseling and rehabilitation for those that may need help.

Installer Institute prides itself on the reputation it holds within the community and industry; therefore, keeping a safe and drug-free environment is very important.

### **Drug and Alcohol Policy**

**INSTALLER INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.**

Installer Institute does not allow the possession, use, or distribution of illicit drugs or alcohol by students or staff on its property or housing facilities. Students are also prohibited from being under the influence of alcohol, illegal drugs, or any other substance that could adversely affect the health, safety, or welfare of students, faculty, or staff on Installer Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance.

### **Consequences**

Installer Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using, or selling illegal drugs on campus, as well as anyone who is found to have broken the state laws regarding illegal possession or use of drugs or alcohol. Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time, and fines.

For the State of Florida specific statutes and penalties on drug and alcohol offenses, please reference the following link – [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes)

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a financial penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if

other than an individual. For the most up-to-date federal trafficking penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

Installer Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, Installer Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration, and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma, and death. Mixing certain drugs can also be lethal. Below is a list of some potential health risks:

#### *Alcohol*

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer

#### *Drugs*

- heart or respiratory failure
- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system (HIV and Hepatitis C)
- impotence
- heart attack
- respiratory failure

Installer Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession, or distribution. Violation of this policy will result in Installer Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse, or other assistance/rehabilitation program.

#### **Substance Abuse Prevention Policy – General Procedures**

Installer Institute takes appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy.

A student attending class under the influence of alcohol, drugs, or any substance that impairs a student's mental or physical capacity IS NOT AND WILL NOT BE TOLERATED. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or in the shop/bay shall immediately inform his or her instructor of such medication.

Possession of illegal drugs, drug paraphernalia, or alcohol is prohibited. When Installer Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. As a result of such investigation, the following actions may be taken at Installer Institute's sole discretion, depending

upon the severity of the offense:

- verbal warning/advisement;
- written warning;
- referral to an approved rehabilitation/counseling agencies;
- termination

Students should be aware that Installer Institute may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that Installer Institute supports the criminal prosecution of policy violators, when appropriate. Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following: slurred speech, red eyes, erratic behavior (aggressiveness), and inability to perform the job, the smell of alcohol or marijuana emanating from student's body, inability to carry on a rational conversation, other unexplained behavioral changes, dilated pupils, incoherence, and unsteadiness on feet or attendance failure.

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, Installer Institute provides students with a copy of the Substance Abuse Prevention Policy.

Students are hereby notified that COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, INSTALLER INSTITUTE MAY CALL A STUDENT TO THE OFFICE UNDER THE FOLLOWING CIRCUMSTANCES:

After an accident occurring at the Institute.

- If Installer Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When Installer Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When Installer Institute believes a student is impaired during school hours or while staying at the housing facility.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.

Available Assistance/Referrals Advising and referrals to outside agencies are available from the School Director or any staff member who have an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is a risk of bodily harm to others or as required by law.

In addition, the School Director must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy. A list of referrals for outside agency assistance and counseling are available in Installer Institute's Admissions Office.

### **Drug and Alcohol Treatment Centers**

Break the Cycle- 724 S. Beach St. #3 Daytona Beach, FL 32114

Hearthstone Foundation- 814 N. Beach St. Daytona Beach, FL 32114

### **No smoking institution and workplace**

Smoking will not be tolerated within 50 yards of the institution.

### **Sexual harassment and anti-hazing policy**

The administration of Installer Institute takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age,



race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or institution director. Students or staff involved may be subject to termination.

## **Unresolved disputes/Grievance Procedures**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution's director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made.

The grievance policy for Installer Institute is as follows:

- Complaints against students or employees shall first be directed to the individual. Complaints must be made within seven (7) days of the complaint.
- If the complaint cannot be resolved informally then students shall write up the problem and submit to the school director who will research the problem and respond with a resolution within 10 working days.
- If there has been no satisfactory resolution, then the student may take the problem to the president of the school.
- All communications must be in writing and on file.
- If the complaint cannot be resolved after exhausting the institution's grievance policies and procedures, or feel an appeal or grievance is unresolved may contact:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
850-245-3200; 888-224-6684 toll free

ACCET  
Chair, Complaint Review Committee  
1722 N Street, NW  
Washington, DC 20036  
Telephone: 202-955-113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the institution director and then the corporate officers. This must be documented in writing via mail, fax, or email. All communications regarding the complaint must be in writing, and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

## **Voter Registration**

As part of the requirement for Installer Institute to participate in the Federal Student Aid programs, it is required by federal law to provide each student with the state's voter registration form in paper or by an electronic method. In order to register to vote, please visit [www.vote411.org/bystate.php](http://www.vote411.org/bystate.php), select a state to view eligibility requirements, registration deadlines, and a link to visit the state's election department web page to obtain the state's voter registration form. For questions, please contact the Admissions Office.

