

RGV Technology Institute, LLC

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RGV TECHNOLOGY INSTITUTE, LLC

RGV Technology Institute, LLC is committed in providing innovative training and services to help students achieve their career aspirations.

This catalog contains regulations, procedures, and policies that existed at the time this publication went to print. As a private school, RGV Technology Institute, LLC reserves the right to make catalog adjustments at any time to reflect current policy and regulation changes that reflect government regulations.

This catalog is not a contract; it serves only as an article of information. RGV Technology Institute, LLC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

To the extent that any policy may conflict with federal, state, or local laws, the organization will abide by the applicable federal, state, or local law.

The information contained in this catalog is true and correct to the best of my knowledge.

Owner and Director

HISTORY

RGV Technology Institute, LLC was founded in 2022 in Pharr by Jorge A. Garcia, a former K-12 teacher, higher education instructor, and an electrical contractor of 20 years' experience. RGV Technology Institute, LLC was created to teach students with employability skills that are required in the electrical industry. Mr. Garcia embarked upon an ambitious idea to establish RGV Technology Institute, LLC and provide innovating skills and training that will shape the new generation of electricians for meeting future workforce demands.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

RGV Technology Institute, LLC is in the city of Pharr which is situated in the Rio Grande Valley. RGV Technology Institute, LLC is comprised of one office suite. The suite total square footage is 1125. It includes one classroom, lab area, equipment room, office, and restroom. The school has a furnished faculty office, and an equipped classroom with a projection screen, TV monitor, whiteboard, Wi-Fi, laptop, and audio.

LIST OF OWNERS

Jorge A. Garcia Owner and Director

LIST OF KEY STAFF AND FACULTY

San Juanita G. Briones Assistant
Ph.D., University of North Texas
M.Ed., Texas A&M University-Kingsville
BSW, University of Texas Pan-American

Jorge A. Garcia Instructor
M.S., Western Governors University
B.S., University of Texas Pan American
A.A.S., South Texas College
Texas Educator Certificates: Bilingual Generalist-Spanish (4-8),
Generalist (4-8), Technology Education (6-12)
Certified Instructor, NCCER
Authorized Trainer, OSHA
Craft Instructor, NCCER
Curriculum Proctor, NCCER
Electrical Contractor, TDLR
Master Electrician, TDLR
Industrial Electrician Level III, NCCER
Curriculum Performance Evaluator, NCCER
Suppression Type K, TFMO
Certified Instructor, NCCER

TUITION, FEES, AND/OR OTHER CHARGES

- Tuition cost includes use of equipment, facilities, and training.
- Tuition cost **does not** include books, tools, and a non-refundable registration fee.
- Tuition cost is subject to the school's refund policy. (See "Cancellation and Refund Policy").

Registration fees and tuition are payable prior to the start of class. Students are encouraged to visit agencies which may provide financial assistance. Students may request to be on a payment plan with RGV Technology Institute, LLC. Students who are on a payment plan must pay their fees and tuition, by the due date. Students who fail to make payment of fees and tuition, may be suspended, or terminated from RGV Technology Institute, LLC. Certificates may be withheld pending full payment of the student's financial obligation and could place the student in a "non-full completion" status. If it is evident that a student has no intention of paying his/her obligation to the school, the account may be referred for collection.

RESIDENTIAL ELECTRICIAN TECHNICIAN

Admissions Requirements:

- Interview with an admissions counselor
- be at least 17 years of age (applicant under the age 18 required written permission from parent or legal guardian).
- Present proof of secondary education (High school diploma or GED certificate)

Program Description:

Program Objectives: The Residential Electrician Technician program prepares students for careers as construction or electrician apprentice performing tasks as an electrical technician, or residential electrician. This training program provides individuals with the skills, knowledge and hands on experience required for a career as an electrician. Students learn to install electrical systems in structures, install wiring and other electrical components, such as circuit breakers panels, switches, and lighting fixtures. In addition, students become familiar with National Electrical codes and learn basic troubleshooting skills. This program will prepare students to apply technical knowledge and skills to install, operate maintain, and repair electric apparatus and systems in such as residential, commercial dwelling buildings such as apartment complex or even RV parks for electric power wiring, AC equipment, and electrical distribution panels. Includes instructions in the principles of electronics and electrical systems, wiring, power transmission, safety, electrical testing and inspection, and applicable codes and standards.

