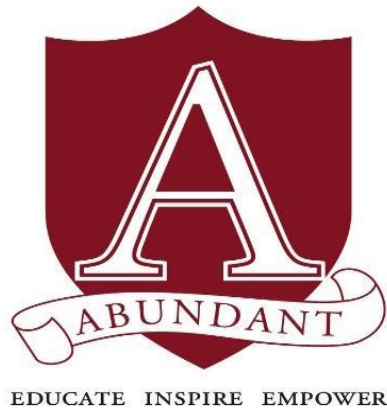


**The Abundant Training Institute
ATI**

2019-2020 Official School Catalogue



The mission of Abundant Training Institute/ ATI is to inspire students to become leaders with a mindset who practice respect and empathy while seeking purpose to "live and help live" by dedicating their lives to the ideal of service to others through their profession of choice.

The vision of Abundant Training Institute/ATI is for students to Explore and pursue career opportunities that they are passionate about

Build a More Indispensable You.

Our purpose of integrating faith, leadership and technology prepares you and empowers your journey forward.

Volume I

2019 – 2020

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Administration/Campus

School Director/CEO: Dr. Natalie Denizé-Scott 856-324-0430

Co Director: David Cohen 856-324-0430

Main office 856-324-0430

Admissions 856-333-6121

Email ContactUS@AbundantTrainingInstitute.com

Website www.AbundantTrainingInstitute.com

Secretaries and attendance staff are available Monday through Friday from 9:00 a.m. to 6:00 p.m.

“ In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.”

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

This statement of rights and responsibilities is designed to clarify those rights, which the student may expect to enjoy as a member of The Abundant Training Institute (ATI), student body, and the obligations which admission to Abundant Training Institute(ATI) places upon the student.

Enrollment is a commitment on the part of the student to accept the rules of the school. The ATI reserves the right to dismiss or suspend at any time, a student whose conduct, in its opinion, is found to be detrimental to the moral standards or academic progress of the student body.

GOAL AND OBJECTIVES

The goal of the ATI is to provide an atmosphere where solid intellectual achievement and workplace performance competencies are developed.

A. Student Responsibilities

1. To be knowledgeable of and comply with the directives and regulations established by ATI.
2. To respect the rights of individuals and groups to independent action as long as those rights do not interfere with the parallel rights of others – minorities and majorities alike – including the avoidance of action interfering with those educational processes under the rules of ATI.
3. To be knowledgeable of and comply with the directives, regulations, and laws of duly constituted civil authorities.

B. Student Rights

1. To have the opportunity to pursue higher education.
2. To have the freedom to exercise the rights of citizenship, association, inquiry and expression.
3. To have the right to privacy and confidentiality.
4. To have the right of quality education, including, but not limited to:
 - The right to competent instruction in courses and programs offered by the Abundant School.
 - The right to receive in writing from each course during the first week of classes a brief, written course description and outline of the material to be covered; course requirements including a specific list of information and techniques which the student is expected to acquire; attendance policy; and the evaluation system to be utilized.
5. To have the right to fair and equal treatment, including but not limited to: instruction, evaluations, and services by faculty, staff, students, and administrators.
6. To have the right to procedural due process in grievance and disciplinary hearings.

Academic Calendar

The following Holidays will be observed by the school and classes will not be held on these days. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

2019 Observed Holidays

Classes are not in session on the following days:

•New Year's Day	January 1
•Martin Luther King Day	January 21
•President's Day	February 18
•Good Friday	April 19
•Memorial Day	May 27
•Independence Day	July 4
•Summer Break	August 4 to August 17
•Labor Day	September 2
•Columbus Day	October 14
•Veterans' Day	November 11
•Thanksgiving	November 28 to Dec 1
•Winter Holiday Break	December 24, to January 5, 2020

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from Monday to Friday 8:00 a.m. to 6:30pm. and Saturday 9:00 a.m. to 4:00 p.m.

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students must register in person with the Admissions Officer. Please bring the following with you:

- High school diploma or General Education Development (G.E.D) certificate.
- Initial payment for registration and tuition fees. We accept cash, personal checks and all major credit cards. Students who have a student loan should bring documentation of such when registering, or bring approval letter from local one stop in your county.

Non-Discrimination

The Abundant Training Institute does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, or handicap. Abundant Training Institute

complies with all federal and state statutes and laws in its admission or access to, or treatment or employment in, its educational programs or activities.

Admissions Application Process

The application process at Abundant Training Institute is straightforward and easy to navigate.

An applicant must:

Schedule an interview with the admissions/administration staff to discuss education and career goals, tour the facility, and learn about the school.

Complete an admissions application

*No fee is required

Submit one of the following documents as proof of education:

o High school diploma

o High school transcript (Applicants should request an official high school transcript be sent directly to the Admissions Office.)

o GED, or

o Relevant home schooling documents.

Submit the following documents

a copy of his/her driver's license, and other proof of identification as requested.

Receive an acceptance letter.

Sign an Enrollment Agreement.

Leave of Absence

Students can request to take a leave of absence from their career program. Any student approved for such leave, will be able to re-enter the program where they left off and the contract will be put on hold. The Abundant Training Institute recognizes the following conditions for a leave of absence to be granted:

1. Serious Medical Condition - Documented by a physician's note
2. Pregnancy - Documented by a physician's note
3. Military Duty - With Proof of Service Papers
4. Death of immediate family Member
 - A. The request for a leave of absence must be submitted to the Attendance Officer in writing.
 - B. The request must include the date that the student will begin the leave, and the expected date of return to classes.
 - C. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and

does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate, the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The Institute will make every effort to help students meet their educational goals. It will be necessary to meet with the Attendance Officer or Secretary before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Missed Lessons/Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the Attendance Officer before returning to class.

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per-hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the School Director for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at The ATI. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness:

- 1-14 students are given 15 minute grace period without being marked late
- 15 minutes late will be counted as 15 minutes late.
- 16 to 30 minutes late will be counted as 30 minutes late.
- After 30 minutes, Instructor may cancel class if attendance for that specific day falls below 30%.

It is the responsibility of the student to make up missed assignments. The ATI encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct and Attire

Student Attire

Students are to dress in an appropriate and non-offensive manner. The Abundant Training Institute does not approve of torn clothing, vulgar or offensive clothing, revealing clothing (shorts or skirts more than 4 inches from the knee line), tight clothing that may be inappropriate, pajamas, slippers, and bare feet. Any student who is in violation of the above will be asked to leave and lose clock hours.