## Copyright Infringement Policy

### Digital Millennium Copyright Act (DMCA)

Individuals using computers and networks at Installer Institute are responsible for complying with copyright laws and Installer Institute's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to Installer Institute's Designated Agent: *Monica Anderson, Director*

Installer Institute's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Installer Institute's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal and other legal actions.

In addition to the complaint being handled by Installer Institute, copyright owners may also take direct legal action against alleged infringers, and subpoena Installer Institute for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by Installer Institute. It is your responsibility to be aware of the legality of your actions.

### Copying Materials

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or for their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

## Academic Calendar

### Comprehensive Installations Program

CLASS - 3/25/2019 - 10/8/2019		Start Date	End Date
Getting Started in Mobile Electronics	3/25		4/1
Getting Started in Mobile Electronics	4/2		4/9
Installing as a Professional	4/10		4/17
Subwoofer Enclosures Design and Vehicle Acoustics	4/18		4/25

Subwoofer Enclosures Design and Vehicle Acoustics	4/26	5/3
Integrating with OEM System	5/6	5/13
Practical Installations	5/14	5/21
Practical Installations	5/22	5/30
<b>OFF - MEMORIAL DAY</b>	<b>5/27</b>	<b>-</b>
Security & Remote Start in a Digital World	5/31	6/7
Security & Remote Start in a Digital World	6/10	6/17
Introduction to Home Audio & Structured Wiring	6/18	6/25
Home Automation & Control	6/26	7/3
<b>OFF - 4th OF JULY BREAK</b>	<b>7/4</b>	<b>7/5</b>
Fabricating with Advanced Composites	7/8	7/15
Advanced Interior Panel Design	7/16	7/23
Leather Interior Installations	7/24	7/31
<b>OFF - TEACHER DUTY DAYS</b>	<b>8/1</b>	<b>8/2</b>
Learning & Mastering Custom Fabrication	8/5	8/12
Learning & Mastering Custom Fabrication	8/13	8/20
Introduction to Automotive Window Tinting	8/21	8/28
MESA & MECP REVIEW	8/29	9/6
<b>OFF - LABOR DAY</b>	<b>9/2</b>	<b>-</b>
Fiberglass Enclosure Design & Construction	9/9	9/16
Painting & Welding	9/17	9/24
Painting & Welding	9/25	10/2
Career Building & Job Skills	10/3	10/4
Starting Your Own Business Workshop	10/7	10/8

<b>CLASS - 10/16/2019 - 5/7/2020</b>	<b>Start Date</b>	<b>End Date</b>
Getting Started in Mobile Electronics	10/16	10/23
Getting Started in Mobile Electronics	10/24	10/31
Installing as a Professional	11/1	11/8
<b>OFF - VETERANS DAY</b>	<b>11/11</b>	<b>-</b>
Subwoofer Enclosures Design and Vehicle Acoustics	11/12	11/19
Subwoofer Enclosures Design and Vehicle Acoustics	11/20	11/27
<b>OFF - FALL BREAK</b>	<b>11/28</b>	<b>11/29</b>
Practical Installations	12/2	12/9
Practical Installations	12/10	12/17
Integrating with OEM System	12/18	12/23
<b>OFF - HOLIDAY BREAK</b>	<b>12/24</b>	<b>1/1</b>
Security & Remote Start in a Digital World	1/2	1/9
Security & Remote Start in a Digital World	1/10	1/17
Leather Interior Installations	1/20	1/27
Learning & Mastering Custom Fabrication	1/28	2/4
Learning & Mastering Custom Fabrication 35	2/5	2/12
Introduction to Automotive Window Tinting	2/13	2/20
Fiberglass Enclosure Design & Construction	2/21	2/28

