



Metro Technology Centers
Preparing for Life

AVIATION CAREER CAMPUS



**STUDENT INFORMATION
GUIDE**

2011-2012

Introduction

The Aviation Career Campus staff will adhere to Metro Tech policies and procedures as outlined in the published Board Policy.

Board Policy takes precedence for all policies and procedures unless it conflicts with the Federal Aviation Regulations. Where a conflict occurs, then the Federal Aviation Regulation shall take precedence.

Metro Tech reserves the right to cancel classes, alter time schedules, and make any other changes necessary to facilitate the instructional process.

Metro Tech recognizes the importance of the safety and security of the flying public. Maintaining the airworthiness and quality standards in operating and maintaining these aircraft is the key element in the accomplishment of this objective. The aviation industry has and will continue to have very high standards to assure public safety. It is the mission and goal of the Metro Tech Aviation Career Campus (ACC) to meet or exceed the quality standards to which the aerospace industry is accustomed.

The Metro Tech aviation career major enables equitable matriculation of secondary students from career tech districts, matriculation with other career tech aviation programs, college level institutions, walk-in adults, and transfer students. Training will be provided at the Aviation Career Campus (ACC) on Will Rogers World Airport. The Aviation Maintenance Technology secondary level programs will be offered under the same FAA Certification No. BE9T031R.

Metro Tech offers an FAA approved Aviation Maintenance Technology career major. In addition, a comprehensive range of aviation related courses will be conducted through the Business and Industry Services division. This division will implement existing, new/expanding, short-term, industry specific, and aviation contract training through the Oklahoma Department of Career and Technology Education. All contracts developed will be submitted to the ACC Director, the Superintendent, and the Board of Education for approval.

The ACC Director shall have the responsibility for all aviation and/or related career majors offered by the district. The director will be the contact point to the local FAA District office. FAA Regulation 147 and overall program quality of the approved Aviation Maintenance Technology program will be the responsibility of the ACC Director. The day-to-day supervision of the instructors will be the responsibility of the Site Director. The District shall not accept responsibility for the return to service of aircraft related components after maintenance has been accomplished. The aviation maintenance career cluster consists of three majors. The majors are: (1) General, (2) Airframe and, (3) Powerplant. Each major consists of various courses. "1000" level courses are part of the General major. "2000" level courses are part of the Airframe major. "3000" level courses are part of the Powerplant major. Two courses (AMT 2010 and AMT 2020) are included in the Airframe major but are taught during the General major. Two courses (AMT 3010 and AMT 3020) are included in the Powerplant major but are taught during the General major.



Metro Technology Centers
Preparing for Life

Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy or qualified disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay. For special accommodations, call: 405-595-4418, or e-mail: denise.north@metrotech.edu

Student Policies and Expectations

Safety

The very nature of the educational activities conducted at the school makes a well-planned and executed safety program essential. Each area of instruction shall follow safety practices that are appropriate to the activities scheduled. All students are required to observe all local, state, and federal safety regulations. Prior to beginning any work in a shop or hangar area, students will complete the district safety learning packets and obtain a score of 100% on all safety quizzes and tests contained in the learning activity packets.

Any person noting an unsafe act or condition should call out and immediately stop or prevent the unsafe condition from continuing. The parties should then secure the condition to a safer state and discuss how to prevent a repeat of the unsafe condition.

Any student taking medication whether it is prescription or over the counter medication will inform their instructor that they are doing so. The student will inform the instructor of any warnings or cautions of sleepiness or cautions against operating machinery or equipment while taking the medication. Any student taking such medication will not be permitted to operate any power tools or work on aircraft. The staff will not issue medication or perform medical treatments on any student, minor or adult. Campus Security Officers are the only available trained first aid responders at the ACC.

Aircraft Tugs

Students may operate aircraft tugs as part of the AMT curriculum. Any and all operations will be under the direct supervision of an ACC instructor. At no time will an ACC instructor allow a student to operate a tug and move aircraft with a tug unless that instructor is in line of sight and verbal communication with the student.

