



**AAT I**

# CATALOG

Celebrating 30 years

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# WELCOME

*Dear Student:*

*Welcome to American Advanced Technicians Institute, Corp. We are pleased that you have chosen to invest in your future through education, and we congratulate you on taking this important step.*

*Our Institute offers a focused program designed to prepare you for a career as an automotive technician, along with a variety of advanced continuing education seminars, short courses, and customized training opportunities. Our faculty is composed of certified professionals who provide hands-on, personalized instruction to help you build practical skills and achieve your goals.*

*By joining us, you are making a meaningful commitment to your future. We are here to support you as you move forward equipped with one of the most valuable tools you will ever possess—your education.*

*Sincerely,*

*Faculty and Staff*



*The mission of American Advanced Technicians Institute, Corp. (AATI) is to provide accessible, relevant, and practical education in the fields of Automotive Technology, Collision Repair, and Medium and Heavy Truck Technology.*

**Licensed by**

The Commission For Independent Education  
Florida Department of Education  
License No. 2038  
Additional Information regarding this Institute may  
be obtained by contacting the Commission at  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll-free telephone (888) 224-6684 / Fax. (850) 245-3233  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

**Board of Directors/Corporate Owners-Shareholders**

Mrs. Fanny Marino 51%  
Mr. Hector Marino 49%

**Statement of Ownership**

American Advanced Technicians Institute, Corp. (AATI) is formed under the laws of the State of Florida.  
AATI is owned and operated by the Board of Directors.  
The Board of Directors may be reached at 6801 West 20<sup>th</sup> Avenue, Hialeah, Florida 33014.  
Tel.: (305) 362-5519 - Fax: (305) 362-3134  
Email: [administration@aati.edu](mailto:administration@aati.edu) - Website: [www.aati.edu](http://www.aati.edu)

**Governing Body**

American Advanced Technicians Institute, Corp.  
6801 West 20<sup>th</sup> Avenue  
Hialeah, Florida 33014  
(305) 362-5519

**Advisory Board**

Mr. Victor Valentin  
General Manager  
Kia Motors Corporation

Mr. Mandy Llanes  
President  
Hialeah Chamber of Commerce

Mr. Eduardo Tautiva  
Technical Placement Specialist  
Lincoln/Ford Ace Program

Mr. Walbert Marcano Director of  
Automotive Technology and Industrial  
Maintenance University of Puerto Rico,  
Carolina

Mr. Victor Benavidez  
AATI/ASE Master Technician and Instructor

Mr. Edgar Glen  
Business Solutions Manager  
AllData Automotive Intelligence

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Full Time Employee **	Part Time Employee *		

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Ruben Mora <a href="mailto:rmora@aati.edu">rmora@aati.edu</a>	Automotive, Suspension & Steering AATI Technician Certified

## **PHILOSOPHY & OBJECTIVE**

American Advanced Technicians Institute, Corp. (AATI) is dedicated to fulfilling its mission by offering a focused automotive technician program, alongside advanced continuing education seminars, courses, and customized training. Our goal is to equip students with the practical skills and technical knowledge essential for success in the automotive and vehicle industries.

In addition to technical training, AATI emphasizes personal and professional development, guiding and motivating students to confidently pursue challenging and rewarding careers that serve the needs of individuals, communities, and the industry.

## **MISSION STATEMENT**

The mission of American Advanced Technicians Institute, Corp. (AATI) is to provide accessible, relevant, and practical education in the fields of Automotive Technology, Collision Repair, and Medium and Heavy Truck Technology. We aim to prepare students with the technical knowledge and hands-on skills required to meet current industry standards and adapt to emerging technologies. Through a supportive learning environment and industry-informed instruction, AATI is committed to helping students pursue career opportunities in automotive service, repair, parts, and related technical vocations within the vehicle industry.

## **INSTITUTIONAL HISTORY**

American Advanced Technicians Institute, Corp. (“AATI”) began in August of 1995 when its founders responded to a call from the automotive mechanic community. The need for the institute emerged after new laws were implemented in Miami-Dade County, requiring all mechanics to become certified by passing the Automotive Service Excellence (ASE) certification exams.

AATI initially operated as a private tutoring institution. In September of 1995, it was incorporated in the State of Florida under the name American Advanced Technicians Institute, Corp. Its original offerings consisted of ASE exam preparation review courses.

In 1997, AATI was granted a license by the State Board of Independent Post-secondary Vocational, Technical, Trade and Business Schools (now known as the Commission for Independent Education) to offer the following programs: the Automotive Technology Program, the Automotive Certification Preparation Program, and the Advanced Automotive Technology Program. These programs were made available in English and Bilingual formats (Spanish/English).

In May 1998, AATI was issued a new license number following a change in ownership and the addition of a new program, the Automotive Transmission Program. In July of that same year, AATI was approved by Miami-Dade County to administer its own Mechanic/Technician Certification Exams in Spanish, English, and Creole.

In December 2002, AATI became nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the U.S. Secretary of Education. On July 11, 2003, AATI was approved to offer Title IV financial assistance through the U.S. Department of Education. Shortly after, in September 2003, AATI was approved by Broward County to administer its own Mechanic/Technician Certification Exams in Spanish, English, and Creole.

In June 2009, AATI was officially designated by the Commonwealth of Puerto Rico to be the exclusive provider of examinations for The Board of Examiners of Automotive Technicians and Mechanics.

## Recent Developments

In June 2025, AATI voluntarily withdrew from ACCET accreditation and Title IV funding eligibility. This decision followed a major fire that occurred in 2024, which significantly impacted operations and facilities. The voluntary withdrawal was made strategically, allowing the institution to focus on internal rebuilding, modernization of its programs, and structural reorganization. While the transition has presented challenges, it has also created opportunities for institutional growth and innovation.

### FACILITIES & EQUIPMENT

The Institute is located at 6801 West 20<sup>th</sup> Avenue in the city of Hialeah, Florida 33014. The Institute offers its students an atmosphere conducive to learning. The offices, classrooms, reference library and lab/shop occupy approximately 6,200 square feet.

The classrooms are well lit and contain teaching aids including audio/visual equipment. In addition, the lab/shop is set up with the necessary equipment to ensure that our students learn methods being used in the industry. Note: AATI is equipped to serve students with physical handicaps. (i.e. handicap parking, access ramps and restrooms available).

### OFFICE HOURS

Monday through Thursday: 8:30 a.m. – 7:00 p.m.

Friday: Closed

(For class schedule, please refer to page 41 of this catalog)

### STUDENT HOLIDAYS

Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Thu. & Fri, Nov. 27 & 28, 2025	Thanksgiving Holiday
Mon.-Fri., Dec. 22 - Jan. 2, 2026	Winter Recess
Monday, January 19, 2026	Martin Luther King's Day
Monday, February 16, 2026	President's Day
Friday, April 3, 2026	Good Friday
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth

### SPECIAL NOTE

Information in this catalog is accurate as of the time of publication. The Institute reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or to make other changes deemed necessary or desirable, giving advanced notice of the change whenever possible. Students currently enrolled will not be affected by tuition increases.

### POLICY STATEMENT

The Institute does not discriminate on the basis of sex, race, ethnic origin or religion.

### ADMISSION PROCEDURES

Persons interested in applying for admission to AATI should contact the Institute's Admissions Office and an Admissions Officer will guide you through the following admission procedures:

- Step One - Be interviewed by an AATI Admissions Officer.

- Step Two - If applicable, Ability-To-Benefit Students must take and pass the Institute's entrance exam.
- Step Three - Complete all mandatory enrollment documentation and submit any other documents required to complete your file (i.e. high school diploma, GED, Identifications, etc...)
- Step Four - Pay the required Registration Fee.
- AATI's procedure for admitting students with mental or physical handicaps is to carefully screen them at the time of the admission interview to determine any special needs that may be required.

*AATI may conduct a background check for criminal history for which may prevent a prospective student from being accepted to the school and/or employed, as a criminal record may present limitations for employability due to said record.*

## **ADMISSION REQUIREMENTS**

1. To qualify for enrollment at AATI, prospective students must be at least 17 years old. **Note:** Students under the age of 18 must have a parent or legal guardian sign the enrollment agreement to be accepted into the Institute.
2. It is the policy of the Institute not to allow a prospective student to enroll unless they have visited the school and toured the facilities, except for students enrolling in Continuing Education and/or Automotive Certification Preparation courses. An admissions representative will explain the Institute's programs and policies during the interview.
3. All applicants must meet one of the following educational requirements to be admitted into a program:
  - High School Diploma (a diploma, not a certificate of completion)
  - GED
  - Approved Homeschool Completion
  - Academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree
  - Certificate of completion from a state-recognized exam such as the California High School Proficiency Exam

If you do not have official proof of high school completion and are considered a refugee or have received asylum, you may submit a written attestation that includes the name of the secondary school, its location, and your date of graduation. Written attestations are accepted only in limited, exceptional circumstances such as when the high school has closed or when a foreign transcript is unavailable due to war, emergency, or other extreme conditions.

4. Applicants who do not meet the above requirements may still qualify for enrollment by demonstrating the ability to benefit from training through the Wonderlic Scholastic Achievement Test. The minimum required scores are:
  - **Automotive Technology:** 13
  - **Advanced Automotive Technology:** 13

Applicants who do not meet the minimum score may reapply later.

5. To enroll in any Automotive Certification Preparation course, applicants must be currently working in the field and have a minimum of two (2) years of industry experience.
6. To enroll in Advanced Technology or Continuing Education courses, applicants must either:
  - Be currently employed in the automotive field with at least two (2) years of experience, or
  - Have completed a previous level module from the Automotive Technology Program with a grade of "C" or better.
7. Modules from the Automotive Technology Program may not be taken individually unless they are included as part of a customized training agreement.