## Mobile Electronics Installations Program

<b>Class – April 24, 2019 – July 26, 2019</b>	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations	April 24, 2019	May 1, 2019
Advanced Mobile Security	May 2, 2019	May 9, 2019
Beyond Basic Installations	May 10, 2019	May 17, 2019
Enclosure Design and Construction	May 20, 2019	May 28, 2019
Complex Installations	May 29, 2019	June 5, 2019
Introduction to Home Audio	June 6, 2019	June 13, 2019
Interior Panel Design and Construction	June 14, 2019	June 21, 2019
<b>OFF</b>	June 24, 2019	June 28, 2019
Painting and Metal Work	July 1, 2019	July 10, 2019
<b>OFF - HOLIDAY</b>	July 4, 2019	
Leather Interior Installation	July 11, 2019	July 18, 2019
Advanced Fabrication	July 19, 2019	July 26, 2019

<b>Class – August 2, 2019 – October 25, 2019</b>	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations	August 2, 2019	August 9, 2019
Advanced Mobile Security	August 12, 2019	August 19, 2019
Beyond Basic Installations	August 20, 2019	August 27, 2019
Enclosure Design and Construction	August 28, 2019	September 5, 2109
<b>OFF - HOLIDAY</b>	September 2, 2019	
Complex Installations	September 6, 2019	September 13, 2019
Introduction to Home Audio	September 16, 2019	September 23, 2019
Advanced Fabrication	September 24, 2019	October 1, 2019
Leather Interior Installation	October 2, 2019	October 9, 2019
Interior Panel Design and Construction	October 10, 2019	October 17, 2019
Painting and Metal Work	October 18, 2019	October 25, 2019

<b>Class – November 8, 2019 – February 13, 2020</b>	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations	November 8, 2019	November 15, 2019
Advanced Mobile Security	November 18, 2019	November 25, 2019
Beyond Basic Installations	November 26, 2019	December 5, 2019
<b>OFF - HOLIDAY</b>	November 28, 2019	November 29, 2019
Enclosure Design and Construction	December 6, 2019	December 13, 2019
Complex Installations	December 16, 2019	December 23, 2019
<b>OFF - HOLIDAY</b>	December 24, 2019	January 2, 2020
Introduction to Home Audio	January 3, 2020	January 10, 2020
Interior Panel Design and Construction	January 13, 2020	January 20, 2020
Painting and Metal Work	January 21, 2020	January 28, 2020
Leather Interior Installation	January 29, 2020	February 5, 2020
Advanced Fabrication	February 6, 2020	February 13, 2020

## Basic Installation Program

<b>Class – April 24, 2019 – June 5, 2019</b>	36	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations		April 24, 2019	May 1, 2019
Advanced Mobile Security		May 2, 2019	May 9, 2019
Beyond Basic Installations		May 10, 2019	May 17, 2019

<b>Class – August 2, 2019 – September 13, 2019</b>	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations	August 2, 2019	August 9, 2019
Advanced Mobile Security	August 12, 2019	August 19, 2019
Beyond Basic Installations	August 20, 2019	August 27, 2019
Enclosure Design and Construction	August 28, 2019	September 5, 2109
<b>OFF - HOLIDAY</b>	September 2, 2019	
Complex Installations	September 6, 2019	September 13, 2019

<b>Class – November 8, 2019 – December 23, 2020</b>	<b>Starting Date</b>	<b>Ending Date</b>
Intro to Formal Installations	November 8, 2019	November 15, 2019
Advanced Mobile Security	November 18, 2019	November 25, 2019
Beyond Basic Installations	November 26, 2019	December 5, 2019
<b>OFF - HOLIDAY</b>	November 28, 2019	November 29, 2019
Enclosure Design and Construction	December 6, 2019	December 13, 2019
Complex Installations	December 16, 2019	December 23, 2019

## Advanced Installation Program

<b>Class – June 6, 2019 – July 26, 2019</b>	<b>Starting Date</b>	<b>Ending Date</b>
Introduction to Home Audio	June 6, 2019	June 13, 2019
Interior Panel Design and Construction	June 14, 2019	June 21, 2019
<b>OFF</b>	June 24, 2019	June 28, 2019
Painting and Metal Work	July 1, 2019	July 10, 2019
<b>OFF - HOLIDAY</b>	July 4, 2019	
Leather Interior Installation	July 11, 2019	July 18, 2019
Advanced Fabrication	July 19, 2019	July 26, 2019

