Welcome to AVTEC

For fifty years the Alaska Vocational Technical Center (AVTEC) has prepared Alaskans for work. As a top-rated, post-secondary technical training center, AVTEC provides affordable access to hands-on technical training, where safety and employability skills training are emphasized. Through one-on-one guidance and competency based advancement students prepare for and are aided in entry level job search and placement. Our competent and caring instructors and staff will go the extra mile to ensure that students achieve their goals.

CATHY LECOMPTÈ, DIRECTOR
Email: cathy.lecompte@avtec.edu
Telephone: (907) 224-6150

DANIEL REPASKY, CHIEF OF OPERATIONS, DEPUTY DIRECTOR
Email: dan.repasky@avtec.edu
Telephone: (907) 224-6151

AVTEC’s Mission and Guiding Principles

AVTEC expands employment opportunities for Alaskans by preparing students with career and technical skills required for success in the Alaska workplace.

AVTEC staff and instructors:
Promote professionalism by modeling appropriate workplace conduct and ethical behavior.
Honor the diversity of students and staff by treating each other with respect.
Are accountable to our stakeholders through a practice of continuous improvement.
Provide clear policies and guidelines for staff and students that are fair and equitable.
Are caring and provide quality service and compassionate support that contributes to safety and success.
Encourage leadership and citizenship as a workplace role through community engagement.

AVTEC is operated by the Department of Labor and Workforce Development and located in Seward, Alaska.

AVTEC is accredited by the Commission of the Council on Occupational Education located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. www.council.org

AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and federal civil rights laws. Individuals with disabilities who require reasonable accommodations are welcome to contact AVTEC at admissions@avtec.edu; or (907) 224-3322, or for individuals with hearing impairments via Alaska Relay at 711 or (800) 770-8973.
The map below is an approximate depiction of the building locations and programs contained therein that are located around the City of Seward. Consult with the main office in the First Lake Building at 809 Second Avenue with specific questions about program locations.

**FIRST LAKE FACILITY**
703 / 809 Second Ave.<br>The AVTEC Administration, Human Resources, Admissions, Financial Aid Student Accounts, Student Records and Business operations; programs include Business and Office Technology, Construction Technology, Information Technology and the Alaska Maritime Training Center;

**APPLIED TECHNOLOGIES**

**ENERGY AND BUILDING TECHNOLOGY**
1916 Leirer Rd. / 808 Port Ave<br>Shops and classrooms for Industrial Electricity, Bulk Fuels and Power Plant Operations are located on Leirer Road; the classes and shops for the Refrigeration and Plumbing and Heating programs are located at Port Ave.

**STUDENT SERVICES FACILITY**
516 Third Ave. / 518 Third Ave. / 519 Fourth<br>Culinary Arts program and Residence Life Department, dormitories, cafeteria are located on Third Ave.; Student Services & Recreation are located on Fourth Ave.
## Training Costs

Training costs are subject to change without notice  
Effective July 1, 2019

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>Tuition²</th>
<th>Technology Fee¹</th>
<th>Student Service Fee¹</th>
<th>Room &amp; Board⁴</th>
<th>Books (provided by AVTEC)¹⁵⁶</th>
<th>Supplies (provided by AVTEC)²</th>
<th>Items NOT provided by AVTEC ³</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business &amp; Office Technology:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Office Assistant</td>
<td>$1,910</td>
<td>$230</td>
<td>$85</td>
<td>$4,515</td>
<td>$196</td>
<td>$872</td>
<td>N/A</td>
<td>$7,808</td>
</tr>
<tr>
<td>➢ Administrative Assistant (includes Office Assistant)</td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$196</td>
<td>$1,130</td>
<td>N/A</td>
<td>$13,846</td>
</tr>
<tr>
<td>➢ Accounting Specialist (includes Office Assistant)</td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$382</td>
<td>$958</td>
<td>N/A</td>
<td>$13,860</td>
</tr>
<tr>
<td>➢ Medical Administrative Assistant (includes Office Assistant)</td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$196</td>
<td>$1,646</td>
<td>N/A</td>
<td>$14,362</td>
</tr>
<tr>
<td>Combination Welding: (includes Structural and Pipe)</td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$825</td>
<td>$5,164</td>
<td>$1,400</td>
<td>$18,909</td>
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<tr>
<td>Construction Technology</td>
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<td>$230</td>
<td>$85</td>
<td>$4,515</td>
<td>$143</td>
<td>$1,045</td>
<td>$600</td>
<td>$9,428</td>
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<tr>
<td>Culinary Arts</td>
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<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$853</td>
<td>$3,159</td>
<td>N/A</td>
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<tr>
<td>Diesel/Heavy Equipment Technologies</td>
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<td>$230</td>
<td>$85</td>
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<td>$63</td>
<td>$4,936</td>
<td>$6,000</td>
<td>$22,619</td>
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<tr>
<td>Industrial Electricity</td>
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<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$1,200</td>
<td>$1,659</td>
<td>$1,750</td>
<td>$17,129</td>
</tr>
<tr>
<td>Information Technology</td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$1,200</td>
<td>$1,659</td>
<td>$1,750</td>
<td>$17,129</td>
</tr>
<tr>
<td>Plumbing &amp; Heating</td>
<td>$1,910</td>
<td>$230</td>
<td>$85</td>
<td>$4,515</td>
<td>$384</td>
<td>$919</td>
<td>$2,300</td>
<td>$10,343</td>
</tr>
<tr>
<td>Refrigeration</td>
<td>$2,540</td>
<td>$230</td>
<td>$85</td>
<td>$4,515</td>
<td>$396</td>
<td>$880</td>
<td>$1,600</td>
<td>$10,246</td>
</tr>
</tbody>
</table>

1. The Technology Fee, Student Service Fee, Books/Supplies are non-refundable.  
2. This cost is estimated and subject to change, please call for current prices.  
3. These items are the responsibility of the student. For a list of required items, contact Admissions.  
4. For information on purchasing meals for student’s guests or students living in family housing or off campus, please contact the Business Office.

### PAYMENT INFORMATION

A $35 non-refundable Application Fee (not listed above) is due with each training application.

All long-term programs (six weeks or more): In order to secure a training spot, the student must pay the Student Service Fee, Technology Fee and half of the Tuition no later than 30 days prior to the start of training. Written proof of funding may be submitted in lieu of payment. Books/Supplies cost will be due on the first day of training.

All short-term programs (less than six weeks): The student is required to pay in full the application fee, tuition, books/supplies to reserve a place in training.
# Training Dates

Class sizes are limited and applicants are enrolled as space is available. 
Training dates are subject to change without notice. 
AVTEC reserves the right to cancel classes.

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, Accounting and Medical Administrative Assistants</td>
<td>08-19-19</td>
<td>05-13-20</td>
</tr>
<tr>
<td></td>
<td>01-06-20</td>
<td>12-18-20*</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>01-06-20</td>
<td>05-13-20</td>
</tr>
<tr>
<td>Combination Welding (includes Structural and Pipe)</td>
<td>08-19-19</td>
<td>05-12-20</td>
</tr>
<tr>
<td></td>
<td>01-27-20</td>
<td>12-10-20*</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>01-06-20</td>
<td>05-22-20</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>08-19-19</td>
<td>06-04-20</td>
</tr>
<tr>
<td>Diesel/Heavy Equipment Technologies</td>
<td>08-19-19</td>
<td>06-19-20</td>
</tr>
<tr>
<td></td>
<td>01-27-20</td>
<td>01-21-21*</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>08-19-19</td>
<td>06-17-20</td>
</tr>
<tr>
<td>Information Technology</td>
<td>08-19-19</td>
<td>06-26-20</td>
</tr>
<tr>
<td>Plumbing &amp; Heating</td>
<td>08-19-19</td>
<td>12-20-19</td>
</tr>
<tr>
<td>Refrigeration</td>
<td>01-06-20</td>
<td>05-22-20</td>
</tr>
</tbody>
</table>

*These programs include a summer break that varies by class; check with the instructor for dates.

## School Breaks and Holidays

School Breaks and Holidays are subject to change.

<table>
<thead>
<tr>
<th>Break</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 2, 2019</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 21-22, 2019</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>December 23, 2019 - January 3, 2020</td>
</tr>
<tr>
<td>Spring Break* (Date is subject to change)</td>
<td>March 09-10, 2020</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25, 2020</td>
</tr>
</tbody>
</table>
Admissions

Admissions Office: (907) 224-3322 | admissions@avtec.edu

QUALIFIED APPLICANTS ARE:

▪ AT LEAST 18 YEARS OF AGE
Applicants under 18 will require concurrence of a parent or guardian and approval by AVTEC administration.

▪ A HIGH SCHOOL GRADUATE OR GED HOLDER
Applicants must provide a high school or GED diploma. Without a diploma or GED, you must pass an Ability to Benefit test before admission. For more information, contact Admissions at 224-3322.

▪ ALASKA RESIDENTS
Alaska residents are placed into training on a first completed first admitted basis.

▪ ABLE TO MEET AVTEC ADMISSIONS AND PROGRAM PREREQUISITES
Admission to AVTEC requires the student complete a reading and math skills assessment called the Test of Adult Basic Education (TABE). TABE tests are administered at AVTEC throughout the year, and in various other locations across the state. Contact Admissions for a complete listing of TABE testing facilities. Students may make arrangements to have a TABE test proctored locally. Contact Admissions to have the TABE administered with a local proctor.

NOTE: Each program pre-requisite is represented by a different level of reading and math proficiency as reflected in TABE scores. See specific program information for prerequisite scores on the TABE. Programs may require a TABE retest upon arrival at AVTEC. If a student scores below standard on the TABE they may be required to take additional course work while in training.

SPECIAL CIRCUMSTANCES:

▪ AVTEC complies with all state and federal laws, including the American’s with Disabilities Act, and provides an inclusive environment for all students. Students that require accommodations while in training should notify AVTEC’s ADA officer, Patti Price, at (907) 224-6170 for additional information and to make a request for accommodations before finalizing attendance at AVTEC.

▪ AVTEC has additional requirements which must be met for people who are on probation, parole, incarcerated, or are convicted felons.

▪ AVTEC may have recommendations for people undergoing various types of emotional or physical therapy treatment, or who have recently completed treatment. Please contact the Admissions Office for more information.

TRANSFER CREDITS AND CREDIT FOR PRIOR WORK EXPERIENCE

Students with prior work experience and training, including military veterans, may obtain a program occupational skill-level sooner than the scheduled completion date. Additionally, students may choose to continue in the program to obtain a more advanced skills-level or gain additional knowledge and hands-on proficiency. See your preferred training program for information regarding the transfer of credits or recognition of prior training experience.

APPLICATION SUBMISSION PROCESS LONG TERM PROGRAMS:

A completed application packet for admission to AVTEC long term training programs includes:

▪ A COMPLETED APPLICATION. Applications can be completed one of three ways:
  o Online at www.avtec.edu/ApplyNow.htm
  o Downloading a paper copy at https://avtec.edu/book-page/application
Admissions

- By requesting an application from the AVTEC Admissions office. Call (907) 224-3322 or (800) 478-5389 or send an email to admissions@avtec.edu to request an application.

- PHOTO IDENTIFICATION
  - A photo copy of a Government issued photo identification.

- APPLICATION FEE OF $35
  - A nonrefundable application fee of $35. Application packets are incomplete until payment is received.

- COPY OF DIPLOMA
  - A copy of either a high school or GED diploma is required. For some programs, students may be asked to provide transcripts.

- EVIDENCE OF TABE ASSESSMENT
  - TABE scores must accompany the application packet. For more detailed information on TABE testing see the previous QUALIFIED APPLICANTS section.

NOTIFICATION OF ACCEPTANCE

Once the completed application is received by Admissions and any additional prerequisites are met, students are placed in training on a first completed first admitted basis and will receive an acceptance packet with detailed instructions on how to complete admittance.

WAIT LIST: If a program is full, students that meet all the foregoing criteria for admittance will receive an acceptance letter notifying them of their wait list status and will be offered a place in training when a position becomes available.

SECURING A PLACE IN TRAINING

Students are required to pay the student service fee, technology fee, and half of the tuition no later than 30 days prior to the first day of training. Written proof of approved funding may be accepted in lieu of payment. If the program is cancelled, students will be refunded all fees paid.

APPLICATION SUBMISSION PROCESS SHORT TERM PROGRAMS:

A completed application packet for admission to AVTEC short term programs includes:

- A COMPLETED APPLICATION. Applications can be completed one of three ways:
  - Online at www.avtec.edu/ApplyNow.htm
  - Downloading a paper copy at https://avtec.edu/book-page/application
  - By requesting an application from the AVTEC Admissions office. Call (907) 224-3322 or (800) 478-5389 or send an email to admissions@avtec.edu to request an application

- PAYMENT IN FULL
  - A nonrefundable application fee of $35, tuition, books, and supplies must be paid in full.

- BOOKS AND SUPPLY FEES
  - Each program has required tool lists, books, and supply fees. Check with Admissions for current lists.

- HOUSING
  - If students wish to stay in the dormitories, the room and board fees are due prior to moving in.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The purpose of FERPA and this disclosure is to establish requirements for the protection of privacy of students who have attended AVTEC, protect access to educational records directly related to them, and to protect the information contained within those files from unauthorized persons. FERPA affords students certain rights with respect to their education records.
These rights are:

1. The right to inspect and review the student's education records within 45 days of the day AVTEC receives a request for access. Students should submit to AVTEC Student Records written requests that identify the record(s) they wish to inspect. Student Records will notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading by writing Student Records, clearly identifying the part of the record for which change is requested, and specify why it is inaccurate or misleading. At the time the request is made the process by which AVTEC addresses or adjudicates the request will be provided, in writing, to the requesting student.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Directory of Disclosed Information below). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by AVTEC in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom AVTEC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Advisory Boards; or assisting another school official in performing work tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, AVTEC discloses education records without consent by the student to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AVTEC 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, S.W., Washington, DC 20202-4605

Disclosure of AVTEC records means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy. It includes and is limited to:

- student's name, current mailing address, and telephone number
- training program(s) attended
- dates of attendance
- certificates received

Disclosure of the above information may be given to anyone who inquires without the consent of the student unless the institution has written notice, from the student, to withhold said information.

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Students may withhold Directory Information by completing the “Request for Nondisclosure of Directory Information” to the Student Records Clerk. This form may be obtained from the Student Records Clerk. Requests to withhold Directory Information are in effect until rescinded in writing by the student.
Financial Aid and Fees

Financial Aid Office: (907) 224-6157  kim.kain@avtec.edu

AVTEC accepts financial aid funding from state, federal, and private sources. All funds awarded are subject to Federal and State regulations and AVTEC policy. Financial aid funds are disbursed in two disbursements, one at the beginning of training, and the second when half of the training is completed. Students must meet AVTEC’s definition of Satisfactory Academic Progress to receive the funds. For more information on this, contact the Financial Aid department.

AVTEC’S INSTITUTIONAL CODE: 031603

Seeking and securing financial aid begins with the submission of an application to the Free Application for Federal Student Aid (FAFSA) via the web site at www.fafsa.ed.gov. To read more about Federal Financial Aid, please visit the following website: http://studentaid.ed.gov/students/publications/student_guide/index.html.

OTHER FINANCIAL AID SOURCES
To apply for the Alaska Family Education Loans and Alaska Supplemental Education Loan visit: www.akadvantage.alaska.gov

To apply for The Federal Pell Grants, Federal Direct Loan (Subsidized and Unsubsidized Loans) and Parent PLUS Loans visit: www.studentloans.gov

Students may be eligible to receive unemployment insurance benefits while attending training. For more information, contact Unemployment Insurance at (888) 252-2557.

Students should contact their local Job Center for information on the Workforce Investment Opportunity Act (WIOA) retraining funds to see if they qualify.

Other financial aid may be available at the Department of Veterans’ Affairs (VA), Native Corporations, Division of Vocational Rehabilitation (DVR), and the Bureau of Indian Affairs (BIA). To find out qualifications for funding, contact the agencies directly.

TUITION AND FEES

LONG TERM TRAINING
To secure a place in a long term training program requires payment of the student service fee, technology fee and half of the tuition no later than 30 days prior to the start of training; written proof of funding may be submitted in lieu of payment.

Books and supplies costs are due on the first day of training with the remaining balance due by the by the mid-point of training program. Students with a balance due after the mid-point date will be charged a $200.00 late fee and may be dismissed from their training program unless a satisfactory means of payment is established.

SHORT TERM TRAINING
To secure a place in short term training the application fee, tuition, books, and supplies must be paid in full.

NON RESIDENT TRAINING
Non-resident students are placed into training on a space available basis. Non-resident tuition is double the resident tuition. Books, supplies, room and board, and other fees are the same for resident and non-resident students.

DORMITORY – ON CAMPUS LIVING
Dormitory residents must pay their dormitory fees for the entire term at the beginning of each term prior to moving in. Fall term is from the start of the student’s training program until the Christmas break. Spring term is from the end of Christmas break until the
student’s graduation date, or summer break, whichever comes first.

A student that moves out of the dormitory at any time during the contract period, whether by choice, eviction, withdrawal, or termination, will be charged at the prorated weekly rate or full term rate (whichever is less). Students who graduate early will be charged up to the date they move out of the dorms.

Students living in the dormitory purchase as part of their room and board, a meal plan. There is no method of separating meals from the dormitory fee.

**FAMILY HOUSING – OFF CAMPUS LIVING**
AVTEC has one, two, and four bedroom furnished apartments for students with families. Students must apply for and be accepted into family housing, pay half of the security deposit, and sign a family housing contract to reserve an apartment. The remaining half of their security deposit and first month’s rent is due before moving in.

Meals are not included for family housing residents. Family housing students may purchase meal tickets at the Business Office, 8 a.m. to 5 p.m. Monday through Friday.

**MEAL TICKETS – OFF CAMPUS HOUSING**
Students living in AVTEC family housing or other off campus housing may purchase meal tickets at the Business Office, 8 a.m. to 5 p.m. Monday through Friday.