Trespassing on Will Rogers World Airport Training Property

The ACC Administration shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

Any person ordered off the ACC site must have written permission from ACC Administration to return.

Police will be contacted in situations involving Airport Security. Police will be called to handle any situations involving persons who refuse to leave ACC after being ordered to do so.



Metro Technology Centers
Preparing for Life

ACC Areas Restricted from Student Access

- The Airframe Tool room
- The Powerplant Tool room
- Room CC14 (Staff administrative support area)
- All staff and instructor offices
- The Boeing DC-9

No student shall be in either toolroom or Room CC14 or Staff offices unless accompanied by an ACC staff member. Students not adhering to this policy may be dismissed.

The district owned Boeing DC-9 is off limits to all students unless they are under the direct supervision of an ACC instructor. The instructor must be present while students are on the aircraft or performing maintenance on the aircraft. Instructors will physically accompany students on board the aircraft if it is necessary to be inside the aircraft. Instructors may leave students unattended for a short period of time for administrative reasons. Any positioning of aircraft switches must be accomplished in accordance with published checklists. Any maintenance performed on the aircraft must have prior permission from the ACC director or a person designated by the director.

Students violating the above policy are subject to suspension or dismissal.

Disaster/Fire Drill

Layout of building evacuation and disaster assembly areas can be found on or near the entrance of each room.

Food Service/Break Policy

Students are responsible for the disposing of their containers for food and drink in provided refuse receptacles.

Student(s) should not remain in the classroom or shop areas at break time without the instructor's supervision, unless prior approval has been given by the administration and the instructor.

Food is not permitted in classrooms or shop areas.

Student Smoking/Tobacco Usage

Controls shall be set by the administration in order to prevent abuse of fire laws or fire hazards created by smoking. Students who choose to smoke must be cognizant of other students' rights to freedom from smoking.

The ACC recognizes that smoking is harmful to health. This privilege is dependent upon student cooperation and may be taken away if abused.



High school students may not use tobacco on Metro Tech property. Use of tobacco for adult students is permitted only during designated times when classes are not in session. Smoking or the use of smokeless tobacco is not permitted in the building. Smoking is allowed only in designated areas.

There are two smoking areas at ACC. One each is located outside the side entrance door to the Airframe and Powerplant hangars. Smoking is permitted at all times in these locations unless flammable or combustible material is present. Cigarette butts are to be disposed of in cans provided in these areas.

Under no circumstances is smoking permitted in or on an aircraft. Smoking is not permitted within 25 feet of any aircraft.

Telephones

Cell Phones: Cell phones shall be in the "vibrate", "silent," or "OFF" mode. Calls shall not be answered nor initiated while class is in session. If personal situations require communication, the student shall make arrangements with their faculty member to answer any calls. Communication will be conducted outside the classroom so the class is not disrupted.

Inclement Weather or Unusual Circumstances

If the decision is made to close the ACC, the closing will be announced on local television stations: Channels 4 - KFOR, 5 - KOCO, 9 - KWTW and Fox 25 - KOKH. Therefore, unless a radio or TV announcement is made to the contrary, the ACC will be open.

When other conditions such as power failure, water main breaks, etc., create an environment which may be unsafe or constitutes a health hazard, the same procedure as indicated above will be used to advise those concerned.

Lockers

Lockers will be provided for students' convenience and security. School lockers, desks, and other property of the District and other areas of school facilities may be opened and examined by school officials at any time. No reason shall be necessary for such search and students shall have no expectations of privacy in said property as provided by State Law Title 70 O.S.A. sec. 24-102.

Class Visitation

Class visitation is encouraged. Visitors must be accompanied by a "badged" student or Metro Tech staff.

STUDENT POLICIES & EXPECTATIONS



Metro Technology Centers
Preparing for Life

I.D. Badge Procedures

Visitors MUST remain in the central component unit of the building. No visitor is permitted in the restricted areas without wearing a visitor badge and must be accompanied by authorized personnel.

