

2020-2021 CATALOG



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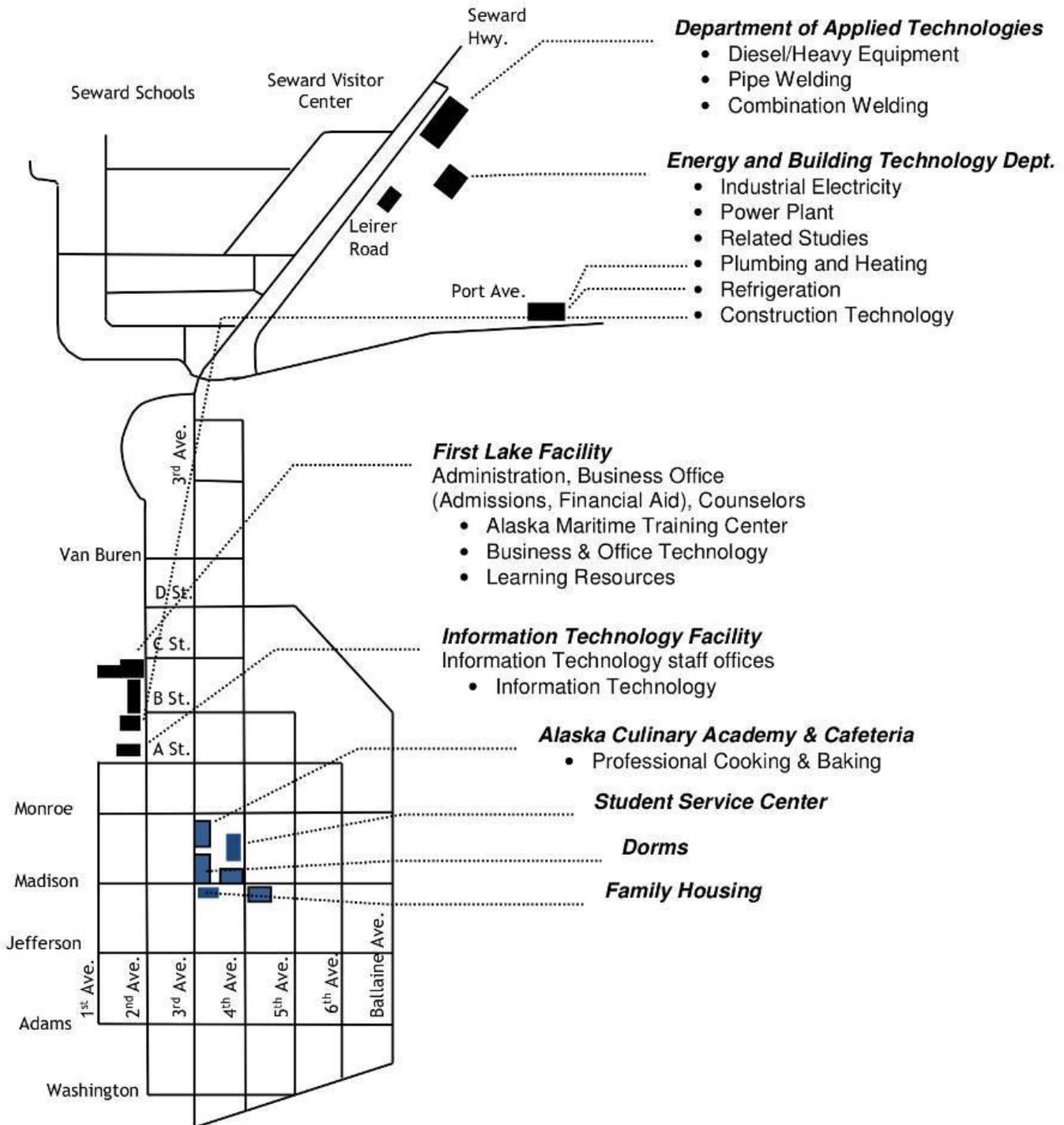
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GUIDE TO AVTEC FACILITIES

Seward Campus Map
809 2nd Avenue, Seward, AK 99664



Van service is provided for students attending classes at Seward campus.

NOTE: There are designated and accessible parking spaces for people with disabilities at all AVTEC facilities.

Applied Technologies Department
Diesel/Heavy Technology
1906 Alameda Road, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Applied Technologies Department
Combination Welding
1916 Leirer Rd, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Energy and Building Trades
Industrial Electricity
1912 Leirer Rd, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Energy and Building Trades
Plumbing and Heating & Refrigeration
808 Port Ave, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Main Campus Building
Administration & Business Office, Construction
Technology, Business and Office Technology,
and the Alaska Maritime Training Center
809 Second Ave, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Information Technology
IT Support Department and Information Tech-
nology
703 Second Ave, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Maritime Safety Training/AVTEC Fire Field
3504 Jellison Ave, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

Culinary Arts
518 Third Ave, Seward, Alaska 99664
PO Box 889, Seward, Alaska 99664

AVTEC programs are conducted in facilities specifically designed to enhance and support hands-on training and instruction of the program it houses. Based in Seward, Alaska, at the head of Resurrection Bay and about two hours away from Anchorage to the north and Soldotna to the west, AVTEC's location provides enough space from the distraction of the city life while still allowing regular movement of students to and from these population centers. Communications is provided by a VOIP telephone system, installed in 2016.

Classroom sizes average approximately 10 students to each instructor, providing an intimate one on one experience throughout the training cycle. Each program also has lab practicum space co-located with classrooms, enabling students to simply move from the class to the lab to apply the theory and lecture information directly in the lab without leaving the building.

A professional counseling staff of two is available to assist in guiding students and a job placement and outreach coordinator provides the connection to employment opportunities upon completion. Bus transportation is available to students living on campus who require it to access their training programs and more than adequate parking is available at each program, and around the Residence Life facility.

A maintenance staff from the division of Public Facilities is on site at all times, providing timely and immediate repairs/remodels/ and maintenance.

From the Director

If your goal is to get the training you need for a good paying job and career, then the Alaska Vocational Technical Center (AVTEC) is the place for you. AVTEC is a vocational training center located in Seward, Alaska and operated by the State of Alaska as a Division of the Department of Labor and Workforce Development where you can get a start on your career in less than a year.

AVTEC is the place where Alaskans from across the state come to gain key employability and technical skills. In this catalog you will find the descriptions of the variety of training programs, information on cost, training schedules and all you need to know about getting enrolled in a program and living at AVTEC.

We look forward to seeing you in an AVTEC training program, it will be the best investment you can make in your future.

All the best,
Cathy LeCompte, Director
Alaska Vocational Technical Center

Accreditation

The Alaska Vocational Technical Center (AVTEC) is accredited through the Council on Occupational Education (COE), a national accrediting agency of higher education institutions recognized by the U.S. Department of Education. COE was created in 1971 as part of the Southern Association of Colleges and Schools and became independent in 1995.

Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally-honored seal of excellence for occupational education institutions and denotes honesty and integrity.

For more information about this accrediting council, please visit their website at <https://council.org> or write to them at:

77840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790,

Equal Opportunity Statement and Title IX

AVTEC is committed to providing a safe and respectful learning and working environment, free from gender-based violence and sexual harassment for all students and employees. 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.

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits discrimination based on gender in educational programs that receive federal financial assistance. Title IX protects students and employees from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are both forms of unlawful discrimination under Title IX. This law applies to every aspect of education, including recruitment and admissions, financial aid, all course offerings and access, counseling and counseling materials, housing and residential services and employment.

Students with inquiries relating to sexual misconduct are encouraged to do so by reporting their concern to the Title IX Coordinator or to one of AVTEC's trained Staff Counselors.

AVTEC Title IX Coordinator

Jamie Hall
519 4th Ave. PO Box 889
Seward, AK 99664
jamie.hall@avtec.edu
907-224-6114

AVTEC Counselor/Dept. Head

Patti Price
519 4th Ave. PO Box 889
Seward, AK 99664
patti.price@avtec.edu
907-224-6170

AVTEC Counselor

Lara Loomis
519 4th Ave. PO Box 889
Seward, AK 99664
lara.loomis@avtec.edu
907-224-6171

Inquiries may also be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481
www.ed.gov/ocr

ABOUT AVTEC

History

The Alaska Vocational Technical Center (AVTEC) was founded in Seward in 1969, as a post-secondary training component of the State of Alaska, Department of Education. Initially called the Alaska Skills Center, it was established in response to the demand for a skilled construction and office skills workforce to compliment and address the demand of industry created by the 1968 discovery of oil in Prudhoe Bay.

Over the past fifty years AVTEC has evolved in its mission through close consultation with the industry experts appointed to the Alaska Workforce Investment Board. Occupational Program Advisory Committees, composed of employers and business partners, provide advice on how training programs should adapt to meet the ever-evolving demands of Alaska's industries, ensuring the training students receive is both relevant and valued by employers in Alaska.

Today, AVTEC is a division of the Department of Labor and Workforce Development (DOLWD) and is the only post-secondary career and technical training center owned and operated by the State of Alaska. Based in Seward, Alaska, at the head of Resurrection Bay and about two hours away from Anchorage to the north and Soldotna to the west.

The AVTEC programs are conducted in facilities specifically designed to enhance and support applied hands-on training and instruction of the program it houses. Each training facility is outfitted with the equipment, materials and tools similar to what would be found in the workplace. Class size is smaller than most postsecondary training institutions, providing an 1:10 student to instructor ratio throughout the training programs. Each program also has lab practicum space co-located with classrooms, enabling students to simply move from the class to the lab to apply the theory and lecture information directly in the lab without leaving the building.

Vision, Mission & Values

The Alaska Vocational Technical Center (AVTEC) is a division of the Department of Labor and Workforce Development (DOLWD). We operate like any other division with the added operational functions of a provider of post-secondary workforce training. In addition to adhering to the vision and mission of the State of Alaska and the DOLWD, AVTEC has a vision, mission and set of values that guide the day to day operations.

Vision

As a recognized provider of quality workforce training, source of exceptional talent and excellent place to work, the Alaska Vocational Technical Center changes lives by providing opportunities for success.

Mission

The Alaska Vocational Technical Center delivers flexible, accessible and affordable workforce training that is responsive to the dynamic needs of business and industry and serves Alaska's diverse communities.

Values

- » Professionalism: We promote professionalism by modeling appropriate workplace conduct and ethical behavior.
- » Respect: We honor the diversity of students and staff by treating each other with respect.
- » Accountability: We are accountable to our stakeholders through a practice of continuous improvement.
- » Citizenship: We encourage leadership and citizenship as a workplace role through community engagement.
- » Inclusion: We foster a culture of inclusion that invites all voices to speak openly to inspire and empower us to learn from each other and try new things.