The following conduct is unacceptable and will not be tolerated:

1. All forms of exhibition of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment, including creating a hostile environment and/or coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, and knowingly furnishing false information to the institution, forgery and alteration and/or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Internet Access

Internet Access is available in each of the computer work stations at The ATI. Students are permitted to utilize this service free as well as to access their login to ATI website. Students are to recognize the following internet restrictions:

1. Social networking sites such as YouTube, My Space, Facebook and other-related personal sites are not to be accessed at any time; unless specified by Instructor.
2. Abundant Training Institutel does not permit any student to download any video or audio files that are not school related.
3. Students are **not** permitted to adjust, change, or enhance any computer settings.

Personal Electronic Devices

Cellular telephones and other related devices will not be tolerated in class. Students will be issued one warning to turn off said device or put in silent mode or the instructor can confiscate the device until class is over. Cell phone usage in the building area is also restricted to break times and/or use in areas where there are not working students. Any disruptive student will be first issued a verbal warning and then said device will be confiscated until classes are over. Music devices may be used in the computer labs using headphones but music must NOT be at a volume that allows for sound leakage.

Satisfactory Academic Progress (SAP)

Students need to maintain The ATI academic standards regardless of the program enrolled. Students enrolled in any career program must maintain their clock-hour requirements as well as meet The ATI academic standards. If a student is receiving grant money from a County, State or Federal organization, said student must also meet any specific guidelines of that lending agency together with The ATI standards and policies in order to maintain satisfactory academic progress and graduate from a career program. Students who maintain a satisfactory status with The ATI but who fail to meet their lending agency's standards (i.e., attend a certain number of clock hours and/or grading standard), will not be issued a certificate from The ATI and will be placed on probation until said student corrects the deficiency with that lending institution. Please see the school catalog for a full description of the ATI SAP policies.

Academic Warning and Probation

If a student fails to meet The ATI Satisfactory Academic Standards, they will be issued a warning letter. Students are evaluated every four (4) months when report cards are issued to ensure they meet the SAP requirements. The warning letter will be issued as follows:

1. The warning letter is to be sent to student's residence and not delivered in school.
2. Student is to be told that a warning has been issued and sent to their home at which time student can be supplied with a copy should they ask.

3. Student is to deal directly with administration regarding the warning and not their instructor or unauthorized staff member.
4. The warning letter is to clearly state the deficiency, the date upon which the deficiency occurred or if it continues to occur.
5. The letter is to state how the deficiency is not in compliance with the ATI satisfactory academic program and/or a funding source's academic requirement.
6. The letter is to state how the student may remedy the situation and a time frame in which such action must be taken.
7. The letter is to contain information about what a student can do to appeal the decision.

If a student fails to remedy the situation as outlined in the warning letter, they will be placed in a probationary status and issued a Notice of Probation. That notice is to contain the following:

1. An explanation as to why the student is being placed on probation.
2. What the student can do to remedy the situation and be removed from probation.
3. A timeframe which students can take corrective action and be removed from probation.
4. An explanation of the Schools guidelines that are violated in connection with the probation.
5. An explanation of how to appeal Schools decision to place the student on probation.
6. An explanation to the Schools next course of action should student disregard notice.

Enrollment Status during Warning Period of Probation

Students are to continue their course of study as usual while the final determination is being made during a warning or probationary period. That is, unless student's deficiency prevents them from being able to participate in class and/or would be disruptive to the instructor and class. In such instances, it will be necessary for the student to repeat the class or work independently to catch up with the class so that they may re-enter the class at an appropriate time.

Students who fail to show any improvement or become disruptive during this time period, may subject themselves to being dismissed effective immediately.

Extended Enrollment Status

As stated above, students are to continue their enrollment while they correct their SAP deficiency. Students are permitted to extend their enrollment status beyond their contractual end date by signing a Contract Extension form which is effective for one year. The contract extension includes a monthly fee required by student during the contract extension period. Although this extension is effective for one year, students are only responsible to pay for the months they are actually enrolled.

Re-establishing Satisfactory Academic Progress

The ATI and its faculty will do its best to assist any student in overcoming their SAP deficiencies. Students who are deficient are given a warning letter which clearly outlines the SAP deficiency and a timeline in which to correct that deficiency. (See Academic Warning and Probation Policy.) The ATI also clearly outlines a student's Enrollment Status during the deficiency period or probation period. (See Enrollment Status during Probation.) As is stated in these policies, a student is to continue their enrollment while correcting the deficiency and to attend their regularly scheduled academic classes as long as they have met the SAP requirements.

Termination Policy

Termination may occur for any of the following reasons:

- a. Misconduct including cheating, use of alcohol or drugs during class, theft, abusive behavior, or gross insubordination.
- b. Failure to meet tuition payments.
- c. Falsification of application materials.
- d. Excessive absences.
- e. Excessive tardiness.

Termination is documented in a letter to the student with a copy to his/her file. Extenuating circumstances are considered. Should students find it necessary to stop their training, they should arrange to meet with the Director to discuss their situation and submit written notification of their request. Whether termination of enrollment is voluntary or involuntary, students should realize they will remain obligated for the amount of tuition and fees due The ATI as per the school's refund policy.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the School Director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or for financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade-point average, it may be possible for the student to receive private tutoring and then re-enter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter from the School Director stating the decision of the panel within five (5) business days.

Credit for Previous Training

The ATI is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace, we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

Academic Policy/Grading System

The competencies taught in each program offered at The ATI will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93 – 100	Excellent
B	92 – 87	above Average
C	86 – 75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when, through negligence or procrastination, students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not arrange to take missed examinations, then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (Withdraw Passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (Withdraw Unsatisfactory Grades).

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should arrange for additional practice, independent study, or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the School Director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Students seeking to Re-Enter Career Program

Any student seeking to re-enter a career program in which they were dismissed, withdrew, or put into an inactive probationary status may apply to re-enter the program where they left off. This request must be submitted in writing to The ATI and state the date and time in which student would like to return to school as well as where they would like to be placed in their career program. The ATI will attempt to accommodate student and re-enter student at a date and time which will be the least disruptive to other students enrolled.

Program Changes

A student may change their career program at any time. Any student wishing to change their program must notify the School Director in writing or scheduled a meeting to discuss said request. At that time, the student's file will be reviewed and the student will be personally contacted to discuss the options available to them given their current course completions, clock hour requirements, and tuition payments.