<b>Class – September 16, 2019 – October 25, 2019</b>	<b>Starting Date</b>	<b>Ending Date</b>
Introduction to Home Audio	September 16, 2019	September 23, 2019
Advanced Fabrication	September 24, 2019	October 1, 2019
Leather Interior Installation	October 2, 2019	October 9, 2019
Interior Panel Design and Construction	October 10, 2019	October 17, 2019
Painting and Metal Work	October 18, 2019	October 25, 2019

<b>Class – January 3, 2020 – February 13, 2020</b>	<b>Starting Date</b>	<b>Ending Date</b>
Introduction to Home Audio	January 3, 2020	January 10, 2020
Interior Panel Design and Construction	January 13, 2020	January 20, 2020
Painting and Metal Work	January 21, 2020	January 28, 2020
Leather Interior Installation	January 29, 2020	February 5, 2020
Advanced Fabrication	February 6, 2020	February 13, 2020

## Program Starting and Ending Information

Classes for each program typically begin every five weeks and run for a total of five (5) weeks. If you enroll in both programs you will attend for ten (10) weeks in a row.

## Scheduling

Classes begin at the first part of each month. Start dates vary due to scheduling for trade show attendance. There are occasional Saturday & Sunday classes. Installer Institute reserves the right to change class schedule for emergencies, weather, or enrollment of 2 or less students.

## Hours of Operation

The business office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Class hours are from 8:40 a.m. to 4:20 p.m., Monday through Friday. Class starting and ending dates may vary due to Holidays and

Students will break for one hour on a daily basis for lunch and will have two additional 10-minute breaks throughout the day. \*Class times are subject to change to accommodate for Holidays or any emergency that may come up.

## Holidays

Additional holidays may be scheduled at the discretion of the Director. Classes are not held on the following holidays:

Holiday	2019	2020
New Year's Day	January 1st, 2019	January 1st, 2020
Memorial Day	May 27th, 2019	May 25th, 2020
Independence Day	July 4th, 2019	July 4th, 2020
Labor Day	September 2nd, 2019	September 7th, 2020
Thanksgiving Day	November 28th & 29th, 2019	November 26th & 27th, 2020
Christmas	December 24th & 25th, 2019	December 24th & 25th, 2020

## Constitution Day

Constitution Day is celebrated each year on September 17. Students are encouraged to participate in this celebration to enhance their knowledge of the U.S. Constitution and its significance. Installer Institute activities are planned based on the creation and ratification of the United States Constitution.

## Financial Information

### Tuition and Fees

#### All Programs

Registration Fee (non-refundable)...\$100.00

#### Vocational Program Tuition

Basic Installation Program	200 hours	\$5,500.00
Advanced Installation Program	200 hours	\$6,000.00
Mobile Electronics Installation	400 hours	\$10,000.00
Comprehensive Installations	900 hours	\$18,500.00

#### Continuing Education Course Tuition

Introduction to Formal Installation	40 hours	\$1,100.00
Enclosure Design & Construction	40 hours	\$1,300.00
Beyond Basic Installation	40 hours	\$1,100.00
Adv. Mobile Security & Navigation	40 hours	\$1,100.00
Complex Installations	40 hours	\$1,300.00
Leather Interior Installation	40 hours	\$1,300.00
Advanced Fabrication	40 hours	\$1,300.00

## Housing Costs

The cost of housing is included in tuition of the vocational programs, but it is subject to change at the discretion of school officials.

## Payment Schedule

Your deposit will secure your place in class. Balance in full is due prior to the first day. Payment may be made in the form of Visa, MasterCard, cashier's check, or money order.

**Financing** is available for all programs.

**Financial Aid** is available for those who qualify for the **Mobile Electronics Installations Program (12 Weeks)**

**Veteran- VA Post 9/11 GI Tuition for those who qualify.**

**Voc. Rehab Tuition for those who qualify.**

## Additional Program Costs

Certification via the Mobile Electronics Certification Program (MECP) is not required for state certification or license, but may be required by some employers. However, certification may or may not enhance the chances of employment. Installer Institute proctors the MECP tests. There are several levels of testing. The most popular is the Installer level test. This certification is required by most shops to obtain an entry-level position.

Below are the fees for the MECP tests:

MECP Basic Study Guide	\$50.00
MECP Basic level Test	\$99.00
MECP Silver Study Guide	\$78.00
MECP Silver Level Test	\$125.00
MECP Master Study Guide	\$85.00
MECP Master Test	\$135.00

Below are fees that students are responsible for.