**STUDENT SERVICES FEE AND TECHNOLOGY FEE**
The student service fees support student activities and technology fee support network access and internet costs. Both the student service and technology fees are nonrefundable.

**WITHDRAWAL, REFUND, AND REPAYMENT POLICY**
AVTEC has a fair and equitable refund policy. Using the appropriate refund policy for the student’s financing and program length, a refund is calculated if a student fails to complete the contracted training program on or after the first day of training. The school’s policy provides for a refund of the larger of the calculations required for the type of financing the student is receiving. When a class is cancelled by the institution, tuition and fees are 100% refunded within 30 days of the scheduled start date.

**WITHDRAWAL/CANCELLATION AFTER CLASSES BEGIN**
To officially withdraw from school, a student must submit a written, signed, and dated statement of withdrawal, or contact an authorized AVTEC staff member indicating the reason and effective date of the withdrawal. Withdrawals will be acknowledged in writing.

AVTEC may dismiss a student from training after three days of no call, no show. Refund calculations are based on the last date of recorded attendance. Refunds will be made no later than 30 days of the student’s official withdrawal date. If the student does not officially withdraw, refunds will be made no later than 30 days from the date the school terminates the student.

**REFUND POLICY**
Student Service fee and Technology fees, cost of books and supplies - are nonrefundable.

**Dorms** - Room and board will be charged at the prorated weekly rate or full term rate (whichever is less).

**Family Housing** - Any funds paid in excess of the current charges will be refunded. Renters evicted from apartments will forfeit current month plus one additional month of rent.

**Security Deposit** - Damage/Cleaning charges incurred by the student will be taken from the Security Deposit prior to any refunds.

**Tuition Refunds** - for students leaving training prior to graduation date will be calculated as follows:
- Prior to the fourth day of training = 100% Refund of Tuition.
- From the 4th day up to completion of 10% of the program clock hours = 90% Refund of Tuition.
- Completion of 10% but no more than 20% of the program clock hours = 80% Refund of Tuition.
- Completion of 20% but no more than 25% of the program clock hours = 55% Refund of Tuition.
- Completion of 26% but no more than 50% of the program clock hours = 30% Refund of Tuition.
- No tuition refund after completion of 50% of the program clock hours.
Financial Aid and Fees

**Priority of Refunds (as Mandated by Federal and State Regulation) is as follows:**

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grants
4. Alaska Supplemental Education Loan
5. Other federal, state, private, or institutional sources of aid
6. The student and/or student’s family.

**Returned Check Policy**

AVTEC conditionally accepts payment by personal check and reserves the right to revoke that privilege at any time. The person receiving the benefit from the returned check is responsible for repayment if the check is returned to AVTEC unpaid. A $25 returned check fee will be charged to the party responsible for the check. The fee will be assessed for any checks returned to AVTEC regardless of the reason. Additionally, subject to dismissal, the student will be required to immediately make the payment for which the check was written, or provide a satisfactory period to do so.

**Repayments – Title IV Federal Policy**

Students receiving any Federal Title IV aid, such as Federal Pell Grants, Federal Direct Loans, and Federal Parent PLUS loans are subject to the regulations of that program as written by the Federal Government under the Higher Education Act of 1965 (as amended).

Students who withdraw from class, are terminated by the institution, or otherwise do not complete their contracted class prior to completing more than 60 percent of the payment period will have their eligibility for aid recalculated based on the percent of the term that has elapsed and that the student has completed. For example, when a student withdraws and has only completed 30 percent of their first term of training, it will be determined they have only “earned” 30 percent of the Federal Title IV aid that has been disbursed or could have been disbursed for that term. The other 70 percent of the funds must be returned by the student/school, as those funds are considered “unearned” funds.

If the amount of aid that is considered “unearned” is more than the amount that the student has on their account at AVTEC, the student must repay AVTEC. The student will not be able to attend AVTEC until that debt is repaid. The funds will be returned to the appropriate Title IV programs in this order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Parent PLUS Loans, Federal Pell Grants.

Once the school returns the portion of aid they are required to return and there is still an amount considered “unearned” and due, the student is responsible for repaying that debt to the US Department of Education. This information will be referred to the US Department of Education by AVTEC. Failure to repay these funds may result in the inability to receive Federal Title IV aid, tax refund garnishment, and other consequences.

When it is determined that a withdrawing student has more aid earned than has actually been disbursed as of the withdrawal date, AVTEC may apply “post-withdrawal disbursements” to any current year charge owed AVTEC without the specific permission of the student, providing the student would have been otherwise eligible for the aid as of the withdrawal date. Should any of the “post-withdrawal disbursement” aid remain after paying amounts owed to AVTEC, withdrawing students (or their respective PLUS borrower) will be offered, in writing, post-withdrawal disbursements of the funds within 30 days of the withdrawal/termination date. The withdrawing student must accept the balance of the “post-withdrawal disbursement” within 14 days, and AVTEC must provide the funds to the withdrawn student within 90 days of the withdrawal date. If the student (or parent for Parent PLUS loans) does not respond within the fourteen day window, AVTEC is not required to make the disbursement, but may do so at its discretion.

The fees, procedures and policies listed above supersede those previously published and are subject to change.
Residence Life

Residence Life Services
Residence Life Office: Room 103 Marathon Hall / 516 Third Avenue, Seward
(907) 224-6100 / 24/7 Cellphone - (907) 362-1645 – residence_life@avtec.edu

AVTEC provides a safe, convenient, and comfortable living and learning environment for students choosing to live on campus. Members of AVTEC staff are available to help students make a smooth transition to the AVTEC community and to assist them in being successful during their training.

All AVTEC campuses are non-smoking; smoking, vaping, and chewing tobacco are not permitted except in designated areas in accordance with Alaska State Law. Firearms, weapons, drugs, alcohol, and intoxication are not permitted on any AVTEC Campus property.

Dormitories
AVTEC has two dormitory facilities. Students who choose to live in one of the dormitories will have a room reserved for the entire length of their training program. Public areas in both dormitories are monitored 24/7 by Residence Life Attendants as well as audio and video surveillance.

Students requesting Dormitory housing must complete a Dormitory Application and Contract. Minimum age to reside in AVTEC housing is 18. An application is available from the Admissions Office or on the AVTEC website. Reasonable accommodations for residents with special needs will be made upon request.

All long-term dormitory rooms are single-status. Rooms are furnished with a standard twin-size bed, desk, dresser, and closet. Students are responsible for providing their own bedding and towels. There are no coed rooms and non-residents are not permitted to stay in the dormitories overnight. Room assignments are made at the discretion of the Residence Life Staff, but students are encouraged to list housing preferences on their housing application.

Laundry facilities are provided for students living on campus. Pets and cooking devices (hot plates, slow cookers, microwaves, etc.) are not permitted in the dormitory rooms. Shared microwave ovens are provided for resident use in common areas in both dormitories. Quiet hours are from 10 p.m. until 7 a.m. and are strictly enforced.

Family Housing
Family Student Apartments are available for full time students who are enrolled in programs greater than eight weeks in duration and who have dependents living with them full time. Applicants for family housing must complete a Family Housing Application. An application is available from the Admissions Office or on the AVTEC website.

Family Student Apartments are fully furnished with living and sleeping furniture as well as kitchen appliances. Family housing residents are responsible for providing their own bedding, towels, utensils, dishes, and personal items.

Cafeteria
Three meals are served each weekday and two meals are served each weekend day and school holiday in the Student Dining Service Cafeteria. Dormitory residents’ meals are covered by their room and board fees. Off-campus and family housing residents can purchase meal tickets at the Business Office, 8:00 a.m. to 5:00 p.m., Monday through Friday. Meal tickets are nonrefundable.

Parking
Parking areas for student vehicles are provided at the Residence Life Campus. Residents must obtain a free parking permit from the Dorm Office and park their vehicles at their own risk. Vehicles must be in working order and students may not perform maintenance on vehicles while on AVTEC property. Only one vehicle per student is permitted.

Student / Guest Wireless Internet Access
AVTEC provides wireless internet access (Wi-Fi) to all of its attending students and guests. To gain wireless access students and guests must complete a request for access which can be found at www.avtec.edu/wireless
If residents want their own internet service, all dormitory rooms are equipped with a cable or telephone connection operated through local utilities and students can make their own arrangements. See Residence Life staff for more information about obtaining personal internet service in student housing.

**MESSAGES**
Telephone messages may be left for residents 24 hours a day at (907) 224-6100.

**STUDENT MAIL**
There is no personal mail service at AVTEC for students. Students can go to the Seward Post Office and rent a post office box or use General Delivery for mail service.

The Post Office is one block from the Residence Life Campus and business hours are Monday through Friday 9:00 a.m. to 4:30 p.m. and Saturday 10:00 a.m. to 2:00 p.m. If students will only require an occasional or one-time mail delivery, they can have mail sent to them via General Delivery, Seward, AK 99664.

Students living in family housing or off-campus within city limits may receive a free post office box. AVTEC Family housing residents can get a letter from the Dorm Office with their AVTEC apartment address. Off-campus students can take a copy of their rental agreement or a utility bill with them to the post office for this purpose.

**RECREATION**
AVTEC's Student Service Center has a full size gymnasium for basketball, volleyball, and roller skating. A rock climbing wall, fitness center, free weights, racquetball courts, ceramic craft room, auditorium, lounge area, and a snack bar round out the amenities in the Center.

The game room in the Marathon Hall dormitory is equipped with billiard, foosball, and ping pong tables. Video games and cable TVs are available in multiple locations around the Residence Life Campus. Movies and special sports events are shown regularly on a large screen in the auditorium.

Barbecues, pool tournaments, and field trips to local points of interest are organized for students regularly. Transportation to the high school swimming pool and sports events is also available.

Quteckak (ke too chik), the local Native tribe, welcomes participation of AVTEC students in many of its activities, regardless of their heritage.

The Seward area has a variety of outdoor recreational activities such as hiking, cross country skiing, mountain climbing, fishing, kayaking, and boating. AVTEC has sporting equipment available for student use.

**HEALTH AND WELLNESS**
Health information and wellness programs are available to all students. Students are encouraged to participate in the annual community Health Fair and Residence Life Staff will provide transportation for residents to access medical, dental, mental health, and rehabilitation facilities around Seward.

**SMOKING POLICY**
Smoking, vaping, and chewing tobacco is prohibited in all AVTEC facilities, however there are designated smoking areas on each AVTEC campus in accordance with Alaska State Law.

**STUDENT ACCIDENT INSURANCE**
Students in long-term training are covered by accident insurance. This insurance covers only those accidents that have occurred on-campus and in off-campus school sanctioned activities and training. Liability is $2,500. If an accident occurs, an AVTEC staff member must be notified immediately, and an accident report filled out.

**SECURITY POLICY**
Students are encouraged to make proper, responsible use of all security provisions, such as room keys. AVTEC is not responsible for lost or stolen personal belongings. Storage of personal belongings during vacations and school closure is at the student’s own risk. All AVTEC students are encouraged to report unusual or unsafe behavior to their training or Residence Life supervisor promptly so that preventative actions can be undertaken.

**ALCOHOL AND DRUG POLICY**
In compliance with the federal Drug-Free Schools and Communities Act, all AVTEC campuses are free of alcohol and drugs (including marijuana). Persons found in possession of, or under the influence of alcohol or other drugs on campus will be subject to disciplinary action up to and including eviction from campus housing and/or termination from training. Various support services are available at AVTEC and in the Seward community to assist a student who is actively working to overcome a substance abuse problem.

A student who exhibits physical signs of being under the influence, and/or who exhibits erratic or unsafe behavior may be required to submit to a breathalyzer test.
or drug test upon request of a staff member to demonstrate sobriety. A positive test result, or refusal to submit to the appropriate test, may result in disciplinary action up to and including probation, eviction from campus housing, or dismissal from training.

Inter Campus Transportation
Shuttle bus services are provided for students attending classes at campuses located remotely from the Residence Life Campus. Bus transportation is provided to and from the Residence Life Campus before and after training, as well as during the lunch hour. Transportation is provided to Applied Technologies and Port Avenue during the entire school year and to the First Lake Campus from October-April.

Travel to Seward
Seward is located 120 miles south of Anchorage via the Seward Highway. The Seward Bus Line offers the only year-round scheduled transportation between Seward and Anchorage. Service on Sundays is limited during winter. Call (907) 224-3608 for more information. Students may post requests/availability for rides on bulletin boards on the Residence Life Campus.

Child Care
Child care is limited in Seward. Students should make arrangements for child care and child care assistance prior to arriving in Seward for training. For a list of licensed child care facilities and providers, or for child care assistance information, contact The Alaska Department of Health and Social Services at http://dhss.alaska.gov or The LeeShore Center at (907) 283-4707 or 1-877-855-2227 (toll free).

Seward Schools
Long Term (greater than 8 weeks) students at AVTEC with school age children can enroll them in Seward Public Schools. Kenai Peninsula Borough School District information regarding the Seward High, Middle, or Elementary Schools is available at the KPBSD website: www.kpbsd.k12.ak.us

Tips for Success as a New AVTEC Student

Items to Bring
Here are some helpful items to bring with you to training:

- Personal items such as laundry and bar soap, shampoo, and toothpaste
- Twin size bedding, towels, extra blankets, and pillows
- Alarm clock (do not rely on your cell-phone)
- Rain gear, waterproof boots, ice grippers for shoes
- Sport shoes, workout clothing, outdoor sports gear
- Medical information such as proof of eligibility for Medicaid, Indian Health Services, and/or private insurance benefits
- Social Security Card (needed to complete job applications or apply for campus jobs)

What to Expect During the First Days At AVTEC

- Students should plan to arrive in Seward two days prior to the start of training.
- Students living in the dormitories or family housing at AVTEC must go to the Residence Life Office in Marathon Hall at 516 Third Avenue to check in. The staff will check students in, provide an orientation packet, show them to their room, and answer any questions they may have.
- Students living in off campus housing must also check in at the Residence Life office to pick up an orientation packet prior to the first day of training.

All students enrolling in long term classes (six weeks or longer) must attend orientation sessions with staff and instructors prior to beginning training. During these sessions students learn about policies and procedures relevant to being a student and living in AVTEC dorms or family housing and will be provided other information that will help them adjust to life as a student at AVTEC. Consult the acceptance packet or ask Admission staff for locations, days, and times for orientation.
Student Grievance Process

AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and federal civil rights laws. AVTEC does not discriminate due to race, color, national origin, age, sex, political affiliation, religious beliefs, disability, marital status, changes in marital status, pregnancy, parenthood, military service, family medical history, genetic information, sexual orientation, and economic status.

AVTEC provides a safe and secure learning and working environments. AVTEC does not tolerate harassment of any kind. This means that all contact between students, instructors, and other employees of AVTEC must be respectful and conducive to a healthy learning and working environment. This includes language, clothing, or personal items displayed or worn in public that contain obscene, profane, or offensive language, gestures, pictures, or symbols. Any such behaviors should be reported to staff immediately.

If a student has a grievance, or believes they have been subjected to discrimination under Section 504, Title II, Title IX, or a WIOA Title I-financially assisted program or activity, they may contact any one of the human rights agencies within 180 days of the alleged violation, or follow these steps toward resolution:

**STEP 1**
Student’s Instructor

**STEP 2**
Student’s Counselor or Department Head

**STEP 3**
AVTEC’s Compliance Officer
(907) 224-6170

**STEP 4**
AVTEC’s Deputy Director
(907) 224-6151

**STEP 5**
AVTEC’s Director
(907) 224-6150

Additional resources for consideration of issues involving AVTEC, or activities at AVTEC:

**State of Alaska**
Department of Labor WD
Commissioner Dr. Tamika L. Ledbetter
PO Box 111149
Juneau, AK 99811
(907) 465-2700
commissioner.labor@alaska.gov

**Director, Civil Rights Center**
U. S. Department of Labor
200 Constitution Ave. NW
Room N-4123
Washington, DC 20210
(202) 693-6500
CivilRightsCenter@dol.gov

**EO Officer, Grants and Contracts (WIOA)**
Louise Dean
550 W. 7th Ave., Ste. 1930
Anchorage, AK 99501
(907) 269-7487

david.newman@alaska.gov

**U.S. Department of Education**
Office for Civil Rights
400 Maryland Ave., S.W.
Washington, D.C. 20202-1100
(202) 245-6800
(800) 421-3481

**Council on Occupational Education**
7840 Roswell Rd.,
Bldg. 300, Ste. 325, Atlanta, GA 30350
(770) 396-3898
(800) 917-2081
http://www.council.org
For more information, contact the AVTEC Equal Rights Compliance Officer, Patti Price at 224-6170.

## Student Services Department

AVTEC Student Services Department is designed to assist students in reaching their career goals and recognizing their full potential. This may include assisting the student to overcome barriers in their personal life. Depending on the need of the student, Student Services cover a wide range of areas from academics to employment. Students may be referred for assistance outside of AVTEC when appropriate. AVTEC utilizes instructors, counselors, the WIOA Youth Grant coordinator, employment resource counselor, and student workers to provide these services. Direct instruction, practice, individual, small group, and classroom settings may be used to provide services. The Student Services Department also provides media services for AVTEC students and delivers adult basic education services for the community.

The following provides staff contact information as well as a brief description of services.

**PATTI PRICE, COUNSELOR, DEPARTMENT HEAD**
Telephone: (907) 224-6170
Email: patti.price@avtec.edu

**LARA LOOMIS, COUNSELOR**
Telephone: (907) 224-6171
Email: lara.loomis@avtec.edu

**JAMIE HALL, INSTRUCTOR**
Telephone: (907) 224-6114
Email: jamie.hall@avtec.edu

**KALE TIPPIT, WIOA YOUTH GRANT COORDINATOR**
Telephone: (907) 224-6173
Email: kale.tippit@avtec.edu

**RACHEL JAMES, EMPLOYMENT & CAREER ADVISOR**
Telephone: (907) 224-6172
Email: rachel.james@avtec.edu

### RESOURCES FOR SUCCESS

- Counseling services
- Advocacy
- Assistance
- Referrals
- Foundations
- Applied mathematics
- Workplace communication skills
- Tutoring
- Library and multimedia computer lab
- Testing and assessment services
- Classes for adult basic education
- WIOA Youth Grant
- Resume writing assistance
- Interview tips and practice
- Wellness based seminars
- Diversity training
- Driver’s license practice

### INDIVIDUAL COUNSELING:

Counselors are available to provide support to students in a confidential environment with topics or events that may create obstacles for completion of training, gaining employment, or for personal growth.