The Program requires students to attend a total amount of 10 hours a week for a total of 16 weeks, and a total of 160 contact hours of instruction.

Receive Upon Completion

- OSHA 10 Constructions Safety

- Apprenticed License
- Certificate of Completion from RGV Technology Institute

Program Outline: After completion, the graduate will be able to find employment as apprentice electrician, which can lead to the possibility of future employment as a solar installer, journeyman, power line worker, maintenance electrician and master electrician or electrical contractor.

Course #	Course name	Clock Hours Lecture/lab	Total Hours
ELPT 1329	Residential Wiring	20/60	80
ELPT 1001	Electrical Code	20/12	32
ELPT 1221	Introduction to Electrical Safety and Tools.	30/18	48
	Total Hours	82/78	160

Class for Day students begins Jan 8, 2023, with consecutives classes beginning every 16 weeks.

Tuition and Fees:

Registration Fee	\$250
Tuition	\$2800
Textbooks	\$250
Lab fees	\$325
Certification Fees	\$75
Total Cost	\$3700

Course Descriptions

ELPT 1329 Residential Wiring

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1329	Residential Wiring	80	20	60

Course Description: Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

End-of-Course Outcomes: Compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; identify residential wiring methods; and demonstrate proper safety procedures.

ELPT 1001 Electrical Code

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1001	Electrical Code	32	20	12

Course Description: Includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC). Examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment.

End-of-Course Outcomes: Locate and interpret the articles and sections in the NEC that pertain to electrical installation; and calculate conductors, overcurrent protection, and service equipment as applied to building services.

Introduction to Electrical Safety and Tools

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1221	Introduction to Electrical Safety and Tools	48	30	18

Course Description: Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

End-of-Course Outcomes: Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians.

RESIDENTIAL & COMMERCIAL ELECTRICIAN TECHNICIAN

Admission Requirements

- Interview with an admissions counselor
- be at least 17 years of age (applicant under the age 18 required written permission from parent or legal guardian).
- Present proof of secondary education (High school diploma or GED certificate)

Program Description

Program Objectives: *The Residential & Commercial Electrician Technician* program prepares students demonstrate ability to understand requirements of the National Electrical Code in all wiring installations, and apply knowledge in layout, assembly, installation, and troubleshooting of fixtures, devices, services, heating systems, pumps, motors, and motor controls used in residential, commercial, and some industrial locations. This training program provides individuals with the skills, knowledge and hands on experience required for a career as an electrician. Students learn to install electrical systems in structures, install wiring and other electrical components, such as circuit breakers panels, switches, and lighting fixtures. In addition, they learn conduit bending techniques required in commercial and industrial installation. The students demonstrate and apply knowledge of the electrical code, electrical theory, and techniques of the trade, including blueprint reading, wiring, pipe bending, motor control, switching, power circuits and lockout/tag out procedures.

The program requires students to attend a total amount of 13.5 hours a week for a total of 20 weeks, and a total of 270 contact hours of instruction.

Receive Upon Completion

- OSHA 30 Constructions Safety
- Apprenticed License
- Certificate of Completion from RGV Technology Institute

Program Outline: After completion, the graduate will be able to find employment as apprentice electrician in residential, commercial, or industrial, which can lead to the possibility of future employment as a solar installer, journeyman, power line worker, maintenance electrician and master electrician or electrical contractor.

Course #	Course name	Clock Hours Lecture/lab	Total Hours
ELPT 1329	Residential Wiring	24/40	64
ELPT 1345	Commercial Wiring	24/40	64
ELPT 1221	Introduction to Electrical Safety and Tools.	30/18	48
ELPT 1325	National Electrical Code I	30/18	48

ELPT 2335	Electrical Theory and Devices	30/18	48
	Total Hours	138/134	272

Class for Day students begins Jan 8, 2023, with consecutives classes beginning every 20 weeks.