All **full-time students** are issued a student picture ID badge and security scanner badge. These badges shall be worn where they can be seen

WHETHER ENTERING OR EXITING, THE PERSON OPENING A GATE OR DOOR IS RESPONSIBLE FOR ENSURING NO UNAUTHORIZED PERSONS ENTER THE SECURE AREA. ALLOWING SOMEONE NOT UNDER YOUR ESCORT TO FOLLOW YOU THROUGH A DOOR OR VEHICLE GATE WITHOUT AUTHORIZATION IS A SERIOUS SECURITY VIOLATION!

LOST BADGES - Badge holders are responsible for the use, control and protection of the badge. If a badge is lost, stolen or destroyed, the Airport Police must be notified immediately. The Airport Police telephone number is 680-3233

There is a fee for replacing lost or stolen badges. These fees are:

- \$25.00 for the first replacement
- \$50.00 for the second replacement
- \$100.00 for the third replacement

Badges damaged as the result of misuse will be considered lost.

RETURN OF BADGES - Airport identification badges are the property of the City of Oklahoma City. They must be returned to the Airport as soon as the task or project for which they are issued has been completed. ALL badges, including expired badges, must be returned. Students will be charged \$50 for each badge that is not returned.

The separate district issued door access badge must be returned to ACC prior to the issuing of the final completion certificate..

Importance of I.D. Badge

- Required by Homeland Security
- Access for entry into restricted areas

Any person who enters a restricted area without a badge and/or authorized personnel will be subject to penalties designated by the Airport Security and/or the ACC Director.

- Toolroom checkout

No student will be permitted to check out tools without a valid ACC badge.

If a student loses his/her badge, a new badge will be issued. However, any time a new badge is required, the student will be charged a fee.



Dress Code/Personal Appearance

Student dress, grooming, and behavior at the ACC shall be in accordance with employment standards. ACC students are, at various times, involved in shop and lab activities that demand safety precautions, they must be safety conscious in dress and conduct.

The wearing of the following apparel is prohibited:

- Shorts
- Sandals or bare feet
- Loose or baggy clothing
- Rings, watches, or other jewelry - while operating mechanical or electrical equipment
- Attire or articles or paraphernalia that promote drug use
- Hats or any type of head gear

In addition, the following safety measures must be followed:

- Long hair or beards must be secured or protected when the student is using or in the vicinity of rotating machinery, gas torches, etc.
- Safety glasses **MUST** be worn by students operating grinders, drill presses, lathes, chemical and solvent sprayers, etc.-any cutting, grinding, or chiseling device, or during use of abrasives

If a student violates this dress code, he/she will not be permitted to enter or remain in class. Instructors will not permit students to reenter class until they are dressed appropriately. Students will be marked absent for all time missed due to dress code violations. Students found in violation of the district's dress code are subject to disciplinary action, up to and including dismissal.

It is difficult to find employment for people who go to extremes in dress or appearance. Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare students for employment; therefore, we require that students be neat in appearance and attire. Students in some programs will be expected to wear protective clothing designated by the instructor. Protective clothing includes such items as coveralls, aprons, hard hats, uniforms, lab coats, welding gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Tool Room Procedures

Student Responsibilities

Within the aviation industry, it is a common practice for aircraft mechanics to have their own set of hand tools to perform their duties. Therefore, all aviation students are required to have their own set of hand tools. The tool list is contained in this student information guide. The Aviation Career Campus does not endorse nor recommend any one particular ven-

S T U D E N T P O L I C I E S & E X P E C T A T I O N S



Metro Technology Centers
Preparing for Life

STUDENT POLICIES & EXPECTATIONS

dor/manufacturer of tools. Students are expected to provide their own secured storage (such as a lockable toolbox).

Students are required to have their own hand tools no later than 90 calendar days after the start of classes. The Aviation Career Campus has a limited amount of hand tools that may be used by students on a temporary basis. However, for students who do not provide their own tools, the maximum allowable grade for shop projects requiring hand tools will be 70%.