Grants, Scholarships, Self-Pay contracts, Financial Aid

ATI clearly outlines student payment obligations in its student contract. ATI also clearly outlines its refund policy and guidelines in this catalog. Every student enrolled in the Abundant Training Institute must sign an acknowledgment of receipt of these documents. Any student receiving financial aid, grants, scholarships of any sort will also be provided with written documents outlining the terms and conditions of those funding sources which student must again sign and agree to the terms and conditions as well as sign off that they understand the terms and conditions. Should student not understand any of the terms, conditions, language, payment calculation of the above documents they must seek immediate counseling prior to signing said documents.

Students who are in probationary status; going through an appeal process; on an approved leave of absence; has their contract placed in a hold status; or, fails to officially notify the Abundant Training Institute of their intent to withdraw will still be required to make their scheduled payments to the ATI and/or authorize the release of their scheduled payment from a funding source unless notified otherwise.

Should student be entitled to a refund as outlined in the ATI refund policy, Abundant Training Institute will refund the student and/or the funding institution within ninety (90) days of receiving said funds if they are due and owing to student or financial agency.

MAX Scholarship

Partial Waivers are provided for students who are eligible for funding through the Department of Labor One Stop and meet any of these criteria:

- Someone who is eligible for or receiving unemployment benefits (or who has exhausted eligibility for unemployment benefits or was ineligible because of insufficient earnings or

because the type of services performed weren't covered by the state's unemployment compensation law) because he/she was laid off or lost a job (or has received a layoff or termination notice) and is unlikely to return to a previous occupation.

- Someone who is terminated or laid off from employment (or received a termination or layoff notice) because of a permanent closure of, or substantial layoff at, a plant, facility or enterprise.
- Someone who is the spouse of an active duty member of the U.S. Armed Forces and either is a displaced homemaker or has lost his or her employment because of relocating due to a permanent change of duty station.
- Someone who is employed at a facility where the employer has announced that the facility will close within 180 days.
- Someone who is self-employed and is unemployed because of a natural disaster or because of the general economic conditions in his or her community.
- Someone who is a displaced homemaker.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records.
2. Academic progress and grades.
3. Financial records.
4. Placement data.
5. The Enrollment Agreement.
6. Record of credit given for previous training.
7. Records of meetings, appeals, disciplinary actions, and dismissals.
8. A copy of the graduation certificate(s) from this school.
10. Medical records (where applicable).

Student records are maintained by the School Secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number, and signature. Students should maintain a copy of this letter for their files. ATI encourages the development of good business practices in their students. It is for this reason that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

Tuition, Fees and Additional Costs

Tuition (based on class hours)

Administrative/Registration Fee (nonrefundable)

Textbooks and workbooks

Supplies and materials

Private tutoring (optional)

While ATI reserves the right to adjust tuition and fees without notice, once an enrollment agreement has been signed and accepted by the applicant and a school official, tuition and fees become locked in as stated in the enrollment agreement. Should a student withdraw from school and then re-enter, new tuition and fee schedules may apply.

The administrative fee is nonrefundable. Additional costs are due the first day of class. Private tutoring can be paid for on an hourly basis. Students who withdraw from the program may be able to sell textbook(s) back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

New Jersey Cancellation Policy

All Advance payments will be refunded in full if:

1. The applicant is not accepted by the school, or
2. The applicant cancels in writing within three (3) business days after signing by both parties, even if instruction has begun during the three (3) day period.

If cancellation occurs beyond the three (3) days after signing of the enrollment agreement, but before signing before beginning of classes, the registration fee will be retained. Tuition will be calculated as of the last day of attendance.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facility and inspection of equipment.

After commencement of classes, for programs 300 hours in length or more, the school may retain the registration fee. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up, clean-up, student services fee and cost for all books and supplies received by the student plus:

Refund Policy/Reimbursement Scale

Students (21 hours or more per week) -

If withdrawal or cancellation occurs, the school will retain

- | | |
|---|-----------------------------|
| A. During the first week | 10% of the tuition |
| B. During the second or third week | 20% of the tuition |
| C. After the third week but prior to
Completing 25% of the program | 45% percent of the tuition |
| D. After 25 percent of the program
But within 50% of the program | 70% percent of the tuition |
| E. Completion of 50% of the program | 100% percent of the tuition |

Students (Less 20 hours or less per week or program of 6 weeks or less) -

If withdrawal or cancellation occurs: the school will retain

Tuition Refund Policy	Refund Amount
1 st week	100% refund -
2 nd week	60 % refund -
3 rd week	30% refund -
4 th week	10% refund -
After 4th week	0% refund -

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. code, fail to enter the program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10.00 need not be refundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 (c) (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees and other charges.

Student Loans

The ATI does not provide direct loans, we do however offer student loan financing through third party. We will assist our students with obtaining student loans and or refer them.

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. The ATI will reimburse the loan institution for balances due, in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at the ATI. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Job Placement Assistance

To enable the student to succeed at his/her job search, the school will assist in job referrals, resume coaching and refer job leads through posted employment opportunities or word of mouth referrals from partner employers and testing agencies for students.

The student is responsible for securing a job. However, the school's Career Services division will assist the student in this search by providing specific quantifiable steps required to reach this goal.

School Closing For Inclement Weather/Emergencies

If classes are canceled or delayed due to inclement weather or other such emergency conditions, announcements will be made if classes are canceled or delayed due to inclement weather or other such emergency conditions, announcements will be made on our website, Institutions social media outlets, voicemail, text or email.

Student Services

The faculty and staff of ATI are available to assist students in the achievement of their personal, educational, and career goals. Students are encouraged to meet with an appropriate teacher and/or the Student Advisor as soon as an issue arises.

Credit Disclaimer Statement

ATI do not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The ATI are not approved to offer college credits. The ATI is a state-approved private vocational school and is not a part of Abundant College.

Facilities

ATI features a fully air-conditioned, well-lighted facility with a reception area, administration offices and the training room. We do not employ a nurse or have any medical staff available. There is parking available in a spacious, well-lighted parking lot.

Audio and Video

ATI facilities are equipped with onsite video and audio surveillance. The video and audio is placed in reception and resource/computer area for security measures. It is also placed in classrooms for training and performance reasons. The lavatories are camera and video and audio free. We will require all students to sign disclaimer prior to the start of program.