Tuition and Fees:

Registration Fee	\$250
Tuition	\$4500
Textbooks	\$450
Lab fees	\$650
Certification Fees	\$75
Total Cost	\$5925

Course Descriptions

ELPT 1329 Residential Wiring

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1329	Residential Wiring	64	24	40

Course Description: Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

End-of-Course Outcomes: Compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; identify residential wiring methods; and demonstrate proper safety procedures.

ELPT 1345 Commercial Wiring

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1345	Commercial Wiring	64	20	40

Course Description: Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

End-of-Course Outcomes: Interpret electrical blueprints/drawings; compute the circuit sizes and overcurrent protection needed for the installation of branch circuits,

feeders, and service entrance conductors; explain the proper installation of wiring devices according to the National Electrical Code (NEC) and local electrical codes; demonstrate grounding methods; identify commercial wiring methods including conduit bending; and demonstrate proper safety procedures.

ELPT 1221 Introduction to Electrical Safety

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1221	Introduction to Electrical Safety and Tools	48	30	18

Course Description: Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

End-of-Course Outcomes: Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians.

ELPT 1325 National Electrical Code I

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	1325	National Electrical Code I	48	30	18

Course Description: An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

End-of-Course Outcomes: Locate and interpret the sections in the NEC that pertain to electrical installations; calculate the size of conductors, boxes, raceways, and overcurrent protective devices for branch circuits supplying electrical equipment; calculate conductors, overcurrent protection, and service equipment as applied to building services; and compute the size of branch circuits, feeders, and equipment for motors.

ELPT 2335 Electrical Theory and Devices

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	2335	Electrical Theory and Devices	48	30	18

Course Description: Electrical and electronic measuring devices and their applications to the use of electrical power. Includes calculating and balancing single-phase and three-phase systems.

End-of-Course Outcomes: Define phasor and show how to represent a phasor in rectangular form and in polar form; convert between rectangular and polar forms; graphically depict the relationship of true power, reactive power, and apparent power before and after power factor correction; measure and calculate power and the power factor in three-phase systems; and measure power in a three-phase system using the One Wattmeter Method and the Two Wattmeter Method.

JOURNEYMAN REVIEW EXAM PREPARATION SEMINAR

Admissions Requirements

- Interview with an admissions counselor
- 4-year apprentice electrician

Seminar Description:

This course provides preparation for candidates that want to take the Texas State Journeyman Electrician Exam. The course includes learning how to reference the NEC code book to look up definitions, wiring methods, electrical methods, electrical equipment, special occupancy, and more. The course teaches calculations for electrical services, feeders, branch circuits, motors, and more. We teach Ohm's law, voltage drop, and other electrical theory, along with safety and state law that is pertinent to the State Journeyman Exam.

The Seminar requires students to attend a total amount of 3 hours a week lecture for a total of 12 weeks, and a total of 36 contact hours of instruction and 28 hours lab practice quizzes, total hours 64.

CIP	Rubric	Number	Course Title	Contact Hours	Lecture Hours	Lab Hours
46.0301	ELPT	2201	Journeyman Electrician Exam Review	64	36	28

Seminar Description: Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC).

End-of-Course Outcomes: Recognize and properly utilize formulas used to solve problems for direct current and alternating current application including single-phase and three-phase; describe proper materials and wiring methods used for wiring; explain license requirements of various jurisdictions and the procedures for applying and testing for licensure; and identify important test-taking skills.

Tuition and Fees:

Registration Fee	\$150
Tuition	\$750
Textbooks	\$120
Lab fees	\$0
Certification Fees	\$0
Total Cost	\$1020

SCHOOL CALENDAR

Twelve Weeks: August 22 - November 14

Twelve Weeks: November 15 - February 7

Twelve Weeks: February 8 - May 3

Twelve Weeks: May 4 - July 27

Twelve Weeks: July 28 - October 20

NORMAL HOURS OF OPERATION

Office hours are from 8:00 AM to 6:00 PM, Monday through Friday. To make an appointment after hours, please call (956) 502-5327. Electrician seminar classroom hours are scheduled from 8:00 AM to 10:00 PM, Monday through Friday. RGV Technology Institute, LLC reserves the right to curtail or expand program offerings, depending on economic conditions, and student demand for the seminar. RGV Technology Institute, LLC also reserves the right to make schedule changes when necessary.