## FINANCIAL OBLIGATIONS

Tuition must be paid on time according to the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School Director. There are different types of financial aid available for those who qualify. Please contact the Financial Aid office.

## FORM OF PAYMENT

Payments made in the following manner:

Programs & Certification Exams: Credit Card, Money Orders. Refer to your enrollment agreement for the terms of payment.

Electronic Certification Exams: Credit Card and/or Money Orders.

**NOTE:** It is the responsibility of the student to register prior to the deadline for any desired certification exam. AATI certification exams are available both electronically and manually. If you would like to register to take the exam electronically, please stop by the front desk to register and make an appointment. Electronic certification exams are offered weekly during daytime hours, based on availability.

The Commission for Independent Education does not review or license continuing education courses. AATI is **not accredited** by any accrediting agency recognized by the U.S. Department of Education. All programs and courses are offered under the approval of the Commission for Independent Education, Florida Department of Education.

## INDUSTRY CERTIFICATION

To obtain the licenses required by Miami-Dade and Broward Counties to work in the field, students must pass the AATI or ASE Certification Exams.

## ACADEMIC INFORMATION

### Transfer of Credit

Upon enrollment, students will be asked to disclose any previous training in the same field for which they are enrolling. Transfer credit may only be considered for coursework completed at an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

To request transfer credit, the student must submit a written request to the Registrar along with an official transcript. A course outline or syllabus may also be required if the coursework is recent and relevant. Transfer credit will be evaluated based on the content, length, and comparability of prior training. Credit may only be awarded for courses in which the student earned a grade of "C" or better. Grades and grade point averages will not be transferred to the student's academic record.

The School Director will make the final determination and may approve transfer credit for no more than **25% of the total program clock hours**. If credit is awarded, the total program length may be adjusted, and tuition will be prorated accordingly. All transfer credit decisions will be documented in the student's record.

**Important Note:** The transferability of credits earned at AATI is at the discretion of the receiving institution. AATI does not guarantee that credits will transfer to other schools. Students are responsible for verifying whether another institution will accept credits earned at AATI.

The Registrar will assist students who wish to transfer out. Students must submit a written request to receive an official transcript and course outlines.

Appeals regarding transfer credit decisions must be submitted in writing to the School Director within five (5) business days of notification. Supporting documentation must be included with the appeal.

### **Class Schedule**

Classes are scheduled Monday through Thursday, as follows:

Day	9:00 AM to 1:00 PM
Afternoon	1:30 PM to 5:30 PM
Evenings	6:30 PM to 10:30 PM

### **Class Size**

AATI maintains small class sizes to ensure quality instruction and access to equipment. The average class or lab session includes approximately **15 students per instructor**. The maximum number of students in any lecture class is **30 per instructor**.

### **ATTENDANCE POLICY**

Regular attendance is critical for skill development and student success. Each student's attendance is recorded daily and becomes part of their permanent academic record. Attendance may be considered when providing job referrals or recommendations after graduation.

If a student is unable to attend class due to illness or an emergency, the Institute should be notified in advance whenever possible for the absence to be considered excused.

A student will be considered withdrawn if absent for fourteen (14) consecutive calendar days without an approved Leave of Absence.

Students must maintain a **minimum of 80% cumulative attendance** throughout the program. Attendance is tracked daily, and cumulative percentages are reported at the end of each module on the student's report card. Any student who disagrees with their recorded attendance must submit a written appeal to the School Director within one (1) week of receiving the report card.

### **Attendance Warning**

Students whose attendance falls below **75% in any module** will be placed on a **30-day Attendance Warning**. During this period, students must improve attendance and demonstrate progress toward meeting the 80% minimum. Students who do not show improvement or fail to meet the 80% requirement by the end of the warning period may be subject to additional corrective action, up to and including dismissal.

The School Director or Assistant School Director may extend the warning period if requested in writing and supported by documentation.

### **AATI Veterans Affairs Attendance Policy**

Students exceeding 20% total absences in a program module will be terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one program module after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

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

### **Make-Up Hours**

Students are responsible for arranging make-up hours with the instructor and/or School Director and/or Registrar when absences are excused. Make-up work must be completed **outside of regular class hours** and within the current module period unless the deadline is extended by the School Director. Only activities pre-approved by the instructor or School Director—such as completing class exercises, viewing class recordings, or related assignments conducted in the library or lab—will be accepted. Make-up work must be **equivalent in content, duration, and method of instruction** to the class time missed.

### **Tardiness & Early Departures**

Punctuality is an essential professional habit. Attendance records are based on **clock-hour tracking**:

- Arriving late or leaving early in **15-minute increments** will reduce the day's recorded hours.
- For example, a 6:45 PM arrival into a scheduled 4-hour evening class will result in only **3.75 hours** of attendance credited.

If you disagree with how your hours have been recorded, please submit a written appeal within **five (5) business days** of receiving your report card. Appeals will be reviewed by the School Director or Assistant School Director.

### **Leave of Absence**

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. The student must comply with the following procedures and requirements:

- A student or guardian must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the Institute's consecutive absence policy, s/he must be withdrawn. The request must be approved by the Registrar or School Director.
- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the Institute to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- The leave of absence is limited to 77 calendar days. Multiple leaves of absence may be permitted provided the total of the "leave" does not exceed this limit. The return date will be coordinated by the Registrar to ensure that the return date will fall at the beginning of a new module and will not exceed 77 calendar days.
- If a student does not return when scheduled, s/he will be terminated. The last day of actual attendance will be used for refund purposes.
- An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

## Grading System

A	90 - 100%	Excellent	4.0 points
B	80 - 89%	Good	3.0 points
C	70 - 79%	Average	2.0 points
D	60 - 69%	Passing	1.0 points
F	below 60%	Failed	0 points
I	Incomplete		
W	Withdraw		
X	Transfer		
S	Satisfactory		
U	Unsatisfactory		
R	Repeat		

Students' grades are determined per module and based on quizzes/midterm exam (30%), final exam (40%), assignments/homework (10%), classroom/shop participation (10%) and attendance (10%). You must attend a minimum of 80% per module to earn the allotted percentage for attendance. Students not attending 80% of the module will receive a failed (F) grade.

Students are given a copy of their progress report at the end of each module, and a transcript is given upon completion of the program.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

American Advanced Technicians Institute, Corp. (AATI) requires all students to maintain satisfactory academic progress toward successful completion of their program. This policy applies consistently to all students regardless of enrollment status (full-time, part-time, day, or evening).

#### **Qualitative Measure (Grade Point Average - GPA)**

- Students must achieve a minimum **1.0 GPA** at the completion of the first 25% of their program.
- A minimum **1.5 GPA** is required at 50% program completion.
- A minimum **2.0 GPA** is required to graduate.

Students who do not meet the required GPA at each evaluation point will be placed on a **30-day academic warning period** but will still be considered to be making satisfactory progress during this time. Failure to achieve the required GPA by the end of the warning period will result in termination from the program.

#### **Quantitative Measure (Pace of Completion)**

The maximum timeframe allowed to complete a program is **1.5 times** the normal length of the program. Students must complete the program within this timeframe or risk termination due to failure to maintain satisfactory progress.

#### **Increments for Evaluation**

Satisfactory academic progress will be evaluated at least at **50% of the maximum timeframe** for program completion.

Example:

A student enrolled in a 620 clock-hour program that normally takes 10 months to complete has a maximum timeframe of 15 months. To be making satisfactory progress, the student must complete **310 clock hours** within 7.5 months.

## Additional Elements

- **Incomplete Grades:**  
A grade of "I" (Incomplete) must be resolved by the second week after the module ends, or it will convert to an "F," which will negatively affect the GPA. Students with mitigating circumstances (e.g., illness, death in the family) may appeal for an extension through the School Director. Failure to complete an incomplete grade may delay graduation and require repeating the course at current tuition rates.
- **Course Withdrawals:**  
A grade of "W" (Withdrawal) does not count toward clock hours successfully completed but is included in clock hours attempted. "W" grades do not impact GPA.
- **Course Repetitions:**  
Students may repeat courses where a grade of "D" or below was earned. Both original and repeated courses count as clock hours attempted, but only the higher-grade counts toward GPA. Students will be charged tuition for repeated courses. Repetitions must not jeopardize satisfactory academic progress.
- **Non-Credit Remedial Course Work:**  
AATI does **not** offer non-credit remedial courses.

## Attendance Compliance

Students must maintain a **minimum cumulative attendance of 80%** throughout the program. Attendance falling below **75%** at the end of any module will result in a 30-day Attendance Warning. Continued failure to meet attendance requirements may affect satisfactory academic progress status and could result in dismissal.

## Warning and Notification

Students failing to meet SAP standards at any checkpoint will be placed on a 30-day warning period and notified via priority mail or personal delivery. During the warning period, students must meet the terms outlined in their warning notification or risk termination.

## Failure to Meet SAP, Appeals, and Reinstatement

- **Failure to Meet SAP:**  
Students not meeting SAP standards after the warning period will be terminated and notified by mail.
- **Appeals:**  
Students may appeal SAP determinations in writing within **10 calendar days** of receiving notification. Appeals should be submitted to the **Academic Progress Committee**, consisting of the School Director, Assistant School Director and Registrar on a rotating basis.

Appeals based on mitigating circumstances must include documentation (e.g., medical notes, accident reports) and a written plan explaining how the student intends to regain satisfactory progress, including courses and hours required.

Appeal decisions will be communicated within 10 days and are final.