Lavatories

There are handicap accessible separate male and female lavatories are available outside the suite.

Fire Evacuation Plan

In the event of a fire or a fire drill, faculty and staff will alert all occupants of the building. Floor plans are posted outside the elevator of 8th floor building showing the exit routes. Faculty, staff, and students are to congregate at a location in the parking lot far enough away from the building to permit the firemen to work without obstruction. Attendance will be taken once everyone is safely out of the building to ensure that no one remains in the building. Please do not leave the congregation area during an evacuation without first checking in with an ATI

faculty member.

Parking

Free parking is available to all students in the front and sides of the building. No parking permit is necessary.

Smoking on School Premises

Smoking inside the building is not permitted at any time. Smoking is permitted outside the building in designated areas away from the main suite entrances.

Student Dismissal Procedure

Students who are to be dismissed from school shall be notified in writing. The student shall have the right to appeal a Decision to Dismiss, by requesting an appeals hearing in writing. The request must be received at The Abundant Training Institute/ ATI corporate office within fifteen (15) days from the date of notification of dismissal.

Appeals Process

A student has the right to appeal an academic or conduct dismissal decision. The request must be received by the Executive Director within fifteen (15) days of the date of notification of dismissal. Upon timely receipt, a review will be conducted as to the validity of the appeal. If a hearing is warranted, a committee will be established by ATI executive administrative office. A decision will be made within five (5) working days of the hearing.

Drug Free Schools and Campus Act

It is the policy of The ATI that any person found to be in possession of, under the influence of, using, selling, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campuses or at our school functions may be subject to disciplinary action up to and including dismissal from school.

Transcript Request

Transcripts will be provided upon written request. Student will be advised of any transcript fees and the timeframe in which they will receive said transcript within one week's time of receiving the request. In compliance with the Family Education Rights and Privacy Act (FERPA), the institution does not release transcripts of a student's work except upon the student's written request and authorization.

Student Satisfaction and Complaint Procedures

It is The Abundant Training Institute goal to make each student's educational journey fulfilling and rewarding. The Abundant Training Institute believes that a clear, concise understanding of the Abundant Training Institute expectations of a student is for the benefit of the student and not meant to be misconstrued as a deterrent. The Abundant Training Institute hopes that students will experience personal growth that will allow him or her to excel and be successful in their

career profession.

If the matter relates to grade, the instructor should be consulted first. If there is a further concern or a non-academic issue, students may provide a written complaint on a form available in the orientation package or through the Chief Executive Director. The Director will review the complaint, talk to the relevant parties, and provide a response. If the student remains unsatisfied, he or she may arrange an appointment with the Chief Executive Director. If still unsatisfied, a student may also seek recourse through their state education department as follows:

Students may direct written complaints to the New Jersey Department of Education. Complaints should be in writing and sent to:

New Jersey Department of Education

100 Riverview Plaza

P.O. Box 500

Trenton, New Jersey 08625

COURSE DESCRIPTIONS

Early Childhood /Elementary Education

Meets industry standards and meet the CDA requirements for Preschool & Infant/Toddler and Elementary age 0-8 years.

780 Hours

The objective of this course is to gain knowledge of various curriculum models and programs that respect and affirm cultural/linguistic diversity; developmentally appropriate practice, both in terms of academic content and interdisciplinary integration; the design and implementation of play, exploration, and documentation in the areas of the arts, mathematics, sensory experiences, language arts, social studies, science, and technology; and the adult's role as master player and facilitator. This course may include a supervised externship at a child care center or school site where the student is given the opportunity to use the theoretical and practical concepts learned in the class for those students requiring it.

Tuition	\$4,000
Admin Fee:	\$ 150
Text Book:	\$ 260
Tool/Supply:	\$ 141
Testing:	\$ 850
Total Cost	\$ 5401

Dual Child Development Associate (CDA) in Preschool & Infant/Toddler

720 Hours

Meets national industry standards and meet the CDA requirements for both Preschool and Infant/Toddler. 0-6 years of age. This is a program is designed for Individuals who are presently working as a permanent employee in a childcare setting /facility and wish to pursue their Child Development Associate (CDA) and requires work experience

Tuition	\$4,000
Admin Fee:	\$ 150
Text Book:	\$ 260
Tool/Supply:	\$ 141
Testing:	\$ 850
Total Cost	\$ 5401

Preschool & Infant/Toddler CDA Dual Accreditation

240 Hours

This is a program is designed for Individuals who are presently working as a permanent employee in a childcare setting /facility and wish to pursue their Child Development Associate (CDA)

And has met the 480 hours of work experience. This program is offered as a dual certificate in Preschool and Infant/Toddler CDA. The course work will satisfy and meet the mandated 120 clock hours of formal training for each setting, required by the Council of Professional Recognition, CDA National Credentialing Program, where graduate students are eligible to take national accreditation that covers all fifty states including Puerto Rico and Guam) upon completion of program.

Tuition	\$4,000
Admin Fee:	\$ 150
Text Book:	\$ 250
Tool/Supply:	\$ 140
Testing:	\$ 850
Total Cost	\$ 5400

EKG/ECG & Telemetry Technician (CIP Code 510902)

120 Hours

As an EKG Technician, you operate machines that record the electrical activity of a patient heart. EKG rhythms provide important data for the diagnosis of heart condition as a CET, you will earn the following tasks: Set up and administer EKGs, stress tests, Prepare patients for holter, or ambulatory monitoring, edit and deliver final test results to Physicians for analysis, Schedule appointments, transcribe physicians interpretations upon completion of program student may apply for the EKG/ECG Technician Certification.

Tuition:	\$1950
Admin Fees:	\$ 150
Text Book:	\$ 180
Tool/Supplies:	\$ 225
Testing:	\$ 289
Total Cost:	\$2794

Phlebotomy Technician

275 Hours

As a certified Phlebotomy technician. Course focuses on state-identified topics of basic Anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients. This course will prepare the certified phlebotomy technician to work in a Clinical laboratory environment and healthcare setting. Upon Graduation student can apply for the Phlebotomy Technician Certification which is accredited by the American Society of Clinical Pathology.