Students removing personal tools from the building must have the tool set examined by an instructor (or an employee designated by an instructor) to ensure that no tools owned by Metro Tech are removed from the Aviation Career Campus. The Financial Clerk shall issue a release statement that all tuition is paid to date. The instructor will accompany the student and the tools to Security, where a second check or verification will be made by Security.

- Students must have their required personal tools for each day of class.
- Special tools required (not listed on students' personal tool list) will be available in the AMT toolroom, according to proper check out and check in procedures.
- A student I.D. badge and Project Authorization form will be required before checking items out or in, according to proper toolroom procedures.
- Condition of tools, equipment, and supplies will be the responsibility of the person checking them out. Proper usage and state of condition will again be evaluated when returning said items. If items are lost, destroyed, or stolen through irresponsible action, the student will be charged the fair market value at that time.
- The proper forms will be completed for checking out or checking in all equipment, tools and supplies belonging to Metro Tech.
- Do not remove school owned books, tools, or equipment from the building at any time.

Instructor Responsibilities

- Instructors are responsible for monitoring the usage of school tools, equipment, and supplies.
- Instructors are responsible for providing the student with the information required to complete the Project Authorization form, one day in advance.
- Instructors are responsible for checking in all school owned tools, equipment, and supplies.
- Instructors are responsible to see that all materials, tools, etc., are returned and/or checked in by the end of each class period, so as not to disrupt the following (day or night) class.



Shop, Restricted Areas, and Hangar Policies

The labs and hangars are considered to be “shop areas”, and aircraft are considered to be “shop equipment”. Therefore, labs, hangars, and aircraft mandate extra attention to safety policies and procedures.

Students working in a shop or hangar area or on aircraft must be properly attired. This means footwear that covers the foot (no sandals). Safety glasses are required at all times in the shop and hangar areas, and hearing protection as appropriate. Shop aprons and gloves must be worn when appropriate.

Under no circumstances will any student perform any work or operate any aircraft unless specifically directed by an ACC instructor. No cockpit or external switches and levers shall be moved unless directed and approved by an ACC instructor. Any approval by the ACC instructor must contain explicit directions about the nature and intent of the action. The ACC instructor approving student access is responsible to ensure that work is properly tagged and documented. All switches must be in the appropriate checklist shut down position.

All students must have a project sheet signed by the instructor that details what work is being accomplished on an aircraft. Working on an aircraft without instructor approval shall be construed as tampering and is grounds for dismissal.

All ACC staff and students must be alert to unsafe conditions. Upon recognizing an unsafe condition, that individual must take immediate and timely steps to warn of the condition and if possible action to prevent a safety incident. Report all such occurrences to the site director as soon as possible.

Attendance and Make-up Time

Required Attendance

Student knowledge, skills, and work attitudes, and the success in applying what they have learned is dependent upon the assimilation and application of the Aviation Technology training provided in Metro Tech Aviation Technology classes. For students to succeed at Metro Tech and in the aviation industry, it is necessary to use everyday classes to learn. The demands and diversity of the technologies represented in safe flying aircraft can only be mastered if students attend all classes and take the initiative to learn and apply these technologies.

Attend all classes and be prompt for each class. Students are expected to attend 75% of each class. Attendance that falls below 75% will result in either a failing grade or an incomplete depending upon the circumstances and at the discretion of the instructor. All hours must be made up to satisfy the 100% time requirement for every course.

A student may elect to not participate in a class, but the decision must be made no later than the day before the class section begins. However, the student must understand this action on their part may affect their financial aid. Any class not begun can be taken at a later date at no additional cost to the student. Any class begun by the student, but not completed by the student may require the student to pay for the class again.