Loudspeaker Design Cookbook	\$60.00	Optional
1991-2007 Interior panel removal guide	\$199.00	Optional
Single Room (Housing 6/12 wk – if available)	\$600.00	Optional
Single Room (Housing 26 wk – if available)	\$600.00	Optional
Tools Kits Purchase	\$400.00	
Tool Kit Rental	\$100.00	

## Reduction of Tuition Fees

Installer Institute offers promotional pricing from time to time for all students enrolling within the designated promotional period. In order to qualify, the student must meet all required admissions criteria and submit all required documentation within the allotted time.

## Tools & Equipment

There are basic hand tools and supplies that you will need while taking classes and as an installer that are required but not provided. Students must purchase these on their own and bring them to class as directed. They are available online, from major hardware stores and tool companies like Harbor Freight and Menards. Each program has specific lists, purchase the tools noted for the programs you plan to attend.

<b>Classroom Supplies Needed –Required for Program</b>	<b>Approximate Price</b>	<b>Basic</b>	<b>Adv.</b>	<b>Comp</b>
--	--------------------------	--------------	-------------	-------------

5 subjects, 200 page, Spiral Bound Notebook	8.00	✓	✓	✓
Highlighters and Sharpie Markers	4.00	✓	✓	✓
3-inch 3 ring binder	6.00	✓	✓	✓
Pencils, Colored Pencils, Pens	6.00	✓	✓	✓
Basic Calculator (inexpensive 4 function)	4.00	✓	✓	✓
Index cards (optional for studying)	2.00	✓	✓	✓

Tool Required	Approximate Price	Basic	Adv	Comp
N-95 dust masks (Doctor's mask)	6.00	✓		✓
Extra set of car keys (If driving or working on your vehicle at school)	N/A	✓		✓
9 volt transistor battery	2.00	✓		✓
3M Super33 Electrical tape (2 Rolls)	6.50	✓		✓
Hearing Protection (Muff style or earplugs)	5.00	✓		✓
Digital Multimeter	30.00-70.00	✓		✓
Corded Dremel style rotary tool (with cut-off wheel)	30.00-60.00		✓	✓
Box of 50 surgical gloves (Nitrile disposable)	8.50		✓	✓
Organic Vapor Respirator (Cartridge style mask)	18.00		✓	✓
X-acto style knife and blades (sharp pointed hobby knife)	4.50		✓	✓
Stainless steel ruler (12-18" office supply style)	5.00		✓	✓
Safety Glasses (shooter style with clear lens) 2pr.	6.00-10.00	✓	✓	✓
Wire Stripper	8.00	✓	✓	✓
Diagonal wire cutters (dikes)	7.00	✓	✓	✓
Complete screwdriver set (Phillips and flat blade)	8.00 – 12.00	✓	✓	✓
9.6v or 12v 3/8-1/2" cordless drill (with extra batteries)	40.00-60.00	✓	✓	✓
High speed steel titanium or cobalt drill bit set (1/8" – 3/8" minimum)	15.00-20.00	✓	✓	✓
Universal bit set and holder for cordless drill (screwdriver bits for drill)	10.00-15.00	✓	✓	✓
Metric Socket Set 1/4"-3/8" drive (5mm-14mm)	35.00	✓	✓	✓
Utility razor knife and extra blades	9.00	✓	✓	✓
Scissors 8-9" Fiskars style	9.00	✓	✓	✓
Measuring tape 10'-12' 1/2"	5.00	✓	✓	✓
Pick tool set (Right angle, straight, hook)	8.00	✓	✓	✓
Plier set (normal, needle nose, channel lock)	18.00	✓	✓	✓
Single edge razor blades (50 pack)	6.00	✓	✓	✓
Mechanics gloves	12.00	✓	✓	✓
Small toolbox with lock	20.00	✓	✓	✓
Olfa 9mm stainless snap-off blade knife (graphics style)	10.00			✓
9mm <b>stainless</b> replacement blades for Olfa knife (50ea.)	20.00			✓
Razor scraper (for single edge blades)	5.00			✓
Spray bottle (empty)	4.00			✓
3M hand applicator squeegee PA1-G Gold (Amazon online)	7.00			✓
Lil Chizler hand tool (Amazon online)	4.00			✓



## **Specialty Tool Kits**

**These tools listed below can be included in the cost of tuition and are separate from the tools listed above.**

The tool kits listed below are the tools that can be included in the full tuition price when the student enrolls in the Basic and Advanced program. Items on the tool kit are subject to change at the discretion of the Director. The Specialty Tool Kit will NOT be sold individually if not enrolled in a Program. If you have any questions regarding the tools, please call Monica Anderson, Director, at 1-800-354-6782, extension 2024.