ADMISSIONS

2020-2021 School Year Training Dates and Holiday Break Calendar

<i>Training Program</i>	<i>Start Date</i>	<i>End Date</i>
Business and Office Technology (Fall start)	08-17-20	05-18-21
Business and Office Technology (Winter start)	01-11-21	12-22-21*
Combination Welding (Fall start)	08-17-20	05-18-21
Combination Welding (Winter start)	01-11-21	12-22-21*
Construction Technology	01-11-21	05-18-21
Culinary Arts	08-17-20	05-18-21
Diesel/Heavy Equipment Technologies (Fall start)	08-17-20	05-18-21
Diesel/Heavy Equipment Technologies (Winter start)	01-11-21	12-22-21*
Industrial Electricity	08-17-20	05-18-21
Information Technology	08-17-20	06-04-21
Plumbing and Heating	08-17-20	12-23-20
Refrigeration	01-11-21	05-18-21

*These programs include a summer break. See Dates below.

School Breaks and Holidays are subject to change.

Labor Day	September 7, 2020
Thanksgiving Break	November 26-27, 2020
Christmas Break	December 24, 2020 - January 8, 2021
Spring Break	March 15-16, 2021
Memorial Day	May 31, 2021
Summer Break*	May 19, 2021 - August 15, 2021

Training Costs and Payment Policies

Application Fee: A \$50 non-refundable application fee is due with each training application.

Tuition: Long and Short term training

Tuition for workforce training programs (aka long term training) is based on training terms. There are two lengths of training terms, one term is 19 weeks and two terms is 38 weeks. Tuition for Maritime and other shorter training (aka short term training) varies based on the course.

Details for maritime training schedule and costs can be found at the maritime website <http://www.avtec.edu/maritime>

Fees: Student Service and Technology

There are two types of fees for long term training: the student service fee and the technology fee. The student service fee supports student activities and equipment while the technology fee supports network access and internet costs.

Tuition and fee payment process for long term training:

- » The Student Service fee, the technology fee and the first half of the tuition are due 30 days prior to the start of training in order to secure a place in training; failure to pay is an incomplete application and will result in removal from the roster.
- » Fees for books and supplies provided by AVTEC for training are due the first day of training.
- » Second half of the tuition is due by the mid-point of the training program. Students with a balance due after the midpoint date will be charged a \$200.00 late fee and will be dismissed from their training program unless a satisfactory means of payment is established.
- » Written proof of approved funding to cover entire program costs may be submitted in lieu of payment.

Tuition and fee payment process for short term training:

- » To secure a place in short term training the application fee, tuition, books and supplies must be paid in full upon registration.

Textbooks, training materials and consumable supplies:

- » The cost of textbooks and consumable supplies vary by program. Textbooks and consumable supplies that are needed for training will be purchased by AVTEC and are available for students upon arrival. Students may need additional tools and supplies, depending on the program. If that is the case, students will receive a list of supplies they are required to bring with them to training.
- » Payment for the textbooks, training materials and consumable supplies purchased by AVTEC on behalf of the student are due on the first day of training.

Student Housing: Residence Halls and Student Apartments

Students may opt to live in one of two residence halls, Willard E. Dunham Residence Hall and the Fourth Avenue Dormitory. Most residence hall rooms have a shared bathroom between two private rooms. Room assignments are made prior to student arrival. Changes may be discussed with the director of residence life. Meals are included in the cost for staying in the residence halls and cannot be excluded.

- » Payment for staying in the residence halls are due, for the entire term, at the beginning of each term and must be paid prior to moving into the residence halls. Fall term starts in mid-August and spring term starts in early January. Exact dates vary from year to year.

Student Apartments and Off campus living:

- » AVTEC has one, two and four-bedroom furnished apartments reserved for students. Students with families have priority for renting the apartments. Meals are NOT included in student apartment rent but students may purchase meal tickets, at the business office, for regular or occasional meal services.

Students may choose to live off campus and rent space from local landlords and may purchase meal tickets, at the business office, for regular or occasional meal services.

	Tuition	Technology Fee	Student Service Fee	Room and Board	Books (Provided by AVTEC)	Supplies (Provided by AVTEC)	Items NOT Provided by AVTEC	Total Cost
Business and Office Technology	\$3,963	\$325	\$125	\$9,988	\$382	\$1,646		\$16,429
Combination Welding	\$3,963	\$325	\$125	\$9,988	\$825	\$5,164	\$1,400	\$21,790
Construction Technology	\$2,642	\$325	\$125	\$4,994	\$413	\$1,045	\$600	\$10,144
Culinary Arts	\$3,963	\$325	\$125	\$9,988	\$853	\$3,159	\$200	\$18,613
Diesel/Heavy Equipment Technologies	\$3,963	\$325	\$125	\$9,988	\$63	\$4,936	\$6,000	\$25,400
Industrial Electricity	\$3,963	\$325	\$125	\$9,988	\$1,200	\$1,659	\$1,750	\$19,010
Information Technology	\$3,963	\$325	\$125	\$9,988	\$421	\$2,394	\$1,300	\$18,516
Plumbing and Heating	\$2,642	\$325	\$125	\$4,994	\$384	\$919	\$2,300	\$11,689
Refrigeration	\$2,642	\$325	\$125	\$4,994	\$396	\$880	\$1,600	\$10,962

AVTEC reserves the right to cancel any class due to the lack of enrollment and if a class is canceled, all payments made to AVTEC, except the non-refundable application fee of \$50, will be refunded in accordance with AVTEC's Refund Policy.

Application Process

Minimum general requirements for admission:

- » Be 18 years old (those under 18 may contact admissions for details on the "Senior Year to Career" program for exception to this requirement)
- » Hold an earned high school diploma or GED (high school seniors who are close to graduation may contact admissions for details on the "Senior Year to Career" program for exception to this requirement)
- » Be an Alaska resident (see residency and out of state requirements)
- » Are able to meet or exceed the required score on the Test for Adult Basic Education (TABE) assessment.*

**The TABE assessment is used at AVTEC to determine individual readiness in math and reading; qualified students have access to the TABE assessment when their application and fee is submitted. Students with an earned post-secondary degree may submit a diploma and final transcript in lieu of the TABE assessment. Contact the admissions office at admissions@avtec.edu for more information.*

Students who do not fit the above criteria or have extenuating circumstances may contact the admissions office at admissions@avtec.edu for more information.

Follow these steps to become a student at AVTEC:

STEP ONE

Select a program and submit an application with the application fee. Admission to AVTEC requires application to a specific program. The Alaska Maritime Training Center has a different application process, due to the requirements of the United States Coast Guard.

Complete the [online application](#) or a [paper application](#) for the program you seek for training and submit with the application fee. It can be paid over the phone by calling 1(800) 478-5389 or (907) 224-3322, or you can mail a check or money order to AVTEC, PO Box 889, Seward, AK 99664.

Until the application fee is paid, your application will be filed and no further action taken.

STEP TWO

Submit additional documents to complete the application process. Class sizes in all programs are limited and students are enrolled on a space available first come first enrolled basis AFTER the completed application packet is received. For an application to be complete, the following documents must be on file:

- » A copy of the high school diploma and official transcripts with graduation dates or a GED diploma and transcript. (High School seniors can submit a current transcript with graduation date).
- » A copy of a current government-issued photo ID (driver's license, state ID, tribal card with current photo or passport).
- » Individual score from the TABE assessment.

Send these documents via email to admissions@avtec.edu, or regular mail to AVTEC, PO Box 889, Seward, Alaska 99664:

STEP THREE

Once you complete steps 1 and 2 and there is space available, you are enrolled in the program! A confirmation of enrollment will be sent via mail and email indicating the next steps to registration. If the program is full you will be notified and placed on the wait list until space becomes available.

STEP FOUR

Funding for training must be secured 30 days prior to the first training day. There are a variety of sources available to fund training including self pay (out of pocket), Federal grants and loans, and scholarships.

If you are not paying out of pocket for training and need financial assistance, the first step in securing any kind of funding starts with completing the Free Application for Federal Student Aid ([FAFSA](#)) available online. Additional information and assistance in seeking funding options can be found at <https://avtec.edu/financial-aid> OR by contacting the Financial Aid office at 907-224-6156.

STEP FIVE

Once funding is secured and submitted to AVTEC, the applicant is registered and assured a place in the training program. Half the tuition and fees payment is due no later than 30 days prior to the first day of training. Written proof of approved funding to cover entire program costs may be submitted in lieu of payment. Failure to make this payment (or provide written proof of approved funding) will negate your application and another student may be offered your seat.

Residency requirements and non resident tuition

A qualification for admission to AVTEC is to be an Alaska resident. Individuals are considered Alaska residents if they meet the residency requirements outlined in Alaska Administrative Code 15 ACC 23.143; OR received an Alaska Permanent Fund Dividend; OR are an eligible veteran/active duty military (or spouse/dependent); OR are a dependent of an active AVTECTA member.

It is the student's responsibility to provide the necessary documentation to establish residency status. Contact the admissions office at admissions@avtec.edu if you have questions.

Non-resident tuition is double the AVTEC regular resident tuition (fees, books, supplies and housing are at the regular rate).

Test for Adult Basic Education (TABE) entrance assessment and scores

As part of the admission process, AVTEC uses the Test for Adult Basic Education (TABE) to effectively assess an applicant's skills, knowledge and academic readiness for success. The TABE assessment is the diagnostic instrument used at AVTEC to determine individual readiness in math and reading for the greatest success in training; potential students have access to the TABE assessment when their application is submitted with the application fee.

The entrance scores are determined by AVTEC's standards for success in two core subject areas—reading and math. Applicants must meet the required TABE scores before being accepted into their program of choice.

Who is eligible to take the TABE?

Qualified AVTEC applicants who have an application on file and have paid the application fee are eligible to take the TABE. High School Juniors (or those who request) may be eligible to take a precursor to the TABE assessment, the TABE Locator. This pre-assessment determines the level of a student's academic strengths before taking the TABE.

How do I sign up to take the TABE?

The process to take the TABE is dependent on your location and will be addressed during the admissions process.

How long are TABE scores valid?

TABE scores are part of the application process. As long as an application is in an active status, TABE scores provided through AVTEC are valid. TABE scores from external sources are valid for 18 months from the date of assessment.

Is there a deadline to complete the TABE?