S T U D E N T
P O L I C I E S &
E X P E C T A T I O N S



Metro Technology Centers
Preparing for Life

STUDENT
POLICIES &
EXPECTATIONS

Class duration in hours	Maximum absent hours	Total hours to take final exam
12	3	9
18	4.5	13.5
24	6	18
30	7.5	22.5
36	9	27
42	10.5	31.5
48	12	36
54	13.5	50.5
60	15	45
84	21	63
90	22.5	77.5
150	30 hours max even though 37.5 is calculated 25%	120

Attendance counseling by the instructor will occur at a cumulative absent rate at 12 hours and a second counseling at 24 hours. Counseling by the counselor will occur at 24 hours. Counseling by the instructor, counselor, and the director will occur at 30 and 31 hours. Any excess over 31 hours can be grounds for dismissal from the program. All cases will be individually reviewed. Students not participating in a field trip will be counted absent.

Students arriving late or leaving early shall check in with their instructor upon late arrival or prior to leaving. Students not complying will be considered late for the entire day and will be required to make up time for the day. Students should not expect that their faculty member can confirm their presence at any time. Therefore it is imperative for students to verify their presence or imminent departure in person with their faculty member, otherwise they will be considered absent for the entire day.

Attendance awards will be acknowledged after each block of 660 hours of instruction.

These include:

- A gold award for attendance is given for 100% attendance and no tardies.
- A silver award for attendance is given for 98% - 99% attendance and no more than 3 tardies and to students who miss no more than .25 - 16.5 hours of class during General, Airframe or Powerplant.

The Federal Aviation Administration requires each student to complete 1,980 hours of Metro Tech's Airframe and Powerplant Technician curriculum. The FAR 147 standard requires the student to complete all 1,980 hours, regardless of sickness, weather cancellations, or school excused and unexcused absences. The FAA also requires Metro Tech to allow make-up hours for completion of the FAR hours of instruction. Metro Tech provides one make-up day each month. Make up days vary and are published at the beginning of the fall/winter session and the spring/summer session.



Attendance Procedures

Students are required to inform their instructor of either late arrival or early departure. Students arriving late and failing to report immediately to the instructor will be counted absent until the student's arrival is formally acknowledged by the instructor. Students who leave prior to the scheduled departure time without informing the instructor shall be counted absent for the entire day.

Students leaving the building at times other than scheduled meal times (lunch or dinner) or instructor approved breaks, shall sign out upon leaving the building, and then sign in upon return. Students leaving the building without signing out shall be considered absent for the entire day.

The approved curriculum requires 100% attendance of the 1,980 hours of training. Unsatisfactory attendance is determined by the appropriate instructor and is based on the student's daily performance.

- Instructor calls roll within the first five minutes of scheduled start of class.
- Instructor will record absences and tardies (both late arrivals and early departures) on APECS

Tardies (late arrival/early departure) example:

If a student arrives at 8:05 a.m., the student will be required to make-up 15 minutes, etc. If a student departs at 1:15 p.m., the student will be required to make-up 45 minutes, etc.

1 -15 minutes late/early departure = 15 minutes make-up

16 -30 minutes late arrival/early departure = 30 minutes make-up

31 - 45 minutes late arrival/early departure = 45 minutes make-up

46 - 60 minutes late arrival/early departure = 1 hour make-up

Make-Up Time Procedures

Make up time is additional time required to ensure that the FAA time requirements are fulfilled. Any courses in a career major that have not been completed (whether for missed time, or academic reasons) will be completed prior to the student moving to the next career major. Exceptions may be granted by the Director of ACC. Any General course (1000 level courses) that is incomplete due to missed time (or missed projects, missing quizzes, or failed quizzes or tests) by the time the next Airframe career major begins may be graded as a failure and may require the individual to take the course again. This shall apply for Airframe courses (2000 level courses) prior to the start of the Powerplant career major. For individuals enrolled in Powerplant career major prior to the Airframe career major, the 3000 level courses must be completed prior to taking Airframe courses.

STUDENT POLICIES & EXPECTATIONS



Metro Technology Centers
Preparing for Life

STUDENT POLICIES & EXPECTATIONS

Make up time is required by the FAA to fulfill the time requirements of the curriculum in accordance with FAR 147.31. Students who have missed time are responsible for maintaining an accurate account of time missed and made-up. Students will initiate the required paperwork for make-up time the day following an absence. Make-up assignments must be applicable to the subject in which time was missed, and the appropriate instructor must approve/coordinate make-up time, tests projects, etc.