### ADVOCACY:

Counselors are available to advocate for students at disciplinary actions or court hearings. They can verify that disciplinary actions follow the process outlined in the student handbook and work with department heads and residence life staff to ensure that disciplinary actions are applied fairly and consistently across the student body.
Counselors advocate for students who believe they have been treated unfairly and/or if they have cause to appeal a disciplinary action.

ASSISTANCE:
Counselors assist students when the student is in a time of hardship or transition. (e.g. homework, driver’s license preparation; finding safe housing; helping connect with medical, substance abuse, or mental health counselors; or public assistance)

REFERRALS:
The Counseling staff refers students to available assistance programs depending on the need or desire of the student.
Examples of some assistance programs in Seward are:

- Housing
- Child Care
- Financial
- Food Bank
- Substance abuse treatment, AA, and/or NA
- Mental health
- Employment

FOUNDATIONS STUDY SKILLS PROGRAM
AVTEC’s Foundations Program supports students that may need assistance with basic academic skills needed for success in their training programs. All students are welcome and encouraged to attend.
Some instructors request their students retake the TABE test during the first week of training. Students that do not meet the required scores for their training program will be required to attend the evening foundations class. The class includes study skills instruction and development as well as time to complete training area homework in an individualized, supervised, and structured environment.

APPLIED MATHEMATICS
The math instructor teaches a required applied mathematics class to students in many of the training programs.

TUTORING
AVTEC provides academic support services to students after training at the Student Service Center. An instructor provides tutoring and/or assistance with homework. The student tutoring program offers students the opportunity to receive individualized peer tutoring.

WORKPLACE COMMUNICATIONS SKILLS
Employers often note that employability skills and effective communication are among the most valuable skills. Students will learn communication styles, listening skills, non-verbal communication, professional attitude in the workplace, the role of technology in communication, and conflict resolution. Students explore their own communication patterns, and begin to recognize and incorporate more effective communication strategies in their day-to-day work activities.

LIBRARY AND COMPUTER LAB
Students have access to a wide range of technical information and resource materials at AVTEC’s library. Over 3,500 titles in the library’s collection are devoted to training related materials in order to support students in their vocational studies.
Students can stay in touch with family and friends, initiate the search for a job, or just surf the web in the library’s multimedia computer lab. Access to the internet and up-to-date word processing, database, and spreadsheet software offers students unlimited resources.
Students can also find recreational reading such as novels and magazines, check out movies, as well as keep current on news from home with a collection of newspapers from all over the state.

TESTING AND ASSESSMENT SERVICES
Student Services staff administer the WorkKeys assessment needed for the Alaska Career Readiness Certificate. Some employers require WorkKeys for employment.
Staff proctors industry certification exams, and the Test of Adult Basic Education (TABE) which is an admission requirement for most AVTEC programs. Potential students can improve reading and math skills in preparation to meet entry requirements to AVTEC through an online study program.
Contact Admissions for more information about TABE requirements or to schedule a test.

DIVERSITY TRAINING
AVTEC provides information to students regarding Title IX, workplace safety, diversity, and assistance available both at AVTEC and in the workplace.
WELLNESS SEMINARS
AVTEC occasionally provides seminars focused on Healthy Living activities. All students are encouraged to attend.

SEWARD COMMUNITY LEARNING CENTER
The Seward Community Learning Center (SCLC), located at AVTEC, provides adult basic education services to the community of Seward and surrounding area, and is part of the statewide Adult Basic Education grant that provides services throughout the state of Alaska. Contact the SCLC at (907) 224-6114.

Community Services include:
- GED preparation
- English as a second language
- Literacy
- Reading and math improvement
- Writing skills
- Preparation for meeting minimum academic requirements for enrollment in AVTEC or other post-secondary training.
- Referrals to other resources such as the Kenai Job Center to help students enter post-secondary programs or obtain employment.

WORKFORCE INNOVATIVE AND OPPORTUNITY ACT YOUTH GRANT (WIOA)
AVTEC is a grantee for the WIOA Youth Grant. This federal grant supports youth and young adults from all over Alaska through a comprehensive system of training and support services, and prepares students for the Alaskan workforce and citizenry. AVTEC students under 25 years old may qualify for this program.

AVTEC students can apply for the WIOA grant at any point during their training.

This project is federally funded at 55% & non-federally funded at 45%.

EMPLOYMENT
The employment resource services at AVTEC assist students with getting employed when they complete their training. Job search and interview classes supplement students’ technical training. The courses teach students how to refine their career goals, search for job openings, complete applications, and develop resumes and cover letters in addition to honing their interview skills from the first impression to participating in mock job interviews. Ongoing connections and relationships with employers across the state through the AVTEC Employment office and instructor contacts provide students a conduit for contacting potential employers and knowledge of potential job openings. Each spring, AVTEC hosts a Job Fair where employers come from around the state to recruit students for employment, and students may distribute resumes for hiring consideration.

Instructional Policies

TRAINING SUMMARY & PROGRESS REPORTS
The occupational and employability skills that students will learn during their training are outlined as training objectives on a training summary. Each month instructors evaluate student performance of those skills, using the levels of achievement scale, and record them on an in-progress report. The reports are reviewed with the students to keep them informed of the progress and areas for improvement.

Copies of the in-progress reports are kept by the instructor with the original kept in the student’s permanent file in the Students Records office. Students can request copies of their in progress reports. At the end of the training, the instructor summarizes the in-progress reports on to a final training summary that serves as the
student’s record of achievement in their training program.

**LEVELS OF ACHIEVEMENT**

Students are awarded a level of achievement for each training objective as summarized on the training summary. The typical requirement is a rating of level three or four in 85 percent of the unit competencies required for the certificate level. The levels carry the following meanings:

- **Level 4 Skilled**
  Performed task independently; requires minimal supervision.

- **Level 3 Moderately Skilled**
  Performed independently in a learning situation; may require initial supervision.

- **Level 2 Limited Skill**
  Performed job during training program; additional training is required.

- **Level 1 Demonstration Only**
  No practice provided; further training required.

- **Level 0 No Exposure**
  Unit not required for selected area of training.

**SATISFACTORY ACADEMIC PROGRESS**

Students must continue to make satisfactory academic progress toward successful completion of a training program to remain in “good standing” and continue to receive financial aid. To continually make satisfactory progress towards the completion of a certificate and be considered in "good standing" requires:

- Total absences, unexcused and excused combined, remain less than ten percent of the total available training time to date;
- Progressing satisfactorily on monthly in-progress reports; AND
- Be clear of any attendance or academic probation.

**Attendance Policy**

AVTEC programs are designed for students to experience a typical work environment where good attendance equals continued employment.

Students are evaluated on their ability to demonstrate competency on skills training objectives and attendance is a skill valued by employers and is evaluated on the training summary. Lack of attendance or notification to the instructor of absence may result in a warning, probation, or dismissal from training.

**Certificate Levels**

All students who successfully complete their program requirements will receive a Certificate of Completion, and will be issued an occupational level based on the levels of achievement awarded on the training summary. In addition to meeting program training objectives competencies, some programs require the student to earn industry certifications or credential to be eligible for a certificate.

**Previous Training and Work Experience**

Students who demonstrate proficiency in a particular skill due to previous training and work experience, including the military, may be evaluated and, if appropriate, could advance in skill levels and complete all objectives in less than the prescribed time. Students should work with instructors or department heads about getting evaluated to advance in skill levels.

**Transferring from One Program to Another**

Students may transfer from one training program to another with approval from the department heads of both training programs. Students may obtain assistance in completing a Training Program Transfer Request form from their counselor or instructor.

Prior to approval the student must meet with the AVTEC Financial Aid officer to review any cost differential and report changes to their funding source.

The transfer is not in effect until the AVTEC Director or their designee sign off, the Admissions office is notified, and the Student Records office has the completed form.
Program and Course Descriptions

AVTEC is accredited by the Council on Occupational Education (COE), a reliable authority on the quality of education offered by the institutions that are accredited. AVTEC programs are organized by Departments (see below) and are accredited in the following designations:

- **PROGRAMS:** a combination of courses and related activities (e.g. laboratory activities and/or work-based activities) that lead to a credential and are offered by an institution to develop competencies required for student **to be employed in a specific occupation**. These programs are identified here as (PR).
  - **JOB UPGRADE TRAINING:** courses designed to enhance existing knowledge and skills and are offered with the goal of providing persons in specific occupations with the credentials, knowledge, and skills needed for career advancement. These courses are identified here as (JUT).
  - **CONTINUING (OCCUPATIONAL) EDUCATION:** courses designed to assist in the development of knowledge and skills with the goal of providing persons the opportunity to maintain current employment. These courses are identified here as (CE).

**ALASKA CULINARY ACADEMY**
Elizabeth K. Johnston, Department Head
Telephone: (907) 224-6108
E-mail: elizabeth.johnston@avtec.edu
  - Culinary Arts (PR)

**ALASKA MARITIME TRAINING CENTER**
Terry Federer, Department Head
Telephone: (907) 224-6195
E-mail: terry.federer@avtec.edu
  - Coast Guard Approved Recertification, Renewals and Training (JUT) & (CE)

**APPLIED TECHNOLOGIES**
Bobby Dunno, Department Head
Telephone: (907) 224-6124
E-mail: bobby.dunno@avtec.edu
  - Diesel/Heavy Equipment Technologies (PR)
  - Combination Welding (PR)
  - Pipe Welding (JUT)

**ENERGY & BUILDING TECHNOLOGY**
Dan Logan, Department Head
Telephone: (907) 224-6125
E-mail: dan.logan@avtec.edu
  - Construction Technology (PR)
  - Industrial Electricity (PR)
  - Plumbing and Heating
  - Refrigeration (PR)
  - Bulk Fuels (JUT)

**INFORMATION TECHNOLOGY**
Ken Werner, Department Head
Telephone: (907) 224-6186
E-mail: ken.werner@avtec.edu
  - Business & Office Technology (PR)
  - Information Technology (PR)

Alaska Maritime Training Center

The mission of the Alaska Maritime Training Center is to build a domestic maritime workforce focused on Alaskan industry needs and Alaska’s challenging operational environment including the Arctic Region, and to provide Alaskans the skills and technical knowledge that will enable them to thrive in Alaska’s challenging and ever evolving maritime working environment.

**TERRY FEDERER, DEPARTMENT HEAD / INSTRUCTOR**
Telephone: (907) 224-6195
E-mail: terry.federer@avtec.edu

**DALE BUTTS, INSTRUCTOR**
Telephone: (907) 224-6192
E-mail: dale.butts@avtec.edu
INDUSTRY CERTIFICATIONS

The majority of AVTEC’s Alaska Maritime Training Center’s (AMTC) courses and programs are United States Coast Guard (USCG) approved and meet the International Maritime Organization (IMO) training guidelines. The USCG and IMO certifications attained at AMTC are necessary for an individual to become a USCG approved Merchant Mariner and are highly valued by industry. In addition to USCG approved courses, AMTC offers industry and vessel specific training that certifies individuals for specific industry needs. USCG approved courses have a very strict attendance policy. Due to federal regulations, students must be in attendance to receive USCG certifications. This attendance policy is per USCG and overrides AVTEC’s standard attendance policy.

MARITIME COURSES

BASIC AND ADVANCED INTERNATIONAL MARITIME ORGANIZATION (IMO) STCW POLAR CODE COURSES:

BASIC TRAINING FOR POLAR OPERATIONS
U.S. COAST GUARD AND STCW APPROVED CLASS
Contact Hours: 33
Prerequisite: Students must possess a Mate or Master’s License.

This class is designed to provide a basic background for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-1 of the STCW Code as currently proposed. It has been reviewed by the Coast Guard and has been determined to meet the basic training guidance provided in MSC 95/22/Add.2 Annex 9. This course is USCG approved to meet the IMO Polar Code training requirements.

ADVANCED TRAINING FOR POLAR OPERATIONS
U.S. COAST GUARD AND STCW APPROVED CLASS
Contact Hours: 25
Prerequisite: Basic Training for Polar Operations

This class meets the proposed guidelines for the STCW requirements for the Polar Code. This class is designed to provide an advanced training for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-2 of the STCW Code as currently proposed. It has been reviewed by the Coast Guard and has been determined to meet the standards of competencies for the Advanced Training for Ships Operating in Polar Waters provided in CG-OES Policy Letter No. 01-16,
Enclosure (3). This course is USCG approved to meet the IMO Polar Code training requirements.

**Able Seaman (ALAVTC-1)**
U.S. Coast Guard Approved Class
Contact Hours: 60

This course prepares students for the Able Seaman’s examination. A minimum of 180 days of qualifying sea service required to qualify for an entry level Able Seaman Endorsement (AB OSV). Applicants successfully completing this course will satisfy the written examination requirements of 46CFR 12.05-9 for any Able Seaman endorsement.

Able Seaman (AB) is a deck rating that requires qualifying sea service experience and training. The AB rating that you receive will be based on your qualifying sea service experience. All AB ratings require the mariner to complete an approved Life Boatman (Proficiency in Survival Craft) Course and one or more elements of an approved Basic Training (BT) course.

- **AB Unlimited** requires 1080 days of qualifying sea service experience on the deck of vessels operating on ocean waters.
- **AB Limited** requires 540 days of qualifying sea service experience on the deck of vessels greater than 100 gross tons operating on ocean waters.
- **AB Special** requires 360 days of qualifying sea service experience on vessels operating on the federally navigable inland waters of the US or on ocean waters.
- **AB Fishing** requires 180 days of qualifying sea service experience on the deck of vessels operating on ocean waters or the federally navigable inland waters of the US.
- **AB Offshore Supply Vessel (OSV)** requires 180 days of qualifying sea service experience on the deck of vessels operating on ocean waters or on the federally navigable inland waters of the US.
- **AB Sail** requires 180 days of qualifying sea service experience on the deck of sailing vessels operating on ocean waters or on the federally navigable inland waters of the US.

**Note:** AB endorsements also require additional Basic Training, Proficiency in Survival Craft, and Rating Forming Part of a Navigational Watch training depending upon the level of certification required.

**Advanced Firefighting (ALAVTC-15)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 32

This course designed to give the student training and experience in controlling fire operations and organizing and training fire parties as well as inspection and servicing of fire equipment. Anyone completing this course will satisfy the Advanced Firefighting training requirements of Section A-VI/3 and Table A-VI/3 of the STCW Code and 46 CFR 11.202(b)(2); and the Advanced Firefighting training requirements of 46 CFR 11.205(d) and 11.401(g)(1) for a license.

**Advanced Firefighting Revalidation (ALAVTC-777)**
U.S. Coast Guard and STCW Approved Class
Contact Hours: 9

Prerequisite: Previous completion of a 5-day Advanced Firefighting course and one year of sea service within the past five years.

An applicant who has successfully completed your Advanced Firefighting Revalidation (ALAVTC-777) course will satisfy the Advanced Firefighting Training revalidation requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1), and 11.303(d), provided that the mariner has at least one year of sea service within the last five years; AND Tasks 1.3.A, 1.5..A, 2.1.A, 2.1.B, 3.1.A,3.1.B, 4.1.A, 4.1.B and 4.1.C from NVIC 09-14, Advanced Firefighting.

**Assistance Towing (ALAVTC-42)**
U.S. Coast Guard Approved Class
Contact Hours: 7

Any applicant who successfully completes this course within one year of application will satisfy the requirements of 46 CFR 11.482(b) to add an Assistance Towing endorsement to any national officer endorsement as Operator of Uninspected Passenger Vessels (OUPV) or Mate or Master on vessels of less than 200 GRT.

**Automatic Radar Plotting Aids (ARPA) (ALAVTC-37)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Prerequisite: Radar Observer (Unlimited) (ALAVTC-399)

This STCW 95 required course is to train mariners in the proper use of automatic radar plotting aids (ARPA). Hands-on simulation is conducted using Kongsberg-simulated ARPA’s. The successful completion of the course entitles attendees to earn a STCW 95 approved ARPA certificate.
**BASIC METEOROLOGY (ALAVTC-62)**  
U.S. Coast Guard and STCW 95 Approved Class  
Contact Hours: 20  
Any applicant who successfully completes the Basic Meteorology (ALAVTC-62) course will satisfy the Meteorology knowledge, understanding, and proficiency requirements of Table A-II/1 of the STCW Code, as amended 2010; and the approved training requirements of 46 CFR 11.309(a)(4)(xiii) for certification as an Officer in Charge of a Navigational Watch on vessels of 500 gross tons (ITC) or more. The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 12-14 Guidelines On Qualifications For STCW Endorsements as Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 1.9.A, 1.9.B, 1.10.A, 1.10.B, 1.10.C, 1.10.D, 1.10.E, 1.10.F, and 1.10.G. Applicants who have successfully completed this course need not present completed Task Control Sheets for these assessments in application for STCW certification.