AVTEC provides TABE assessments up until 30 days prior to the start of training. If less than 30 days before training begins, a list of alternate testing centers may be provided.

What if I live outside of Alaska?

Out of state and international students are responsible for locating and arranging to take a TABE assessment in their area.

Can I prepare or study for the TABE?

For qualified applicants, AVTEC provides an online learning program, The TABE Academy. The TABE Academy must be accessed by the applicant within 7 days, has a minimum requirement of 1 hour study time per week and has a maximum study time of 60 days for improvement.

What if I don't achieve the required scores?

If unsuccessful on the initial TABE attempt a student must wait seven days and successfully complete documented study to retake the assessment a second time. The student must successfully complete the curriculum in the area needing improvement (Reading and/or Math) before retaking.

If not successful on the TABE retake, subsequent attempts have a 30-day waiting period with additional documented study. AVTEC is not responsible for providing additional study materials. Individuals requiring more than one retake will be determined on a case-by-case basis and subsequent tests are assigned a \$30.00 fee, payable to the AVTEC business office.

Applicants with an earned post-secondary degree may submit a diploma and final transcript in lieu of the TABE assessment. Contact the admissions office at admissions@avtec.edu for more information.

Training Program	Reading	Combined Math
Business & Office Technology	550	550
Combination Welding	550	550
Construction Technology	550	550
Culinary Arts	550	550
Diesel/Heavy Equipment Technology	550	550
Industrial Electricity (IE)	617	627
Information Technology	617	595
Pipe Welding	550	550
Plumbing & Heating	550	550
Refrigeration	550	550

- » Industrial Electricity (IE) & Information Technology (IT) applicants must take TABE LEVEL A (Form 11 or 12)
- » All other applicants must take TABE LEVEL D (Form 11 or 12)

Transfer Credits and Credits for Prior Work Experience

Unless an AVTEC program publishes acceptance of general education courses or industry certification, transfer credit is not applicable. Applicants may request a review of prior credit.

Students with prior work experience, including military veterans, should confer with the instructor in their chosen program regarding an assessment of their skill. Because many of the programs offered at AVTEC use a competency-based design, students with prior work experience may be eligible to obtain an AVTEC program occupational skill-level sooner than the scheduled completion date or they may be able to advance in their skill-level or gain additional knowledge and hands-on proficiency sooner than the scheduled completion date of their chosen training program.

Senior Year to Career

The Senior Year to Career program allows high school seniors an opportunity to enroll in training at the Alaska Vocational Technical Center (AVTEC) and earn an employment credential valued by industry during their final year of high school. Eligible students will have completed all or nearly all the credits necessary to graduate and will turn 18 years old* before completing the AVTEC workforce training program.

*Students who will not turn 18 years old before completing their AVTEC training may be accepted on a case by case basis; check with admissions@avtec.edu for more information.

The following is the application requirements and guidelines for enrolling at AVTEC for students meeting this criteria. Assistance is available through the admissions office at admissions@avtec.edu.

- » Seek approval of parents (or legal guardians), AVTEC instructors, and AVTEC administration prior to enrolling in a program.
- » Seek approval of parents (or legal guardians), the head of Residence Life and AVTEC Administration to live in AVTEC residence halls.
- » Follow the AVTEC application process found earlier in this catalog or online at <https://avtec.edu/application-process>
- » Additional documents required for Senior Year to Career include:
 - AVTEC Waiver and Admission form for Students under 18 (parental consent)
 - AVTEC Release of Information form for parent(s) or legal guardian(s)
- » Students must achieve the requisite score, as set by the specific program, on the TABE assessment.
 - After the application has been submitted and application fee is paid the students may arrange with admissions (or other educational providers who are working with AVTEC) to take the TABE assessment; provide evidence of successfully achieving the requisite score on TABE assessment. (see details on the requisite TABE scores later in the catalog)
- » Students must provide verification of the number of credits required by their school district for graduation, along with their transcript that demonstrates progress toward graduation. If graduation requirements are yet to be achieved at the time of application, a completion plan is also required, along with an affidavit of support from the person who will assist the student in the completion of high school credits while enrolled at AVTEC.
- » Students must provide a letter of reference from a school counselor, teacher, or other responsible educator indicating student readiness for enrollment in AVTEC including prior class experience, interest or passion in the topic and chosen program at AVTEC.

Veterans Resources

Veterans Benefits

United States military veterans, active duty, National Guard and Reserve military personnel, and their spouses and dependents can access a variety of educational benefits through the Department of Veterans Affairs (VA) and other programs to help pay for their education at the Alaska Vocational Technical Center (AVTEC).

Please refer to the educational benefit programs listed below for more information.

- » The Post 9/11 GI Bill® (Chapter 33)
- » Vocational Rehabilitation (Chapter 31)
- » Montgomery GI Bill® – Active Duty (Chapter 30)
- » Reserve Educational Assistance Program (REAP) (Chapter 1607)
- » Veterans Educational Assistance Program (VEAP) (Chapter 32)
- » Survivors' and Dependents' Educational Assistance Program (DEA) (Chapter 35)

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

Apply for Benefits:

Visit the US Department of Veteran Affairs (VA) Education & Training website to apply for Educational Benefits (VONAPP).

Veterans Benefits and Transition Act of 2018 - Section 103

As pursuant to the Veterans Benefits and Transition Act of 2018, a covered individual* will be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance.

Alaska Vocational Technical Center (AVTEC) will not impose any penalty, including the assess-

ment of late fees, the denial of access to classes, libraries or other institutional facilities. AVTEC will also not require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U. S. Department of Veterans Affairs.

To qualify for this provision, the covered individual may be required to produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, provide additional information needed to certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

This provision will end when payment for the course of education has been received by AVTEC or 90 days after the date AVTEC has received the Certificate of Eligibility and has certified tuition and fees for the course of education, whichever is earlier.

*Covered Individual - defined as any individual who is entitled to educational assistance under the US Department of Veterans Affairs(VA) Vocational Rehabilitation and Employment (Ch.31), or Post 9/11 GI Bill® (Ch. 33) benefit.

FINANCIAL RESOURCES, PAYMENT SCHEDULE AND REFUND POLICY

AVTEC Institutional Code: 031603

Applying for Financial Aid: Federal grants and loans

AVTEC accepts funding from most sources that provide a Billing Authorization detailing what will be funded by the organization. The written Billing Authorization is a commitment by that organization to pay whatever amount they have agreed to pay on behalf of an applying student. For more information on this, contact the AVTEC Financial Aid office at financial.aid@avtec.edu or call the Financial Aid office at (907)224-6156.

Federal Pell Grants, Federal Direct Loan (Subsidized and Unsubsidized Loans), and Alaska Supplemental Education Loan are available to qualified students. To be eligible for these funds, students must submit a Free Application for Federal Student Aid (FAFSA), via the web at www.fafsa.ed.gov.

Funding for Federal Pell Grants is based on financial need exhibited by the student, based on their prior year tax return information. Applicants may be required to provide a Tax Return Transcript for the prior years' tax return, the Tax Return Transcript can be obtained from the Internal Revenue Service (IRS).

All funds awarded are subject to Federal and State regulations and AVTEC policy. These 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 (SAP) to receive the funds.

To read more about Federal Financial Aid, please visit the following website: <http://studentaid.gov>.

Scholarships and other financial aid resources

Alaska Family Education Loans may be applied for online at <https://acpe.alaska.gov/LOANS/Student-Loan>.

Parent PLUS Loans are also accepted by AVTEC and may be applied for online at <https://studentaid.gov>.

The Alaska Department of Labor and Workforce Department Job Centers have information regarding eligibility and application requirements for access to funding for training.

Other financial aid may be available from the Department of Veterans Affairs (VA), Native Corporations, Division of Vocational Rehabilitation (DVR), and the Bureau of Indian Affairs (BIA). To determine your qualifications for funding, contact the agency.

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

Workforce Innovation and Opportunity Act Youth Grant

The Workforce Innovation and Opportunity Act (WIOA) Youth grant is a federal grant that provides funding support for 18-24 year old Alaskans to train at AVTEC.

Potential students may inquire with the WIOA Youth grant coordinator at (907)224-6173 for eligibility details. Students who are enrolled at AVTEC may apply for a WIOA youth grant by contacting the WIOA Youth grant coordinator at wioa.youth@avtec.edu or by calling (907)224-6173.

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

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 when a student withdraws or is dismissed from training 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. Refund calculations are based on the last date of recorded attendance and will be made no later than 30 days after the student's official withdrawal date. If the student does not officially withdraw or is dismissed, refunds will be made no later than 30 days from the date the school terminates the student.

When a class is canceled by the institution or if the student notifies AVTEC in writing 7 days prior to the start of training that they will not be attending, tuition and refundable fees are 100% refunded within 30 days of the scheduled start date.

Refund Policy

- » Application fee - Non-refundable.
- » Student Service fee and Technology fee cost of books and supplies - Non-refundable after the first day of training.
- » Dorms - Room and board will be charged at the prorated weekly rate or full-term rate (whichever is less).
- » Student Apartments - 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.

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 accepts checks from students or others for tuition and fees. If a check is returned for any reason there will be a \$25 returned check fee added to the student account. Payment for which the check was written will be due upon notification of the returned check. AVTEC reserves the right to revoke the privilege for writing personal checks at any time.

Repayment 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 a 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 it is required to return, and if 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 14-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.

INSTRUCTIONAL PROGRAM POLICIES AND PROCEDURES

The mission at AVTEC is to train Alaskans for work. The staff and instructors are committed to

student success and these policies are provided as guidelines for students toward success in their training. Programs are designed to simulate the workplace. Students train 30-35 hours per week in the classroom and hands-on training labs, where they learn and demonstrate mastery of industry technical and professional skills. Upon successful completion of training, students earn an AVTEC certificate and in many programs are able to earn industry-valued credentials and licenses.

Attendance

The training day is spent in the classroom and training labs immersed in theory and hands-on learning focused on a specific field of study. Students are expected to be in class, on time, every day during their training program and they are graded on attendance and timeliness arriving to class.

- » If illness prevents attendance, students are required to call into the appropriate program contact person prior to the start of the training day.
- » Students can be dismissed from training for failure to call in for an absence or for excessive tardiness.

Students receive a written warning followed by probation if the warning is not heeded, and ultimately dismissed if corrective action is not taken regarding timeliness and attendance. Additional details of this policy are available to enrolled students in the AVTEC Student Handbook.

Student Achievement and Graduation Requirements

There are no grades given at AVTEC. Students demonstrate and are evaluated on a mastery of skills outlined on the course training summary. The training summary outlines the technical and employability skills that students can expect to master during their training at AVTEC.