- **Reinstatement:**  
Students dismissed for SAP failure may apply for readmission after a **four-week waiting period**. Upon readmission, students are placed on probation and must meet SAP standards by the next evaluation period to continue enrollment.

## Other Policy Considerations

- The SAP policy includes **all periods of enrollment** and applies toward both the maximum timeframe and qualitative measures.
- Transfer and re-admitted students will be evaluated by the School Director to ensure SAP can be maintained or achieved in their new enrollment status.
- The policy is applied consistently to all students across all categories.

## STUDENT CHANGES

A student must obtain permission from the Registrar to change his/her class schedule, and from the School Director if s/he wishes to change the program of study in which s/he is enrolled.

## RECOGNITION AWARDS

*Academic Achievement Award:* To qualify for this recognition, students must graduate with a 4.0 G.P.A.

*Outstanding Attendance Award:* To qualify for this recognition, students must have perfect attendance during their course of study.

*Project Achievement Award:* To qualify for this recognition, students must complete a hands-on project approved by the School Director. The procedures to qualify for this award are posted on the bulletin board of each classroom.

## Graduation Requirements

1. Successful completion of all prescribed subjects of instruction with a cumulative **Grade Point Average (G.P.A.) of 2.0 (C average) or better.**
2. A minimum of **80% cumulative attendance** throughout the program. (See below for minimum clock hours required per program.)
  - **Automotive Technology** – 558 clock hours
  - **Advanced Automotive Technology** – 558 clock hours
3. Satisfaction of all **financial obligations** to the Institute.

## TRANSCRIPTS

A complete transcript of each student's grades is kept in the student's permanent file. Students must request transcripts in writing. One copy is provided free at graduation (additional copies are available for a cost of \$5.00 each). Transcripts will not be issued unless the student's financial obligations to the Institute are current at the time of request.

## STUDENT SERVICES

### New Student Orientation

Orientation day for new students is conducted for each program to become acquainted with the Institute's departments and services. At this point, students will have another opportunity to ask questions, as well as, be reminded of the Institute's and student's rights and responsibilities. In addition, the student will receive two uniform t-shirts for his/her first day of class.

### Placement Assistance

AATI makes every effort to assist students/graduates in finding full or part time employment. The student is responsible for the recommendation that the school will submit to a potential employer. A student's academic record, attendance, personal characteristics, attitude and personal demeanor will all contribute to the Institute's overall evaluation for placement. Our placement services are available from the day a student enters the school and will continue for as long as the student requires it, regardless of the student's status.

While AATI gladly assists students in obtaining suitable employment at no additional charge, it is understood that **AATI does NOT promise or guarantee placement for its students/graduates before enrollment, during the course, or after the course is completed. AATI does NOT promise or guarantee any certain wage or imply earning greater than the prevailing wage. Completing a course or program in a language other than English may reduce employability where English is required. Self-employment is common in the automotive technology field.**

AATI as part of its admission process may conduct a background check for criminal history for which may prevent a prospective student from being employed, as a criminal record may present limitations for employability due to said record.

Prospective graduates, if seeking a job in Miami-Dade or Broward County, must obtain applicable licenses at least one month prior to graduation.

Exceptions to this policy:

- If the student will not pursue an automotive industry related career, then a waiver must be signed with an explanation.
- If the student will work in a county that does not require licensing.
- If the student is incapacitated or disabled.
- Other exceptions may apply upon approval from the School Director.

In addition, AATI offers access to different resources to enable students succeed in the process of job search and job retention through the Job & Career Accelerator. This is a comprehensive and easy-to-use job search application. It integrates everything a student needs to conduct a successful job search. Interactive wizards guide students through each step of the search process in a personalized manner, from recommending occupations to fetching up-to-the-minute job postings that are based on each user's career preferences. Users will also have access to tools essential to getting hired such as the resume and cover letter builders, interview course and tips and expert advice to help make the job search more effective.

### **Student Advisement**

Advisement and guidance begin with the admissions' interview and continues throughout the student's course of study. Faculty consultation is possible for academic issues. An appointment may be required with the School Director.

### **Tutoring**

Upon authorization from the School Director, tutoring services are available for those students who request it.

### **ALLDATA Software and Components**

This software is available to all active and graduated students for personal use. Students must request access from the Assistant School Director.

### **Housing**

The Institute does not provide housing for its students. A list of reliable realtors and rental properties near the school will be provided to the student that requests housing assistance at the time of enrollment.

### **Lost and Found**

Students may check with the front desk for any lost and found items. Any items found on school premises should be turned into the front desk. These items are kept for 30 days and then disposed of properly.

### **Personal Property**

The Institute cannot be responsible for the student's books, materials or any personal belongings. Therefore, students are responsible for their belongings while in school.

### **Campus Security**

Crimes may be reported to Adriana Abalo, Human Resource Officer at (305) 362-5519 or [aabalo@aati.edu](mailto:aabalo@aati.edu). Statistics, policy, and description of the Campus Crime Statistics and Violence Against Women Reauthorization Act (VAWA) may be found throughout the classrooms' bulletin boards and on the website ([www.aati.edu/campussecurity](http://www.aati.edu/campussecurity)).

### **Library**

The library is accessible to all students. It is open Mondays from 9:00 a.m. to 6:00 p.m., Tuesday through Thursday from 2:00 p.m. to 6:00 p.m. and Fridays from 9:00 a.m. to 2:00 p.m. For safe keeping, some video materials are kept in the administrative office. The Library Resources include Audio-visual materials, equipment and supplies, reference books, periodicals, printed media, trade journals, manuals, etc.

### **Graduation Ceremony**

Students are encouraged to attend the graduation ceremony event. To receive all information regarding this event, students must update their contact information prior to the last day of attendance. More information regarding the ceremony will be released to students prior to that date.

## **INSTITUTIONAL SCHOLARSHIPS**

### **Fanny Marino Scholarships of Achievement**

American Advanced Technicians Institute, Corp. (AATI) offers the Fanny Marino Scholarships of Achievement to reward students who demonstrate academic excellence and strong attendance in the ATP620 program. Scholarships are awarded based on GPA and attendance, with clear eligibility criteria and application requirements.

The scholarship process is designed to be fair, transparent, and supportive of student success. Complete details including eligibility, application procedures, award terms, and appeal rights are available in the Institutional Scholarships section of this catalog.

Students are encouraged to apply and take advantage of this opportunity to support their education.

The Marino Scholarships of Achievement are designed to reward AATI students who graduate from the ATP620 program and maintain excellent academic and attendance records. There are four (4) scholarships available, based on GPA and attendance as outlined below:

- **4.00 GPA:** 20% scholarship
- **3.50–3.99 GPA:** 15% scholarship
- **3.25–3.49 GPA:** 10% scholarship
- **Perfect Attendance:** 10% scholarship (100% attendance required regardless of GPA)

### **Scholarship Eligibility and Terms**

- Scholarships based on GPA require a minimum **85% attendance** during the program.
- Scholarships may not be combined; students may only apply for one scholarship.
- Students awarded a scholarship who withdraw before completing the ATP620 program are responsible for **100% of the tuition**, payable within twelve (12) months of their last attendance date. This amount **will not be deducted from any refund calculation**.
- Scholarships may only be applied to the awarded program term.
- Students may apply for only one scholarship per calendar year.

- Applicants must submit either a **written statement (100–500 words)** or a **5-minute video** explaining their interest in the ATP620 program, career goals, or reasons for attending. This material assists the Scholarship Committee in their selection.
- Applications and statements/videos may be emailed to **administration@aati.edu**.
- Applicants will be notified of the scholarship decision within **30 days** of receipt of their application.
- Scholarships will be applied **upon graduation**, provided all eligibility criteria and terms have been met.

## Appeals

Applicants wishing to appeal a scholarship decision may submit a **written appeal** to the Scholarship Committee within **10 business days** of notification. Appeals should include any relevant supporting documentation. The Scholarship Committee's decision is final.

## Scholarship Committee Members

- Fanny Marino, School Director
- Winiver Perez, Assistant School Director

## AATI Leadership & Service Scholarship

The AATI Leadership & Service Scholarship recognizes and rewards students who demonstrate leadership, community service, or significant contributions to the AATI campus culture and local community. This scholarship aims to support motivated students who positively impact others while maintaining their academic progress.

## Scholarship Amount

- Awards range from **\$500 to \$1,000**
- One or multiple scholarships may be awarded annually, depending on available funding

## Scholarship Eligibility and Terms

- Must be currently enrolled in the Automotive Technology program
- Maintain a minimum cumulative GPA of **2.5**
- Demonstrate leadership through participation in student organizations, volunteer work, or community service projects
- Submit an **essay (300–500 words)** or a **3–5-minute video** describing leadership or service activities and their impact on self and community
- Submit a letter of recommendation from a faculty member, employer, or community leader
- Applications and supporting materials must be emailed to **administration@aati.edu**
- Applicants will be notified of scholarship decisions within **45 days** of the application deadline
- Scholarship funds will be applied toward tuition or fees for the current or upcoming program term

## Appeals

Applicants wishing to appeal a scholarship decision may submit a **written appeal** to the Scholarship Committee within **10 business days** of notification. Appeals should include any relevant supporting documentation. The Scholarship Committee's decision is final.

## **Scholarship Committee Members**

- Fanny Marino, School Director
- Winiver Perez, Assistant School Director

## **Hector Marino Scholarship For Technical Innovation**

The Hector Marino Scholarship for Technical Innovation is designed to recognize the most outstanding instructional project created by a student or group of students in the Automotive Technology Program. The project must demonstrate hands-on skill, creativity, and instructional value.