ADMISSION, ENROLLMENT, AND READMISSION POLICIES

RGV Technology Institute, LLC will admit students of any race, color, religion, sex, and national or ethnic origin. Prospective students interested in applying to attend RGV Technology Institute, LLC should call, visit, or email the school. The school director will provide students with information, application material, and guidance to help them complete the admissions process. RGV Technology Institute, LLC is committed to assisting all prospective students throughout the entire admissions process.

Prospective students planning to attend RGV Technology Institute, LLC are encouraged to complete an admissions application as soon as possible prior to the beginning of the seminar. In doing so, RGV Technology Institute, LCC will make certain that all the required paperwork, financial agreements, and class schedules are in place before the beginning of the seminar. RGV Technology Institute, LLC reserves the right to restrict or expand seminar offerings for any session, depending upon economic conditions or student demand.

Requirements:

- Complete admissions application
- Interview with the instructor
- Tour the facility
- Complete the payment plan agreement
- Submit a valid driver's license or government issued picture identification card
- Be at least 17 years of age (**applicants under the age of 18 require written permission from parent or legal guardian and parent or legal guardian must sign payment plan agreement**)

New and continuing students must attend class no later than the second-class day of the seminar. Those who do not start by the third-class day must wait until the next session to begin classes.

POLICY FOR GRANTING CREDIT

RGV Technology Institute, LLC does not grant credit to attend other institutions.

CANCELLATION AND REFUND POLICY

Registration fees and tuition are payable prior to the start of class. Students are encouraged to visit agencies which may provide financial assistance. Students may request to be on a payment plan with RGV Technology Institute, LLC. Students who are on a payment plan must pay their fees and tuition, by the due date. Students who fail to make payment of fees and tuition, may be suspended, or terminated from RGV Technology Institute, LLC. Certificates may be withheld pending full payment of the student's financial obligation and could place the student in a "non-full completion" status. If it is evident that a student has no intention of paying his/her obligation to the school, the account may be referred for collection.

Cancellation Policy

A full refund will be made to any student who cancels the registration process within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and federal holidays). A full refund will also be made to any student who cancels the registration process within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees.

Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and federal holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance, defined as the last day a student had academically related activity.
- School determined withdrawal date, defined as the date that RGV Technology Institute, LLC determined that a student was no longer in school.
- The date of receipt of written notice from the student; or
- After 10 consecutive absences following the last date of attendance.

If fees and tuition are collected in advance of entrance, and if after the expiration of the 72-hour cancellation privilege or the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire seminar and/or synchronous distance education course.

GRADING AND MARKING SYSTEM

The following policy governs the measurement of a student's academic progress. The grading system is used to evaluate and determine a student's academic progress. A grading period has been incorporated into the grading system to monitor student progress.

Grading

A	90-100%
B	80-89%
C	70-79%
F	Below 69%

The details on how grades are calculated, in terms of tests scores, homework, quizzes, etc., are given to every student in the form of a syllabus during the first-class period of every new class session. The grading procedure is discussed by the instructor, which enables students to ask questions and understand the evaluation process. The instructor has the freedom to assign specific values to tests, quizzes, exams, etc.

POLICY CONCERNING SATISFACTORY PROGRESS

The Satisfactory Academic Progress measurement period for the seminar is 12 weeks. Students' academic progress is first measured at 6 weeks, the midpoint of the 12-week period. Each student is expected to maintain satisfactory progress by earning no grade lower than a "C."

Completion Length

For a student to maintain satisfactory academic progress, the student must complete all program objectives within the clock hours assigned for completion of the program. However, in extraordinary circumstances, the instructor may grant the student permission to complete the program outside the assigned clock hours for the program. Any extension of time will not exceed 150% of the normal program length, in which all the educational objectives must be completed. Students who do not comply with this policy will be asked to withdraw from the seminar.