Tuition:	\$ 1500
Admin Fees:	\$ 150
Text Book:	\$ 275
Tool/Supplies:	\$ 425
Testing:	\$ 135
Total Cost:	\$ 2485

Certified EKG/ECG /Phlebotomy Technician (Dual Cert)

390 Hours

This certificate program is to give the participants the knowledge on roles and responsibilities of Phlebotomy Technician and EKG Technician. The program is designed to prepare students to become a skilled Phlebotomy and EKG Technician to work in a health care setting such as Hospital, Care facility, Doctor's Office, Nursing Home, Rehabilitation Center, and Clinical Laboratory/Diagnostic Labs. The EKG technician course will provide you with an overview of basic cardiovascular terminology, anatomy and physiology. The program focuses on the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG Learn to recognize cardiac arrhythmias. Outlines responsibilities of ECG\EKG technicians and provides clinical laboratory opportunity to develop entry level skills. The Phlebotomy course provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, quality assurance, universal and standard precautions.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Text Book:	\$ 350
Tool/Supplies:	\$ 400
Testing:	\$ 270
Total Cost:	\$ 5170

Pharmacy Technician

400 Hours

The main goal of the Pharmacy Technician Program is to provide students with the communication, safety and patient advocate skills necessary to gain entry level employment across a wide spectrum of workplaces, including clinical, hospital, retail and more. Courses focus on the preparation and distribution of medication, labeling and filing orders, record maintenance and general assistance to a licensed pharmacist. Additionally, students may work in multiple clinical or office settings in preparation to enter today's fast-paced pharmacy technician industry.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Text Book:	\$ 450
Tool/Supplies:	\$ 175
Testing:	\$ 314
Total Cost:	\$ 5089

Certified Clinical Medical Assistant (CCMA) 3 with Internship

1030 hours

Our Clinical Medical Assistant Program train students in the clinical and administrative procedures used by entry-level medical assistant working in hospitals, clinics, doctors' offices and other healthcare settings. Students will learn the important human relations and communication skills needed in medical settings as well as the professional, legal ethical standard expected of today's healthcare worker. Program covers Certified Clinical Medical Assistant (CCMA). Medical Billing and Coding, EHR, EKG & Phlebotomy.

Tuition: \$4000
Admin Fees: \$ 150
Text Book: \$1205
Tool/Supplies: \$ 625
Testing: \$ 425
Total Cost: \$6405

Certified Clinical Medical Assistant (CCMA) 3 Certs)

910 Hours

Our Clinical Medical Assistant Program train students in the clinical and administrative procedures used by entry-level medical assistant working in hospitals, clinics, doctors' offices and other healthcare settings. Students will learn the important human relations and communication skills needed in medical settings as well as the professional, legal ethical standard expected of today's healthcare worker. Program covers Certified Clinical medical Assistant (CCMA). Medical Billing and Coding, EHR, EKG & Phlebotomy.

Tuition: \$4000
Admin Fees: \$ 150
Text Book: \$1205
Tool/Supplies: \$ 625
Testing: \$ 425
Total Cost: \$6405

AUTOCAD CERTIFIED USER

155 Hours

In this course, STUDENTS will learn to navigate the AutoCAD user interfaces and use the fundamental features of AutoCAD; STUDENTS WILL BE ABLE TO USE precision drafting tools in AutoCAD to develop accurate technical drawings and present drawings in a detailed and visually impressive. Students will be eligible to sit for the Autodesk Certified User exam through Certiport.

Tuition: \$2800
Admin Fees: \$ 150
Text Book: \$ 250
Tool/Supplies: \$ 150
Testing: \$ 90
Total Cost: \$ 3440

QuickBooks Certified USER

365 hours

QuickBooks is one of the most powerful tools you will use in managing your business. In addition to being a robust bookkeeping program, QuickBooks is a management tool. Then set up and used properly, QuickBooks allows you to track and manage income, expenses, bank accounts, receivables, inventory, job costs, fixed assets, payables, loans, payroll, billable time, and equity in your company reports that are essential to making good business decisions. Throughout this course, you will learn in detail about the features in QuickBooks. This course can help you prepare to take the QuickBooks Certified User certification exam. After passing the exam, you become an Intuit QuickBooks Certified User, which validates your QuickBooks knowledge

Tuition:	\$2500
Admin Fees:	\$ 150
Text Book:	\$ 250
Tool/Supplies:	\$ 175
Testing:	\$ 150
Total Cost:	\$3225

Certified Medical Billing & Coding & Electronic Health Records Specialist

510 hours

The Certified Medical Billing and Coding with electronic Health Records certification program consist of 510 hour academic program that provide students with knowledge, skills and abilities needed to function as entry-level coding Specialist in the health information management field. Students will gain an understanding of the important link between the provisions of healthcare and reimbursement for services. The Multi step billing process and medical coding procedures are the foundation of the program. Students will learn healthcare law and ethics, medical terminology and Anatomy and Physiology, computer fundamentals that includes Microsoft office basics, such as word, excel and outlook. Students will prepare for employment in hospitals, physician office, billing facility and prepare student entrepreneurship. Students can sit for Medical coding examination through AAPC or they may sit for one exam through MEDCA for Medical Billing and Coding. Additionally Student can sit for electronic Health Records. Student must sit for one of the two exams through AAPC or MEDCA

Tuition:	\$4000
Admin Fees:	\$ 150
Text Book:	\$ 860
Tool/Supplies:	\$ 260
Testing:	\$ 764
Total Cost:	\$6034

CompTIA IT Fundamentals (ITF+)
(Introduction to basic IT knowledge and skills)
120 Hours

The CompTIA IT Fundamentals certification is aimed at people considering a career change to IT. The course will prepare you to take the CompTIA IT Fundamentals exam. If you are new to IT this course is prerequisite knowledge that allows you to tackle the more advanced A+ and Network+ CompTIA certifications, which are often required for many jobs in IT. The course introduces students to IT concepts and terminology. The course is structured to follow the five domains that are covered in the corresponding CompTIA exam. These domains include Software, Hardware, Security, Network and Basic IT Literacy We'll cover the basic hardware components found in a computer, as well as connecting external devices like printers to computers

Tuition:	\$2500
Admin Fees:	\$ 150
Textbooks:	\$ 149
Tools/supply fees:	\$ 249
Testing:	\$ 199
Total:	\$ 3247

The Adobe Certified Associate program (3 vouchers Included)
225 Hours

The Adobe Certified Associate program is designed for students who want to learn Adobe software programs and prepare for the Adobe Certified Associate (ACA) exams. If you like and appreciate graphic design and consider yourself creative, you are well suited to this program. There are three Adobe Certified Associate (ACA) exams available --Each of the following exams will validate entry-level skills in communication corresponding to the respective Adobe software:

- ACA exam for Photoshop
- ACA exam for Dreamweaver
- ACA exam for Animate (formerly Flash)

Tuition:	\$ 2500
Admin Fees:	\$ 150
Textbooks:	\$ 220
Tools/supply fees:	\$ 175
Testing:	\$ 345
Total:	\$ 3390

CompTIA Project+ Project Management Certification **530 Hours**

Project+ certified professionals possess the technical project management skills, business acumen and interpersonal communication ability to successfully deliver IT and business projects on time and under budget.