**BASIC SHIPBOARD CULINARY TRAINING**  
Contact Hours: 30  
This culinary course is geared towards individuals that want to acquire the basic safe food preparation skills for alternative cooking environments other than a commercial kitchen. Its focus is on cooking techniques used in ship’s galleys or in other remote areas without compromising good sanitation practices and nutritional cooking. The list of topics include:  
- Food Safety and Sanitation (Introduction)  
- Identifying Common Galley Tools and Equipment  
- Identify Safe Work Habits that Prevent Injury in the Workplace  
- Basic Knife Skills  
- Basic Cooking Methods (Theory & Practical)  
- Basic Cooking Math and Recipe Comprehension  
- Cooking Foods to the Correct Doneness  
- Basic Galley Production Management

**BASIC TRAINING (FORMERLY BST)**  
U.S. Coast Guard and STCW 95 Approved Class  
Prerequisite: Clean shaven for Basic Firefighting and must be able to swim for pool session.  
This course combines all of the renewable components of the STCW Code Basic Safety requirements into one five day program. The course modules consist of Personal Survival Techniques, Basic Firefighting, First Aid & CPR, and Personal Safety & Social Responsibility. These components may be taken separately (Please contact AVTEC Maritime Admissions for costs of individual classes).

**FIRST AID & CPR (ALAVTC-197)**  
Contact Hours: 8  
This course covers immediate care to be given in life threatening situations involving sudden illness or injury at sea, including techniques for adult CPR. This component fulfills USCG requirements for first aid training per 46 CFR 10.205(h)(1)(ii) and the requirements of STCW Section A-VI, Table A-VI/1-3.

**PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES (ALAVTC-359)**  
Contact Hours: 4  
This course is designed to familiarize mariners with requirements for emergency procedures, pollution prevention, safe work practices, effective communications, and interpersonal relationships. Any applicant who has successfully completed your Personal Safety & Social Responsibilities (ALAVTC-359) course will satisfy the Personal Safety & Social Responsibilities competency and training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code, as Amended 2010, and 46 CFR 11.302(a)(4) and 12.602(a)(4); and have performed all assessment tasks as guided by the applicable sections within the Basic Training NVIC 08-14.

**BASIC FIREFIGHTING (ALAVTC-53)**  
Contact Hours: 16  
This course trains mariners in preventing, fighting, and extinguishing fires aboard vessels. Any applicant who has successfully completed your Basic Firefighting (ALAVTC-53) course will satisfy:  
- Fire Prevention and Firefighting per 46 CFR 11.302(a)(2) and 46 CFR 12.602(a)(2); and  
- Basic Firefighting per 46 CFR 11.201(h)(2) (Basic only) and 46 CFR 11.201(h)(3); and  
- The firefighting requirements for a national tankerman endorsement in 46 CFR 13.201(2)(3), 13.301.(c)(3), 13.401(d) and 13.501(c)(3); and  
- Fire Prevention and Firefighting per STCW Code Section A-VI/1; and all the Basic Firefighting assessments in NVIC 08-14.  
Applicants who have successfully completed the course need not present completed “Task Control Sheets” for these assessments in application for STCW certification.
PERSONAL SURVIVAL TECHNIQUES (ALAVTC-363)
Contact Hours: 12
This course provides mariners with an overview of basic sea survival skills including the actual use of survival equipment in the water. This course meets the training and competency requirements of STCW Code, as amended 2010, Section A-VI/1 and 46 CFR 11.302(a)(1). And 46 CFR 12.602(a)(1) and have performed all practical demonstrations as guided by the applicable section within Basic Training NVIC 08-14.

BASIC TRAINING REVALIDATION
U. S. Coast Guard and STCW Approved Course
Contact Hours: 8
(Parts of this course may be taught in the evening.)
Prerequisite: Previous completion of a five day BST or BT course and one year of sea service within the past five years.
This course is designed to satisfy the minimum standards of competence in personal survival techniques and fire prevention and firefighting of Table A-VI/1-1 and Table A-VI/1-2 of the STCW Code, as amended.

BRIDGE RESOURCE MANAGEMENT (ALAVTC-75)
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 35
Radar Unlimited Endorsement
Any applicant who has successfully completed this course will satisfy:
• The bridge resource management requirements of 46 CFR 11.309(a)(4)(vii); 46 CFR11.319(a)(4)(vii); and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010; and
• The leadership and team working skills requirements of 46 CFR 11.309(a)(1); 46 CFR 319(b)(1); and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010; and
• The leadership and managerial skills training requirements of 46 CFR 11.305(a)(1)(iv and (b)(1); 46 CFR 307(a)(3)(iv) and (b)(1); 46 CFR 11.311(a)(3)(iv) and (b)(1); 46 CFR 11.313(a)(3)(iv) and (b)(1); 46 CFR 11.315(a)(3)(iii) and (b)(1); 46 CFR 11.317(a)(3)(iv) and (b)(1); and the use of leadership and managerial skills Section A-II/2, Table A-II/2 of the STCW Code, as amended 2010; and
• The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks as documented in NVIC 12-14 Tasks for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 2.4, 2.7.A, 2.7.B, 2.7.C, 2.7.E, 2.7.F, and 2.7.G.
Applicants who have successfully completed the course need not present completed “Control Sheets” for these assessments in application for STCW certification.

CROWD MANAGEMENT (ALAVTC-142)
U. S. Coast Guard and STCW Approved Class
Contact Hours: 3
This course will satisfy the training requirements for persons as required by Paragraphs one and two of Section A-V/2 of the STCW Code for Crowd Management and Safety Training.

ELECTRONIC CHART DISPLAY INFORMATION SYSTEM (ECDIS) (ALAVTC-179)
U. S. Coast Guard and STCW approved class
Contact Hours: 30

FCC MARINE RADIO OPERATORS PERMIT EXAMINATION AND OTHER FCC LICENSE EXAMS
Contact Hours: 6
There is no instruction provided. This is an exam only.

GLOBAL MARITIME DISTRESS & SAFETY SYSTEM (GMDSS) (ALAVTC-210)
U. S. Coast Guard and STCW 95 Approved Class
Contact Hours: 70
This course satisfies the STCW’95 requirements for GMDSS training; this class focuses on the theory of GMDSS and the practical operation of shipboard equipment, using an interactive Capella simulator for laboratory sessions.
Students in this class must test for the FCC GMDSS Operator License. There is an additional fee for this license.

8 HOUR HAZWOPER REFRESHER
OSHA Approved Class
Contact Hours: 8
Students with 24- or 40-hour OSHA HAZWOPER certification are required by OSHA to refresh their certification every year. The OSHA eight Hour HAZWOPER Refresher course meets the requirements to refresh these certifications.

The objectives for this course are to meet the Federal OSHA HAZWOPER training requirements of 29 CFR 1910.120(e)(8), CFR 1910.120(p)(7)(i), or 29 CFR 1910.120(q)(8) for General Industry, and 29 CFR 1926.65(e)(8), 29 CFR 1926.65(p)(7)(i), or 29 CFR 1926.65(q)(8) for Construction. This course is also intended to meet any HAZWOPER training requirements for EPA and State OSHA regulations. Per 29 CFR 1910.120(e)(3)(ii) and 29 CFR 1926.65(e)(3)(ii) Workers on site only occasionally for a specific limited task (such as, but not limited to, ground water monitoring, land surveying, or geophysical surveying) and who are unlikely to be exposed over permissible exposure limits and published exposure limits shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

The objectives of this course are to meet the Federal OSHA HAZWOPER training requirements of 29 CFR 1910.120(e)(3)(ii) or 29 CFR 1910.120(e)(3)(iii) for General Industry, and 1926.65(e)(3)(ii) or 1926.65(e)(3)(iii) for Construction. This course is also intended to meet any HAZWOPER training requirements for EPA and State OSHA regulations. Per 29 CFR 1910.120(e)(3)(ii) and 29 CFR 1926.65(e)(3)(ii) Workers regularly on site who work in areas which have been monitored and fully characterized indicating that exposures are under permissible exposure limits and published exposure limits where respirators are not necessary, and the characterization indicates that there are no health hazards or the possibility of an emergency developing, shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

**ICE NAVIGATION (ALAVTC-738)**
U.S. Coast Guard and STCW Approved Class
Contact Hours: 75
This course was designed for licensed deck officers needing Ice Navigation training. Any mariner completing this course will satisfy the knowledge, understanding, and proficiency for voyage planning and navigation: “ice” requirement of Section A-II/2 and Table A-11/2 and Section A-11/3, Table A-11/3 of the STCW Code, as amended 2010, and tasks 1.1.A.4 of NVIC 10-14 and 1.1.A.3 of NVIC 11-14. Much time will be spent in a full mission bridge simulator practicing ice navigation techniques.

**LEADERSHIP AND MANAGERIAL SKILLS (ALAVTC-751)**
U.S. Coast Guard and STCW Approved Class
Contact Hours: 35
Students will be able to demonstrate sufficient knowledge, understanding, and proficiency of leadership and managerial skills to competently carry out the duties of Master or Chief Mate on vessels of 3,000 GT or more, or Chief Engineer Officer or Second Engineer Officer. The knowledge, understanding, and
Alaska Maritime Training Center

Leadership and Teamworking Skills (ALAVTC-768)
U.S. Coast Guard and STCW Approved Class
Contact Hours: 8

Students will be able to demonstrate sufficient understanding and knowledge of leadership and teamwork and have the relevant skills to competently carry out the duties of officer in charge of a navigational watch on ships of 500 gross tonnage or more, or officer in charge of an engineering watch in a manned engine-room or designated duty engineer in a periodically unmanned engine-room. The knowledge, understanding and proficiency will include those listed in Column 2 of Tables A-II/1, A-III/1 and A-III/6 of the STCW Code.

Marlinspike Seamanship (ALAVTC-280)
U.S. Coast Guard Approved Class
Contact Hours: 2

Any applicant who successfully completes this course and presents the Certificate of Training within one year of the completion of training, will satisfy the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seaman.

Master 100 Tons / Mate 200 Tons (ALAVTC-680)
U. S. Coast Guard Approved Class
Contact Hours: 120

Prerequisites: candidates must have completed AVTEC’s Able Seaman course (ALVTC-1) within one year, or possess a current and valid Merchant Mariner Credential endorsed as Able Seaman, or possess a current and valid Merchant Mariner Credential endorsed as Operator of Uninspected Passenger Vessels (OUPV).

This course is principally intended for candidates for Master/Mate Limited licenses of 100 Gross Tons or less. Before entering the course, trainees should have completed a minimum period of one year at sea and preferably have gained some experience of bridge watchkeeping.

Students who have successfully completed this Master 100 Tons/Mate 200 Tons (ALAVTC-680) and meets the appropriate sea service requirements, and who presents this Certificate of Training within one year of the completion of training, will satisfy:

- the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(iii) for renewal, and 46 CFR 10.227(j) for reissuance of a merchant mariner endorsement as Mate of Vessels of not more than 200 gross tons upon Near Coastal, or Great Lakes & Inland, or Inland Waters; and,

- the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(iii) for renewal, and 46 CFR 10.227(j) for reissuance of a merchant mariner endorsement as Master or Mate of Vessels of not more than 100 gross tons upon Near Coastal, or Great Lakes & Inland, or Inland Waters; and,

- the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(iii) for renewal, and 46 CFR 10.227(j) for reissuance of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels upon Near Coastal, or Great Lakes & Inland, or Inland Waters.

Medical Care Provider (ALAVTC-310)
U.S. Coast Guard and STCW Approved Class
Contact Hours: 24

This course designed to train students to care for injuries and medical conditions encountered aboard ship. Students successfully completing this class will be able to direct the initial response and provide basic
care required for an injured individual. They will be able to assist in the continuing treatment of the patient under the direction of medical advice. This will satisfy the Medical First Aid training requirement of Section A-VI/4 and Table A-VI/4-1 of the STCW Code and 46 CFR 12.13-1.

**Medical Care Person In Charge (ALAVTC-307)**

U.S. Coast Guard and STCW Approved Class

Contact Hours: 47

This course is designed to train students to care for injuries and medical conditions encountered aboard a ship and is intended to provide a person with the level of competency and knowledge, understanding, and proficiency specified in 46 CFR 12 for the Management of Medical Care and 46 CFR 12 for a Person in Charge of Medical Care and Table A-VI/4-2 regarding Medical First Aid of the STCW Code, provided they have completed a Coast Guard approved Medical Care Provider course within 6 months of starting this course.

Each student who successfully completes this course will be able to direct the initial response and provide continued care required for an injured individual. Additionally, they will be able to assist in the continuing treatment of the patient under the direction of medical advice. Each student will demonstrate sufficient knowledge, understanding, and proficiency of Medical Care Person in Charge and will meet the requirements of Table A-VI/4-2 of the STCW Code.

Prerequisite: Must have previously taken a Medical Care Provider within six months of starting this course. Students will be expected to meet the physical requirements for the skills including: lifting, reaching, and performance of CPR.

**METEOROLOGY (OPERATIONAL LEVEL) (ALAVTC-316)**

U.S. Coast Guard and STCW 95 Approved Class

Contact Hours: 30

Any applicant who has successfully completed the Meteorology (Operational Level) course will satisfy the Meteorology training requirements for certification as Officer in Charge of Navigational Watch on vessels of 500 or more gross tonnage (ITC). The practical assessments conducted in this course will be accepted as equivalent of OICNW-1-7A; OICNW-1-7B; and OICNW-1-7C from the National Assessment Guidelines for Table A-II/1 of the STCW Code.

Applicants who have successfully completed this course need not present completed “control sheets” for these assessments in application for STCW certification.

**METHODS OF INSTRUCTION**

Contact Hours: 45

This course meets the USCG requirements to become a USCG approved instructor. This course introduces students to teaching and learning concepts and the application of a variety of methods of instruction, classroom presentation, and classroom management. The course presents learning theories that can be applied effectively in the classroom and laboratory environments to enhance the students learning experience. The course covers an introduction to “Instructional System Design”, development of teaching objectives, test and measurement, and the development of lesson plans. Students will learn to manage the classroom to provide effective instruction in a non-threatening environment. Students will perform lecture-discussion and demonstration-performance presentations using lesson plans they develop. Upon successful completion of the course students will be able to develop lesson plans and units of instruction based on learning objectives and will understand the process of validating their training to ensure course outcomes meet the stated objectives their lesson plans are built upon.

**OFFICER IN CHARGE OF A NAVIGATIONAL WATCH ASSESSMENT (BRM ASSESSMENT ONLY)**

U.S. Coast Guard and STCW Approved Class

Contact Hours: 6

This course satisfies the USCG and STCW requirements for the BRM portion of the OICNW Assessments and includes completion of the following assessments: OICNW-2-3A; OICNW-2-3B; OICNW-2-3C; OICNW-2-3D; OICNW-2-3E; OICNW-2-3F; OICNW-2-3G; OICNW-2-3H and OICNW-2-3I.

This course is an assessment only and includes no training. Students must come prepared to carry out the above listed assessments without prompting or guidance.

**OFFICER IN CHARGE OF A NAVIGATIONAL WATCH ASSESSMENT (RADAR ASSESSMENT ONLY)**

U.S. Coast Guard and STCW Approved Class

Contact Hours: 6

This course satisfies the USCG and STCW requirements for the RADAR portion of the OICNW Assessment and includes completion of the following
assessments: OICNW-1-2B; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW-3-1H; OICNW-3-1I; OICNW-3-1J; and OICNW-3-1L.

This course is an assessment only and includes no training. Students must come prepared to carry out the above listed assessments without prompting or guidance.

**Operator of Uninspected Passenger Vessels (OUPV) (ALAVTC-340)**

U.S. Coast Guard Approved Class

Contact Hours: 90

Any applicant who has successfully completed the OUPV course and presenting the Certificate of Training at a Regional Exam Center within one year of the completion of training will satisfy the requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209(c)(iii) for renewal, and 46 CFR 10.209(f) for reissuance of a license as Operator of Uninspected Passenger Vessels (Near Coastal).

**Proficiency in Survival Craft (ALAVTC-372)**

U.S. Coast Guard and STCW 95 Approved Class

Contact Hours: 30

Designed for students involved with lifeboats and inflatable life rafts, this course prepares them to launch and operate survival craft found on a variety of large and small vessels. Students successfully completing this five day course will:

1. Satisfy STCW regulation VI/1 (1) and Table A-VI/2-1 of the STCW Code; AND
2. Satisfy the training requirements of 46 CFR 12:10-3(a)(6) and the examination requirements of 46 CFR 12:10-5.

**QMED Junior Engineer**

(course under development

Pending US Coast Guard Approval)

Contact Hours: 360

This course is designed to satisfy the professional examination requirements for 46 CFR 12.501(c)(5) for a national rating endorsement as QMED-Junior Engineer. Any candidate successfully completing this course and submitting the Certificate of Training within one year of the completion of training will satisfy the CFR requirements and not be required to take the exam at a Coast Guard Regional Examination Center.

Candidates for this course should have a minimum of 10th grade reading and math level skills.

**Rating Forming Part of an Engineering Watch (RFPNW) Assessments**

Meets U.S. Coast Guard and STCW standards

Contact Hours: 30

This course allows the students to complete all the practical assessments for Rating Forming Part of an Engineering Watch which are allowed to be performed on a simulator, laboratory, or workshop, found in Enclosure (2) to NVIC 07-14 and will satisfy those practical assessments of 46 CFR 12.606 and Table A-III/4 of the STCW Code, as amended.

All tasks will be assessed by a Qualified Assessor.

**Rating Forming Part of a Navigational Watch Program (ALAVTC-415)**

U.S. Coast Guard and STCW 95 Approved Class

Contact Hours: 30

Any applicant successfully completing the Rating Forming Part of a Navigational Watch Program, including all practical assessments will satisfy the service, training, and assessment requirements of 46 CFR 12.05-3(c) and Table A-II/4 of the STCW Code, Specification of Minimum Standard of Competence for the Rating Forming Part of a Navigational Watch (RFPNW).

Applicants for RFPNW STCW certification must provide evidence of either:

- Six months of approved, seagoing service that includes training and experience associated with navigational watch keeping functions and involves duties carried out under the direct supervision of the master, Officer in Charge of a Navigational Watch (OICNW), or qualified ratings; OR
- Satisfactory completion of AVTEC’s RFPNW course plus a minimum of two months approved seagoing service (completed within 12 months of the class): performing bridge watch keeping duties under the supervision of the master or OICNW. NMC Policy letter 14-02 contains additional guidance on this topic. The AVTEC RFPNW course completion certificate will not be issued until satisfactory evidence of the approved seagoing service has been submitted to AVTEC.