### **Basic Installer Tool Kit**

- Unibit – Multi size drill bit
- Cable Cutter – Used for cutting thick wire
- Crimpers – Used to compress solderless connectors
- Fishing Tool – Used to fish wires in tight places
- Soldering Iron – Used for making wire connections
- Door Panel Remover – Used for releasing plastic panel clips
- Dykes – Small wire cutting tool
- Wire Insertion Tool – Used for feeding wires
- Soft Pry Tool Set – Used for removing dash bezels
- Tone Generator – Used for finding speaker wires

## **CANCELLATION & REFUNDS**

### **Cancellation and Refunds**

**Notice of cancellation can be made in person, by electronic mail, by Certified Mail or by termination.** All refund amounts, whether from voluntary withdrawal or academic termination, will be calculated using the policy listed below.

### **Institutional Refund Policy**

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial deposit.
- An applicant who enrolls but fails to cancel within (3) business days will receive a refund less the non-refundable registration fee in the amount of \$100.
- Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable registration fee in the amount of \$100.
- If the student withdraws or is dismissed/terminated prior to the completion of the program he/she is enrolled in but prior to the completion of at least 50% of the program, a pro-rata refund will be made within 30 days. After 50% completion of the program, no refund is given. Pro Rata refund of tuition is computed based on the number of Clock Hours completed to the total course Clock Hours required.
- Withdrawal will be considered to have occurred not more than 14 days from the last date of actual attendance. Dismissal/termination will be considered to have occurred on the date that action is taken by the school. The termination date for refund computation purposes is the last date of actual attendance by the student
- Refunds will be made within 30 days of the date of determination or receipt of cancellation notice based on the last date of attendance.
- Students who have rented a tool kit from Installer Institute at a fee of \$50.00 will be responsible for returning the complete tool kit upon graduation. Failing to return the complete Tool Kit will result in the student being charged the full purchase price of \$350.00.

**IF THE AMOUNT THAT HAS BEEN PAID IS MORE THAN THE AMOUNT THAT OWED FOR THE TIME**

**ATTENDED, THEN A REFUND WILL BE MADE (BASED ON THE ENROLLMENT AGREEMENT) WITHIN 30 DAYS OF THE DATE OF DETERMINATION. IF THE AMOUNT THAT IS OWED IS MORE THAN THE AMOUNT THAT HAS PAID, THEN ARRANGEMENTS WILL BE MADE FOR PAYMENT OF THE BALANCE**

## **ACCET Refund Policy**

The ACCET Refund Policy for the **Continuing Education (AVOCATIONAL)** programs is as follows:

### **BUYERS RIGHT TO CANCEL**

An applicant who provides notice of cancellation within three (3) days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Installer Institute shall provide a 100% refund within 30 days.

If an applicant is rejected for enrollment or the program is canceled by the institution, a full refund of all tuition monies paid will be made to the applicant. If the program is canceled subsequent to enrollment, all monies paid by the student will be refunded.

If an applicant accepted cancels prior to the start of scheduled classes or never attends class, all monies paid less the \$100 registration fee will be refunded.

### **REFUNDS AFTER THE START OF CLASS:**

As each Continuing Education course is one (1) week in length, once started, the tuition is recognized as earned by the institution, and no refunds will be issued.

The ACCET refund policy for all **VOCATIONAL** programs is below:

(Basic Installations, Advanced Installations, Mobile Electronics Installer, & Comprehensive Installations)

### **BUYERS RIGHT TO CANCEL**

An applicant who provides notice of cancellation within three (3) days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Installer Institute shall provide a 100% refund within 30 days.

If an applicant is rejected for enrollment or the program is canceled by the institution, a full refund of all tuition monies paid will be made to the applicant. If the program is canceled subsequent to enrollment, all monies paid by the student will be refunded.

If an applicant accepted cancels prior to the start of scheduled classes or never attends class, all monies paid less the \$100 registration fee will be refunded.