### **Scholarship Amount:**

\$1,500 (if more than one student is involved, the amount will be divided equally among the eligible contributors)

### **Scholarship Eligibility and Terms**

- Must be enrolled in the Automotive Technology Program
- Must have completed at least 50% of the program at the time of submission
- Must hold a cumulative GPA of 2.5 or higher
- Must maintain a minimum of 85% attendance during the program
- Project may be completed individually or as a group, but all participants must meet eligibility requirements
- Students may only apply for one institutional scholarship per calendar year
- Students who withdraw before completing the program forfeit the award

### **Project Requirements**

- Project must be original, instructional, and created by the student(s); purchased or outsourced projects will not be accepted
- The project must be completed within the Automotive Technology class
- Projects should focus on a technical or instructional area such as diagnostics, systems performance, electrical or EV technology, emissions, or fabrication
- Students must submit:
  - A written summary (500–1000 words) explaining the concept, objective, process, and educational impact of the project
  - A 5–10-minute demonstration video or live presentation
  - Visual documentation such as photos, diagrams, or schematics
- Projects must be submitted at least four weeks before graduation
- Scholarship will be awarded upon graduation if all eligibility criteria and terms have been met

### **Submission Process**

Applications and project materials may be submitted in person or via email to [administration@aati.edu](mailto:administration@aati.edu). The Scholarship Committee will review and evaluate submissions based on originality, instructional value, technical quality, and execution.

Applicants will be notified of the scholarship decision within 30 days of submission.

### **Appeals**

Applicants wishing to appeal a scholarship decision may submit a written appeal to the Scholarship Committee within 10 business days of notification. Appeals should include any relevant supporting documentation. The Scholarship Committee's decision is final.

## **Scholarship Committee Members**

- Fanny Marino, School Director
- Winiver Perez, Assistant School Director

## **FINANCIAL ASSISTANCE**

### *For Those Who Qualify*

The purpose of the Financial Assistance Office is to support students who may need help financing their education. While American Advanced Technicians Institute no longer participates in federal Title IV funding programs, we continue to assist students by offering flexible institutional payment plans and access to private lending options.

The Financial Assistance Office is available to:

- Help students explore non-federal funding sources such as private loans and scholarships
- Explain available institutional payment plan options
- Guide students through budgeting for tuition and related expenses
- Provide documentation needed for private lenders, sponsors, or external scholarship providers

It is recommended that students consult with the Financial Assistance Office prior to enrollment to allow sufficient time to review available options and complete necessary documentation.

## **Eligibility for Financial Assistance Services**

To receive assistance, students must:

- Provide proof of U.S. citizenship or eligible noncitizen status
- Submit valid identification including Social Security card and government-issued photo ID
- Present evidence of high school graduation, GED, approved homeschooling documentation, or an associate degree or higher from an accredited institution
- Complete any required application forms for payment plans or third-party lending services

## **Institutional Payment Plans**

AATI offers internal payment plans to eligible students to spread tuition payments over the course of their program. Students must remain current with their scheduled payments and maintain satisfactory academic progress to continue receiving this benefit. Payment plans are managed by the administrative office and require a signed agreement at the time of enrollment.

## **Private Lending Options**

Although the Institute does not offer federal student loans, students may choose to apply for private loans through third-party lenders. AATI does not endorse any specific lender but will provide documentation needed to support private loan applications. Students are responsible for understanding the terms and repayment conditions of any private loan agreement they enter.

## **Verification Procedures**

Students applying for institutional aid, third-party sponsorship, or private loan documentation may be required to provide documentation for verification. The Financial Assistance Office may request income verification, identification documents, or enrollment records to process assistance requests.

Students must provide requested documents within eight class days (or two calendar weeks) to avoid delays in processing.

### **Refunds and Withdrawals**

If a student withdraws from the school prior to completing their program, any tuition paid through institutional payment plans or private funding will be subject to the institution's refund policy as stated in the enrollment agreement. Students using third-party loans are responsible for contacting their lender regarding repayment obligations following withdrawal.

### **Consumer Disclosure**

Median institutional loan debt data is available upon request. AATI is committed to transparency in financial matters and encourages students to consult with the Financial Assistance Office for a clear understanding of their financial responsibilities.

## **INSTITUTE RULES AND REGULATIONS**

### *Drug and Alcohol Prevention & Awareness Policy*

Although AATI does not currently participate in federal financial aid programs, it voluntarily complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) to ensure a safe and healthy educational environment.

The school holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. It is the intent of AATI, Corp to establish and maintain a drug-free workplace.

Alcoholic beverages or other drugs, except those prescribed by a physician, are not permitted to be possessed, used, sold, or distributed on the premises or as part of any activities of American Advanced Technicians Institute, Corp. No student or employee shall use or be under the influence of alcohol or other drugs, except those prescribed by a physician, while on school premises. A student who must take prescribed drugs must provide the school with written notification from the prescribing physician. VIOLATION OF THIS POLICY CONSTITUTES GROUNDS FOR DISMISSAL.

Under federal law, employees or students who receive funds from a federal grant or contract must report any criminal drug statute conviction occurring on school premises to the Administration within five (5) days of the conviction. If applicable, the school is required to notify the contracting agency within ten (10) days after learning of the conviction. Sanctions must be imposed within thirty days of notification. Although AATI does not currently participate in federal aid programs, these provisions are included for awareness and compliance.

In some cases, students or employees may be referred to counseling or substance abuse help centers. Continued enrollment or employment may be contingent upon successful completion of any prescribed program.

### **Sources for Education and Treatment:**

- Alcoholics Anonymous, Miami, FL (305-461-2239)
- National Cocaine Hotline (1-800-COCAINE)
- National Alcoholism And Substance Abuse (1-800-784-6776)
- National Institute on Drug Abuse/Treatment Hotline (1-800-662-HELP)
- Narcotics Anonymous, Miami, FL (305-265-9555)
- AIDS Information Hotline (1-800-342-AIDS)

- National STD Hotline (1-800-227-8922)
- Federal Drug, Alcohol and Crime Clearinghouse Network (1-800-788-2800)

**Health Risks:**

Alcohol consumption, even in low amounts, causes a number of changes in behavior and physiology. The physical effects related to alcohol abuse include increased heart rate, loss of muscle control, slurred speech, poor coordination and hangover miseries. The mental effects of alcohol use are impaired judgment, impaired thinking and reasoning processes, poor concentration and loss of inhibitions. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, toxic psychosis, and permanent neurological and organ damage. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Drug abuse in general causes a lowered resistance to disease. Intravenous drug abuse can lead to exposure to the AIDS virus and other diseases. Stimulants can cause individuals to go beyond their physical limits. Heart disease, infections, malnutrition, and death are also attributable to their abuse. Withdrawals from stimulants is accompanied by severe depressions and suicidal ideation; therefore, physical supervision is recommended. Depressant abuse can result in respiratory arrest, convulsions coma and death. Withdrawal from depressants can be very dangerous if not done under a physician's care.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance:**

The following information is provided for educational purposes regarding federal penalties, although AATI does not currently participate in federal programs:

21 U.S.C. 844(a) 1st conviction: Up to one (1) year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceed 5 grams. (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams. (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram, 21 U. S. C. 853 (A) (2) AND 881 (A) (7) Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. 21 U. S. C. 861 (A) (4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U. S. C. 844a Civil fine up to \$10,000 (pending adoption of final regulations). 21 U. S. C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses. 18 U. S. C. 922(8) Ineligible to receive or purchase a fire arm. NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

**Local Penalties and Sanctions:**

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL: In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol. STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESION OF A CONTROLLED SUBSTANCE BLOOD ALCOHOL LEVEL OF .05 1st OFFENSE: Imprisonment for not more than 1 year and/or \$350-\$500 fine; suspension of license at least 6 months. 2nd OFFENSE: Within 10 years, fine of not less than \$500; 1 year license revocation.

### *Grievance Policy*

Any student experiencing a problem that cannot be resolved by his/her instructor should:

- a. Contact the School Director for an appointment to discuss the situation.
- b. If no resolution is reached, escalate to the School Director again.
- c. If still unresolved, contact The Commission For Independent Education (CIE), Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 (888) 224-6684.

### *Discrimination / Harassment / Stalking Policy*

AATI prohibits unlawful discrimination and harassment of any kind against any student or employee. This policy applies to all students, employees, vendors, clients, and guests. All incidents must be reported immediately to the School Director or Human Resource Officer.

Stalking is defined as willful, malicious, and repeated following and harassment combined with a credible threat intended to cause fear for personal safety. If you believe you are being stalked, inform the School Director or Human Resource Officer immediately.

For questions or more information, visit the Institute's website or contact the Human Resource Officer or School Director.

### *Title IX and Sexual Harassment*

Although AATI does not currently receive federal funding, it maintains a policy consistent with Title IX of the Education Amendments of 1972 to prohibit sex discrimination and to promote a safe and equitable environment for students and employees.

Any inquiries regarding Title IX or related policies should be directed to the Lead Title IX Coordinator:

Adriana Abalo  
Human Resource Officer  
Phone: 305-362-5519

Email: aabalo@aati.edu

The Lead Title IX Coordinator is responsible for implementing and monitoring Title IX compliance, including training, communications, and handling of complaints.

### *Weapon's Policy*

The use or possession of guns, knives, or any weapons is strictly prohibited on AATI premises. Violation of this policy is grounds for immediate dismissal.

### *Conduct*

AATI expects students to demonstrate cooperation, dependability, punctuality, and respect, consistent with workplace expectations. The administration supports students throughout their academic journey.

### *Warning*

Students may be placed on warning for reasons including:

1. Not maintaining satisfactory progress
2. Excessive absenteeism
3. Inappropriate behavior

### *Suspension / Dismissal*

Students may be suspended or dismissed for inappropriate conduct, policy violations, possession of school property without authorization, unsatisfactory progress, non-payment, or for the good of the school. Refunds will be processed per the refund policy at the time of dismissal.