**Rating Forming Part of a Navigational Watch Assessments**

U.S. Coast Guard and STCW 95 Approved Class

Contact Hours: 6
Any applicant successfully completing the Rating Forming Part of a Navigational Watch Assessments course, including all practical assessments will satisfy the requirements of 46 CFR 12.05-3(c) and Section A-II/4, paragraph 3 and Table A-II/4 of the STCW Code.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399)**

U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Designed for licensed deck officers requiring a Radar Observer endorsement, this course provides hands-on collision avoidance and radar navigation practice on radar simulators to meet requirements of: 46 CFR Section 10.480 and radar applicable portions of STCW Code. Students are encouraged to bring their plotting tools.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399), REFRESHER**

U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 18

**Prerequisite:** Radar Observer (Unlimited) (ALAVTC-399)

Designed for licensed deck officers needing to renew their Radar Observer endorsement, this course provides review and radar simulator practice prior to theory examination and transfer plot practical. This three day course satisfies the requirements of 46 CFR 10.480 for renewal of an endorsement as Radar Observer Unlimited. Successful completion of AVTEC’s ARPA course also meets this requirement.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399), RECERTIFICATION**

U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 6

**Prerequisite:** Radar Observer (Unlimited) (ALAVTC-399)

An applicant completing this course satisfies the requirements of 46 CFR 10.480 for renewal of an endorsement as Radar Observer Unlimited. Successful completion of AVTEC’s ARPA course also meets this requirement. Candidates for this course must be proficient in transfer plotting and have a good understanding of Radar theory as described in Radar Observer Manual. Students are encouraged to bring their plotting tools.

**TANK SHIP DANGEROUS LIQUIDS (ALAVTC-501)**

U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 40

This course is designed to provide mariners with the knowledge, skills and practical abilities to safely conduct marine petroleum operations consistent with the Tankerman (PIC) Endorsement and will satisfy the familiarization training requirements of 46 CFR 13.401 and may be issued endorsements as Tankerman-Assistant DL, and the STCW, as amended, the Basic Oil and Chemical Tanker Cargo Operations A-V/1-1-1; and the cargo training course requirements of 46 CFR 13.201, 13.301, and 13.501 towards any endorsement as Tankerman-PIC, Tankerman PIC (Barge) or Tankerman Engineer Dangerous Liquids; and the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2) and STCW Code Table A-V/1-1-2 towards an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 towards an STCW endorsement for Advanced Chemical Tanker Cargo Operations; and the training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman-PIC Dangerous Liquids.

**VESSEL PERSONNEL WITH DESIGNATED SECURITY DUTIES (VPDSD) (ALAVTC-747)**

U.S. Coast Guard and STCW Approved Class
Contact Hours: 8

This course prepares students for assignment to designated Security Duties on a vessel. Successful completion of this course satisfies the requirements for security-related training, Paragraphs 6-8 of Section A-VI/6 and Table A-VI/6-2 of the STCW Code, as amended; and will satisfy the training requirements of 33 CFR 104.220.

**VESSEL SECURITY OFFICER (ALAVTC-573)**

U.S. Coast Guard and STCW Approved Class
Contact Hours: 16

This course is intended to provide the knowledge required for personnel who are assigned responsibilities as Vessel Security Officer (VSO) to perform their duties in accordance with the requirements of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and U.S. Coast Guard regulations contained in 33 CFR Section 104. The course aim is also to meet the mandatory minimum requirements for knowledge, understanding and proficiency in Table A-VI/5 of the STCW Code and the mandatory training requirements in 33 CFR Part 104.
**VISUAL COMMUNICATIONS / FLASHING LIGHT (ASSESSMENTS ONLY)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 6
An applicant completing this course satisfies the practical signaling examination requirements of 46 (FLASHING LIGHT) CFR 11.401 (h) if presented within one year of completion of training; AND will be considered to have successfully demonstrated the equivalent of assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who have successfully completed this course need not present a completed “Control Sheet” for this assessment in application for STCW certification.

**SEAFOOD PROCESSOR ORIENTATION AND SAFETY COURSE**
Contact Hours: 48
Students are given an overview of life and safe working practices aboard factory trawlers working in Alaska waters. Topics include chain of command, vessel lay-out, terminology, quality assurance, processing techniques, and equipment, first aid and CPR, firefighting, and the use of survival equipment. This course is a prerequisite for employment by certain seafood companies.
Business and Office Technology

The mission of the Business & Office Technology program is to provide students with the technical office skills and professional work habits for career success in today’s business and industry. The Business & Office Technology program is committed to producing well-qualified employees for Alaska’s companies, to providing a professional learning environment, and to meeting the needs of Alaska’s diverse multicultural communities.

The field of business and office technology covers all aspects of training workers for today’s offices, and specifically, trains Alaskans as Accounting Specialists, Administrative Assistants, Medical Administrative Assistants, or as an Office Assistant. AVTEC graduates are employed in private, state and federal offices, tribal organizations, and in the health, construction, and tourism industry. In addition to the Business & Office Technology program certificates, students can also prepare for and earn the following industry certifications depending on the area of concentration.

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WENDY STALLINGS, INSTRUCTOR
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LENGTH OF COURSE
1,246 clock hours

ENROLLMENT
January

OCCUPATIONAL LEVELS
- Accounting Specialist
- Administrative Assistant
- Medical Administrative Assistant
- Office Assistant (Fast Track)

TRAINING HOURS
8:30 a.m. to 3:30 p.m., Monday through Friday

PREREQUISITES
Students need to read at a minimum 8th grade reading level.
- TABE tests scores for this training must be at least:
  - Reading 575
  - Combined Math 595

OCCUPATIONAL REQUIREMENTS
Physical requirements of the occupation are good eyesight, finger coordination, and the ability to sit for one to two hours

INDUSTRY CERTIFICATIONS
Internet and Computing Core Certification (IC²)
Microsoft Office Specialist Word 2016
Microsoft Office Specialist Excel 2016
Microsoft Office Specialist PowerPoint 2016
Microsoft Office Specialist Outlook 2016
Microsoft Office Specialist Access 2016
National Healthcareer Association (NHA) Medical Administrative Assistant certification (CMAA)
National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS)

- Earn a certificate in less than five months and go to work
Your time and investment is important. Complete fast track training as an Office Assistant in less than five months. Start in January and graduate in May—students can earn core skills that will prepare them for tomorrow’s jobs.
• Earn advanced training in just nine months and go to work
  Start in August or January and complete the Office Assistant requirements, then choose one of the following specialized tracks:
  - Accounting Specialist
  - Administrative Assistant
  - Medical Administrative Assistant
• Earn University of Alaska credit while attending AVTEC depending on coursework completed while attending AVTEC.
• Change the course of your career and future
  With an annual placement rate consistently averaging above 90 percent, join the many successful graduates who are employed in their chosen field around the State of Alaska.

PROGRAM REQUIREMENTS

Occupational levels are earned upon successful completion of the training program based on the student’s proficiency of the program’s competencies. Occupational levels include Accounting Specialist, Administrative Assistant, or Medical Administrative Assistant for students successfully completing both semesters of classes, or Office Assistant for students who successfully complete only the first semester.

OFFICE ASSISTANT

NOTE: All students begin with the Office Assistant training in their first semester before proceeding to work toward the Accounting Specialist, Administrative Assistant, or Medical Administrative Assistant training. If a student is only completing the first semester or the Office Assistant Fast Track, training is only offered January through May. Successful completion of the Office Assistant level is required to begin any other occupational level.

COMPUTER OPERATIONS AND SOFTWARE APPLICATIONS
Contact hours: 337
Computer operations and software applications include the use of Microsoft Windows commands to start applications and manage files on a stand-alone personal computer and in a networked environment. Students also develop the skills required to produce quality mailable office documents using Microsoft Word, present financial information and other numerical data using Microsoft Excel, and prepare electronic presentations using Microsoft PowerPoint. Students demonstrate the use of Internet technologies including effective Internet searching and the efficient use of electronic mail.

KEYBOARDING AND DOCUMENT PROCESSING, PROOFREADING AND EDITING
Contact hours: 60
Students learn and demonstrate proper “touch typing” technique. They learn proofreading skills to identify errors, make corrections, and apply standard proofreading marks. Using a word processor, students create mailable personal-business letters, business letters, interoffice memorandums, envelopes and labels, and other documents. Throughout the training students practice daily to develop acceptable speed and accuracy levels.

OFFICE PROCEDURES AND OFFICE MACHINES
Contact hours: 62
Students complete a wide variety of office procedures that include ways to contribute to office safety and productivity; selecting appropriate professional behavior in office situations; demonstrating effective telephone techniques; identifying banking services; demonstrating the ability to sort, log, and route incoming mail; preparing outgoing mail and applying appropriate services, classes, and rates; applying indexing and alphabetic, numerical, subject, and geographical filing rules and procedures; demonstrating the use, identification, and purchasing of office supplies; and schedule travel arrangements, prepare travel itineraries, and complete expense reports. Students operate common office machines including the photocopier, fax, calculator, and shredder. Throughout the training students practice daily to develop acceptable 10-key speed and accuracy levels.
Business and Office Technology

JOB AND INTERVIEW PREPARATION, AND/OR INTERNSHIP TRAINING
Contact hours: 28
Students complete an application form and resume, participate in scenarios utilizing various workplace communications skills, develop interview techniques and complete a video-taped simulated job interview, and complete an Internship that consists of a minimum of one week of training in a business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

RECORDKEEPING
Contact hours: 60
The recordkeeping section of the training focuses on both personal records and forms and basic business records. Competencies include completing, verifying, filing and maintaining personal records and forms for banking, budgets, and credit; handling cash; and preparing business records for sales, travel, budgets and business banking.

ACCOUNTING SPECIALIST
Every business needs accounting professionals, from small businesses to the largest corporations. Accounting technicians take care of financial bookkeeping, handle payroll and maintain accounts payable or accounts receivable activity. The AVTEC Accounting Specialist training prepares you for entry-level employment in the field of accounting or bookkeeping in just 36 weeks of comprehensive training.

Computer operations are a major part of the Business & Office Technology program. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint, Access), Microsoft Windows and Internet Explorer, QuickBooks Pro, and Cougar Mountain Accounting. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification. The MOS credential demonstrates to an employer that Business and Office Technology students have the skills with Microsoft’s leading business desktop software.

Students may complete Internet and Computing Core Certification (IC³) and/or MOS testing and receive industry-recognized certifications while at AVTEC. These certification exams are separate from the regular curriculum. Students who have completed the Computer Operations and Software Applications segment of the training should be ready to complete certification testing.

ACCOUNTING FOR A SERVICE BUSINESS ORGANIZED AS A PROPRIETORSHIP
Contact hours: 115
Competencies include starting a business, analyzing transactions into debit and credit parts, journalizing transactions, posting transactions to a general ledger, the use of cash control systems, completing a worksheet, preparing financial statements, and recording adjusting and closing entries.

ACCOUNTING FOR A MERCHANDISING BUSINESS ORGANIZED AS A CORPORATION
Contact hours: 175
Competencies include journalizing purchases and cash payments, journalizing sales and cash receipts using special journals, posting to general and subsidiary ledgers, preparing payroll records and payroll reports, distributing dividends, preparing a worksheet for a merchandising business, preparing and analyzing
financial statements, and recording adjusting entries for a corporation.

**Accounting for a Merchandise Business Organized as a Corporation—Adjustments and Valuation**
Contact hours: 169
Competencies include accounting for uncollectible accounts receivable, accounting for plant assets and depreciation, accounting for inventory, accounting for notes and interest, accounting for accrued revenue and expenses, and end-of-fiscal-period work for a corporation.

**Additional Accounting Procedures**
Contact hours: 30
Competencies include accounting for partnerships and recording international and Internet sales.

**Computerized Accounting**
Contact hours: 120
Using commercial accounting software, students will setup and maintain computerized accounting records for a variety of businesses. Competencies include analyzing transactions, journalizing and posting to the general ledger, processing payroll, and accounting for accounts receivable and payable.
Using QuickBooks Pro, students will also create and restore company files, setup companies, work with lists, edit chart of accounts, work with bank accounts, enter sales and invoices, receive payments and make deposits, enter and pay bills, analyze financial data, process payroll, and customize forms and letters.
Using Microsoft Excel, students become effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, collaborating on and securing data, and have the opportunity to become a Microsoft Office Specialist.

**Administrative Assistant**

Computer operations are a major part of the Administrative Assistant training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook), Microsoft Windows and Internet Explorer. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification. The MOS credential demonstrates to an employer that Business and Office Technology students have the skills with Microsoft’s leading business desktop software.

Students may complete Internet and Computing Core Certification (IC³) and/or Microsoft Office Specialist (MOS) testing and receive industry-recognized certifications while at AVTEC. These certification exams are separate from the regular curriculum. Students who have completed the Computer Operations and Software Applications segment of the training should be ready to complete certification testing.

**Computer Operations and Software Applications**
Contact hours: 534
Building upon the skills learned in the first semester, students use Microsoft Word to create, customize, and organize documents by using formatting and visual content that is appropriate for the information presented. Students also learn to become proficient in reviewing, sharing, and securing content.
Using Microsoft Excel, students create and manipulate data, format data and content, create and modify formulas, present data visually, and collaborate on and secure data. Using Microsoft PowerPoint, students create and format presentation masters and templates, create and format slide content, work with dynamic visual content, and collaborate on and deliver presentations.

Using Microsoft Access, students structure databases, create and format database elements, enter and modify data, create and modify queries, present and share data, and manage and maintain the overall database. Using Microsoft Outlook, students manage messaging, manage schedules and tasks, manage contacts and personal contact information, and organize information.
INTEGRATED OFFICE SIMULATION
Contact hours: 75
Students integrate their administrative, written communication, and technological skills to complete a variety of work for a simulated company. A wide range of skills are used: the Internet to research and gather information; Microsoft Outlook for correspondence and the scheduling of tasks, meetings and events; and the integration of Word, Excel, PowerPoint, and Access to create and edit a variety of documents.

Medical Administrative Assistant
AVTEC Medical Administrative Assistant graduates are employed by hospitals, clinics, ambulatory care centers, group medical practices, single-physician medical practices, or other medical offices. These students learn the medical, business, technology, and communications skills needed to work in a private physician’s office, specialty clinic, or hospital setting. Training includes law, ethics, HIPAA, medical terminology, body systems, medical insurance, and medical office procedures. In addition, you will develop the interpersonal skills, organizational effectiveness, and communication skills necessary to function in a medical environment.

Computer operations are a major part of the Medical Administrative Assistant training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint), Microsoft Windows and Internet Explorer, Medisoft, and SpringCharts. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification.

MEDICAL TERMINOLOGY
Contact hours: 120
Basic Medical Terminology will include the Dean Vaughn Medical Terminology 350 text book. This terminology course will give the student basic knowledge of medical terms.

LAW, ETHICS, AND HIPAA
Contact hours: 30
This course will provide an overview of the laws and ethics needed to provide patients with competent care that is also within acceptable legal and ethical boundaries, and the foundational concepts and knowledge that allied health workers must understand to correctly handle patients’ protected health information (PHI) and to comply with all HIPAA regulations.

MEDICAL BILLING
Contact hours: 90
Upon completion of this course, the student will learn the role and responsibility of a medical biller, the different types of common health insurance forms, resources available for the medical biller, and the difference in processes and procedures of billing for services in different medical settings, as well as denial and appeal procedures.

BASIC MEDICAL CODING
Contact hours: 189
Students are introduced to medical diagnostic and procedural coding. Topics include:
- The International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM)
- Healthcare Common Procedure Coding System manuals

ELECTRONIC HEALTH RECORDS (EHR)
Contact hours: 90
Upon completion of this course, the student will have the understanding and practical knowledge of electronic health records which is essential to all medical professionals and support staff entering the workforce. The software used in this course is SimChart.

PRACTICE MANAGEMENT FOR THE MEDICAL OFFICE
Contact hours: 90
Upon completion of this course, the student will learn the medical billing cycle and the role that computers play in that cycle. The course will also cover the use of health information technology, electronic health records, HIPAA, and the HITECH Act. The software used in this course is SimChart.
Construction Technology

The mission of the Construction Technology program is to provide training through classroom instruction, demonstration, and practical application, methods for construction, installation, maintenance, service, repair, and diagnostics to construct, maintain, and repair various facility structures.

Construction Technicians build, install, maintain, and repair structures, working on and around a wide variety of electrical, plumbing, heating, and ventilation systems. Students in this program receive basic training in construction and maintenance of structural systems including basic carpentry, concrete, roofing, interiors, and exterior finishing, and thermal and moisture protection systems. The Construction Technology program provides students with a wide variety of experience that prepares them for entry-level employment and apprenticeships in the construction and maintenance trades. The blend of classroom instruction, lab, and live work practice helps students to learn the necessary skills to become a Construction Technician. The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively. Typically 50 percent of the training is hands-on and 50 percent is classroom instruction. Training includes outdoor activities, so students need appropriate clothing for cold and wet working conditions.

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Length of Program
686 clock hours

Enrollment
January

Training Hours
8:30 a.m. to 3:30 p.m., Monday through Friday

Occupational Levels
- Construction Technician
- Construction Repairer
- Construction Assistant Repairer

Program Prerequisites
- Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.

- TABE tests scores for this training must be at least:
  - Reading 555
  - Combined Math 552

- Physical requirements of the occupation are good vision, hearing, and manual dexterity; the ability to lift and carry 50 pounds, and stoop, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft.

- The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.

- Students who wear prescription glasses are recommended to have prescription safety glasses.
PROGRAM REQUIREMENTS

Occupational levels of Construction Technician, Construction Repairer, and Construction Assistant Repairer will be assigned upon successful completion of the training program, based on the student’s proficiency in the program’s competencies. There are a total of 686 contact hours. To achieve a Construction Technology certificate, students must complete the following requirements:

RELATED STUDIES
Contact Hours: 30
Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete basic applied mathematics, resume writing, job search, and interview training.