The CompTIA Project+ certification exam covers the entire project management life cycle including initiation, planning, execution, control and closure. Project+ certified professionals can secure employment in any industry as project managers, business analysts & project team members. Upon completion, students will be able to sit for certification exam

Tuition:	\$ 4000
Admin Fees:	\$ 150
Textbooks:	\$ 149
Tools/supply fees:	\$ 280
Testing:	\$ 319
Total:	\$ 3398

IT Security and Network Technician Certification **200 hours**

With the IT Security & Network Technician Certification Training Program students will learn to implement and monitor security on networks, applications, and operating systems, and how to respond quickly and effectively to security breaches. The IT Security and Network Technician program is designed to help students prepare for the Security+ and Network+ certification exams administered by CompTIA.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Textbooks:	\$ 580
Tools/supply fees:	\$ 400
Testing:	\$ 658
Total:	\$ 5788

Web Application Design and Development
(up to six vouchers)
600 hours

The Web Application Design and Development program offers hands-on instruction in full-stack web development, giving skills needed to become a junior developer or website administrator with no prior coding experience needed. This program gives you the skills, theory, and hands-on experience necessary to enter the cutting-edge field of website and application development. The Web Application Design and Development course transforms beginning computer coding students into entry-level full-stack web developers. Learn how to code and design web and mobile responsive applications professionally in a full-time immersive course. Students are eligible to take following exams. MTA, Software Development Fundamentals (98-361) • Introduction to Programming using Python (98-381) • Introduction to Programming using JavaScript (98-382) • MTA, Software Development Fundamentals, MTA, Software Development Fundamentals (98-372); (98-362) Database Administration Fundamentals; (98-383) Introduction to Programming Using HTML and CS

Tuition:	\$5000
Admin Fees:	\$ 150
Textbooks:	\$ 1500
Tools/supply fees:	\$ 450
Testing:	\$ 768
Total:	\$ 7868

Microsoft Office Specialist (MOS2016) plus QuickBooks Word, Excel, PP, Access, Outlook, SharePoint

560 Hours

Individuals can obtain certification for all Microsoft Office programs, in Word, Outlook, Access, PowerPoint (MOS 2016) and (MOS) SharePoint 2013 and OneNote 2013, where student may sit for one certification exam or all through Certiport which is the premiere certification organization endorsed by Microsoft. Microsoft certification can help you differentiate yourself in today's competitive job market. Microsoft Office specialist Certification can also lead to increased job satisfaction. Students are also introduced to Intuit QuickBooks; The QuickBooks introduction course focuses on using intuit QuickBooks program to perform basic business accounting functions. This program is designed to help students prepare for the Intuit QuickBooks Certified User Exam from Certiport. Graduates will obtain the skill sets and knowledge necessary to earn the Microsoft Office Specialist (MOS) designation.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Text Book:	\$ 740
Tool/Supplies:	\$ 300
Testing:	\$ 918
Total Cost:	\$ 6108

Microsoft Office Specialist (MOS2016) (Up to 9 Certs)

260 Hours

Individuals can obtain certification for all Microsoft Office programs, in Word, Outlook, Access, PowerPoint (MOS 2016) and (MOS) SharePoint 2013 and OneNote 2013, where student may sit for one certification exam or all through Certiport which is the premiere certification organization endorsed by Microsoft. Microsoft certification can help you differentiate yourself in today's competitive job market. Microsoft Office specialist Certification can also lead to increased job satisfaction.

Tuition:	\$3500
Admin Fees:	\$ 150
Text Book:	\$ 650
Tool/Supplies:	\$ 300
Testing:	\$ 768
Total Cost:	\$5368

TECHNICIAN SUPPORT SPECIALIST

COMPTIA A+, Network+, and Security+ (Triple Certification) Program

480 Hours

The COMPTIA A+ certification module introduces candidates to fundamental hardware and software disciplines, PC repair, software and operating systems, desktop support, networking and cyber security. The COMPTIA Network+ certification module builds on the knowledge from the COMPTIA A+ certification with a focus on network installation, administration, troubleshooting and security. The COMPTIA Security+ certification module builds on the knowledge from the COMPTIA A+ and COMPTIA Network+ certifications.

The COMPTIA course prepares students for the COMPTIA A+ 220-1001 and 220-1002 certification exams where students install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and OS's. The CompTIA Network course prepares students for the COMPTIA Net+ N10-007 certification exam where students design, manage, and troubleshoot wired and wireless networks.

The COMPTIA SECURITY This course prepares students for the COMPTIA SY0-501 certification exam with a focus on network security, threat assessment, cryptography, and cyber incident response.

Tuition:	\$4000
Admin Fees:	\$ 150
Text Book:	\$ 875
Tool/Supplies:	\$ 1200
Testing:	\$ 1096
Total Cost:	\$ 7321

Sterile Processing Technologist/Technician w o textbooks and cert exam fees

350 hours

The Sterile Processing Program (SPD) is designed to provide the student the knowledge and skills required for entry level work as a sterile processing technician. The program focuses on introductory sterile processing concepts and professional proficiencies. It will prepare students to execute the necessary activities that are performed daily in the sterile processing department. The program is designed to develop the comprehension earners need to sit for the certified SPD Technician certification exam.

Tuition: \$4000
Admin Fees: \$ 150
Tool/Supplies: \$ 325
Total Cost: \$ 4475

Sterile Processing Technologist/Technician

350 hours

The Sterile Processing Program (SPD) is designed to provide the student the knowledge and skills required for entry level work as a sterile processing technician. The program focuses on introductory sterile processing concepts and professional proficiencies. It will prepare students to execute the necessary activities that are performed daily in the sterile processing department. The program is designed to develop the comprehension earners need to sit for the certified SPD Technician certification exam.