Appeals may be submitted in writing to the School Director. The Director's decision on re-entry is final.

### *Voluntary Withdrawal / Re-Entry*

Students may withdraw by contacting the Registrar's office in person, by phone, or in writing. Refunds will be made within 30 days of withdrawal. Re-entry requests are permitted later.

### *Health and Safety*

AATI complies with applicable state and local building codes, health regulations, and fire department requirements.

## **COPYRIGHT POLICIES**

The Higher Education Opportunity Act of 2008 (HEOA) (Pub. L. 110-315) amended the Higher Education Act of 1965 (HEA), requiring institutions to take measures to combat unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer sharing of intellectual property.

Although American Advanced Technicians Institute, Corp. (AATI) does not actively monitor its networks to detect illegal activity, the Institute ensures that copyright laws, particularly regarding digital assets, are respected by students, faculty, and staff.

### *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*

Copyright infringement occurs when one exercises, without permission or legal authority, any of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17, United States Code). This includes reproducing or distributing copyrighted works. Downloading or uploading substantial portions of copyrighted material without authorization constitutes infringement.

Penalties for copyright infringement include both civil and criminal consequences:

- Civil liability may result in orders to pay actual damages or statutory damages ranging from \$750 to \$30,000 per work infringed.
- For willful infringement, statutory damages may increase up to \$150,000 per work.
- Courts may also impose costs and attorney fees (see Title 17, U.S. Code, Sections 504 and 505).
- Criminal penalties may include imprisonment for up to five years and fines up to \$250,000 per offense.

For more details, visit the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), including their FAQ at [copyright.gov/help/faq](http://copyright.gov/help/faq).

### *Technology-Based Deterrents*

AATI uses bandwidth-shaping technology to prioritize network traffic and limit bandwidth available to peer-to-peer (P2P) applications. However, filtering of P2P applications is not conducted, as some P2P traffic is legitimate.

## *Communication and Education*

AATI takes the following ongoing steps to combat unauthorized distribution of copyrighted materials:

- Students, faculty, and staff are required to read and accept written copyright policies upon enrollment or employment (See AATI Form 4). These policies define allowed and prohibited activities on the network and other electronic resources.
- Illegal file sharing is addressed during student orientation.
- Notices regarding the legal implications of downloading copyrighted content are posted throughout campus and on the Institute's website.
- Periodically, all users receive email reminders from upper management about copyright laws and institutional policies.

## *Legal Alternatives to Illegal File-Sharing*

AATI provides its community access to legal alternatives for obtaining electronic content such as movies and music. The resource room or library maintains a current list of legal sources, some free and some fee based. Resources such as the Motion Picture Association of America and EDUCAUSE.edu provide up-to-date compendia of legal options.

## *Review of Plan*

Since November 2010, AATI has conducted an initial and ongoing biennial review of its Plan for Combating Illegal File-Sharing. The effectiveness of the plan is evaluated considering a range of factors and adapting to changes in the external environment.

## **Dress Code**

The Institute only expects what an employer demands. Students will dress in a manner appropriate to the profession for which they are training.

- Students are required to wear the assigned colored uniform t-shirt. Two t-shirts will be given to each student during orientation. Additional t-shirts are available for purchase for a minimal cost of \$12.00.
- Although shorts and pants are allowed, it is imperative that students maintain a professional look hence sportswear is disallowed. (Gym/Sport Shorts are not permitted)
- Closed-toe shoes are always required.
- Facial piercing is prohibited and long neckwear (i.e.: jewelry, tie, scarf, bandanas, etc.) must be always kept inside the uniform t-shirt due to the student's safety.

## **Smoking and Beverages**

Smoking is prohibited everywhere in the building. Food and beverages are not permitted in the classrooms and/or laboratories.

## **Incidents/Accidents**

In case of an incident or accident, please inform the Human Resource Officer, Adriana Abalo ([aabalo@aati.edu](mailto:aabalo@aati.edu)) or the School Director Fanny Marino, ([fmarino@aati.edu](mailto:fmarino@aati.edu)) so the appropriate forms are completed and measures can be taken accordingly.

In case of an emergency during school hours, the school will take appropriate action to insure medical assistance.

## **Adverse Weather and Emergency Closing**

At times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. AATI students and staff must follow Miami-Dade Public Schools announcements unless otherwise

specified by the institution.

When the decision to close the Institute is made after the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

### **EMERGENCY EVACUATION PLAN**

In case of fire or any other disaster, please listen to the School Director or the school official in charge for instructions.

All instructors oversee their class and shall maintain their class calm during the evacuation. Instructors are to instruct and guide their class outside and assemble in the designated assembly area. Everyone is to remain quiet and listen for further instructions. Do not return to an evacuated building until a Fire Department Official or a School official gives the ALL CLEAR signal.

Evacuation Diagrams are posted in all school Bulletin Boards and/or classrooms. Otherwise, immediately evacuate the area via the nearest exit door (marked "EXIT") in an organized and orderly manner. Take note of physically handicapped individuals in your area who may need assistance, and either help them or notify someone who can.

- Only take your personal belongings, such as your purse, cell phone and keys, and only if it's safe to do so.
- Do not try to extinguish the fire. School officials will contact the appropriate local Fire and Rescue Department.
- In case of a security problem, listen to the School Director or other school officials for directions.
- Always follow the instructions of police and emergency responders until you are released and assembled in a safe zone.

*American Advanced Technicians Institute, Corp.* has Emergency Evacuation Diagrams posted on bulletin boards and in other accessible places for the view of all employees, students and visitors.

### **STUDENT'S RIGHTS**

The following information is made available to all current students and to any prospective student upon request:

1. The total cost of attending the Institute, including:
  - a. Tuition and fees
  - b. Books and supplies
  - c. Any additional costs related to the program in which the student is enrolled or expresses specific interest
2. A copy of the Institute's refund policy.
3. Information about the academic programs offered by the Institute, including:
  - a. Educational and training programs
  - b. Instructional laboratories and other facilities related to the academic program
  - c. Faculty and instructional personnel
4. The methods and locations where students and prospective students can obtain information about their rights.
5. The names of the associations, agencies, and/or governmental bodies that license the Institute and its programs, along with procedures by which current or prospective students may request and review copies of licensing documents.
6. The academic standards students must maintain to be considered making satisfactory academic progress.

## **Family Educational Rights and Privacy Act (FERPA)**

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

FERPA grants parents certain rights regarding their children's education records. These rights transfer to the student when they turn 18 years old or attend a school beyond the high school level. Such students are known as "eligible students."

- **Inspection and Review:** Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies unless it is impossible to review the records in person, such as due to great distance. Schools may charge a reasonable fee for copies.
- **Request for Amendment:** Parents or eligible students may request the school to correct records they believe are inaccurate or misleading. If the school refuses, they have the right to a formal hearing. Following the hearing, if the school still refuses to amend the record, the parent or eligible student may place a statement in the record expressing their view on the contested information.
- **Disclosure of Records:** Generally, schools must have written permission from the parent or eligible student before releasing any information from education records (forms available at the Registrar's office). However, FERPA allows disclosure without consent to certain parties or under specific conditions (34 CFR § 99.31), including:
  - School officials with legitimate educational interests
  - Other schools to which the student is transferring
  - Specified officials for audit or evaluation
  - Appropriate parties involved in financial aid
  - Organizations conducting studies for or on behalf of the school
  - Accrediting organizations
  - Compliance with judicial orders or subpoenas
  - Appropriate officials in health and safety emergencies
  - State and local authorities within juvenile justice systems pursuant to state law
- **Directory Information:** Schools may disclose "directory" information without consent, such as student name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students will be informed about directory information and given a reasonable time to request that such information not be disclosed.
- **Annual Notification:** AATI annually notifies parents and eligible students of their rights under FERPA. This notification is provided via the Institute's website and the School Catalog ([www.aati.edu](http://www.aati.edu)).

For further information, contact:

### **FERPA Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

Or call:

1-800-USA-LEARN (1-800-872-5327) (voice)  
TDD: 1-800-437-0833

## **DISCRIMINATION / HARASSMENT / STALKING / BULLYING / CYBERBULLYING POLICY**

American Advanced Technicians Institute (AATI) prohibits unlawful discrimination and/or harassment of any kind against any Student, Employee, Vendor, Client, or other Guests. This policy applies to all persons associated with the Institute. It is the duty and obligation of everyone to comply with this policy and to report any conduct believed to constitute discrimination or harassment immediately to the School Director or the Human Resource Officer.

**Stalking** is a crime and is defined as willful, malicious, and repeated following or harassment combined with a credible threat intended to cause the victim to fear for their safety. If you believe you are being stalked, please notify the School Director or Human Resource Officer promptly.

**Bullying and Cyberbullying** are crimes prohibited by law. Bullying is defined as systematically and chronically inflicting physical or psychological distress on one or more students. This may include, but is not limited to, teasing, social exclusion, threats, intimidation, stalking, physical violence, sexual, religious, or racial harassment, public or private humiliation, or destruction of property.

**Cyberbullying** means bullying using technology or any electronic communication, including but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. It also includes creating or impersonating another person's identity online, or distributing communications or posts that create bullying conditions. More information on cyberbullying is available at <https://cyberbullying.org>.

If you experience bullying or cyberbullying, you must report it immediately to the Human Resource Officer or the School Director.