Instructors complete and share with the student a monthly “in-progress” report that indicates the student’s progress in the achievement of attaining the technical and employability skills outlined in the training summary.

Student achievement is measured on each training objective listed on the training summary and students are awarded recognition at the following achievement levels:

- Level 1 Demonstration only; no practice provided with further training required.
- Level 2 Limited Skill; performed job during training program, additional training is required.
- Level 3 Moderately Skilled; performed independently in a learning situation and may require initial supervision.
- Level 4 Skilled; performed task independently and requires minimal supervision

Students who successfully achieve learning objectives graduate with an AVTEC Certificate of Completion and in select programs are eligible to earn industry certification.

At the completion of the training program, the progress reports are summarized on to the training summary and that serves as the student’s permanent record of achievement in training at AVTEC.

Satisfactory Academic Progress (SAP)

Students must remain in good standing to continue to receive financial aid and remain in training. Students who continue to make satisfactory progress toward attaining the required technical and employability skills as indicated on the monthly progress reports remain in good standing.

Good standing status means that a student is:

- » clear of any probationary action, and
- » is achieving satisfactory monthly in-progress reports, and
- » is in compliance with the AVTEC attendance requirement.

Previous Training or Work Experience

On a program specific and case by case basis, students who demonstrate proficiency in a technical skill based on previous training or work experience, including military service, may be able to advance in training. Students who believe they may qualify can consult with the instructor for this opportunity.

Transferring Between AVTEC Programs

Students may transfer between AVTEC programs only during the first week of training with approval from the instructors in both programs, in consultation with the financial aid officer, and with approval from the AVTEC director or designee. Students may obtain a Training Program Transfer Request form and assistance completing it from their counselor or instructor.

Withdrawal from training

To officially withdraw from school, a student must submit a written, signed and dated statement of withdrawal indicating the reason and effective date of the withdrawal to a counselor or their instructor.

Records Request

Former students may request an official transcript and training summary by contacting the Student Records office at (907)224-6166. There is a \$10 processing fee due when the request is made.

An unofficial transcript can be sent electronically upon request at no charge. Submit a request to Student Records at student.records@avtec.edu from an appropriate e-mail address. Record requests are addressed as quickly as possible. Allow up to ten business days after your request.

Student Grievance Process

The Alaska Vocational Technical Center (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, gender identity, and economic status.

AVTEC provides a safe and secure learning and working environment and 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 IV of HEA, Title IX, or a WIOA Title I-financially assisted program or activity, they may follow these steps toward resolution or during any time of the resolution process and within 180 days of the alleged violation, contact one of the human rights agencies listed.

STEP 1

Discuss with Instructor

STEP 2

Discuss with assigned Counselor or Department Head

STEP 3

Reach out to AVTEC's Compliance Officer

State of Alaska Department of Labor and Workforce Development

Commissioner Dr. Tamika L. Ledbetter
PO Box 111149
Juneau, AK 99811
(907) 465-2700
commissioner.labor@alaska.gov

State of Alaska Department of Administration Division of Personnel

Camille Brill, EEO Program Manager
(907) 375-7705
camille.brill@alaska.gov

David Newman, State of Alaska ADA Coordinator

550 W. 7th Ave., Ste. 1960
Anchorage, AK 99501
(907) 375-7716
david.newman@alaska.gov

Alaska State Commission for Human Rights

800 A Street, Ste. 204
Anchorage, AK 99501-3669
(907) 274-7474
(800) 478-4692

STEP 4

AVTEC Director or designee
Human Rights Agencies:

Director, Civil Rights Center

U. S. Department of Labor
200 Constitution Ave. NW Room N-4123 Wash-
ington, DC 20210
(202) 693-6500
CivilRightsCenter@dol.gov

EO Officer, Grants and Contracts (WIOA)

Louise Dean, Director
550 W. 7th Ave., Ste. 1930
Anchorage, AK 99501
(907) 269-7487

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 AVTEC's Equal Rights Compliance Officer at (907)224-6170.

EDUCATIONAL OPPORTUNITIES

AVTEC offers blended online learning with the goal to increase access, enhance learning, and accelerate training through the application of technology. AVTEC Online is the learning management system used by the AVTEC instructors for the delivery of programs and serves as a repository for electronic textbooks, assignments and other program documents.

Alaska Adult Education & GED.

AVTEC provides adult basic education services to the community of Seward and the surrounding area and is part of the statewide Alaska Adult Education grant that provides services throughout the state of Alaska.

Community Services include:

- » General Education Diploma preparation and testing
- » Literacy
- » Reading and Math Improvement
- » Preparation for meeting minimum academic requirements for enrollment in AVTEC or other post-secondary training.
- » Proctoring for the GED tests, industry required testing, the TABE assessment, Work Keys, etc.
- » Referrals to other resources such as the Kenai Job Center, child care assistance and other community resources.

Contact Adult Education coordinator at (907)224-6114.

ALASKA MARITIME TRAINING CENTER AT AVTEC

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.

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.

Basic and Advanced International Maritime Organization (IMO) STCW Polar Code Courses: Basic Training for Polar Operations (ALA-VTC-820)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 33
Prerequisite: Students must possess a Mate or Master's License.

Advanced Training for Polar Operations (ALA-VTC-808)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 25
Prerequisite: Basic Training for Polar Operations

Able Seaman (ALAVTC-1)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 60
Note: AB endorsements may 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 Approved Class
Clock Hours: 32
Prerequisite: Previous completion of a Basic Firefighting or BT course.

Advanced Firefighting Revalidation (ALA-VTC-777)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 9
Prerequisite: Previous completion of a 5-day Advanced Firefighting course and one year of sea service within the past five years.

Assistance Towing (ALAVTC-42)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 7

Automatic Radar Plotting Aids (ARPA) (ALA-VTC-37)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 32
Prerequisite: Radar Observer (Unlimited) (ALA-VTC-399)

Basic Meteorology (ALAVTC-62)

U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 20

Basic Shipboard Culinary Training

Clock Hours: 30

Basic Training (BT)

U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 40
Prerequisite: Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

First Aid & CPR (ALAVTC-197)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 8
Topic delivered during the 5 day BT course.

Personal Safety and Social Responsibilities (ALAVTC-359)

Clock Hours: 4
U.S. Coast Guard and STCW Approved Class
Topic delivered during the 5 day BT course.

Basic Firefighting (ALAVTC-53)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 16
Topic delivered during the 5 day BT course.
Prerequisite: Clean shaven for Basic Firefighting.

Personal Survival Techniques (ALAVTC-363)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 12
Topic delivered during the 5 day BT course.
Prerequisite: Must be able to swim for pool sessions.

Basic Training Revalidation

U. S. Coast Guard and STCW Approved Course
Clock Hours: 8
Prerequisite: Previous completion of a five day BST or BT course and one year of sea service within the past five years. Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

Bridge Resource Management (ALAVTC-75)

U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 35
Prerequisite: Radar Unlimited Endorsement

Crowd Management (ALAVTC-142)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 3

Electronic Chart Display Information System (ECDIS) (ALAVTC-179)

U. S. Coast Guard and STCW approved class
Clock Hours: 30

FCC Marine Radio Operators Permit Examination and Other FCC License Exams

Clock Hours: 2
There is no instruction provided. This is for proctored examination only.

Global Maritime Distress & Safety System (GMDSS) (ALAVTC-210)

U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 70
8 Hour HAZWOPER Refresher

OSHA Approved Class

Clock 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.

24 Hour HAZWOPER

OSHA Approved Class
Clock Hours: 24

Leadership and Managerial Skills (ALAVTC-751)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 35

Leadership and Teamworking Skills (ALAVTC-768)

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

Marlinspike Seamanship (ALAVTC-280)

U.S. Coast Guard and STCW Approved Class
Clock 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
Clock 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).

Master/Mate 500 and 1600 Ton NC Prep Class
Non USCG approved and is designated as test preparation only.
Clock Hours: 60

Medical Care Provider (ALAVTC-310)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 24

Medical Care Person In Charge (ALAVTC-307)

U.S. Coast Guard and STCW Approved Class
Clock Hours: 47
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.

Methods of Instruction

Clock Hours: 45
This course meets the USCG requirements to become a USCG approved instructor. Officer in Charge of a Navigational Watch Assessment (BRM Assessment ONLY)

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

Officer in Charge of a Navigational Watch Assessment (RADAR Assessment ONLY)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 6

Operator of Uninspected Passenger Vessels (OUPV) (ALAVTC-340)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 90

OUPV (Restricted) (ALAVTC-340)
U.S. Coast Guard and STCW Approved Class.
The OUPV course is for individuals working on select fresh waters in Western Alaska.
Clock Hours: 24

Proficiency in Survival Craft (ALAVTC-372)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 30

QMED Junior Engineer (ALAVTC-716)
U.S. Coast Guard and STCW Approved Class. By successfully completing this course students will acquire 30 sea service days.
Clock Hours: 360
Candidates for this course should have a minimum of 10th-grade reading and math level skills

Rating Forming Part of an Engineering Watch (RFPEW) Assessments
Meets U. S. Coast Guard and STCW standards
Clock Hours: 30
All tasks will be assessed by a Qualified Assessor.

Rating Forming Part of a Navigational Watch (RFPNW) Assessments
Meets U. S. Coast Guard and STCW standards
Clock Hours: 6
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 Approved Class
Clock Hours: 30

Radar Observer (Unlimited) (ALAVTC-399)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 30
Students are encouraged to bring their plotting tools.

Radar Observer (Unlimited) (ALAVTC-399), Refresher
U.S. Coast Guard and STCW Approved Class
Clock Hours: 18
Prerequisite: Radar Observer (Unlimited) (ALAVTC-399)
Students are encouraged to bring their plotting tools.

Radar Observer (Unlimited) (ALAVTC-399), Recertification
U.S. Coast Guard and STCW Approved Class
Clock Hours: 6
Prerequisite: Radar Observer (Unlimited) (ALAVTC-399)
Students are encouraged to bring their plotting tools.

Tank Ship Dangerous Liquids (ALAVTC-501)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 40
Prerequisite: Previous completion of a Basic Firefighting or BT course.

Vessel Personnel with Designated Security Duties (VPDSD) (ALAVTC-747)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 8

Vessel Security Officer (ALAVTC-573)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 16

Visual Communications/Flashing Light (Assessments Only)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 6

Seafood Processor Orientation and Safety Course
Clock Hours: 48
Students are given an overview of the life and safe working practices aboard factory trawlers working in Alaska waters. Topics include chain of command, vessel layout, 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.