INTRODUCTION TO CARPENTRY
Contact Hours: 41
Identify major skills and opportunities in construction and maintenance careers; practice school, personal, and general construction safety habits.

MATERIALS AND EQUIPMENT
Contact Hours: 66
Demonstrate safe and efficient operating procedures for hand tools and power tools; identify building materials; demonstrate proper use of fasteners and adhesives; practice safe and efficient materials handling.

CONSTRUCTION PRINTS AND DRAWINGS
Contact Hours: 42
Interpret construction drawings and specifications; demonstrate layout skills; perform construction calculations.

DOORS AND HARDWARE
Contact Hours: 18
Install exterior doors and door hardware.

CONCRETE FOUNDATIONS
Contact Hours: 36
Determine the properties of concrete; understand the principles and practices of reinforcing concrete; safely handle and place concrete, construct and maintain concrete foundations and slab-on-grade structures.

FRAMING
Contact Hours: 132
Construct structural floor systems, wall systems, ceiling joists, and roof framing.

ROOFING SYSTEMS
Contact Hours: 36
Construct and maintain roofing systems.

EXTERIOR FINISH
Contact Hours: 52
Install windows and exterior doors.

THERMAL AND MOISTURE PROTECTION
Contact Hours: 30
Demonstrate knowledge of the principles of cold climate weatherization; construct the thermal and moisture protection systems appropriate for cold climates.

STAIRS
Contact Hours: 30
Produce common stair systems.

INTERIOR FINISH
Contact Hours: 161
Drywall, installation of interior doors, finish trim, mouldings, and cabinets.
Culinary Arts

The mission of the Culinary Arts program is to provide training in the job-related social and technical skills needed for building a successful career in the Alaska Hospitality Industry.

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Length of Course
1,351 hours

Enrollment
August

Training Hours
Depending on the training segment, classes may be scheduled as early as 5:30 a.m. or finish as late as 9 p.m. (a 7-hour training day), Monday through Friday with some weekend classes. Approximately 10-hours a week of homework is required.

Occupational Levels
- Culinarian
- Culinary Assistant/Prep Cook

Prerequisites
- Mathematics and reading skills are essential ingredients for achieving the best paying jobs. Basic computer skills are also required.
- TABE tests scores for this training must be at least:
  - Reading 585
  - Combined Math 579
- Please be advised, in order to meet the required competencies, students in the Culinary Arts program must handle and prepare a wide variety of products including, but not limited to, seafood, nuts, spices, grains, vegetables, fowl, meats, dairy, and eggs. This program cannot provide an allergen-free environment. Those with any food allergies and/or food/cooking fume sensitivities should consider this carefully before applying.
- Exposed jewelry, including body piercings, are not allowed in the kitchen in accordance with industry sanitation recommendations. Students will be required to remove all exposed jewelry while in class.
- Basic computer skills are essential. Testing, grading, and most projects are done electronically.
- Computer resources are limited, we highly recommend bringing a personal laptop.
- Culinary Art’s supply fee includes professional knife set, uniforms, hand tools and textbooks. Required items NOT included in this charge are: Black leather non-slip closed toe shoes, notebooks, and note taking supplies.
- Physical requirements for hospitality occupations are to be able to lift and carry at least 50 pounds, be steady on feet for long periods of time, and work nights and early morning shifts.
- Individual courses may be taken as professional upgrades. Prerequisites vary based on what portion of training a student wants to attend, and if the culinary calendar permits. For further information on prerequisites, please contact the Culinary Arts Department Head, Elizabeth Johnston.
INDUSTRY CERTIFICATIONS
The Culinary Arts program has met or exceeded the program standards for the American Culinary Federation. In addition to the Culinary Arts Technology certificate, students can also prepare for and earn the following industry certifications:

- Professional upgrades and certifications in ServSafe®,
- TAP (Training for Alcohol Professionals)

The program we provide has a long-standing reputation for providing skilled, creative cooks and bakers for the hospitality industry. The demand for trained, qualified professionals far exceeds supply, and job prospects for graduates are excellent.

Our program is designed for more than just getting a job but to give our graduates the skills they need to advance into kitchen, bakery, and restaurant management. Cooking is creative and people oriented, but it is also a business. You need experience in budgeting, purchasing, personnel management, and menu planning to be successful.

PROGRAM REQUIREMENTS
The program offers two levels of certification: Level 1: Culinarian Level 2: Culinary Assistant/Prep Cook. Our program highlights competency-based training through progressive learning units. A large portion of the training will take place in our many training kitchens, giving students lots of “kitchen time” to allow their skill levels to grow. Utilizing a ‘hands-on’ food production approach, students will be working individually or in small groups. Additionally, “Core” Culinary academic skills are incorporated into the student’s training schedule. These additional skill classes will include Nutrition, Purchasing & Inventory, Restaurant management, menu, and other “core” classes.

Each unit of focus starts with the culinary basics class. Subsequent food production classes develop more advanced techniques and provides for more in-depth student evaluation.

The certificates and their required courses are:

CULINARY ASSISTANT / PREP COOK

RELATED STUDIES
Contact Hours: 20
Participate in school safety orientation, complete achievement tests, obtain First Aid and CPR card, participate in resume writing and job search training, and participate in interview and communications training.

INTRODUCTION TO PROFESSIONAL COOKING I & II
Contact Hours: 239
Basic cooking theory and practical application of those theories, centering on the understanding and use of standardized basic cooking methods. This course also includes safety, communication, career opportunities, professionalism, math skills, knife skills, terminology, weights and measures, identification and use of equipment, knowledge/history of the hospitality industry.

CULINARY MATH
Contact Hours: 50
Culinary Math begins with memorizing and converting between the standard kitchen system of weights and measures and a review of decimals, fractions, and percent’s. Students then learn to cost ingredients, convert recipe sizes, and complete food cost forms. This course prepares the student for production, baking, purchasing, and menu development labs.

SERVSAFE®, FOOD PROTECTION MANAGEMENT
Contact Hours: 30
The ServSafe® class has become the industry standard in food safety and sanitation training and is accepted in almost all United States jurisdictions that require employee certification. This course has been developed using the most accurate, up-to-date information for all levels of employees in all aspects of safe food handling.

NUTRITION FOR THE CULINARY PROFESSIONALS
Contact Hours: 30
This course provides the most accurate, up-to-date information for culinary students and professionals who need to use nutritional principles to evaluate and modify menus and respond to the customers’ needs; covers characteristics of the major nutrients, how to maximize nutrient retention in food preparation, and
apply the principle of nutrient needs throughout the life cycle to menu planning and preparation.

**BREAKFAST PRODUCTION**
Contact Hours: 34
This progressive class begins instruction with how to flip eggs in a pan and ends with the operation of a full breakfast kitchen. During the first week, each day builds upon the next, covering such skills as omelet production, griddle work, breakfast cold foods, and banquet style entrees. The second week consists of students rotating through stations preparing a full breakfast menu to order.

**VOLUME FOOD PRODUCTION**
Contact Hours: 105
Designed to develop the basic cooking skills and work habits needed for preparing and serving food in quantity. The training emphasis will first be on variations of the basic cooking methods and skills, which will then be applied to food preparations for 50 people or more. The styles of production will focus on skills used in banquets, catering, as well as the cafeteria-style set-ups. Also stressed are organizational skills, timing, sanitation, safety, and presentation.

**CULINARY BAKING**
Contact Hours: 130
Cooks, especially in small operations and remote locations, are often required to produce a variety of baked goods, from breads to finished desserts. This course develops the basic baking skills commonly used in most kitchens. Skills in baking basics give the student a more balanced and marketable skill level.

**CULINARIAN**
In addition to the Culinary Assistant/Prep Cook requirements:

**RESTAURANT PRACTICUM**
Contact Hours: 395
This course is designed to develop the skills needed to be able to work as a “line cook” in preparing menu items to order. This type of cooking skill is used primarily when working in restaurants, resorts, and hotels. Students rotate through various cooking stations depending on the methods utilized for a la carte. Along with cooking methods, instruction will focus on mise en place, organization, timing, sanitation, safety, and plate presentation. This course is also designed to develop the skills needed to be able to work as a Baker/Pastry Chef primarily in restaurants, resorts, and hotels. Students will be responsible for developing recipes and menu items, breads, pastries, and desserts featured in the Academy Café. Along with production skills, instruction will focus on mise en place, organization, timing, team work, sanitation, safety, and plate presentation.

**DINING ROOM MANAGEMENT**
Contact Hours: 35
This course offers culinary students an introduction to customer service, types of table service, and the skills necessary to achieve quality service goals. During the course students will examine the qualities of a professional server and how to exceed customer needs and create successful mise en place. A survey of industry segments and equipment is also covered and concludes with the nuts and bolts of table service and the role of managers in service.

**BEVERAGE SKILLS**
Contact Hours: 35
This course introduces students to the basics of beverage management and how to profitably manage a beverage operation. Study involves a survey of wine, beer, distilled spirits, and non-alcoholic beverages including coffee and tea. Instruction is provided in Techniques of Alcohol Professionals (TAPS) to insure that students are aware of the law and procedures relating to responsible alcohol service.

**PURCHASING AND INVENTORY**
Contact Hours: 20
Basic principles of inventory, purchasing and receiving food, beverage equipment, contract services, and supplies; apply knowledge of quality standards and food product regulations to the purchasing function; primary focus is on inventory, product identification, supplier selection, and the subsequent ordering, receiving, storing, and issuing process.

**ADVANCED SAVORY AND PASTRY ARTS**
Contact Hours: 193
Focuses on developing the skills used in the Garde manger kitchen in the production and presentation of buffet and catered events, pate and sausage preparation, and hors d’oeuvres and centerpieces, menu planning, organizational technique, and sanitation. Also includes advanced baking skills used...
in restaurants, hotels, resorts, and specialty bakeries, you will develop skills in basic candy making, European hearth and bread production, dessert presentation, cold soufflés, and working with Fresh pastas

**RESTAURANT MANAGEMENT**
Contact Hours: 35
Focuses on the development of various styles of food service menus, layout and design, basic menu planning; consideration of relationships between menu, nutrition, sales, purchasing, food and labor cost controls, and facility; develop skills needed to work into management (chef) position within food service operation; smaller, remote operations may require the cook to plan the menu. Prepares the successful student to progress from employee to supervisor; Develops skills in human relations, personal management, and evaluates styles of leadership. Addresses the nuts and bolts of management: interviewing, communication, job descriptions, training methods, evaluations, conflict resolution, stress, time, and organizational techniques.
Diesel/Heavy Equipment Technologies

The mission of the Diesel/Heavy Equipment Technologies program is to teach students the professional career skills and competencies of servicing, maintaining, and repairing heavy trucks, construction machinery, and diesel engines.

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LENGTH OF COURSE
1,346 clock hours

ENROLLMENT
August and January

TRAINING HOURS
8:30 a.m. to 3:30 p.m., Monday through Friday

OCCUPATIONAL LEVELS
- Diesel/Heavy Equipment Technician Level 1/Oiler
- Diesel/Heavy Equipment Technician Level 2/Assistant
- Diesel/Heavy Equipment Technician Level 3/Entry Level Technician

PREREQUISITES
- Good math and reading skills are important.
- **TABE** tests scores for this training must be at least:
  - Reading 555
  - Combined Math 552
- Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The work also requires good finger dexterity.
- Students will need to provide their own tools, safety equipment, and work clothing.

INDUSTRY CERTIFICATIONS
In addition to the Diesel/Heavy Equipment Technologies certificate, students can also prepare to take the ASE certification tests.

Normally, half the investment of a mining, construction, highway transportation, or logging business is in equipment. Good preventive maintenance is a priority and contributes to the success of the business. The hands-on approach to AVTEC’s Diesel/Heavy Equipment Technologies program helps students learn how to service, maintain, and repair equipment ranging from semi-trucks to bulldozers. As most equipment is powered by diesel engines; students will disassemble, measure, and reassemble engines to factory specifications. The technology changes in the past few years have led to the use of laptop and dedicated scan tools for diagnosis of electronically controlled engines and systems. Because of the complexity of this equipment, students should
have good mechanical aptitude, strong reading and mathematics skills, should possess a good work ethic, and have the desire to succeed.

Approximately 60 percent of the course is shop work and 40 percent is classroom instruction. Instruction is individualized so that students may progress at their own rate. **Good reading and math skills are essential.** The nature of the training requires that students sometimes work outdoors. Warm clothing, rain gear, and proper safety boots are required. Construction equipment such as dump trucks, road graders, front-end loaders, backhoes, bulldozers, and a large transport truck are utilized by students developing mechanical skills.

**PROGRAM REQUIREMENTS**

Occupational levels of Technician Level 3, Technician Level 2, or Technician Level 1 will be assigned upon successful completion of the training program based on the student’s proficiency of the program’s competencies. Technical Levels awarded based on GPA during the courses of the program, safety awareness, work attitude, and program attendance also factor into technical levels assigned with the successful completion of the program.

To achieve a Diesel/Heavy Equipment Technologies certificate, students must complete the following requirements.

**RELATED STUDIES**

**Contact Hours:** 76

- Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete applied math class and computer skills practice, participate in resume writing and job search training, and participate in interview and communications training.

**GENERAL SHOP OPERATIONS**

**Contact Hours:** 65

- Identify, use, and maintain basic shop tools, demonstrate the proper use of hand tools and basic power tools, define and apply mechanic terminology, identify common fasteners; read, tap, and thread chart and perform basic tapping and threading; identify and use precision measuring tools.

**HYDRAULIC SYSTEMS**

**Contact Hours:** 90

- Identify hydraulic components, understand basic pumps, explain hydraulic principles, demonstrate industrial applications, and troubleshoot hydraulic systems.

**BRAKES**

**Contact Hours:** 115

- Describe the design and operation of air and hydraulic brake systems, describe air and hydraulic supply system and service, truck rear axle brake application system and service, trailer brake application and service, tractor steering axle brake application system and service; service hydraulic and air brakes on truck or loader.

**TIRE REPAIR**

**Contact Hours:** 30

- State safety issues and demonstrate proficiency in the repair of tires, service and repair a large truck and loader tire; Service light truck, truck, and heavy equipment tires.

**INTRODUCTION TO COMMERCIAL TRANSPORTATION**

**Contact hours:** 30

- Federal regulations; record keeping, shop management, and the role of the mechanic; tools, fasteners, and general shop operations with an introduction to trucks, buses, and motor coaches.

**CHASSIS COMPONENTS**

**Contact Hours:** 115

- Remove and replace vehicle clutch, repack and adjust wheel bearings, disassemble and reassemble 3- and 4-speed transmissions; disassemble, reassemble, and adjust differential assembly; diagnose and repair chassis and suspension components including air suspension systems.

**ELECTRICAL**

**Contact Hours:** 60

- Service batteries, troubleshoot and repair vehicle wiring and lighting systems; service ignition systems, including tune-up, timing, and repair; explain the basic theory of ignition system operations; service starters, including bench testing rebuilt units; explain theory of starting system operations and generator/regulator system operations; service alternators, including bench testing rebuilt units; explain theory of alternator system operation, use scan tools and scopes to diagnose system operation and malfunction, includes electronic fuel systems and advance drivability diagnosis.
TRANSMISSIONS
Contact Hours: 65
Describe the construction, operation, inspection, and maintenance of the standard transmission; describe service procedures for standard transmissions; describe the construction, operation, inspection, and maintenance of the automatic transmission; and service a standard and an automatic transmission.

ENGINES
Contact Hours: 395
Identify different diesel engines, explain the basics of diesel engine functions, demonstrate basic repair practices, disassemble engines, clean and inspect all parts, inspect and measure all parts for wear using manufacturers’ specifications, grind valves and seats, explain camshaft functions, measure or replace valve guides, replace engine bearings and measure clearance, install cylinder liners, fit pistons to connecting rods, correctly install piston rings, assemble engine and all associated parts, test run and adjust engine to specifications, troubleshoot various engine problems.

FUEL SYSTEMS
Contact Hours: 45
Inspect fuel systems, identify fuel system components, understand fuel system flow, demonstrate fuel filter replacement, demonstrate fuel system bleeding procedure, troubleshoot fuel system problems, install and time fuel injection pumps, remove and install fuel injectors, clean and adjust fuel injectors, basic understanding of computer controlled injection pumps and fuel injectors.

ENGINE COOLING AND LUBRICATION
Contact Hours: 30
Explain Automated Precision, Inc. oil classification system, working knowledge of oil filters and filtration systems, working knowledge of oil pumps and oil supply, understand oil coolers. Correctly identify all parts of cooling system, understand functions of a water pump and pump development, understand workings of a thermostat, inspect and test heat exchangers, and correct use of antifreeze.

Intake and Exhaust Systems
Contact Hours: 20
Understand intake manifolds, air filters and air filtration system; inspect and service air intake systems. Identify exhaust system components, diagnose leaks and repair. Understand and service Tier 4 DPF Urea systems and filters. Understand the function of and service the turbo charger and EGR systems.

UNDERCARRIAGE
Contact Hours: 50
Remove and replace track on crawler tractor, disassemble and reassemble final drive on crawler tractor; remove, repair, and install swing frames on a crawler tractor; replace cutting edges on blade, use torch, porta-power, and/or hydraulic press to straighten parts on equipment; jack up and install blocking or jack stands on heavy equipment.

EDUCATION/TECHNICAL KNOWLEDGE
Contact Hours: 50
Write up and research parts list; carry out instructions furnished in written, oral, or diagrammatic form; read manuals and apply to work situation; apply mechanics math as required.

ARC AND GAS WELDING
Contact Hours: 30
Perform basic welding safety, solder, and braze; oxy-acetylene cutting and welding techniques.

ENGINE CONTROLS
Contact Hours: 35
Identify, test, and properly maintain various governors and electronic engine controls.