#### **Legal References:**

- HB 609 (effective July 1, 2013) includes cyberbullying and allows schools to discipline students for off-campus harassment that disrupts the educational environment.
- Florida Statutes: [§784.048 - Bullying](#)
- Florida Department of Education Bullying Prevention: <http://www.fldoe.org/safe-schools/bullying-prevention.stml>

#### **STUDENT RESPONSIBILITIES**

1. Promptly provide any information requested by the Institute.
2. Keep the Institute informed of any changes in name, address, marital status, financial situation, or student status.
3. Notify the Institute if withdrawal or a leave of absence is needed.

#### **WITHDRAWALPOLICY**

The Institute recognizes that circumstances may arise causing students to change their plans. Under such conditions, provisions for cancellation or withdrawal are in place. If cancellation or withdrawal occurs, the student may apply for reinstatement within one year of the original enrollment date.

A \$200 administrative fee will be assessed for all students who withdraw from the Automotive Technology program. Refunds will be made within thirty (30) calendar days from the date of withdrawal.

Students leaving the Institute with an outstanding balance are required to pay the amount in full within thirty (30) calendar days. Delinquent accounts may be referred to collections, and any related collection costs will be charged to the student's account.

## CANCELLATION AND REFUND POLICY

### For Students Enrolled in a Program:

Should a student cancel or be terminated for any reason, refunds will be made in accordance with the following procedures, aligned with CIE requirements:

1. Cancellation may be made in person, by telephone, or in writing.
2. If the student is **not accepted** by the Institute or cancels **within three (3) business days** of signing the enrollment agreement and making any payment, **all monies paid will be refunded**, including registration fees.
3. Cancellation **after the 3-business-day period but before the first day of class** will result in a refund of all monies paid, **less the registration fee**.
4. Cancellation **within the first 10 school days after the first day of class** will result in a refund of all monies paid, **less the registration fee**. Students must return all issued books and materials.
5. Cancellation (withdrawal or termination) **after attendance has begun but before completion of 50% of the program** will receive a **pro rata refund** based on the hours completed compared to the total hours in the program.
6. Cancellation **after completing 50% or more of the program** results in **no refund**.
7. The **termination date** for refund calculation is the student's last date of actual attendance.
8. Refunds must be made within **30 calendar days** of the student's last date of attendance or date of determination by the Institute.
9. If the student **never attends (no-show)**, a full refund of monies paid will be issued within 30 calendar days of the scheduled start date.
10. A student may be dismissed at the discretion of the School Director for insufficient progress, non-payment, or failure to comply with Institute policies.
11. If the Institute cancels a program/course after a student's enrollment, all monies paid will be refunded or may be transferred to the next available start date upon the student's agreement.
12. Charges for books, supplies, equipment, lab fees, rentals, and similar items are **not included in tuition** and are **non-refundable** once distributed, but limited to materials attributable to the portion of the program attended.

### For Certification Preparation, 16-Hour, and Advanced Automotive Continuing Education Courses:

1. Registration fees of \$35/\$75 are **non-refundable**.
2. Once courses begin, **no refunds** will be issued.
3. If a student is rejected for enrollment, a full refund of monies paid will be issued, less the registration fee. Any distributed books must be returned or their cost deducted from the refund.
4. If a student cancels prior to class start or never attends (no-show), the Institute will refund monies paid, less registration fee and cost of distributed books.

### METHOD FOR COLLECTING DELINQUENT TUITION AND/OR OTHER MONIES OWED

1. Notification in writing stating outstanding balance.
2. Follow-up phone call one week after written notification.
3. Second written notification 30 days after first written notification.
4. Follow-up phone call one week after second written notification.
5. Third written notification 30 days after second written notification.
6. Follow-up phone call one week after third written notification.
7. Fourth written notification 30 days after second written notification.
8. Final courtesy follow-up call and "10 Day Notice" written notification.
9. If satisfactory payment arrangements are not made, the student's balance will be reported to the Institute's legal counsel.

**Policy for Course or Program Cancellation**

AATI reserves the right to cancel a course or program if a minimum of fifteen students is not met. It is the student's option to be transferred to the next start date available.

**Course Numbering System**

The following is an explanation of the course numbering system for programs offered at American Advanced Technicians Institute, Corp.:

**Automotive Certification Preparation:**

AC = Automotive Certification Courses  
 BC = Body / Collision Certification Courses  
 TC = Truck Certification Courses (Medium / Heavy Trucks)

**Automotive Technology:**

A = Automotive Courses

**Automotive Industry Consumer Disclosures**

Students entering in any of AATI's programs can obtain jobs with different positions, such as automotive mechanic, automotive technician, automotive master technician, automotive transmission specialist, etc. For more information, please check AATI's website or [www.bls.gov](http://www.bls.gov) or [www.onetonline.gov](http://www.onetonline.gov) or [www.careerinfonet.org](http://www.careerinfonet.org) (look for the state of Florida). This occupation SOC code is 49.3023.00.

**COMPLETION & PLACEMENT RATE**

AATI's 2024 Completion and Placement Statistics as reported to ACCET under Document 28.1

<b>Program</b>	<b>Completion Rate</b>	<b>Placement Rate</b>
Automotive Technology	92.31%	94.12%

## 16-Hour Miami Dade County Mandatory Continuing Education Courses

The Miami Dade County Motor Vehicle Repair (MVR) Ordinance requires that all mechanics and paint/body technicians MUST earn sixteen (16) hours of Continuing Education each year. All Courses are 16 hours scheduled.

CEA051	ON-BOARD DIAGNOSTIC II
CEC021	PAINTING & REFINISHING
CEA031	ABS – ANTILOCK BRAKE SYSTEMS
CEC011	STRUCTURAL & NON-STRUCTURAL ANALYSIS
CEA091	HYBRID VEHICLES
CEC031	DAMAGE ANALYSIS & ESTIMATING
CEA021	SCOPE
CET011	DIESEL ELECTRONIC INJECTION
CEA031	ASE REFRIGERANT RECOVERY & RECYCLING



### TUITION COST

#### **By Area of Interest:**

Registration Fee	\$ 35.00
Tuition	125.00
<b>TOTAL</b>	<b>\$ 160.00</b>

\*Each course has a non-refundable registration fee of \$35.00, already included in the cost.

Shipping \$7.95. (if applicable)

### AVAILABLE BOOKS

CODE	DESCRIPTION	DVD+Book	Book
CEA001	Auto Maintenance and Light Repair		X
CEA002	Parts Specialist		X
CEA003	Service Consultant		X
CEA004	Exhaust Systems		X
CEA005	Heating and Air Conditioning		X
CEA102	Assembly Specialist		X
CEC052	Damage Analysis and Estimating		X
CEC054	Mechanical & Electrical Components		X
CET104	Gasoline Engine		X
CET105	Preventive Maintenance Inspection		X
CET106	Heating, Ventilation and Air Conditioning		X

CÓDIGO	DESCRIPCIÓN	DVD+Libro	Libro	CD-ROM
CEA013	Seguridad pasiva, bolsas de aire y cinturones de seguridad			X
CEA014	Análisis de la Distribución del Motor			X
CEA015	Sensores de los Sistemas Auxiliares del Motor			X
CEA016	Componentes eléctricos, electrónicos e instrumentos de medición			X
CEA017	Circuitos Eléctricos Auxiliares			X
CEA018	Sistema de Ventilación, Calefacción y Climatización			X
CEA042	Sistema de Frenos Antibloqueo II	X		
CEC052	Análisis de Daños y Estimados		X	

**English: 32 Hours of Continuing Education Books / Español: Libros 32 Horas de Educación Continua**

CODE / CÓDIGO	DESCRIPTION / DESCRIPCIÓN	Book Libro	CD-Room
CEA019	Otros Circuitos Eléctricos -- ***32 Horas***		X
CEA020	Sistemas Eléctricos de Inyección de Gasolina – ***32 Horas***		X
CEC0522	Damage Analysis & Estimating	X	
CEC0522	Análisis de Daños y Estimados	X	



## Certification Preparation Courses

AATI designed these courses for Automotive Technicians who are currently working in the field to help them study, review technical knowledge, and seek additional reference material to pass the American Advanced Technicians Institute, Corp. and/or the Automotive Service Excellence Certification Exams.

The objective is to pass the certification exams to prove the automotive technician has the capacity and the ability to perform at a high-level, thus showing their employers and customers the skills needed to further customer trust and improve the image of Automotive, Collision and Medium/Heavy Duty Truck Technicians.

**Each Specialty Clock Hours: 20**

**Length of Time: 5 weeks (once a week, 4 hours daily)**

Each area of interest consists of 20 hours of theory, including 4 hours of review. These classes may be taken individually. One (1) clock hour is equal to fifty (50) minutes. No entrance exam required.

You must be employed in the field for at least two years to be eligible for the preparation courses mentioned above.

Upon completion of each specialty, the Institute will award a certificate and with the completion of the entire program a diploma will be awarded.

To obtain the licenses required by Miami-Dade and Broward Counties, students must pass the AATI or ASE Certification Exams.

### TUITION COST & FEES

**By Area of Interest:**

Registration Fee	\$ 35.00
Tuition	160.00
Books (Sales Taxes Included)	35.00
<b>TOTAL</b>	<b>\$ 220.00</b>

\*Each course has a non-refundable registration fee of \$35.00, already included in the cost.