Able Seaman – 40 Hour – (ALAVTC-6)
U.S. Coast Guard Approved Class
Clock Hours: 40
Note: AB endorsements may 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.

BUSINESS AND OFFICE TECHNOLOGY

The field of business and office technology covers all aspects of training workers for today's offices and specifically prepares Alaskans as an Accounting Specialist, Administrative Assistant or Medical Administrative Assistant. AVTEC graduates are employed in private, state and federal offices; tribal organizations; and in the health, construction and tourism industry. Within the Business and Office Technology program, students can choose one or more of the following areas of study:

Accounting Specialist

- Accounting Specialists maintain accounts by identifying, verifying, and recording transactions, processing payroll, accounts payable, and/or accounts receivable and providing end of fiscal year preparation including financial statements. From a sole proprietorship to corporations, this area of study prepares graduates for entry into the field of accounting or book-keeping.

Administrative Assistant

- There are as many types of Administrative Assistants as there are professional offices. Administrative Assistants perform and organize the administrative activities of an office in order to keep business running smoothly. Students utilize the latest business correspondence and prepare documents, reports, presentations, spreadsheets, databases and more utilizing a variety of technologies. These graduates are a valuable asset to any organization.

Medical Administrative Assistant

- Becoming a Medical Administrative Assistant gives students the opportunity to make a difference in the medical field while working in an office setting. From setting up appointments and verifying insurance, to maintaining electronic health records and more, Medical Administrative Assistants provide the support medical offices and other healthcare facilities need to run efficiently. This area of study covers medical terminology, HIPAA, law and ethics, medical coding and billing, electronic health records and medical office procedures.

Accounting Specialist Area of Study

Total Clock hours 1260

The following courses comprise the Accounting Specialist area of study and are not available to students not enrolled in the Business and Office Technology program.

Computer Operations and Software Applications

Clock Hours 327

Computer operations are a major part of the Accounting Specialist area of study. 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 Comput-

ing Core Certification (IC3), Microsoft Office Specialist (MOS), and Intuit QuickBooks User 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 and Computerized Accounting segments of the training should be ready to complete certification testing.

Accounting for a Service Business Organized as a Proprietorship

Clock Hours 160

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

Clock Hours 180

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

Clock Hours 180

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.

Computerized Accounting

Clock Hours 120

Using commercial accounting software, students will set up 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, set up 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. Students also have the opportunity to become an Intuit Certified QuickBooks Pro User.

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.

Keyboarding and Document Processing, Proofreading and Editing

Clock 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

Clock Hours 60

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 English

Clock Hours 60

Students develop the writing skills required in business and office employment and include time management and study skills, proofreading techniques, correct word usage, sentence structure skills (use of commas and other punctuation marks, capitalization, numbers, and abbreviations), writing business letters and memos, and composing employment letters.

Business Mathematics

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns

and incorporate more effective communication strategies in the workplace.

Employment Services

Clock Hours 15

AVTEC's employment services include two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrating how to write a cover letter, and fill out an application. In the

Administrative Assistant Area of Study

Clock hours 1260

The following courses comprise the Administrative Assistant area of study and are not available to students not enrolled in the Business and Office Technology program.

Computer Operations and Software Applications

Clock Hours 637

Computer operations are a major part of the Administrative Assistant area of study. 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 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.

Keyboarding and Document Processing, Proofreading and Editing

Clock Hours 120

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 per-

sonal-business letters, business letters, inter-office memorandums, envelopes and labels, and other documents. Students will also apply keyboarding skills to prepare business letters with special parts (including special notations and tables), envelopes and labels, meeting minutes, and multi-page business letters using mail merge. Throughout the training, students practice daily to develop acceptable speed and accuracy levels.

Business/Industry Internship

Clock Hours 60

Students complete an Internship that consists of a minimum of two weeks of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

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Integrated Office Simulation

Clock Hours 240

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, Access, and Outlook to create and edit a variety of documents.

Office Procedures and Office Machines

Clock Hours 60

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.

Record Keeping

Clock Hours 60

The record keeping 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.

Business English

Clock Hours 60

Students develop the writing skills required in business and office employment and include time management and study skills, proofreading techniques, correct word usage, sentence structure skills (use of commas and other punctuation marks, capitalization, numbers, and abbreviations), writing business letters and memos, and composing employment letters.

Business Mathematics

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

Medical Administrative Assistant Area of Study

Total Clock hours 1260

The following courses comprise the Medical Administrative Assistant area of study and are not available to students not enrolled in the Business and Office Technology program.

Computer Operations and Software Applications

Clock Hours 327

Computer operations are a major part of the Medical Administrative Assistant area of study. 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.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the workplace.

Employment Services

Clock Hours 15

AVTEC's employment services include two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, how to write a cover letter, and to fill out an application for employment. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

Business/Industry Internship

Clock Hours 30

Students complete an Internship that consists of a minimum of one week of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

Medical Terminology

Clock Hours 120

Medical Terminology will begin by teaching the basic design of medical terminology and how to remember the meanings of 350 Latin and Greek word parts which combined create 11,000 medical terms. Medical Terminology students will continue to build their medical vocabulary; in addition, this course will introduce students to anatomy, physiology, and disease processes.

Law, Ethics, and HIPAA

Clock Hours 60

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 handle patients' protected health information (PHI) and to comply with all HIPAA regulations.

Medical Billing and Coding

Clock Hours 220

Upon completion of this course, students 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. Students are introduced to medical diagnostic and procedural coding. Topics include: The International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) Current Procedural Terminology (CPT) Healthcare Common Procedure Coding System manuals.

Electronic Health Records (EHR)

Clock Hours 90

This course introduces the student to common administrative procedures performed in both small and large medical practices. Students will learn to input patient information, bill insurance companies, and schedule appointments. The student will be able to run common reports associated with the medical practice, including day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice. The software used in this course is SimChart.

Practice Management for the Medical Office

Clock 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.

Keyboarding and Document Processing, Proofreading and Editing

Clock 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

Clock Hours 60

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.

Record Keeping

Clock Hours 60

The record keeping 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.

Business English

Clock Hours 60

Students develop the writing skills required in business and office employment and include time management and study skills, proofreading techniques, correct word usage, sentence structure skills (use of commas and other punctuation marks, capitalization, numbers, and abbreviations), writing business letters and memos, and composing employment letters.

Business Mathematics

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

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identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, how to write a cover letter, and fill out an application. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

Business/Industry Internship

Clock Hours 60

Students complete an Internship that consists of a minimum of two weeks of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

COMBINATION WELDING

Total Clock hours 1080

Certified, skilled welders continue to be in high demand in the construction industry and in petroleum-related and heavy equipment industries. Graduates of AVTEC's Combination Welding Program hold good jobs in a wide variety of work settings. In short, Alaskan employers are always looking for trained and skilled welders, especially those who are willing to occasionally work under adverse conditions.

The Combination Welding Program emphasizes steel welding. All students are also expected to become proficient welders on nonferrous materials such as aluminum. The 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.

The following courses comprise the Combination Welding program and are not available to students not enrolled in the Combination Welding program.

Employability Skills

Clock Hours 23

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 an interview and communications training.

OAW - Oxyacetylene Welding

Clock Hours 50

Demonstrate knowledge of jobsite safety and proper safe 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

Clock Hours 302

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

Clock Hours 40

Demonstrate basic skills in Flux-cored arc welding technique.

GTAW - TIG

Clock Hours 50

Demonstrate basic skills in TIG welding technique.

GMAW – MIG

Clock Hours 40

Demonstrate basic skills in MIG welding technique.

Applied Math

Clock Hours 35

The applied math class will build from reviewing basic skills to specific math used in the Welding trade. The class focuses on helping students learn, understand and practice these necessary skills.

OAW – as Pertains to Pipe

Clock Hours 115

Use oxy acetylene cutting equipment to prepare pipe for welding.

SMAW – Pipe Welding

Clock 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. Perform downhill pipe welding in the 2G, 5G and 6G 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 pipe-fitting 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.

CONSTRUCTION TECHNOLOGY

Total clock hours 630

Students in this program receive basic training in construction and maintenance of structural systems including basic carpentry, concrete, roofing, interior and exterior finishing, basic electricity 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 following courses comprise the Construction Technology program and are not available to students not enrolled in the Construction Technology program.

Employability Skills

Clock Hours 31

Participate in school safety orientation, First Aid and CPR training and certification, workplace communication skills, job interview training, resume building and job search training/support.

Introduction to Carpentry

Clock Hours 60

Identify major skills and opportunities in construction and maintenance careers; practice school, personal, and general construction safety habits.

Materials and Equipment

Clock Hours 67

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

Clock Hours 42

Interpret construction drawings and specifications; demonstrate layout skills; perform construction calculations.

Intro to Electricity

Clock Hours 70

Basic residential wiring.

Concrete Foundations

Clock Hours 28

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

Clock Hours 87

Construct structural floor systems, wall systems, ceiling joists, and roof framing.

Roofing Systems

Clock Hours 28
Construct and maintain roofing systems.

Exterior Finish

Clock Hours 42
Install windows and exterior doors.

Thermal and Moisture Protection

Clock Hours 14
Demonstrate knowledge of the principles of cold climate weatherization; construct the thermal and moisture protection systems appropriate for cold climates.

Stairs

Clock Hours 30
Produce common stair systems.

Interior Finish

Clock Hours 131
Drywall, installation of interior doors, finish trim, mouldings, and cabinets.

CULINARY ARTS

Total Clock hours 1260

This program highlights competency based training through progressive learning units. A large portion of the training will take place in our 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.

Core culinary academic skills are incorporated into the student’s training schedule. These skill classes 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 provide for more in-depth student evaluation.

The following courses comprise the Culinary Arts program at AVTEC and are not available to students not enrolled in the Culinary Arts program.

Employability Skills

Clock Hours 23
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 an interview and communications training.

Introduction to Professional Cooking I

Clock Hours 180
This “Baseline class ” is an introduction on how professional kitchens work, and teaches the necessary skills cooks need to be successful in the hospitality industry. A large percentage of this class emphasizes the importance of Culinary “core skills” which includes professionalism, safety, culinary math, knife skills, culinary terminology, weights and measures, equipment identification, a history of hospitality, and an exploration of career opportunities.

Introduction to Professional Cooking II

Clock Hours 125
Standardized cooking methods, put to practical use in the production of: Mother/Leading sauce production, Fabrication of Beef, Fish,

Chicken & Poultry, Basic Soups & Stocks.