Students may make a written appeal to the director for exceptions. Appeals may be made due to extended illness (documented), employer demands (documented), or other similar circumstances. Appeals must be made prior to scheduled make-up time and will not be considered after the designated make-up time period.

Student is responsible for:

- Obtaining a blank make-up time sheet from the instructor/front office.
- Completing the following on the sheet:
 - a) student name, course, subject code/description, instructor, etc.
 - b) date absent and time missed
 - c) assignment pertaining to subject in which time was missed must be written in....
 - d) instructor must sign make-up sheet.

"STUDENT WILL BE RESPONSIBLE FOR ACCURACY OF INFORMATION"

- e) make-up sheets are to be turned in to the instructor when completed.

Make-up Time Locations and Time Frame:

Make-up time sheets will be accomplished by individual students. Students shall fill in the top portion of the make-up time sheet and submit the make-up time sheet to the instructor. "Time In" and "Time Out" must be filled in by an ACC staff member. The ACC staff member (if not the instructor) shall initial below the time in and out blocks. The instructor of record shall sign the appropriate block. The instructor's signature affirms the made up time and that the assignment has been accomplished. The assignment block must contain sufficient detail so that an audit will explain what was accomplished. General statements are not acceptable and will void the make-up time sheet. Once a subject has been "made up", the white copy shall be attached to the grade card. The student keeps a copy for their record. Date and made up time data must be consistent with the information contained on the grade card.

- Make-up time can be accomplished on designated days or between 2 pm and 4 pm at instructor's discretion.
- Make-up time cannot be accomplished in advance. It is accomplished after the fact.
- Make-up time may consist of workbook and shop projects consistent with the subject area.



The Maximum make-up time allowable is 10 hours per session. No make-up time will normally be accomplished prior to or after class. No make-up time will be accomplished during lunch breaks. Students can make a written appeal to the director for exceptions to the 10 hour limit. Appeals may be made due to extended illness (documented), employer demands (documented), or other similar circumstances. Appeals must be made prior to scheduled make-up time and will not be considered after the designated make-up period.

Pending AMT instructor approval, make-up time can be accomplished between the hours of 2:00 PM and 4:00 PM.

Grading System

There is no requirement related to the number of quizzes an instructor may use. However, each subject area shall have a written final test. An instructor may administer an oral exam (in fact are encouraged to include oral exam questions), but the oral exam will only count as a quiz and in no way will be a part of the final exam. Oral exams must have documented questions. Oral exams, if administered to one student in a class, must be administered to all students within that class.

The number of quizzes and retakes of quizzes is at the discretion of each individual instructor. However, quizzes must be retained in the same manner as subject tests. As a point of clarification, two different

instructors may be teaching the same subject area (for example day airframe, and night airframe). Instructor A may elect to administer 4 quizzes with 2 retakes allowed. Instructor B may elect to administer 3 quizzes with one retake. This is permissible as long as the same criteria are applied to each student in that particular class. Instructors must inform each class prior to a course of study (General, Airframe, or Powerplant) of their individual policies. The minimum allowable of retakes for quizzes is one.

If the theory grade of a course is based upon a single quiz, then a minimum of one retake is required. If the theory grade is based upon more than one quiz (eg. workbook and quiz), then retakes are not required. The purpose is to ensure competency training so that no single failure results in a course failure.

The subject final test grade may not consist of more than 50% of publicly published FAA test bank questions. The other 50% must be original and developed by the instructor(s).

Theory grades must consist of quizzes and/or oral exams administered prior to the subject test. Final tests cannot count double (once for theory and once for the subject test).

Bonus points may be awarded for subject material or shop projects. The only other points allowable, at the teacher's discretion, would be for extra projects related to the course content.

Grades for courses are based upon three interconnected yet separate areas. These are (1) shop, (2) theory, (3) final test. Minimum grade average for shop and theory is 70%; the minimum grade for the final is 70%. In order to take the final exam a student must have a minimum of 70% in both shop and theory. To complete a course of study, students must achieve a minimum of 70% on the final test. Retests of the final exam are permitted.