## SAMPLE SCHEDULE

Class Day	CODE	Class Description	Session 5	Session 6
Mondays	AC1	Auto: Engine Repair	Jul 14, 21, 28, Aug 4, 11	Aug 18, 25, Sep 8, 15, 22
	AC2	Auto: Engine Performance	Jul 28, Aug 4, 11, 18, 25	Sep 8, 15, 22, 29, Oct 6
	AC3	Auto: Brakes		
	BC9s	Collision: Non-structural Analysis	-	Sep 15, 22, 29, Oct 6, 13
Tuesdays	BC10e	Collision: Painting/Refinishing	-	Sep 9, 16, 23, 30, Oct 7
	BC9e	Collision: Non-structural Analysis	-	Sep 9, 16, 23, 30, Oct 7
	BC11e	Collision: Structural Analysis	-	Sep 9, 16, 23, 30, Oct 7
Wednesday	BC10s	Collision: Painting/Refinishing	Jul 16, 23, 30, Aug 6, 13	Sep 10, 17, 24, 31, Oct 8
	AC5	Auto: Heating & Air Conditioning	Jul 23, 30, Aug 6, 13, 20	Aug 27, Sep 3, 10, 17, 24
	AC4	Auto: Suspension & Steering	Jul 23, 30, Aug 6, 13, 20	Aug 27, Sep 3, 10, 17, 24
Thursdays	AC6	Auto: Electrical & Electronic Systems	Jul 31, Aug 7, 14, 21, 28	Sep 4, 11, 18, 25, Oct 2
	TC16	Med/Hvy Truck: Elec./Electronic Systems	-	Aug 28, Sep 4, 11, 18, 25
	BC11s	Collision: Structural Analysis	Jul 17, 24, 31, Aug 7, 14	-
	TC15	Med/Hvy Truck: Suspension/Steering System	Jul 24, 31, Aug 7, 14, 21	-
	AC7	Auto: Automatic Trans/Trans Axle	-	Aug 28, Sep 4, 11, 18, 25

## COURSE DESCRIPTION

### Category I: **Automotive: Automobile/Light Truck**

#### **AC1001 Engine Repair**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in engine repair. This course includes diagnosis and repair in: general engine, cylinder head and valve train, engine block, lubrication and cooling systems, fuel and exhaust systems, battery and starting systems.

#### **AC2001 Engine Performance**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in engine performance. This course includes: general engine diagnosis, ignition system diagnosis and repair, emissions control systems, computerized engine controls, engine related service and engine electrical systems.

#### **AC3001 Brakes**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in brakes. This course includes: hydraulic system diagnosis and repair, drum brake, disc brake, power assist units, miscellaneous diagnosis and repair and anti-lock brake system.

#### **AC4001 Suspension and Steering**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in suspension and steering. This course includes: steering and suspension system diagnosis and repair, wheel alignment and wheel and tire diagnosis and repair.

- AC5001 Heating and Air Conditioning**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in air conditioning systems and repair. This course includes: air conditioning systems, refrigeration, heating and engine cooling, operating systems diagnosis and repair; refrigerant recovery and recycling and handling.
- AC6001 Electrical and Electronic Systems**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in electrical and electronic systems. This course includes: general electrical/electronic system diagnosis, battery diagnosis and service, starting, charging, lighting gauges and warning devices, horn and wiper/washer and accessories diagnosis and repair.
- AC7001 Automatic Transmission/Transaxle**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exam in automatic transmission. This course includes: general transmission/transaxle diagnosis, maintenance and adjustment, in-vehicle and off-vehicle transmission/transaxle repair.
- AC8001 Manual Drive Train and Rear Axle**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in manual transmission. This course includes: clutch, transmission, transaxle, drive (half) shaft and universal joint, rear axle and four-wheel drive component diagnosis and repair.
- Category II: Collision: Automobile/Light Truck (Non-Mechanical)**
- BC9001 Non-Structural Analysis**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in body repair. This course includes: Preparation, outer body panel, repairs, replacements and adjustment, unibody inspection, measurement and repair, metal finishing and body filling; moveable glass, hardware, welding and cutting, and plastic repair.
- BC1001 Painting and Refinishing**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in painting and refinishing. This course includes: surface preparation, spray gun operation and related equipment; paint mixing, matching, and applying; solving paint application problems; finish defects, causes, and cures; safety precautions and miscellaneous.
- BC1101 Structural Analysis**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in structural analysis. This course includes: frame inspection and repair, unibody inspection, measurement, and repair, stationary glass, and metal welding and cutting.
- Category III: Medium & Heavy-Duty Trucks**
- TC1201 Engine Repair (Gasoline/Diesel)**  
(20 clock hours)  
Prepares students to develop reasoning and recalling skills to pass the certification exams in trucks engine repair (gasoline/diesel). This course includes: general engine; cylinder head and valve train; engine block; lubrication and cooling systems; fuel and exhaust systems; battery and starting systems.
- TC1301 Drive Trains**  
(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in drive train. This course includes: clutch, transmission, drive shaft, and universal joint, drive axle diagnosis and repair.

**TC1401 Brakes & Braking Systems**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in brakes systems. This course includes: air brakes, hydraulic brakes and wheel bearing diagnosis and repair.

**TC1501 Suspension and Steering Systems**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in suspension and steering. This course includes: steering and suspension, wheel alignment, wheels and tires diagnosis and repair; frame service and repair.

**TC1601 Electrical/Electronic Systems**

(20 clock hours)

Prepares students to develop reasoning and recalling skills to pass the certification exams in electrical system. This course includes: general electrical/electronic system diagnosis; battery diagnosis and service; starting, charging, lighting systems; gauges, warning devices; horn and wiper/washer; accessories diagnosis and repair.

NOTE: It is the responsibility of the student to register prior to the deadline to take the desired certification exam. AATI certification exams are available electronically and manually. Should you want to register to take the exam electronically, please stop by the front desk to register and to make an appointment. Electronic certification exams are available every week, throughout the day and are based on availability.

# Automotive Technology Program

AATI designed this program to train students for an entry-level position in the competitive automotive industry. The objective is to provide essential training in both the theory and servicing of today's automotive systems and components.

Total Program Clock Hours: 620

Length of Time: 39 weeks

Graduation Requirements: Students must maintain a minimum GPA of 2.0, complete the program within one and a half times the normal length, and attend at least 558 clock hours.

Upon successful completion of the entire program, a diploma will be awarded. One clock hour is equivalent to fifty minutes.

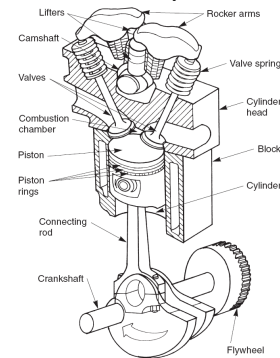
Each area of interest may be taken individually.

To obtain the licenses required by Miami-Dade and Broward Counties, students must pass either the AATI or ASE Certification Exams.

- A pre-requisite is required.

## TUITION COST & FEES

Registration Fee	150.00
Books (Sales Taxes Included)	324.21
Lab Fees	925.00
Tuition	12,500.79
<b>TOTAL</b>	<b>\$ 13,900.00</b>



## By Area of Interest:

<b>Engine Repair</b>		<b>Brakes and ABS</b>		<b>Suspension, Steering, and Alignment</b>	
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00	Registration Fee	\$ 100.00
Books	\$ 324.21	Books	\$ 324.21	Books	\$ 324.21
Lab Fees	\$ 150.00	Lab Fees	\$ 150.00	Lab Fees	\$ 100.00
Tuition	\$ 3,216.79	Tuition	\$ 1,523.79	Tuition	\$ 1,184.79
<b>TOTAL</b>	<b>\$ 3,791.00</b>	<b>TOTAL</b>	<b>\$ 2,098.00</b>	<b>TOTAL</b>	<b>\$ 1,709.00</b>
<b>Electrical and Electronic Systems</b>		<b>Heating and Air Conditioning/Cooling</b>		<b>Automatic Transmission/ Transaxles</b>	
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00	Registration Fee	\$ 100.00
Books	\$ 324.21	Books	\$ 324.21	Books	\$ 324.21
Lab Fees	\$ 100.00	Lab Fees	\$ 150.00	Lab Fees	\$ 250.00
Tuition	\$ 2,539.79	Tuition	\$ 1,015.79	Tuition	\$ 1,100.79
<b>TOTAL</b>	<b>\$ 3,064.00</b>	<b>TOTAL</b>	<b>\$ 1,590.00</b>	<b>TOTAL</b>	<b>\$ 1,775.00</b>
<b>Engine Performance Service</b>		<b>Manual Drive Train and Axles</b>			
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00		
Books	\$ 324.21	Books	\$ 324.21		
Lab Fees	\$ 100.00	Lab Fees	\$ 100.00		
Tuition	\$ 1,777.79	Tuition	\$ 761.76		
<b>TOTAL</b>	<b>\$ 2,302.00</b>	<b>TOTAL</b>	<b>\$ 1,285.97</b>		

- SCHEDULE TO BE ANNOUNCED

## COURSE DESCRIPTION

### **A12003 Engine Repair**

Clock Hours: 152 (92 theory, 60 lab)

This module introduces the fundamentals of engine design and operation, classifies engines into various types and designs, discusses top end construction, bottom end construction, and front-end construction, engine size and how performance is measured, moves the student into a study of mechanical problems of engines, removing disassembling engines and cleaning parts, top and bottom end service, engine reassembly and installation. This module details the fundamentals, service, and repair of lubrication systems.

### **A15003 Electrical and Electronic Systems**

Clock Hours: 120 (76 theory, 44 lab)

This module is a complete treatment of the various systems that supply various types of electrical service to the vehicle. Includes batteries and battery service, starting systems and their service, charging systems and their service, ignition systems and their service, fundamentals of lights, wipers, and horns. This module concerns computer systems operation and construction and troubleshooting with an additional chapter on radios and power options.