CAB/BODY SYSTEMS
Contact Hours: 45
Covers cab and body systems, HVAC service, and diagnosis refrigerant types and regulations.
Industrial Electricity

The mission of the Industrial Electricity program is to provide students with the comprehensive technical training necessary for early success in entry-level positions and for rapid advancement toward senior level positions in electro-mechanical and mechatronics technical careers.

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**LENGTH OF COURSE**
1,414 clock hours

**ENROLLMENT**
August

**TRAINING HOURS**
8:30 a.m. to 4:30 p.m., Monday through Friday

**OCCUPATIONAL LEVELS**
- Industrial Controls Technician
- Industrial Electrical Technician
- Electrical Apprentice
- Electrical Helper

**LICENSING**
Up to 1,000 classroom hours may apply toward requirements to sit for the State of Alaska Journeyman Electrician’s Licensing Exam.

**PREREQUISITES**
- **TABE** tests scores for this training **must be at least**:
  - Reading 609
  - Combined Math 609
- Good mechanical aptitude
- High motivation and solid responsible character
- All applicants are required to complete a **mathematics screening exercise** to self-assess their math skills prior to enrollment. Contact Admissions for more information.
- Good math skills—All certificates require Algebra 1 or higher with a grade of C or above, or provide a certificate from NJATC online tech math course. Must have the ability to learn and apply Trigonometry to mechanical and electrical problems
- Technician level certificates—require a working knowledge of Algebra, Geometry, and Trigonometry
- Controls Technician certificates—require a working knowledge of basic Calculus
- Physical requirements of the occupation are the ability to lift and carry 50 pounds, repeatedly climb, stoop, kneel, crawl, walk, and stand continuously. The work also requires good mental and manual dexterity, the ability to write and read very fine print, and distinguish colors accurately. If you like working with your mind and your hands to solve challenging problems, and if you can pay close attention to detail while completing complex technical projects, then our program may be a good match for you. Industrial Electro-Mechanical Technicians are problemsolving professionals who are always in demand to work in all major industries.

AVTEC’s Industrial Electricity program creates a dynamic integrated learning experience with a sequence of intensive technical courses. Full-term graduates will be well qualified for employment as an entry level electro-mechanical technician or as an electrical construction apprentice.
Up to 1,000 classroom hours may apply toward State of Alaska requirements for the Journeyman Electrician’s License.

Industrial Electricity graduates are successfully employed in many technical occupations including construction and maintenance electricians, marine engineers, instrument and electrical technicians, controls technicians, and electrical sales and service. They work in every major industry in Alaska including construction, utilities, process engineering, mining, manufacturing, oil and gas, alternative energy, seafood processing, fishing boat operations, water treatment, facilities maintenance, and transportation.

**PROGRAM REQUIREMENTS**

An Occupational level of Industrial Controls Technician, Industrial Electrical Technician, Electrical Apprentice, or Electrical Helper will be assigned upon successful completion of the training program, based on the student’s demonstrated proficiency in the program’s competencies. There are a total of 1,414 contact hours.

To achieve an Industrial Electricity certificate, students must successfully complete the following required courses:

**INDUSTRIAL TECHNOLOGY**  
**Contact Hours:** 210  
Measurement systems and instruments, working to industrial standards, machine tools, mechanical fastening systems; electrical connections and terminations; welding (SMAW), cutting, quality control.

**DC CIRCUITS**  
**Contact Hours:** 175  
Perform basic and complex DC circuit analysis; design, build, test, and troubleshoot DC circuits and devices.

**AC CIRCUITS**  
**Contact Hours:** 175  
Perform basic and complex AC circuit analysis; design, build, test, and troubleshoot AC circuits and devices.

**NATIONAL ELECTRICAL CODE AND PROJECTS**  
**Contact Hours:** 140  
Demonstrate competency interpreting and applying the NEC to construction and maintenance projects.

**MECHATRONICS**  
**Contact Hours:** 175  
Design, build, program, and maintain automated industrial mechatronic systems using computers, microcontrollers, PLC’s, VFD’s, pneumatic, hydraulic, and electro-mechanical systems.

**RENEWABLE POWER GENERATION**  
**Contact Hours:** 130  
Theory and operation of renewable power systems; build and test wind, solar, and Hydro power systems; tower climbing.

**ELECTRICAL MACHINES**  
**Contact Hours:** 140  
Theory, operation, construction and maintenance of electrical machines used for generation, distribution, and power.

**PHYSICS FOR TECHNICIANS**  
**Contact Hours:** 175  
Apply the scientific principles and methods of technical occupations; explore concepts of energy, work, efficiency, force, and motion.

**INDUSTRIAL SAFETY AND HEALTH**  
**Contact Hours:** 70  
Introduction to Industrial Workplace Safety and Health.

**RELATED STUDIES**  
**Contact Hours:** 24  
Participate in school safety orientation, resume writing, job search, interview, and communications training; obtain First Aid & CPR card.
Information Technology

The mission of the Information Technology program is to prepare Alaskans with the skills to implement and support Information Technology solutions.

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LENGTH OF COURSE
1,254 clock hours (44 credit hours)

ENROLLMENT
August

OCCUPATIONAL LEVELS
• Network Support Technician I
• Network Support Technician II

TRAINING HOURS
8:30 a.m. to 3:30 p.m., Monday through Friday

PREREQUISITES
• Students must test at a 12th grade reading level prior to acceptance in the program. Students should also have basic keyboarding skills and be competent using a personal computer.
• TABE tests scores for this training must be at least:
  Reading  730
  Combined Math  595

INDUSTRY CERTIFICATIONS
The field of information technology (IT) covers all aspects of managing and processing information. IT professionals design, develop, support, and manage computer software, hardware, and networks. In addition to the Information Technology program certificates, students can also prepare for and earn the following industry certifications:
• Microsoft Technology Associate Windows Operating Systems Fundamentals
• Microsoft Technology Associate Networking Fundamentals
• Microsoft Technology Associate Windows Server Administration Fundamentals
• Microsoft Technology Associate Cloud Fundamentals
• Microsoft Technology Associate Security Fundamentals
• Cisco Certified Network Associate Routing and Switching (CCNA)
• Cisco Certified Entry Network Technician (CCENT)
• VMware Certified Professional – Data Center Virtualization

Technology now permeates all businesses and there is a real need for IT professionals for implementation and support. Information Technology skills will continue to be in high demand through 2024 according to the U.S. Bureau of Labor Statistics. With the exponential growth in technology hardware and services, including the growing investment in cloud and mobile networks, IT professionals will see a continuous increase in demand. This translates into real opportunities for anyone interested in entering the IT industry, someone looking to change their current employment situation, or a person starting a second career. If taking advantage of these opportunities has seemed out of your reach, this intensive 39-week program can help you get a foot in the door.
What sets the AVTEC Information Technology program apart from other IT programs is the amount of hands-on experience a student receives using real networking and server equipment. The Information Technology program is unique in that students are not required to share equipment. As an example, during the Cisco portion of training students have their own pod of three routers and three switches that they use to configure local area networks. Students then connect their pods to other student pods to form wide area networks. Students also have their own servers that they use throughout the program to build peer-to-peer and domain environments. The Network Support Technician I (NST I) coursework prepares students to develop a network infrastructure starting with desktop operating systems. Students learn how to image and deploy desktop operating systems using tools such as command line and Microsoft Deployment Toolkit. Students then learn how to install Microsoft Server Operating Systems and build an Active Directory Domain Services (ADDS) to manage an enterprise domain environment. The program then covers the Cisco Certified Entry Network Technician I (CCENTI) curriculum, which covers the first two courses of the Cisco CCNA Routing and Switching curriculum. Students learn how to set up local area networks (LANs), and virtual local area networks (VLANs), using static and dynamic routing.

The Network Support Technician II (NST II) expands on the material covered in NST I covering the Cisco CCNET II coursework covering subjects such as how to build IPv4 and IPv6 Multi-area Open Shortest Path First routing, EIGRP routing, and network address translations. NST II covers ADDS topics such as folder redirection, granular passwords, RADIUS, and NAPs. Students learn to how to use the most current versions of VMware ESXi and vCenter. The NST II also covers Microsoft’s cloud technology Azure. Students will learn to build ADDS in Azure using virtual machines and networks, they then learn to connect the virtual Azure networks to the physical ADDS infrastructure in a hybrid between the physical network and the cloud network. The Network Support Technician coursework prepares students to support, administer and design networks. The coursework prepares students for the Microsoft MTA certifications, Cisco CCNA Routing and Switching certification, and VMware certification.

If you are willing to invest 10 months towards intensive training, the AVTEC Information Technology program will prepare you with the knowledge and skills to excel in the Information Technology industry.

UNIVERSITY OF ALASKA TRANSCRIPT

Information Technology graduates may earn up to 31 credits on their University of Alaska transcript while in attendance at AVTEC. These credits may be directly applied to an advanced IT degree at the UAF campus.

PROGRAM REQUIREMENTS

Occupational levels will be assigned upon successful completion of the training program based on the student’s proficiency of the program’s competencies. Occupational levels are Network Support Technician II for students successfully completing both semesters of classes, Network Support Technician I for students who successfully complete the first semester only. Successful academic progress in the IT program is based upon the student’s successful completion of each IT course with an overall “C” grade before starting the next course. This includes the demonstration of both academic knowledge and technical skills required for each IT course. If an overall “C” grade is not earned at the end of any individual IT course, the student will not have met the prerequisite to start the next course in the sequence of required courses and will result in immediate dismissal from training.

NETWORK SUPPORT TECHNICIAN I REQUIREMENTS

(518 contact hours or 18 credit hours)

IT 105 WINDOWS SYSTEM CONFIGURATION
Prerequisite: None
Contact Hours: 120, Credit Hours: 4
Windows Operating Systems provides students with the knowledge and skills to install and configure Windows Operating Systems on networked desktops. It will focus on four main areas: installing, securing, networking, and browsing. By the end of the course, the student will have installed and configured Windows operating system desktops that are secure, on the network, and ready for browsing. Students use Windows desktop Hyper-visor to build virtual machines to connect to both virtual and physical environments. IT105 serves as the entry point for other Windows Solutions Associate courses offered in the second semester.
Information Technology

IT 107 WINDOWS DIRECTORY SERVICES
Prerequisite: IT 105
Contact Hours: 120, Credit Hours: 4
This course provides the student with the knowledge and skills to install and configure Windows Server 2016 Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

IT 109 INTRODUCTION TO NETWORKS
Prerequisite: IT 105
Contact Hours: 120, Credit Hours: 4.5
Introduction to Networks is the first course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course introduces students to the architecture, structure functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the series of courses leading to the CCNA. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

IT 111 ROUTING AND SWITCHING ESSENTIALS
Prerequisite: IT 109
Contact Hours: 120, Credit Hours: 4.5
Routing Protocols is the second course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. The focus of this course is the architecture, components, operation of routers, and the principles of routing and routing protocols. Students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPv2, EIGRP, OSPF, and OSPF Multi-area Networks for both IPv4 and IPv6.

CON COMMUNICATION
Prerequisite: None
Contact Hours: 38, Credit Hours: 1
Workplace communications training helps students to improve skills and build self-confidence. Student’s class hours are spent learning methods of communicating effectively in various situations such as in a team, with supervisors or with difficult coworkers.

NETWORK SUPPORT TECHNICIAN II REQUIREMENTS
(736 contact hours or 26 credit hours)

IT 201 SCALING NETWORKS
Pre-requisite: IT 109, IT 111
Contact Hours: 120, Credit Hours: 4.5
Switching Basics and Intermediate Routing is the third course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course describes the architecture, components, and operations of a converged switched network. Students learn about the hierarchical network design model as well as how to configure a switch for basic and advanced functionality. By the end of this course, students will be able to troubleshoot and resolve common issues with Virtual LANs, VTP, and inter-VLAN routing in a converged network. Students will also develop the knowledge and skills needed to implement Wireless LAN in a small-to-medium network.

IT 203 CONNECTING NETWORKS
Prerequisite: IT 201
Contact Hours: 90, Credit Hours: 3
Connecting Networks is the final course in the series of courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

IT 205 WINDOWS NETWORK SERVICES
Prerequisite: IT 105, IT 107
Contact Hours: 120, Credit Hours: 4.5
This course introduces students to network and applications infrastructure concepts and configurations provided by Window Server 2016. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2016 and IP-enabled networks.
Students will also learn how to secure servers and maintain update compliance.

**IT 207 AZURE CLOUD SERVICES**  
Prerequisite: IT 107, IT 205  
Contact Hours: 120 Credit Hours: 4.5  
Windows Azure is Microsoft’s application platform for the public cloud. Infrastructure as a Service (IaaS) offers a powerful way to take advantage of the benefits of cloud computing by allowing the provisioning of infrastructure resources such as virtual machines, networks, and storage. Students will learn how to access Azure and implement Active Directory Domain Services using virtual machines and networks. Students will develop hybrid services connecting on premise domains with the domains they have developed in Azure.

**IT 209 VMWARE CERTIFIED PROFESSIONAL–DATA CENTER VIRTUALIZATION**  
Prerequisite: IT 109, IT 205  
Contact Hours: 120 Credit Hours: 4.5  
This course introduces students to VMware installation, configuration, and management. Students will learn to configure and manage ESXi networking and storage, use vCenter Server to monitor resource usage, scale the vSphere virtual interface, and manage changes to the vSphere environment.

**IT 211 NETWORK SECURITY**  
Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205  
Contact Hours: 90 Credit Hours: 3  
This course introduces students to network security principles that affect physical network resources and cloud based resources.

**IT 213 INDUSTRY EXTERNSHIP**  
Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205, IT 207, IT 209, IT 211, CON Job Search and Interview Skills  
Contact Hours: 60, Credit Hours: 1  
During the Industry Externship, the student will work in an IT position with a cooperating employer. Learning objectives are established which provides an opportunity for the student to apply the skills learned in previous courses. The student finishing an approved capstone project may also complete this course.

**CON JOB SEARCH AND INTERVIEW SKILLS**  
Prerequisite: None  
Contact Hours: 16, Credit Hours: 1  
Job Search Class is designed to help students refine career goals, find job openings, complete job applications and develop resumes. Techniques in using the telephone to get employment information, and how to set up interviews are also covered. Interview Training provides students with videotaped practice interviews, and concludes with a simulated interview conducted by employers in the community who volunteer their time to support AVTEC in developing a well-trained work force.
Plumbing and Heating

The mission of the Plumbing and Heating program is to provide training through classroom instruction, demonstration, and practical application; methods for construction, installation, maintenance, service, repair, and diagnostics to construct; maintain and repair Plumbing and Heating systems.

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LENGTH OF PROGRAM
609 clock hours

ENROLLMENT
August

TRAINING HOURS
8:30 a.m. to 3:30 p.m., Monday through Friday

OCCUPATIONAL LEVELS
- Plumbing and Heating Technician
- Plumbing and Heating Repairer
- Plumbing and Heating Assistant Repairer

PREREQUISITES
- Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.
- TABE tests scores for this training must be at least:
  - Reading 555
  - Combined Math 552
- Physical requirements of the occupation are good vision, hearing, and manual dexterity; the ability to lift and carry 50 pounds, and stoop, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft.
- The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.
- Students who wear prescription glasses are recommended to have prescription safety glasses.

Plumbing and Heating Technicians are in short supply throughout Alaska today, both in urban and in rural areas. As a result, graduates of AVTEC’s Plumbing and Heating program enjoy excellent job opportunities and good pay. Plumbing and Heating students receive basic training in construction and maintenance of plumbing and heating systems. The Plumbing and Heating program provides students with a wide variety of experience that prepares them for entry-level employment and apprenticeships in the plumbing and heating, construction and facility maintenance trades.

The Plumbing and Heating program’s blend of classroom instruction, lab, and live work practice helps students to learn the necessary skills to succeed in an apprenticeship program and become a Plumbing and Heating Technician.

The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively. Typically 50 percent of the training is hands-on and 50 percent is classroom instruction. Training includes outdoor activities, so students need appropriate clothing for cold and wet working conditions.
PROGRAM REQUIREMENTS

Upon successful completion of the training program, the following certificate levels are assigned based on the student’s demonstrated proficiency of the program’s competencies: Plumbing and Heating Technician, Plumbing and Heating Repairer, and Plumbing and Heating Assistant Repairer. There are a total of 609 contact hours.

To achieve a Plumbing & Heating certificate, students must complete the following requirements:

PLUMBING
Contact Hours: 235
Identify and properly use common plumbing tools; install piping materials and fittings, valves, faucets, and meters; correctly size, install and maintain hot and cold potable water systems; size, install and repair drain, waste, and vent systems; and read and sketch plumbing and heating prints and isometric drawings. Install, maintain and repair commercial and residential plumbing fixtures, storage and on-demand water heaters and appliances. Select and install pressure-rated piping systems including PEX, PVC, ABS, copper, and steel. Troubleshoot and repair residential water well systems.

HEATING
Contact Hours: 235
Demonstrate an understanding of basic thermodynamic theory and perform heat transfer calculations; install and maintain gas burning equipment; demonstrate correct piping practices and sizing, demonstrate venting practices and sizing. Identify, install, and maintain oil heat components and electrical heating equipment. Identify, install, and repair oil heat components and electrical heating equipment. Identify, install and service conventional and modulating-condensing hydronic heating boilers.

ELECTRICITY
Contact Hours: 84
Demonstrate an understanding of basic electrical theory and proper use of test instruments; build and test heating control circuits; perform electrical tests; analyze basic series, parallel and combination resistive AC and DC circuits; sketch wiring diagram symbols; maintain and replace solenoids, pressure switches, thermostats zone valves, and relays; identify, select, install and maintain common electrical control devices; demonstrate circuit construction workmanship, techniques, and practices; identify, install and maintain common motors.