ATTENDANCE POLICY

All students are expected to attend class regularly and on time for both classroom instruction and lab. Class attendance will be recorded at the beginning of class as well as throughout the duration of class. It is the student's responsibility to notify the school or instructor about an absence as soon as the student recognizes that he/she will be absent.

POLICY REGARDING STUDENT CONDUCT

Students are expected to conduct themselves within the bounds of acceptable behavior

and appearance. Those who do not conduct themselves in this manner may be subject to disciplinary action, up to, and including termination. Violation of civil law will be reported to the appropriate authorities. Conduct violations on school premises that may result in disciplinary action or termination include, but are not limited to:

- Unlawful possession, use, distribution, or attempted of drugs and/or alcohol.
- Destruction or damage of personal or school property.
- Hazing of students or initiation that is dangerous, harmful, or degrading.
- Disruption or obstruction of instruction, classroom activity, research, administrative activity, or other school activity on campus (this includes tardiness, talking in class, making noise, etc.).
- Forceful or illegal entry into any area of the school property.
- Cheating or stealing.
- Distributing or posting of materials, publications, leaflets, or other printed materials without prior permission from the school.
- Soliciting or other commercial activities without the school's permission.
- Disobedience or insubordination to faculty or staff.
- Fighting or abusive behavior towards others.
- Possessions of firearms, fireworks, explosives, or any other weapons.
- Illegal activities or other actions deemed inappropriate by the school director.
- False alarms or threats.
- Sexual harassment of any kind.
- All sexual contact on school premises is considered sexual harassment and is prohibited. Violators are subject to disciplinary action up to and including termination or expulsion.
- Violations of civil rights on campus that reflect unfavorably on the school may also be grounds for suspension or termination.

Note: Although, concealed weapons may be allowed in Texas, they are not allowed at RGV Technology Institute, LLC.

Students suspended or terminated for disciplinary reasons will not be permitted on the RGV Technology Institute, LLC grounds without prior written approval by the school director. Students suspended or terminated for violating this conduct policy, may appeal the school's action. Suspended or terminated students who are allowed to reenter may do so at the start of the next seminar.

REQUIREMENTS FOR GRADUATION

Students who successfully complete all classroom, and laboratory portions of their program will be classified as “course completer.” Students not meeting additional graduation requirements, which include financial obligations, return of equipment, and books etc., will remain as “seminar completer with no certificate” and entered the system as such. Upon fulfillment of all graduation requirements, the student is then considered a graduate and will be awarded a certificate of completion.

DESCRIPTION OF THE SCHOOL’S PLACEMENT ASSISTANCE POLICY

For job placement assistance, the school director will recommend students to local electrical companies and workforce office for further assistance. Job placement assistance is offered without charge to graduates. In most cases, students must successfully complete the apprentice licensure before they can be placed. Early leavers will also be assisted in job search efforts. The school director will assist students to complete employment applications, write resumes, develop job leads, and review interviewing techniques. RGV Technology Institute, LLC cannot guarantee employment. The school will maintain records of all student placements. Students must cooperate with the school to provide their placement information.

POLICIES AND PROCEDURES TO RESOLVE STUDENT GRIEVANCES AND/OR COMPLAINTS

All student grievances should first be communicated directly to the attention of the instructor involved in the matter at hand. Grievances about activities, policies, procedures, and/or actions of the school should be brought to the attention of the school director. A grievance also includes discrimination in the areas of race, color, national origin, sex, disabilities, or age. If the issue is not resolved the student may file a formal complaint in writing with the school director to investigate and take appropriate action. The school director will provide a written response within 10 business days of receiving the written complaint.

Any retaliatory action on behalf of RGV Technology Institute, LLC is PROHIBITED.

Should a student filing the grievance remain dissatisfied with the school director’s response, he/she may forward the grievance to:

Texas Workforce Commission Career Schools and Colleges
Room 226T
101 East 15th St.
Austin Texas 78778-001
(512) 936-3100
<http://csc.twc.state.tx.us>

REVISION DATE

August 1, 2023

ADDENDUM/SUPPLEMENT

The information contained in this catalog is true and correct to the best of my knowledge.

Owner/Director