Tuition: \$4000
Admin Fees: \$ 150
Text Book: \$ 450
Tool/Supplies: \$ 325
Testing: \$ 260
Total Cost: \$ 5185

Surgical Technologist & Sterile Processing Technician With Internship

960 hours

The surgical Technology program is designed to prepare the student with the necessary knowledge and skills needed to gain employment as an OR Tech, Surgical Technologist or Sterile processing Technician.

Students will study all aspects of surgery, including but not limited to law and ethics surrounding surgery, surgical environment, pharmacology, sterilization, aseptic techniques, OSHA, transporting and positioning the surgical patient, wound closure, anesthesia, instrument exchange and count, surgical instruments, surgical emergencies, anatomy and physiology, medical terminology, and surgical procedures for the medical specialties. Graduates of the program are prepared to sit for the Tech in Surgery- Certified TS-C Certification exam offered by the National Center for Competency Testing (NCCT).

Tuition: \$ 6000
Admin Fees: \$ 150
Text Book: \$ 925

Tool/Supplies: \$ 1225
Testing: \$ 290
Total Cost: \$ 8590

Surgical Technologist & Sterile Processing Technician With Internship/ w/o textbooks & Cert fees

960 hours

The surgical Technology program is designed to prepare the student with the necessary knowledge and skills needed to gain employment as an OR Tech, Surgical Technologist or Sterile processing Technician.

Students will study all aspects of surgery, including but not limited to law and ethics surrounding surgery, surgical environment, pharmacology, sterilization, aseptic techniques, OSHA, transporting and positioning the surgical patient, wound closure, anesthesia, instrument exchange and count, surgical instruments, surgical emergencies, anatomy and physiology, medical terminology, and surgical procedures for the medical specialties. Graduates of the program are prepared to sit for the Tech in Surgery- Certified TS-C Certification exam offered by the National Center for Competency Testing (NCCT).

Tuition: \$ 6000
Admin Fees: \$ 150
Tool/Supplies: \$ 1225
Total Cost: \$ 7375

Surgical Technologist /Technician

760 hours

The surgical Technology program is designed to prepare the student with the necessary knowledge and skills needed to gain employment as an OR Tech OR Surgical Technologist. Students will study all aspects of surgery, including but not limited to law and ethics surrounding surgery, surgical environment, pharmacology, sterilization, aseptic techniques, OSHA, transporting and positioning the surgical patient, wound closure, anesthesia, instrument exchange and count, surgical instruments, surgical emergencies, anatomy and physiology, medical terminology, and surgical procedures for the medical specialties. Graduates of the program are prepared to sit for the Tech in Surgery- Certified TS-C Certification exam offered by the National Center for Competency Testing (NCCT).

Tuition: \$ 4000
Admin Fees: \$ 150
Text Book: \$ 1300
Tool/Supplies: \$ 525
Testing: \$ 155
Total Cost: \$ 6130

Surgical Technologist /Technician W/ O Textbooks and cert exams

760 hours

The surgical Technology program is designed to prepare the student with the necessary knowledge and skills needed to gain employment as an OR Tech OR Surgical Technologist. Students will study all aspects of surgery, including but not limited to law and ethics surrounding surgery, surgical environment, pharmacology, sterilization, aseptic techniques, OSHA, transporting and positioning the surgical patient, wound closure, anesthesia, instrument

exchange and count, surgical instruments, surgical emergencies, anatomy and physiology, medical terminology, and surgical procedures for the medical specialties. Graduates of the program are prepared to sit for the Tech in Surgery- Certified TS-C Certification exam offered by the National Center for Competency Testing (NCCT).

Tuition: \$ 4000
Admin Fees: \$ 150
Tool/Supplies: \$ 525
Total Cost: \$ 4675

Computer Network Systems Specialist COMPTIA A+, (Microsoft Server 2012), and CCNA Triple Cert

700 Hours

This program is lecture and hands on from day one. This program covers following three vendors CompTIA, Microsoft Server 2012 and Cisco CCNA. The CompTIA A+ certification module introduces candidates to fundamental hardware and software disciplines, PC repair, software and operating systems, desktop support, networking and cyber security. Server 2012 is part one of a series of three modules mapping directly to the Microsoft Certified Solutions Associate (MCSA) certification with lecture and lab that provides students with the skills to implement and configure core services install and configure servers, configure server roles and features plus gain exposure to virtualization. CCNA exam test a candidate's knowledge and skills related to network fundamentals, LAN switching technologies, IPv4 and Ipv6 routing technologies, WAN technologies, Infrastructure services, Infrastructure security, and infrastructure management.

Tuition: \$ 4000
Admin Fees: \$ 150
Text Book: \$ 1100
Tool/Supplies: \$ 800
Testing: \$ 1258
Total Cost: \$ 7308

CompTIA Linux +

465 Hours

This program prepare students for the CompTIA Linux + certification — a popular, highly-valued certification for Linux administrators, engineers, and architects. This Linux+ training course builds on existing foundation level Linux knowledge and provides you with next-level Linux administration knowledge to further your installation, troubleshooting, and maintenance skills. The course prepares for the CompTIA Linux+ exam, powered by LPI (LX0-103 and LXO-104)

Tuition: \$ 4000
Admin Fees: \$ 150
Text Book: \$ 480
Tool/Supplies: \$ 600
Testing: \$ 412
Total Cost: \$ 5642

CompTIA Cybersecurity Analyst (CySA+)

120 hours

Students will learn about the duties of cybersecurity analysts who are responsible for monitoring and detecting security incidents in information systems and networks and for executing a proper response to such incidents. Depending on the size of the organization, this individual may act alone or may be a member of a cybersecurity incident response team (CSIRT). Gain the tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate an organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. This is a comprehensive approach to security aimed toward those on the front lines of defense. This course is designed to assist students in preparing for the *CompTIA Cybersecurity Analyst+ (Exam CS0-001)* certification exam.