S T U D E N T
P O L I C I E S &
E X P E C T A T I O N S

Below are examples of pass rates required to take final exams:

Shop	Theory	Final #1	Final #2	Action
70%	70%	70%	NA	complete
69%	75%	cannot take final		
75%	69%	cannot take final		
70%	70%	69%	70%	complete
70%	70%	69%	69%	retake course

If at least 70% is not achieved on the second attempt the student will be required to take the course again, this time at the student's expense.

Note: In all cases the minimum grade is 70%, not 69%. Rounding is at the discretion of the instructor. Shop and theory grades cannot and will not be averaged to attain the 70% minimum grade.

All quizzes and tests are administered by AMT faculty at their discretion, which includes scheduling of quizzes and tests. Refusal to take a quiz or test will result in a course failure.

During each subject of training, tests will be given over materials covered in the classroom (textbook/workbook assignments, lectures, audio-visual presentation, demonstrations and proper use of media library when applicable).

During each subject of training, the completion of certain projects is required. The project grades and shop quizzes are to include proper use of tools and equipment, proper use of publications where necessary, and may include other suitable means of evaluation.

Step One - Subject Grades:

- Average scores from theory and shop to include tests, projects, and quizzes for the total accumulation of points.
- In order for a student to take the final subject test, they must have a score of 70% or above on each of the shop and the theory averages.

Step Two - Subject Test:

This is a comprehensive written and/or oral practical test given at the completion of each subject. The student is required to make 70% or above. If student scores below 70%, he/she will be allowed to retake the test, but will only be granted a grade of 70%, regardless of a passing score above 70% on the retake. If the student's final subject test grade, after completion of the retake, is still below 70%, he/she will have failed that subject. The student may continue in the course section; however, that student must repeat that subject.

Step Three - Final Grade:

Instructors will assign a final grade (or incomplete) for the subject area. Instructors will make every effort to provide grades, for the subject area, to students no later than 7 school days after the completion of the course.



Incomplete Subjects

A student may receive an "Incomplete" as a grade whenever one or more of the following occur:

- Missed quizzes or tests
- Missed or incomplete shop projects
- Missed time

The missing or incomplete items must be accomplished no later than 60 days after the final subject day. Any subject area still in an "incomplete" status will become a failing grade and the student will be required to retake the subject. Written appeals must be made to the Director no later than 3 days prior to the 60 day limitation.

Retaking a Course

Students must successfully complete all courses listed in this student information guide. The official listing of required courses is listed in the on-line Operational Procedure Manual. Students failing a course shall retake the applicable course in order to fulfill completion requirements. Students will need to complete Metro Tech Instruction INST-F-0026 (dated 11 August 2010). Completed forms shall be submitted to the ACC Records clerk to enroll the student in the applicable course. Students may not attend a course until the records clerk confirms their course enrollment and communicates the enrollment to the applicable faculty member.

Any course retake requires 100% attendance without consideration for make up time. Students who have any unexcused absence while retaking a course shall be dropped from the course. Full tuition for the retake course is due and not refundable due to attendance. Students shall prepay to take the applicable course a third time. To repeat, any retake course must be attended 100% of the time with no make up time allowed.

Course Achievement Tests

Upon completion of all the subjects of instruction, within General/Airframe and/or General/Powerplant, the final achievement tests will be given. These written tests will include information from each subject. To assure the student's success and competency, a score of 90% or above will be required to pass this test. The student will be allowed a reasonable number of retake tests if required. This grade will stand alone for the approval for recommendation to take the FAA exam and will not become part of any other grade.

Following is the process for administering achievement tests:

1. Achievement tests will be administered by an ACC staff member;
2. Unless a student applies for early oral and practical testing in accordance with FAR Part 65.80; the student must complete all subjects prior to taking the respective achievement test. The student must have the Director's (or his designate) approval for early oral and practical test prior to taking the achievement test.