Culinary Math

Clock Hours 24
Culinary Math begins with memorizing and converting between the standard kitchen system of weights and measures and a review of decimals, fractions, and percents. 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

Clock Hours 42
The ServSafe® class has become the industry standard in food safety and sanitation training and is accepted in most 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. Successful completion of this class will give the student a ServSafe Manager certification that is good for 5 years.

Nutrition for the Culinary Professionals

Clock Hours 42

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

Clock Hours 91

This progressive class begins in the Introduction to Cooking 2 class with basic instruction with how to flip eggs in a pan and making omelettes. The final part of the class follows with 2 concurrent weeks working a full breakfast kitchen. During the two weeks, students will cook "to order" a rotating breakfast menu, covering such skills as omelet production, griddle work, breakfast cold foods, and banquet style entrees. By necessity, student classroom hours will change to accommodate early morning preparation and service.

Volume Food Production

Clock Hours 145

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

Clock Hours 151

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.

Restaurant Practicum

Clock Hours 189

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 de-

pending on the methods utilized for a working restaurant. 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, making pastries presented 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, teamwork, sanitation, safety, and plate presentation.

Dining Room Management

Clock Hours 38

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

Clock Hours 35

This course introduces students to the basics of beverage management and how to profitably manage a beverage operation. The study involves a survey of wine, beer, distilled spirits, and non-alcoholic beverages including coffee and tea.

Purchasing and Inventory

Clock Hours 35

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

Clock Hours 70

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 presen-

tation, cold soufflés, and working with Fresh pasta. These two units run concurrently during the school year.

Restaurant Management

Clock Hours 70

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, personnel 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

Total Clock hours 1080

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.

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.

The following courses comprise the Diesel/Heavy Equipment Technologies program and are not available to students not enrolled in the Diesel/Heavy Equipment Technologies program.

Employability Skills

Clock Hours 23

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 an interview and communications training.

General Shop Operations

Clock Hours 36

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

Hydraulic Systems

Clock Hours 96

Identify hydraulic components, understand basic pumps, explain hydraulic principles,

demonstrate industrial applications, and troubleshoot hydraulic systems.

Brakes

Clock Hours 45

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

Clock 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

Clock Hours 7

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

Clock Hours 91

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

Clock Hours 55

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

Clock Hours 52

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

Clock Hours 323

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, explain camshaft and valve train 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

Clock Hours 39

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, a basic understanding of computer-controlled injection pumps and fuel injectors.

Engine Cooling and Lubrication

Clock Hours 14

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 the 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

Clock Hours 14

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 turbocharger and EGR systems.

Undercarriage

Clock Hours 110

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

Clock Hours 50

Write up and research parts list; carry out instructions furnished in written, oral, or diagrammatic form; read manuals and apply to work situations, apply mechanics math as required.

Engine Controls

Clock Hours 30

Covers cab and body systems, HVAC service, and diagnosis of refrigerant types and regulations.

Cab/Body Systems

Clock Hours 30

Covers cab and body systems, HVAC service, and diagnosis of refrigerant types and regulations.

Applied Math

Clock Hours 35

The applied math class will build from reviewing basic skills to specific math used in the Diesel/Heavy Equipment trade. The class focuses on helping students learn, understand and practice these necessary skills.

INDUSTRIAL ELECTRICITY

Total Clock hours 1260

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.

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.

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 problem-solving professionals who are always in demand to work in all major industries.

The following courses comprise the Industrial Electricity program and are not available to students not enrolled in the Industrial Electricity program.

IE 1401 DC Circuits

Clock Hours 175

Perform basic and complex DC circuit analysis; design, build, test, and troubleshoot DC circuits and devices. Explore the electrical and magnetic properties of materials.

IE 1402 AC Circuits

Clock Hours 175

Perform basic and complex AC circuit analysis; design, build, test, and troubleshoot AC circuits and devices. Build, test and measure circuits that have complex impedance; calculate system power factors; real and reactive loads.

IE 1100 Industrial Technology

Clock Hours 194

Measurement systems and instruments, technical communication, drafting, blueprints, work standards, rigging, machine tools, mechanical fastening systems, electrical connections and terminations, welding (SMAW), metal cutting, quality control.

IE 1600 National Electrical Code and Projects

Clock Hours 140

Demonstrate competency interpreting and applying the NEC to construction and maintenance projects.

nance projects.

IE 1500 Electrical Machines

Clock Hours 140

Theory, operation, construction and maintenance of electrical machines used for generation, distribution, and mechanical power.

IE 1000 Industrial Safety and Health

Clock Hours 100

Introduction to Industrial Workplace Safety and Health. Electrical safety in the workplace; personal protective equipment, control of hazardous energy and risk analysis.

IE 1700 Mechatronics and Automated Systems

Clock Hours 175

Design, build, program, and maintain automated industrial mechatronic systems using computers, micro-controllers, PLC's, VFD's, pneumatic, hydraulic, and electro-mechanical systems. Apply the scientific principles and methods of technical occupations; explore concepts of energy, work, efficiency, force, and motion.

IE 1800 Renewable Power Generation

Clock Hours 130

Theory and operation of stand alone and grid connected renewable power systems; build and test wind, solar, and Hydropower systems, tow-

er climbing, principles of governing and control of internal combustion powered generators.

Employability Skills

Clock Hours 31

Participate in school safety orientation, First Aid and CPR training and certification, workplace

communication skills, job interview training, resume building and job search training/support.

INFORMATION TECHNOLOGY

Total Clock hours 1340

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 38-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 following courses comprise the Information Technology program and are not available to students not enrolled in the Information Technology program.

IT 105 Windows System Configuration

Clock Hours 147

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 Hypervisor 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.

IT 107 Windows Directory Services

Clock Hours 147

Prerequisite: IT 105

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 (ITN)

Clock Hours 147

Prerequisite: IT 105, IT 107

Welcome to the first course of the Cisco Networking Academy CCNAv7 curriculum, Introduction to Networks (ITN). This is the first of three courses that are aligned to the CCNA Certification Exam.

In Introduction to Networks (ITN), you will gain a basic understanding of the way networks operate. You will learn about network components and their functions, as well as how a network is structured, and the architectures used to create networks, including the internet. But ITN is about more than learning networking concepts. By the end of this course, you will be able to build local area networks (LANs), configure basic settings on routers and switches, and implement internet protocol (IP). In ITN, every concept that you learn and skill that you develop will be used in the rest of the CCNA curriculum.

IT 201 Switching, Routing, and Wireless Essentials (SRWE)

Clock Hours 166

Prerequisite: IT 109

Switching, Routing, and Wireless Essentials (SRWE) is the second of three courses that are aligned to the CCNAv7 Certification Exam. Switching, Routing, and Wireless Essentials advances your knowledge of the operation of routers and switches in small networks. SRWE will introduce you to wireless local area networks (WLANs) and network security concepts. By the end of this course you will be able to configure advanced functionality in routers and switches. You will also be able to perform basic troubleshooting of these components. Using security best practices, you will troubleshoot and resolve common protocol issues in both IPv4 and IPv6 networks. The skills and knowledge you gain in SRWE will prepare you for the final course in CCNA.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the work place.

Employment Services

Clock Hours 15

AVTEC's employment services include two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrating how to write a cover letter, and fill out an application. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

IT 203 Enterprise Networking, Security, and Automation (ENSA)

Clock Hours 133

Prerequisite: IT 109, IT 201

Welcome to the final course of the Cisco Networking Academy CCNAv7 curriculum, Enterprise Networking, Security, and Automation (ENSA). This is the third of three courses that are aligned to the CCNAv7 Certification Exam. In Enterprise Networking, Security, and Automation, you will take the skills and knowledge that you learned in ITN and SWRE and apply them

to wide area networks (WANs). WANs are large, complex networks that require advanced understanding of network operation and security. ENSA also introduces you to two game-changing areas of networking: virtualization and automation. By the end of this course you will be able to configure, troubleshoot, and secure enterprise network devices. You will be versed in application programming interfaces (APIs) and the configuration management tools that make network automation possible.

When you have completed ENSA, you will have gained the practical experience you need to prepare for the certification exam. You will also have the skills required for associate-level roles in the Information and Communication Technologies (ICT) industry.

IT 205 Windows Network Services

Clock Hours 112

Prerequisite: IT 105, IT 107

This course introduces students to network and applications infrastructure concepts and configurations provided by Windows 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

Clock Hours 147

Prerequisite: IT 107, IT 205

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

Clock Hours 105

Prerequisite: IT 109, IT 205

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

Clock Hours 133

Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205

This course introduces students to network security principles that affect physical network resources and cloud-based resources.

IT 213 Industry Externship

Clock Hours 80

Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205, IT 207, IT 209, IT 211, CON Job Search and Interview Skills
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.

PLUMBING AND HEATING

Total Clock hours 630

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.

The following courses comprise the Plumbing and Heating Technician program and are not available to students not enrolled in the Plumbing and Heating Technician program.

Plumbing

Clock 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.

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. Understand installation and service of heat pumps. Perform residential heat loss calculations. Size heating equipment and heat emitters. Use combustion analyzers to determine efficiency and safety of fuel-burning appliances.

Heating

Clock Hours 280

Demonstrate an understanding of basic thermodynamic theory and perform heat transfer

Electricity

Clock 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. Complete OSHA 10 hour certification.

Employability Skills

Clock Hours 31

Participate in school safety orientation, First Aid and CPR training and certification, workplace communication skills, job interview training, resume building and job search training/support.

REFRIGERATION

Total Clock hours 630

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, sea-food 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, 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.

The following courses comprise the Refrigeration Technician program and are not available to students not enrolled in the Refrigeration Technician program.

Basic Refrigeration

Clock Hours 216

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

Clock Hours 197

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

Clock Hours 186

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 electro-mechanical devices and control systems

Employability Skills

Clock Hours 31

Participate in school safety orientation, First Aid and CPR training and certification, workplace communication skills, job interview training, resume building and job search training/support.

STUDENT SERVICES

The Student Services Department consists of instructors, counselors, the WIOA Youth Grant coordinator, a career advisor, and student workers who assist students during their time in training to reach their training and career goals. Depending on the need of the student, student services cover a wide range of areas from personal time activities to academics to employment. Students may be referred for assistance outside of AVTEC when appropriate.

The Student Services Department develops and implements student orientation, provides career development, develops and oversees student jobs, provides disability support, counseling, library/ media services for AVTEC students, tutoring, and delivers adult education services for those in the community who wish to obtain their GED.