Tuition:	\$ 1800
Admin Fees:	\$ 150
Text Book:	\$ 159
Tool/Supplies:	\$ 342
Testing:	\$ 349
Total Cost:	\$ 2800

CompTIA Cybersecurity Analyst (CySA+)

(A+, Network & Cybersecurity)

460 hours

Students will learn about the duties of cybersecurity analysts who are responsible for monitoring and detecting security incidents in information systems and networks and for executing a proper response to such incidents. Depending on the size of the organization, this individual may act alone or may be a member of a cybersecurity incident response team (CSIRT). Gain the tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate an organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. This is a comprehensive approach to security aimed toward those on the front lines of defense. This course is designed to assist students in preparing for the *CompTIA Cybersecurity Analyst+ (Exam CS0-001)* certification exam.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Textbook:	\$ 795
Tool/Supplies:	\$ 1300
Testing:	\$ 1435
Total Cost:	\$ 7680

CompTIA Cybersecurity Analyst (CySA+) w/o text w/cert exam fees

(A+, Network & Cybersecurity)

460 hours

Students will learn about the duties of cybersecurity analysts who are responsible for monitoring and detecting security incidents in information systems and networks and for executing a proper response to such incidents. Depending on the size of the organization, this individual may act alone or may be a member of a cybersecurity incident response team (CSIRT). Gain the tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate an organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. This is a comprehensive approach to security

aimed toward those on the front lines of defense. This course is designed to assist students in preparing for the *CompTIA Cybersecurity Analyst+ (Exam CS0-001)* certification exam.

Tuition: \$ 4000
Admin Fees: \$ 150
Tool/Supplies: \$ 1300
Total Cost: \$ 5450

Microsoft Network Administration

Microsoft Certified Solutions Associate (MCSA) Certification Program

400 hours

The Network Administration: Microsoft Certified Solutions Associate (MCSA) certification program has a series of three modules mapped directly to the preferred choice for hands-on preparation for the Microsoft Certified Solutions Associate (MCSA) certification exams. The certification program's modular training is offered with lecture and lab that provide the skills and knowledge necessary to implement, install, configure, and administrate a core Windows Server 2012 infrastructure in an existing enterprise environment. Instructors guide learners through material in a classroom setting where students can participate in group activities, complete labs, and ask questions. Labs in the three modules are based on Windows Client 2010 and Windows Server 2012 R2.

Tuition: \$4000
Admin Fees: \$ 150
Text Book: \$1200
Tool/Supplies: \$1050
Testing: \$ 495
Total Cost: \$6895

Cisco Certified Network Technician (CCENT)

Cisco Certified Network Associate (CCNA)

Certified Program

400 hours

The Cisco Certified Entry Network Technician (CCENT) is an in-depth training into networking, specifically focused on Cisco's proprietary hardware and software. Students seeking CCENT certification must pass the Interconnecting Cisco Networking Devices Part 1 (ICND1) 100-105 exam, including networking fundamentals, LAN switching fundamentals, routing fundamentals, connecting to a WAN, basic security and wireless concepts, routing and switching fundamentals TCP/IP and OSI models, IP addressing, WAN technologies, infrastructure services and infrastructure maintenance. The Cisco Certified Network Associate (CCNA) certification demonstrates students' knowledge to deploy, maintain, secure and operate a medium-sized network using Cisco technologies. Students seeking CCNA certification must pass the Cisco Certified Network Associate Routing and Switching 200-125 exam, including network fundamentals, LAN switching, Ipv4 and Ipv6 routing, and WAN technologies, infrastructure services, security, and management.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Text Book:	\$ 825
Tool/Supplies:	\$ 1200
Testing:	\$ 655
Total Cost:	\$ 6830

Cisco Certified Network Associate (CCNA 200-301)

192 hours

Cisco Certified Network Associate (CCNA 200-301) upon completion of the course students will Gain knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability. The course, Implementing and Administering Cisco Solutions (CCNA), helps candidates prepare for this exam. This course includes fundamental to advance level topics. We provide in-hands training on network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation and programmability. The whole training is focused to offer foundation level skills and knowledge that take students career in new direction.

Tuition:	\$ 1800
Admin Fees:	\$ 150
Tool/Supplies:	\$ 250
Total Cost:	\$ 2200

A + Certification (IT Support Technician/Specialist)

240 hours

The A+ Certification program prepares students to enter the rapidly advancing field of computing technologies. This coursework provides the foundational knowledge and skills necessary to complete CompTIA (Computing Technology Industry Association) Certifications in computer Technology A+. Students will be able to build and repair a computer, install, configure, and maintain a variety of Windows operating systems environment. With this certification, individuals can gain employment as PC repair technician, help desk analyst, desktop support technician, IT support specialist, and computer specialist. Dell, Intel, Lenovo and many non-IT companies require A+ certification additionally for such jobs as cable installers, postal equipment installation and repair and telecommunications installers. Upon successful completion, students will be prepared to take the CompTIA A+ certification exam. The exam vouchers and tools are included in the cost of this program

Tuition:	\$ 2500
Admin Fees:	\$ 150
Text Book:	\$ 200
Tool/Supplies:	\$ 550
Testing:	\$ 638
Total Cost:	\$ 4038

Certified Physical Therapy Aide Specialist (CPTAS)

520

Certified Physical Therapy Aide Specialists (CPTAS) are an important part of a professional physical therapy staff. Certified Physical Therapy Aide Specialists (CPTAS) are employed by hospitals, physical therapy offices, orthopedic clinics, and personal care facilities to work under the direct supervision of Physical Therapist and their assistants. Certified Physical Therapy Aide Specialists (CPTAS) assist in caring for the facility, help patients to and/or from the therapy areas, complete clerical tasks, answer phones, and assist patients with insurance paperwork. CPTAS play a significant role in helping to make therapy sessions productive for Physical Therapists and pleasant for the patients. The Certified Physical Therapy Aide Specialist (CPTAS) exam prepares individuals in the field of Therapeutic Services for a career as a Physical Therapy Aide Specialist. Achieving national recognition as a CPTAS will ensure you are recognized by employers in the industry and demonstrate you are prepared for a career as Physical Therapy Aide Specialist.

Tuition:	\$ 4000
Admin Fees:	\$ 150
Text Book:	\$ 450
Tool/Supplies:	\$ 825
Testing:	\$ 175
Total Cost:	\$ 5600

SIGNATURE PAGE

I hereby swear and affirm that I have read this Catalog in its entirety and understand the terms, conditions and policies contained therein. By signing this acknowledgment, I hereby agree to be bound by the Abundant Training Institute (ATI) policies, beliefs to include Grievance policy and Code of conduct procedure set forth in this handbook.

By: _____
(Student Name Printed)

(Student Signature)

Dated: _____

By: _____
(Parent/Guardian if under 18)