RELATED STUDIES
Contact Hours: 55
Participate in projects, school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete basic applied mathematics, participate in resume writing and job search training, and participate in interview and communications training. Complete OSHA 10 hour certification.
Refrigeration

The mission of the Refrigeration program is to provide training through classroom instruction, demonstration, and practical application, methods for installation, maintenance, service, repair, and diagnostics of refrigeration and heat pump systems.

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LENGTH OF PROGRAM
686 clock hours

ENROLLMENT
January

TRAINING HOURS
8:30 a.m. to 4:30 p.m., Monday through Friday

OCCUPATIONAL LEVELS
• Refrigeration Technician
• Refrigeration Repairer
• Refrigeration Assistant Repairer

PREREQUISITES
• Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.

• TABE tests scores for this training must be at least:
  Reading  555
  Combined Math  552

• Physical requirements of the occupation are the ability to lift and carry 50 lbs., and stoop, kneel, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft. The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.

• Students who wear prescription glasses are recommended to have prescription safety glasses.

INDUSTRY CERTIFICATIONS

During the program, students receive training and testing for the following industry certifications:
• 10-hour OSHA Construction Safety Certification
• EPA 608 Refrigeration Technician
• Industry Competency Exam (ICE)
• Industrial First Aid and CPR

Refrigeration Technicians install, maintain, and repair Freon and Ammonia air conditioning and refrigeration systems and troubleshoot and repair electrical controls. Their knowledge and skills are in demand throughout Alaska in homes, office buildings, restaurants, public buildings, seafood processing, and manufacturing plants and shipping industries.

The Refrigeration program offers a blend of classroom instruction, lab, and live work practice to ensure students learn the necessary skills to become good Refrigeration Technicians. The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively. Students train on a variety of domestic and commercial refrigeration systems. Students practice installing, troubleshooting and repairing refrigeration, heat pump, and air conditioning systems.
systems, compressors, evaporators, condensers, control devices, control valves, electrical controls and motors, and electrical wiring.

Typically 50 percent of the training is hands-on and 50 percent is classroom instruction. Training may include some outdoor activities, so students need appropriate work clothing.

**PROGRAM REQUIREMENTS**

Upon successful completion of the training program, the following certificate levels are assigned based on the student’s demonstrated proficiency of the program’s competencies Refrigeration Technician, Refrigeration Repairer, and Refrigeration Assistant Repairer. There are a total of 686 contact hours.

To achieve a Refrigeration certificate, students must complete the following requirements

**BASIC REFRIGERATION**

Contact Hours: 217

Demonstrate competency with general safety; properly utilize common tools, equipment, and materials on maintenance and installation projects; demonstrate competency in the use of propane and oxy-acetylene torches; demonstrate knowledge of the theories heat, refrigeration, matter and energy, basic thermodynamics; perform heat transfer calculations and identify refrigerant characteristics; complete EPA 608 testing.

**ADVANCED REFRIGERATION**

Contact Hours: 217

Troubleshoot and repair commercial and marine refrigeration systems; diagnose and repair domestic refrigerators and freezers; install and repair room air conditioners. Demonstrate competency in the theory, operation, selection, installation and maintenance of industrial refrigeration, air conditioning, and heat pump systems.

**ELECTRICITY**

Contact Hours: 217

Demonstrate an understanding of basic electrical theory; demonstrate competency with the proper use of test instruments; identify, install, troubleshoot, repair, and maintain common electrical and electromechanical devices and control systems

**RELATED STUDIES**

Contact Hours: 35

Participate in school safety orientation, achievement tests, resume writing, job search, and interview training. Obtain as needed First Aid & CPR card, complete basic applied mathematics. Complete OSHA 10 hour certification.
Combination Welding

The mission of the Combination Welding Program is to train students in the skills, aptitudes, and attitudes required to successfully pass the AWS-Unlimited Thickness certification and ASME 6G pipe certification tests and find employment in the welding industry.

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LENGTH OF COURSE
1,120 clock hours (includes 45 hours for Math), (670 in Structural Section and 450 Pipe Section)

ENROLLMENT
August and January

TRAINING HOURS
8:30 a.m. to 3:30 p.m., Monday through Friday

OCCUPATIONAL LEVELS
- Certified Combination Welder*
- Combination Entry Level Welder*
- Structural Welder*
- Structural Welder SMAW
- Structural Welder Helper

Levels marked with an (*) require one or both of the industry certifications listed below:

PREREQUISITES
- TABE tests scores for this training must be at least:
  - Reading 555
  - Combined Math 552

  - Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The student must have the ability to manipulate various types of welding equipment and welding processes, which require the ability to manipulate welding fixtures, place material in fixtures above the head, and weld in various positions for extended periods. Welding requires good hand-eye coordination and eyesight corrected to 20/20 with excellent depth perception. We strongly recommend an eye examination prior to enrollment so that corrective lenses or glasses may be obtained prior to the start of class.

INDUSTRY CERTIFICATIONS

National certifications are required to move through the complete combination program. They are available through an independent agency—Alaska Industrial X-Ray. This testing is an additional cost to the student and is performed in Anchorage. It is the student’s responsibility to make transportation arrangements to the testing site. Contact the instructor for exact costs.

To earn the AVTEC Combination Welding Program certificate, students must prepare for and earn the following industry certifications:
- Structural Certification to AWS Unlimited Thickness
- Pipe Certification to ASME section IX, 6G Pipe
The future for welding careers looks bright. Certified, skilled welders continue to be in demand in the construction industry and in all petroleum-related and heavy equipment industries. Graduates of AVTEC's Combination Welding Program hold good jobs in a wide variety of working settings. In short, Alaskan employers are always looking for highly trained welders, especially for those who are willing to occasionally work under adverse conditions.

Certified pipe welders continue to be in demand in the petroleum industry. Pipes are used to transport commodities in Alaska and they are also used to build structures. The different applications of pipe afford pipe welders the opportunity to apply their skills in a variety of work settings. With the Alaska Gas Pipeline on the horizon, trained welders will be in even greater demand.

The Combination Welding Program emphasizes steel welding; however, all students are expected to become proficient welders on nonferrous materials such as aluminum. Primary focus is on stick electrode welding. Students train on SMAW (stick electrode), GMAW and FCAW (wire feed processes), GTAW (TIG), plasma arc and air arc cutting, oxyacetylene welding, and cutting machines. Destructive tests are performed on groove welds in both the stick and wire feed processes. An introduction to non-destructive testing is an integral part of the program.

The AVTEC Welding shops are equipped with state-of-the-art cutting and welding equipment, including computerized plasma cutting machines for plate and pipe.

**STRUCTURAL WELDING REQUIREMENTS**

Occupational levels of Structural Welder, Structural Welder SMAW, and Structural Welder Helper will be assigned upon successful completion of this section of the program. To advance to the pipe welding section of the program students must pass the Structural Certification for AWS D.1.1. Unlimited Thickness test by Week 15 of the Structural Welding Program, and earn the Structural Welder certificate level by the end of the Structural Program. Those students who do not certify the AWS D.1.1. Unlimited Thickness test in the time allowed to move onto the Pipe Welding Program can earn a Structural Welding Certificate only if they complete the requirements. To achieve a Structural Welding certificate, students must complete the following requirements:

**RELATED STUDIES**

Contact Hours: 75
Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete Welders Math, participate in resume writing and job search training, and in interview and communications training.

**OAW – OXYACETYLENE WELDING**

Contact Hours: 40
Show knowledge of safety and operation of oxyacetylene welding and cutting equipment; describe and identify physical and mechanical properties as they relate to the weldability of metals; identify, demonstrate proper care of, and correctly use common and specific tools used in the welding trades; identify and describe various AWS weld symbols.

**SMAW – STICK ELECTRODE**

Contact Hours: 385
Demonstrate proficiency in stick electrode welding to the American Welding Society Unlimited Thickness standard, describe and demonstrate air carbon arc cutting and gouging, identify hard surfacing electrodes and produce acceptable welds in three positions using proper technique.

**FCAW – FLUX-CORED**

Contact Hours: 40
Demonstrate basic skills in Flux-cored arc welding technique.

**GTAW - TIG**

Contact Hours: 50
Demonstrate basic skills in TIG welding technique.

**GMAW – MIG**

Contact Hours: 40
Demonstrate basic skills in MIG welding technique.

**INTRODUCTION TO NDT**

Contact Hours: 40
Develop an understanding of the various processes used in the field of non-destructive testing. Identify, apply and evaluate NDT results from the following testing methods: Visual and Optical, Penetrant,
Magnetic Particle, Radiography, Ultrasonic, Acoustic Emission, and Leak testing.

**PIPE WELDING REQUIREMENTS**

Occupational level of Certified Combination Welder will be assigned upon successful completion of this section of the program. If all of the Pipe Welding Section requirements are not completed, then a Combination Entry Level Welder Certificate will be earned. Emphasis is on making X-ray quality welds. Pipe welding students spend 90 percent of the day in welding lab and 10 percent in classroom instruction.

**NOTE:** This section of the program may be taken by certified welders looking to enhance their skills for entry into the Pipe Welding field. Entry requires certification, work experience, and instructor approval.

To achieve a Pipe Welding certificate, students must complete the following requirements:

**OAW – AS PERTAINS TO PIPE**

Contact Hours: 25
Use oxyacetylene cutting equipment to prepare pipe for welding.

**SMAW – PIPE WELDING**

Contact Hours: 425
Perform open root plate welding in the 3G and 4G positions with sufficient quality to pass the AWS guided bend test. Perform open root pipe welding in the 2G, 5G and 6G positions with sufficient quality to pass the ASME guided bend test. Prepare, tack weld, and weld pipe in the 6G position using a backing ring; demonstrate basic skills in pipe layout and pipefitting fabrication; fabricate fittings from pipe; demonstrate basic pipe welding skills using the Gas Tungsten Arc welding process. Also, includes exposure to Flux core welding and blueprint reading.

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**Pipe Welding**

The mission of the Pipe Welding program is to allow students with previous welding skills and knowledge to successfully pass the ASME 6G Pipe Welding Certification Test. Job Upgrade Training courses are designed to enhance existing knowledge and skills and that are offered with the goal of providing persons in specific occupations with the credentials, knowledge, and skills needed for career advancement.

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**DENNIS ESTES, INSTRUCTOR**
Telephone: (907) 224-6128
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**LENGTH OF COURSE**
450 clock hours

**ENROLLMENT**
September and January

**TRAINING HOURS**
8:30 a.m. to 3:30 p.m., Monday through Friday

**OCCUPATIONAL LEVELS**
- Certified Pipe Welder
- Pipe Welder Entry Level
- Pipe Welder Helper

**PREREQUISITES**
- TABE tests scores for this training must be at least:
  - Reading 555
  - Combined Math 552
- Students must also meet the following: Be an AVTEC graduate as a “Structural Welder,” or
- Have 2 or more years of structural welding field experience, and
• Be certified to the AWS D1.1 unlimited thickness structural steel code; within the last two years.
• Documentation that you have worked in the welding field shall be provided by the applicant. The welding instructor will review your certification and experience for approval.
• Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The student must have the ability to manipulate various types of welding equipment and welding processes, which require the ability to feed filler metal and manipulate the torch head for temperature or arc length. Have the ability to manipulate welding fixtures, place material in fixtures above your head and weld in various positions for extended periods. Welding requires good hand-eye coordination and eyesight corrected to 20/20 with excellent depth perception. We strongly recommend an eye examination prior to enrollment, so that corrective lenses or glasses may be obtained prior to the start of class.

INDUSTRY CERTIFICATIONS
Nationally recognized certification is available through Alaska Industrial X-Ray an independent weld testing agency. This testing is an additional cost, and is performed in Anchorage. It is the student’s responsibility to make transportation arrangements to the testing site. Contact the instructor or admissions for exact costs. The ASME section IX ‘6G - Pipe certification’ is required to graduate with the AVTEC Certified Pipe Welder certificate. As part of the pipe welding curriculum, AVTEC pipe welding students will first be required to pass an open root, all position plate test using the SMAW process before advancing into pipe welding procedures. Proficient pipe welders must be willing to work hard and spend time at their trade. Good physical condition, eyesight, and mechanical aptitude are also required.

Certified pipe welders continue to be in demand in the petroleum industry. Pipes not only transport commodities in Alaska, they are also used to build structures, affording pipe welders the opportunity to apply their skills in a variety of work settings.

PROGRAM REQUIREMENTS
Emphasis is on making X-ray quality welds. Pipe welding students spend 90 percent of the day in welding lab and 10 percent in classroom instruction.
To achieve a Pipe Welding certificate, students must complete all required competencies and related processes. This is a total of 450 contact hours.

OAW – OXYACETYLENE WELDING
Contact Hours: 23
Use oxyacetylene cutting equipment to prepare pipe for welding.

RELATED STUDIES
Contact Hours: 60
Obtain First Aid & CPR card, complete Welders Math, participate in resume writing and job search training, and in interview and communications training.

SMAW – STICK ELECTRODE
Contact Hours: 367
Perform open root pipe welding in the 2G, 5G and 6G positions with sufficient quality to pass the ASME guided bend test. Perform downhill pipe welding in the 2G and 5G position with sufficient quality to pass the API 1104 guided bend test. Prepare, tack weld, and weld pipe in the 6G position using a backing ring; demonstrate basic skills in pipe layout and pipefitting fabrication; fabricate fittings from pipe; demonstrate basic pipe welding skills using Gas Tungsten Arc welding process. Also includes introduction and exposure to Flux-cored welding and blueprint reading.
AVTEC Faculty

**DEB BURDICK-HINTON**  
**MARITIME INSTRUCTOR**  
M.S. Vocational Education, University of Alaska Anchorage  
B.S. Secondary Education, Math and Science, University of Illinois, Urbana-Champaign

**CAPTAIN DALE BUTTS**  
**MARITIME INSTRUCTOR**  
USCG 100 Ton Master 1600 Ton Mate Near Coastal License  
Able Seaman Unlimited Tankerman  
First-Aid, CPR, AED, and Alaska Marine Safety Education Association Certified Instructor

**CAPTAIN ROBERT CHADWELL**  
**MARITIME INSTRUCTOR**  
USCG 1600 Ton Master Upon Oceans  
Military-First Class Pilot  
M.M.A. Marine Affairs, University of Rhode Island  
B.A. Maritime History, University of Florida

**ERIC CLOCK**  
**REFRIGERATION INSTRUCTOR**  
A.A. Career and Technical Education, Alaska Pacific University  
Third Assistant Engineer of Steam & Motor Vessels, Unlimited Horsepower  
Master 100 GT Vessels  
Journey Level Refrigeration Technician  
Journey Level Marine Electrician  
Commercial Refrigeration, Heating, and Air Conditioning Certificate, Polytechnic Institute  
Automation Certificate, Marine Electrical Certificate, and Advanced Shipboard Firefighting Certificate, Seafarers Harry Lundberg School of Seamanship  
NATE Certified for Oil and Gas Furnaces-ACE Service Technician

**MKC ROBERT DUNNO**  
**DEPARTMENT HEAD, DIESEL ENGINE INSTRUCTOR**  
Machinery Technician, Chief Petty Officer, US Coast Guard (Retired)  
USCG Unlimited Horsepower, Chief Engineer License  
A.A. Career and Technical Education, Alaska Pacific University

**DENNIS ESTES**  
**WELDING INSTRUCTOR**  
AVTEC Welding graduate

**ALLEN FAIGIN**  
**CULINARY ARTS INSTRUCTOR**  
B.S. Philosophy, University of Oregon  
Professional Chefs Certification, California Culinary Academy

**CAPTAIN TERRY FEDERER**  
**DEPARTMENT HEAD, MARITIME INSTRUCTOR**  
USCG 500 Ton Master Near Coastal  
1600 Ton Mate Near Coastal  
Able Seaman Unlimited  
**CAPTAIN STEVE FINK**  
**MARITIME INSTRUCTOR/SIMULATOR TECHNICIAN**  
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Ordinary Seaman Lifeboatman  
Microsoft Certified Systems Administrator  
Cisco Certified Network Associate  
CDW Certified Web Application Developer  
FAA Certified Unmanned Aerial Systems Pilot

**ROBERT FRASHER**  
**STRUCTURAL WELDING INSTRUCTOR**  
Metallurgy, Cuesta College, CA  
Electronic Engineering, Golden State School, CA  
Welding Certification, Unlimited Thickness Any Position  
Class 1 & Class II Machinist Certification  
C.E.T. License

**TROY HAGER**  
**HEAVY EQUIPMENT INSTRUCTOR**  
Mechanic and Operator, 31 years  
Owner, Supervisor, Mechanic, Commercial Truck Service, 4 years. CDL (Commercial Driver’s License)

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Internet and Computing Core Certification (IC3) Authorized Program Instructor  
Synchronous Learning Expert (SLE)

**CHIEF ENGINEER JOHN HITCHCOCK**  
**MARITIME INSTRUCTOR**  
USCG Chief Engineer of Motor and Gas Turbine of any Horsepower  
USCG Qualified Member of the Engine Department- any rating  
USCG Tankerman PIC (Barge) DL  
USCG Qualified Assessor  
Qualified Offshore Hydraulic Crane Operator/Rigger  
EPA- CFC Universal

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Associate Welding Inspector

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Certified Executive Pastry Chef
Certified TAMS Instructor
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AVTEC Welding graduate

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M.Ed. School Administration, University of Great Falls
B.S. Elementary Education, Eastern Montana College
Pearson Vue Certified Test Administrator

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Microsoft Certified Application Specialist Instructor
Microsoft Office Specialist Master Instructor
Microsoft Office Specialist Master
Internet and Computing Core Certification (IC3) Authorized
Program Instructor
Synchronous Learning Expert (SLE)
Institution Advisory Committee

These members of the AVTEC Statewide Advisory Board are appointed business and industry experts external to AVTEC who are knowledgeable of the occupational education and employment needs of our State. Its purpose is to advise and guide AVTEC in workforce development, through regularly scheduled and documented meetings, providing consultative assistance to administration that ensures AVTEC continually evolves and adapts its training programs and curriculum to meet the needs of the State’s ever changing workforce.

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