Counseling

AVTEC employs two Counselors available to provide student support and assistance or refer students to professionals that can assist them.

- » 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.
- » 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.
- » 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)
- » The Counseling staff refers students to available assistance programs depending on the need or desires of the student.

Some assistance programs available in Seward include:

- » Housing
- » Child care
- » Financial assistance
- » Foodbank
- » Substance abuse treatment, AA, and/or NA
- » Mental health
- » Employment
- » Foundations/Study Skills Program

To make an appointment or see an AVTEC counselor please see the following options:

Counselor/Department Head

Patti Price
Monday-Friday: 8:00 a.m.-4:30 p.m.
(907) 224-6170 or (907) 422-7277

Counselor

Lara Loomis
Monday-Friday: 11 a.m.-7 p.m.
(907) 224-6171 or (907) 362-1114

Counselors are located upstairs of the AVTEC Student Service Center at 519 4th Avenue.

Career Services

AVTEC is committed to assisting students and graduates in the pursuit of training-related employment. The Career Advisor provides assistance to students in the development of employment plans and job search skills throughout training and after graduation.

AVTEC's history of training Alaskans has resulted in an active and positive relationship with employers throughout the state. Both the Career Advisor and Instructors maintain contacts within business and industry and provide assistance in connecting students with potential employers.

Employers often note that employability skills and effective communication are among the most valuable skills in the workplace. AVTEC provides training of those skills such as verbal and non-verbal communication styles and the role of technology in communication, professionalism, time management, 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.

Individual assistance and classes in resume writing, job search and interview skills are provided to all students attending long-term training programs. Work Keys Assessments for the National Career Readiness Certificate are offered and available to students.

The annual AVTEC/Seward Community Job Fair held on campus each spring provides students with the opportunity to learn about job opportunities and meet with employers from around the state.

Contact Information & Location:

Rachel James, Career Advisor

AVTEC Student Services Center, 519 Fourth Avenue, Seward, AK 99664

Office: (907)224-6172 | Cell: (907)422-7180

rachel.james@avtec.edu

AccessAbility (ADA) Services

AVTEC complies with Title I of the Americans with Disabilities Act (ADA), Section 504 and Title IX. AVTEC will attempt to make reasonable accommodations for students with a documented disability. It is the student's responsibility to provide documentation of a disability by providing the necessary paperwork documenting disability and past accommodations to AVTEC ADA Coordinator (Medical or psychological diagnosis).

Students seeking accommodation should contact the AVTEC Americans with Disabilities Act Compliance Officer at 224-6170 to determine appropriate accommodations based on curriculum and training area restrictions and to complete necessary documentation for a needed accommodation.

Students rights and responsibilities regarding ADA and accommodations can be found at <https://www2.ed.gov/about/offices/list/ocr/transition.html>

More about accessibility accommodations at AVTEC:

- » AVTEC provides the following services to all students: tutoring, study skills, and possibly a peer tutor. AVTEC instructors may provide untimed tests on paper-based tests, and a quiet place to take tests may be arranged. However, additional time on assignments outside of class (homework) may not be allowed.
- » Students are not obligated to disclose to AVTEC a disability. However, if seeking accommodations during training the student must notify the ADA Compliance officer prior to arrival.
- » An IEP or ILP from high school may help demonstrate successful accommodations granted in the past, but AVTEC is not required to follow the same plan.
- » Each AVTEC program has its own physical requirements for admission. Please review the admission requirements for the program of your interest to see if you meet the minimum requirements.

Service Animals:

- » "A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." <https://adata.org/guide/service-animals-and-emotional-support-animals>
- » Students requesting a service animal will be evaluated on a case by case basis. Additional

documentation verifying the training, certification or otherwise of the animal may be necessary. AVTEC may request the student education program staff on animal training for emergency purposes.

AVTEC ADA Coordinator

P.O. Box 889
Seward, AK 99664
(907) 224-6170 FAX: (907) 224-4400

State ADA Coordinator

Alaska Department of Administration
550 W 7th Avenue, Suite 1960
Anchorage, AK 99501
Phone (voice): (907) 375-7716
Phone (TTY): 711 for Alaska Relay
Fax: (907) 375-7719

Library/Media Center/Computer Lab

In order to provide access to the most relevant information to students, AVTEC maintains a reference section at the library, and for those programs that continue to use print textbooks, a print copy. In addition, AVTEC has an Alaska selection, a large number of fiction books, movies, puzzles and board games in the library for student use.

In the library, students can use their own computers or access AVTEC computer labs. All AVTEC computers are maintained with the most recent versions of software found in the workplace. Students with specific software needs may request the installation of specific software with the Student Services director. See IT policies in the Student Handbook for more details about access and use monitoring.

Staff in the media center can proctor tests for students taking industry certification exams, including Work Keys, 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.

Math, Study Skills, and Tutoring

Applied Mathematics

Math is an important component of the trades taught at AVTEC. Many of our programs provide an applied mathematics class to ensure students have the math skills they need to be successful in their careers. The applied math class will build from reviewing basic skills to specific math used in a particular trade. The class focuses on helping students learn, understand and practice these necessary skills.

Study Skills

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. The class includes study skills instruction and development as well as time to complete training area homework in an individualized, supervised, and structured environment.

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 specific to the current technical area of their training.

STUDENT LIFE AND ACTIVITIES

Residence Hall & Family Apartments

AVTEC provides residence hall housing and apartments for students bringing children or dependents with them to Seward.

AVTEC maintains two residence halls for students who are enrolled in classes, the Willard E. Dunham and Fourth Avenue Residence Halls. Residence halls are where students enrolled in one and two term programs reside and are single-occupancy with a shared bathroom. Short stay students may be housed in double-occupancy rooms shared with a roommate.

Each room is equipped with a dresser and storage area for clothing and personal items, a desk and chair, a small refrigerator, and a standard twin size bed (linens, blankets, pillows and towels are NOT provided). Laundry facilities are provided free of charge, although residents must bring their own detergent and supplies.

There are no coed rooms and non-residents are not permitted to stay in the dormitories overnight. Quiet hours are from 10:00 p.m. until 7:00 a.m. and are strictly enforced. The main entrance to each residence hall is accessible 24 hours a day while training programs are in session.

The minimum age to reside in AVTEC Residence Halls is 18 years old unless enrolled through the Senior Year to Career program. Students who need accommodations for special needs should document them in the dormitory application. Pets are not permitted anywhere on the AVTEC campus.

Students may request dormitory housing by completing a Dormitory Application and Contract prior to arrival. Room assignments are made at the discretion of the Residence Life staff, however students may list housing or suitemate preferences on their housing application for consideration.

Students can bring most personal items for use in their dormitory rooms - with the following notable exceptions:

- » Items that have an open flame or heat source (candles, incense, hot plates, crock pots, microwaves, etc. - although coffee makers are permitted). Shared microwave ovens are provided for resident use in common areas.
- » Firearms, weapons, or knives with a blade longer than 3.5 inches (Culinary Arts knife sets are permitted)
- » Hazardous materials of any kind (fuel, propane, chemicals, etc.)

Student Apartments

AVTEC maintains a variety of one, two and four-bedroom family student housing apartments for students and their families. All occupants of family student apartments must be engaged in a full-time activity (AVTEC training, distance education, employment for pay or as a volunteer, child care, etc.).

Family student apartments are fully furnished with living room and bedroom furniture as well as a full kitchen. Family housing residents are responsible for providing their own bedding, towels, utensils, dishes and personal items.

Students with families have priority for occupancy in the Family Student Apartment and applications must be completed prior to arrival.

Students may check in to their housing 48 hours before their training program is scheduled to start. Specific dates and times for housing check-in will be provided by the admissions office approximately 4 weeks before the start of training when new students are sent their confirmation paperwork. At the conclusion of training, students may remain in student housing for 48 hours past their last day of training.

Food Services

AVTEC provides three meals per day, five days per week and two meals per day on non-instructional days such as weekends and recognized holidays. Meals are included in the cost of living in residence halls. Students living off campus may purchase meal tickets. Special dietary needs may be accommodated with prior notice to the Cafeteria Foreman. More information about meals is available through the admissions office.

Recreation & Campus Activities

The goal of the AVTEC recreation program is to provide a variety of resources, activities, and recreational supplies for student use and entertainment during their free time. The AVTEC Recreation program maintains a free lending library of equipment for indoor and outdoor activities and the AVTEC Recreation Specialist offers different programs and activities each school term, depending on the requests of the current student body.

Facilities inside the Student Service Center include a full size gymnasium with indoor climbing wall, racquetball court, multi-purpose room with mats for yoga, dance & stretching, and a wellness center with weight and cardio equipment, a ceramics, arts & crafts studio, snack bar, student lounge and an auditorium with a 10 ft screen.

There are six student lounges located in the Willard E. Dunham Hall including a video game lounge, conference room, and multiple cable televisions to computers for the internet. The gaming lounge has billiards tables, table tennis (ping pong), and foosball.

Equipment available for use includes basketball, volleyball, floor hockey, dodgeball, and pickleball as well as guitars, board games and supplies for knitting, crocheting and beading. Activities include barbecues, campfires, and field trips to local and regional points of interest, there are weekly pool, poker, or sports tournaments on campus.

The Seward area offers students a variety of year-round outdoor recreation activities, such as hiking, cross country skiing, snowboarding, fishing, biking, and kayaking. Students can check out camping gear, snowshoes, snowboards, fishing gear, and bicycles and free transportation is available upon request to hiking trails and other outdoor recreation destinations.

Churches, stores, hairdressers, hotels, restaurants, the public library, and part time work opportunities are available in the Seward community. The Qutekcaq Native tribe welcomes the participation of AVTEC students of all cultural backgrounds in many of its activities that include Native Youth Olympics and traditional crafts classes.

Many of the activities inside the Student Service Center are available to Residence Hall students 24 hours a day and off campus students until 10 PM.

Student Employment

AVTEC offers a variety of employment opportunities every year for students. On campus jobs provide income to supplement the cost of education and living expenses, workplace skills and the opportunity to build experience for future reference, and offers the flexibility and convenience of working without leaving campus.

Students must be in good standing and remain so for employment to continue. Student workers are paid the Alaska Minimum Wage, established under state statute. Student workers do not participate in retirement, accrue leave, receive holiday pay or insurance benefits and there is no probationary period.