For an enrolled student, the refund due will be calculated using the last date of attendance and be paid within 30 days from the date of determination

### **REFUNDS AFTER THE START OF CLASS:**

A- During the first week of class, student's tuition will be calculated using the last date of attendance and be pro-rated as such. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

B- During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

C- After the first week and up through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.

D- After fifty percent (50%) of the period of financial obligation is completed, the institution will retain the full tuition.

### **ACCET Refund Computation Example**

24 weeks of training; scheduled start on January 4th; scheduled completion on June 17th.

Student is financially obligated for the entire program, 24 weeks of training.

Tuition is \$7500.

Last date of attendance is February 24th.

Date of determination based on the institution's attendance policy is March 8th.

Number of weeks student attended: 8 weeks = 33.3%

Number of weeks financially obligated: 24 weeks

Pro rata portion completed based on 8 weeks = 33.3%

33.3% of \$7500 tuition = \$2500

Owed to institution = \$2500

**Refunded to students by April 7th = \$5000**

**Both the institutional refund policy and the ACCET policy are applied, and the one more lenient to the individual student is used.**

### **RETURN TO TITLE IV**

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 30 days after the "Date of Determination."

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 30 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

### **Order of Return of Funds**

Installer Institute is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid

### **Credit Balances**

Title IV credit balances will be refunded to students after all aid has been disbursed to the student account, and a \$0.00 balance is owed to Installer Institute.

### **Disbursements**

Disbursements of financial aid are typically made in two installments, one 30 days from the start of class and the second one at the halfway point. For second term and students on academic probation, disbursements are held until grades are posted.

## **COLLECTIONS**

Uncollected past due balances are referred TFC Tuition Financing for collection.

## **FACULTY AND ADMINISTRATION**

### ***Director***

*Monica Anderson*

- FAPSC Member
- CEA/MERA Member
- MESA Member
- MECP Member

### ***Admissions***

*Erin Winkler*

- CEA/MERA Member
- MESA Member
- MECP Member

### ***Faculty***

Lead Instructor

*Joseph Padula (36 years industry experience)*

- Certificate, Installer Institute
- MECP First Class Installer Certification
- MECP Master Certified.
- Certified Iasca Judge
- CEA Member (Consumer Electronics Association)

Teaches all courses offered by Installer Institute.

Mr. Padula has been a part of the Mobile Electronics Industry for over 36 years. He has very extensive knowledge of the Mobile and Home Audio industry. He has worked as an installer, shop manager and store manager giving him a first-hand experience of what is required of future installers. He has been a part of Installer Institute Faculty as an instructor for the last 8 years and has attended countless trainings pertaining to the mobile electronics field and best teaching practices.

### **Instructor**

*Marcus Prouty (11 years of industry experience)*

- Certificate, Installer Institute
- MECP First Class Installer Certification
- MECP Master Certified
- Certified Iasca Judge

Teaches all courses offered by Installer Institute.

Mr. Prouty is a graduate of Installer Institute who has been a part of Installer Institute Faculty for over 9 years. He is a 2004 graduate of Installer Institute where he was later invited to intern and later hired. He has had countless of hours of experience working in different shops around the area and has recently opened his own Custom Fabrication Shop, which he works at during his time off.

## **Veteran's Catalog Addendum**

### **VETERAN'S ATTENDANCE POLICY**

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc. for any portion of an hour will be counted as one **(1)** absence.

Students exceeding **2** unexcused absences in a one or two week period will be terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

\*\*\*\*\*

### **STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of **70%** each **week**.

A VA student, whose CGPA falls **below 70%** at the end of any week will be placed on academic probation for a maximum of one week. If the VA student's CGPA is still below 70% at the end of the probationary week, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of **70%**.

\*\*\*\*\*

## **VETERANS REFUND POLICY**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of course bears to the total length of the course. The pro-rata will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

\*\*\*\*\*

## **VETERANS' TRANSFER OF CREDITS**

Students **must** report all education and training. The school **must** evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Proof of prior credit evaluation will be retained in the student's file.

Licensed by the Commission for Independent Education,  
Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission at

325 W. Gaines Street Suite 1414

Tallahassee, FL 32399-0400

Toll-free telephone number (888)224-6684

***Knowledge is Power***

***A new world of opportunity and knowledge is waiting for you so get out there and start your career!!***

**Installer Institute  
1524 Ridgewood Ave.  
Holly Hill, FL 32117  
1-800-354-6782  
[www.installerinstitute.edu](http://www.installerinstitute.edu)**