### **A16003 Engine Performance Service**

Clock Hours: 84 (50 theory, 34 lab)

First discusses the problems of vehicular pollution. Then it thoroughly presents the various emission control components, how they function, and how to service/repair them. This module details the design and function of various components in both gasoline and diesel engines, including both carbureted and fuel injected systems. There will be a discussion of turbo charging and introduces the user to engine performance problems. Then it discusses engine test instruments, use of the engine analyzer and basic procedure for doing a complete tune-up.

Prerequisite A15003.

### **A10003 Suspension, Steering and Alignment**

Clock Hours: 56 (34 theory, 22 lab)

Begins with a basic discussion of the design and operation of hubs, wheel bearing, and tires; follows on service and repair of these components. Similar fundamental sections on suspension, steering, and wheel alignment.

### **A08003 Brakes and ABS Systems**

Clock Hours: 72 (43 theory, 29 lab)

Covers the fundamentals of brake systems operation service, maintenance and repairs.

### **A11003 Heating and Air Conditioning / Cooling**

Clock Hours: 48 (29 theory, 19 lab)

Covers the basic design and construction of these systems and their servicing/repair.

### **A13003 Manual Drive Train and Axle**

Clock Hours: 36 (20 theory, 16 lab)

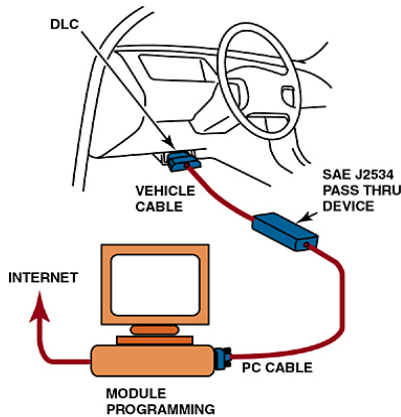
Treats the fundamentals and service of clutches, transmissions, drive shafts, transaxles, and transfer cases.

### **A14003 Automatic Transmissions/Transaxles**

Clock Hours: 52 (31 theory, 21 lab)

Covers the fundamentals of automatic transmission and transaxle operation maintenance service and repairs. Prerequisite A13003.

NOTE: It is the responsibility of the student to register prior to the deadline to take the desired certification exam. AATI certification exams are available electronically and manually. Should you want to register to take the exam electronically, please stop by the front desk to register and to make an appointment. Electronic certification exams are available every week, during the day, and are based on availability.



## Advanced Automotive *Technology* Continuing Education Series

AATI offers this series of standalone automotive courses to provide practical, hands-on training in key areas of today's automotive technology. Each course is delivered independently and focuses on a specific system or service area relevant to the automotive industry.

These courses are intended for individuals seeking targeted skills or personal enrichment in automotive service and repair. They are **not part of a formal diploma program** and do **not result in a diploma**. Instead, each course awards a **Certificate of Completion** upon meeting the course requirements.

### Eligibility Requirements

To enroll in these continuing education courses, students must meet **one of the following conditions**:

- Be currently employed in the automotive field and have a minimum of **two (2) years of verifiable experience**,
- OR
- Have completed a similar module from the Automotive Technology Program at AATI with a grade of **"C" or better**,
- OR
- Be a **graduate of AATI's Automotive Technology Program**.

### Additional Information

- **One (1) clock hour** is equal to **fifty (50) minutes** of instructional time.
- **Certificates of Completion** will be awarded upon successful completion of each individual course.
- Some courses may have **prerequisite requirements**.
- Completion of these courses may help prepare students for the **AATI or ASE Certification Exams**.
- To obtain licenses required by **Miami-Dade and Broward Counties**, students must pass the **AATI or ASE Certification Exams**, as mandated by local regulations.

## TUITION COST & FEES

<b>Heating &amp; A/C Systems</b>		<b>Electrical &amp; Electronic Systems</b>		<b>Electronic Measurements</b>	
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00	Registration Fee	\$ 100.00
Books	\$ 102.72	Books	\$ 102.72	Books	\$ 102.72
Lab Fees	\$ 150.00	Lab Fees	\$ 150.00	Lab Fees	\$ 75.00
Tuition	\$ 1,237.28	Tuition	\$ 1,929.28	Tuition	\$ 545.28
<b>TOTAL</b>	<b>\$ 1,590.00</b>	<b>TOTAL</b>	<b>\$ 2,282.00</b>	<b>TOTAL</b>	<b>\$ 823.00</b>
<b>Anti-Lock Brake Systems</b>		<b>Fuel Injection Systems</b>		<b>Scanner</b>	
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00	Registration Fee	\$ 100.00
Books	\$ 102.72	Books	\$ 102.72	Books	\$ 102.72
Lab Fees	\$ 100.00	Lab Fees	\$ 100.00	Lab Fees	\$ 75.00
Tuition	\$ 1,237.28	Tuition	\$ 1,583.28	Tuition	\$ 1,237.28
<b>TOTAL</b>	<b>\$ 1,540.00</b>	<b>TOTAL</b>	<b>\$ 1,886.00</b>	<b>TOTAL</b>	<b>\$ 1,515.00</b>
<b>Suspension, Steering &amp; Alignment</b>		<b>Diesel Update- Electronic Control</b>		<b>On Board Diagnostics II</b>	
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00	Registration Fee	\$ 100.00
Books	\$ 102.72	Books	\$ 123.00	Books	\$ 102.72
Lab Fees	\$ 100.00	Lab Fees	\$ 100.00	Lab Fees	\$ 75.00
Tuition	\$ 1,237.28	Tuition	\$ 1,238.00	Tuition	\$ 891.28
<b>TOTAL</b>	<b>\$ 1,540.00</b>	<b>TOTAL</b>	<b>\$ 1,561.00</b>	<b>TOTAL</b>	<b>\$ 1,169.00</b>
<b>Oscilloscope</b>		<b>Advanced Hybrid Drive Systems</b>			
Registration Fee	\$ 100.00	Registration Fee	\$ 100.00		
Books	\$ 102.72	Books	\$ 134.77		
Lab Fees	\$ 75.00	Lab Fees	\$ 250.00		
Tuition	\$ 992.00	Tuition	\$ 991.23		
<b>TOTAL</b>	<b>\$ 1,269.72</b>	<b>TOTAL</b>	<b>\$ 1,476.00</b>		

## COURSE DESCRIPTION

- AA1102 Heating & Air Conditioning**  
 Clock Hours: 60 (36 theory, 24 lab)  
 Reviews the basic design and construction of this system. Covers advanced diagnostic, troubleshooting and repair procedures of heating and air conditioning systems.
- AA1502 Electrical & Electronic Systems**  
 Clock Hours: 100 (60 theory, 40 lab)  
 Reviews the fundamental parts of these systems. Covers advanced diagnostic, troubleshooting and repair procedures of electrical and electronic systems.
- AA8392 Anti-lock Brake Systems**  
 Clock Hours: 60 (36 theory, 24 lab)  
 Reviews the basics. Details anti-lock brake system hydraulic, electrical and mechanical components. Covers advanced diagnostic, troubleshooting and repair procedures.
- AA6492 Fuel Injection Systems**  
 Clock Hours: 80 (48 theory, 32 lab)

Reviews the basics. Covers advanced diagnostic, troubleshooting and repair of fuel injection systems.

**AA1002      Suspension, Steering and Alignment**

Clock Hours: 60 (36 theory, 24 lab)

Begins with a review of the design and operation of hubs, wheel bearing, and tires; covers advanced diagnostic, troubleshooting and repair of suspension, steering and alignment.

**AT3002      Diesel Update - Electronic Control**

Clock Hours: 60 (36 theory, 24 lab)

Reviews the basics of diesel engines and electronic components. Covers advanced diagnostic, troubleshooting and repair procedures of diesel engines and updates electronic control.

**AA5012      Electronic Measurements**

Clock Hours: 20 (12 theory, 8 lab)

Reviews the basics of electronic, covers advanced circuit diagnostic, troubleshooting and repair procedures of electronic measurements.

**AA6992      Oscilloscope**

Clock Hours: 40 (26 theory, 14 lab)

Prepares students to diagnose engine mechanical, electrical, electronic, fuel, and ignition problems with an ignition oscilloscope. Covers advanced diagnostic and troubleshooting.

**AA6982      Scanner**

Clock Hours: 60 (34 theory, 26 lab)

Prepares on the performance of engines equipped with on-board computers using appropriate scan tools.

**AA8491      Advanced Hybrid Drive Systems**

Clock Hours: 40 (24 theory, 16 lab)

Prepares students on hybrid basics and safety procedures, hybrid aerodynamics and low friction tires, advanced electronics for hybrids. Prepares identify the major parts of a hybrid drive system. Explains the construction and operation of hybrid drive assemblies. Identifies the most common problems that occur in a hybrid vehicle drive systems. Covers safety on the removal and replacement of hybrid battery pack, power control module, power cables, ECUs, and motor-generator assemblies.

**AA6972      On Board Diagnostics II**

Clock Hours: 40 (24 theory, 16 lab)

Begins with the basics of On-Board Diagnostics I (OBD I) and VCM control. Covers advanced diagnostics techniques based on experienced details, wiring schematics and advanced tools. Prepares on OBD II and its advanced features on emissions and Generic diagnostic connectors on all systems of the automotive industry. Also covers two- and three-digit codes.

NOTE: It is the responsibility of the student to register prior to the deadline to take the desired certification exam. AATI certification exams are available electronically and manually. Should you want to register to take the exam electronically, please stop by the front desk to register and to make an appointment. Electronic certification exams are available every week, during the day, and are based on availability.

# SUPPORTING AGENCIES

*It is the commitment of American Advanced Technicians Institute (AATI) to maintain a solid working relationship with supporting agencies to enhance and support the education and training of our student.*

## License

Commission For Independent Education (#2038)



## Approval

Miami-Dade & Broward Counties  
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