Things you should know

What you should bring:

- » Personal items such as laundry and bar soap, shampoo, and toothpaste
- » Bedding, towels, extra blankets, and pillows (Dormitory beds are standard size Twin mattresses)
- » Alarm clock (plug-in style so they will work even if your phone battery dies)
- » Rain gear and waterproof boots
- » A second pair of shoes if you wear boots. Black-soled shop boots are not allowed in the Student Service Center or cafeteria.
- » Copy of your most recent federal income tax return, for financial aid.
- » Indoor workout shoes, workout clothing, outdoor sports gear (outdoor shoes are not per-

- mitted in recreation areas)
- » Travel mug
- » 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)

If you're not sure what you will need please call our Residence Life office at 907-224-6100.

Orientation

Students enrolling in long term programs begin with a mandatory, general orientation session followed by more specific orientation sessions throughout the first few days.

General orientation for new students begins at 8:30 a.m. on the first day of training. Details are provided in the admission confirmation letter.

Orientation activities include:

- » Meeting with Admissions, Student Records, Student Accounts and Student Financial Aid representatives
- » Review and receive AVTEC Student Handbook
- » Photo taken for AVTEC identification card (issued at a later date)
- » Receive information on school procedures and services along with information about local resources available.

Each training program has program-specific guidelines shared at additional orientation in the training area, and students living in campus housing have an orientation session specific to housing rules and regulations.

During the first two weeks, additional orientation activities are conducted that include discussions on safety, Title IX / Sexual Harassment, and Drug-Free Workplace practices.

Campus Security

AVTEC does not have institutional law enforcement services or employees. Students are encouraged to contact the Police with information about a crime or criminal activity. We are a small community both at AVTEC and in Seward. If you see something, say something to staff, or contact the Seward PD.

The Seward Police Department (SPD) investigates any crime reports at AVTEC. Call 911 to reach police, fire, or emergency medical services in an emergency. For non-emergency needs, contact the Seward Police Department at (907) 224-3338.

Members of the campus community can also contact the Residence Life office at 907-362-1645.

Mail, Phone and Internet

AVTEC does not accept personal mail for students. Personal mail for students received at the AVTEC post office box will be returned to the sender.

The City of Seward does not have home postal delivery in city limits. Students living on campus, in student apartments and off campus can rent a post office box for the duration of their time in Seward. See Residence Life staff for details.

Students may choose to bring their own cell phone or opt for a private landline and internet connection in their room, for a monthly fee. There is a free public phone for local and toll-free calls in the lobby of the Dunham Hall dormitory. Messages may be left for students 24 hours a day at (907)224-3322 (Extension 0) or at the dormitory office at (907)224-6100.

AVTEC provides wireless internet access for students. Wireless access points are available in all training areas as well as the Residence Life facilities. This network is monitored and is provided for educational use only.

AVTEC uses an opt-in system that requires students to register each device on the AVTEC Guest WiFi network. To access the wireless network, you must obtain the daily registration PIN from an AVTEC staff member or contact the Residence Life office in Dunham Hall.

Schools & Childcare

Childcare is limited in Seward. For a current list of licensed childcare facilities in Seward, visit the state of Alaska Department of Health and Social Services website at <https://dpaworks.dhss.alaska.gov/FindProviderVS8/zSearch.aspx>. Be aware that none of the Child Care Centers listed are within walking distance of campus, so you will need a personal vehicle to access them.

Seward has public elementary, middle and high schools for pre-k through 12th grade operated by the Kenai Peninsula Borough School District (KPBSD). For more information visit www.kpbsd.k12.ak.us.

Students attending AVTEC with school-age children are encouraged to contact the appropriate school for your child's grade to enroll them before arriving for training. School bus transportation to and from school is provided for all students attending KPBSD schools in Seward.

Drug and Alcohol Policy

AVTEC maintains an alcohol and drug-free campus. Alcohol and street drugs (including full and empty alcohol containers & cannabis/marijuana) are strictly prohibited on campus. See Student Handbook for further details.

Tobacco Use Policy

Smoking, smokeless tobacco, and vaping are only allowed in designated smoking areas on all AVTEC campuses. Smokers are expected to dispose of their tobacco products properly. Smokeless tobacco is allowed indoors in your own residence hall room and the designated smoking area, but not in any public area.

Transportation

Seward is located 120 miles south of Anchorage via the Seward Highway, which is a well-maintained, all-weather road (check 511.alaska.gov for current road conditions). Students may bring personal vehicles to campus. AVTEC maintains designated parking areas for students at all campus buildings. Check with Residence Life staff for details. Students without a vehicle may choose to come to Seward via the Seward BusLine. For reservations call (907) 563-0800 in Anchorage. In Seward call (907) 224-3608.

AVTEC Shuttle Service

Shuttle bus services may be provided for students to get to their training areas from the Residence Life campus, for trips to the grocery store and as needed to access medical or other resources in the Seward community. Transportation may be provided to Applied Technologies and Port Avenue training programs during the entire school year and to the First Lake campus from October to April. Students who need transportation for medical and other appointments need to make a request 48 hours prior to the Residence Life attendant on duty.

Confidentiality of Student Records and Privacy (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. FER-

PA 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; and
- » 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.

FACULTY AND ADMINISTRATION

Jerry Blitz

Power Plant Operator Instructor/Bulk Fuel

- » A.A.S. Electronics, University of Alaska Anchorage

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

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

Rob 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

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

Terry Federer

Department Head

- » A.A. Food Service Management and Culinary Arts, Fox Valley College
- » USCG 500 Ton Master Near Coastal
- » 1600 Ton Mate Near Coastal
- » Able Seaman Unlimited

Steve Fink

Maritime Instructor/Simulator Technician

- » USCG 200 Ton Master Upon Oceans
- » Ordinary Seaman Lifeboatman
- » Microsoft Certified Systems Administrator
- » Cisco Certified Network Associate
- » CDW Certified Web Application Developer
- » FAA Certified Unmanned Aerial Systems Pilot

Robert Frasher

Welding Instructor

- » 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. Commercial Driver's License (CDL)

Jamie Hall

Instructor

- » M.A.T. Secondary, University of Alaska Southeast
- » B.A. Business, Alaska Pacific University
- » A.A. Culinary Arts, South Seattle Community College

Trish Hart

Instructor/COE Compliance

- » B.T. Adult Computer Education and Training, University of Alaska Fairbanks
- » A.A.S. Computer Application, University of Alaska Fairbanks
- » Microsoft Office Specialist Master Instructor
- » Internet and Computing Core Certification (IC3) Authorized Program Instructor
- » LERN Certified Online Instructor (COI)

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

Doug Hoftiezer

Construction Technology Instructor

- » A.A Carpentry Apprenticeship, Lakeshore Technical College
- » Journeyman Carpenter

Roger Hohl

Pipe Welding Instructor

A.A. Welding/Material Technology, University of Alaska

- » Journey Level Pipe and Steam Fitter
- » Associate Welding Inspector

Richard Jacoby

Maritime Instructor

- » USCG 500 Ton Master Upon Oceans
- » Able Seaman Unlimited
- » B.A. English/History, Lewis and Clark College

Rachel James

Employment and Career Advisor

- » BA Communication, Boise State University

Elizabeth Johnston

Department Head/Culinary Arts Instructor

- » A.A. Pastry Arts, Johnson & Wales University
- » Certificate du Patisserie, Le Cordon Bleu, Paris, France
- » Certified Culinary Educator
- » Certified Executive Pastry Chef
- » Alaska Culinary Association Chef of the Year
- » Approved Practical Examiner

Kenny Laird

Information Technology Instructor

- » M.B.A. Telecommunications Management, Alaska Pacific University
- » B.S. Occupational Education, Wayland Baptist University
- » A.A.S. Instructional Technologies
- » Community College of the Air Force
- » CompTIA Certified A+ Technician

Reed Lane

Math Instructor

- » M.S. Electrical Engineering, University of Washington
- » B.S. Electrical Engineering, University of Washington

Lara Loomis

Counselor

- » M.A. Addiction Counseling, Hazelden Graduate School of Addiction Studies
- » Graduate Certificate – Counselor Education
- » B.S. Psychology, Valley City State University
- » B.S. Health Science, Valley City State University
- » Chemical Dependency Counselor I (CDC-I)

Sarah McManus

Maritime Instructor

- » M.Ed. Counselor Education, University of Alaska Anchorage
- » B.A. English, University of Colorado
- » USCG 100 Ton Master

William Pike

Diesel/Heavy Instructor

- » A.S. Thomas Edison State
- » AVTEC Welding graduate

Patti Price

Department Head/Counselor /Equal Rights
Compliance Officer/ADA

- » M.Ed. Career Guidance and Counseling,
Northern Montana College
- » M.Ed. School Administration, University
of Great Falls
- » B.S. Elementary Education, Eastern
Montana College
- » Pearson Vue Certified Test Administrator

Niklas Ranta

Maritime Instructor

- » USCG 100 Ton Master Near Coastal
- » M.S. Forestry, Northern Arizona
University
- » B.S. Forestry, Northern Arizona University

Ben Smith

Industrial Electricity Instructor/Wind
Technology Instructor

- » B.S.A.S.T. Nuclear Energy Engineering
Technology, Thomas Edison State College
- » M.S. Industrial Engineering, University of
Arizona

Wendy Stallings

Business and Office Technology Instructor

- » AVTEC Business and Office Technology
graduate
- » A.A. Career and Technical Education,
Alaska Pacific University
- » National Healthcare Association Certified
Medical Administrative Assistant (CMAA)

Kale Tippit

WIOA Youth Grant Coordinator

- » M.A. Addiction Counseling, Hazelden
Graduate School of Addiction Studies
- » B.A. Psychology, University of Alaska
Anchorage
- » B.A. History, University of Alaska
Anchorage
- » Chemical Dependency Counselor – I
- » Licensed Alcohol and Drug Counselor

Ken Werner

Department Head/Business and Office
Technology Instructor

- » M.S. Vocational Education, University of
Alaska Anchorage
- » B.S. Business Administration, Oregon
State University
- » Microsoft Certified Trainer
- » Microsoft Certified Application Specialist
Instructor
- » Microsoft Office Specialist Master
Instructor
- » Microsoft Office Specialist Master
Internet and Computing Core
Certification (IC3) Authorized Program
Instructor
- » LERN Certified Online Instructor (COI)
- » Alaska Vocation Technical Center
- » Institution Advisory Committee

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President, Alaska ACTE

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President
Four Seasons Marine Services

Captain Bob Winter

Alaska Marine Pilot
Retired US Coast Guard Officer



**A division of the Department of Labor
and Workforce Development**

809 Second Ave, P.O. Box 889
Seward, AK 99664
(907) 224-3322
admissions@avtec.edu

www.avtec.edu