STUDENT
POLICIES &
EXPECTATIONS

3. Students shall have no more than 18 total hours of make-up time for both General and Airframe or General and Powerplant as applicable. Under no circumstances will a certificate of completion be granted unless all time is attended or made up.
4. Achievement tests **CANNOT** be taken during normal class hours. Achievement tests can be taken either before class or after class, or during make-up days. Achievement tests are administered by appointment only. Tests administered during class hours must be monitored by an ACC staff member. Instructors should not assume the availability of any staff member to monitor achievement tests. Achievement tests must reflect date, start time, stop time, test number, and score.
5. Achievement tests are current for 10 class days only. If the subsequent Airframe achievement test (or Powerplant test) is not taken within 10 class days of the general achievement test, the test(s) will not be valid. The student will be required to retake the applicable achievement test.
6. The minimum passing score for achievement tests is 90%. A student may make application to the Director for waiver of the 90% requirement after having taken the achievement tests at least three times.
7. The student will be allowed a reasonable number of retake tests. Each subsequent achievement test must consist of different questions from the test bank until that subject area has had all questions asked. Under no circumstances will duplicate achievement tests be administered to anyone or groups of individuals. However, only one achievement test per major will be administered each day.
8. Results of the achievement test accomplishment shall be signed off by the applicable instructor who administered the test. A copy of the successful results shall be placed in the student records. These retained tests can be stored in the district warehouse.
9. The Records Clerk will perform a records check to determine if all requirements have been met. The results will be either a "Go" or a "No Go." Any red flags will result in a "No Go."

FAR Part 65.80

(Certificated aviation maintenance technician schools students).

"Whenever an aviation maintenance technician school certificated under Part 147 of this chapter shows to an FAA inspector that any of its students has made satisfactory progress at the school and is prepared to take the oral and practical tests prescribed by 65.79, that student may take those tests during the final subjects of his training in the approved curriculum, before he meets the applicable experience requirements of 65.77 and before he passes each section of the written test prescribed by 65.75."

Any student wishing to exercise FAR Part 65.80 must meet the following criteria:

The earliest that a student can take the oral and practical is 45 days prior to the scheduled completion date. For example, if the scheduled completion date is 5 September 20XX, then the earliest a student will be able to take



Metro Technology Centers
Preparing for Life

an oral and practical exam is 23 July 20XX. The completion date is the last scheduled day of a subject for a course, exclusive of make up days.

Satisfactory progress is defined as having passed all classes to date with an overall average score of 90%. **(A student failing any FAA test is not eligible for an early oral and practical test.)**

The ACC Director may add additional qualification criteria for early oral and practical eligibility.

The student shall owe no make up time.

All tuition must be paid up to date.

A written recommendation from the current instructor.

Students must make a formal request in writing to the director no later than 10 working days prior to the anticipated test date. For example, a student applying to test on 5 August 20XX must apply no later than 22 July 20XX.

The student shall complete (in ink) two copies of FAA Form 8610.

The director shall review the assembled grade sheet, attendance record, and instructor recommendation prior to granting approval to take the test early. If approved, the Director will issue a letter of recommendation to the student to present to the FAA inspector. The Director shall sign the FAA Form 8610 approval block (Part II, e, (2)). If disapproved, the Director will provide a written statement with reasons for the disapproval. Metro Tech will retain FAA Form 8610 to present to the FAA Inspector for approval. Once approved by the FAA Inspector, the signed FAA Form 8610s will be returned to Metro Tech, who in turn will return the FAA Form 8610s to the student.

The approval for the early oral and practical test expires on the scheduled completion date. After that date, the student must complete the written test(s) prior to taking the oral and practical exam(s).

Once successfully completed the oral and practical exam is valid for 24 months in accordance with FAR Part 65.71. a (3).

Testing after AMT Course Completion

Students must notify the instructor, the registrar and the director, in writing, of their intent to take the written test immediately after course completion. The student must do this at least 10 working days prior to course completion.

Students will not be issued transcripts or authorization to take the written test until completion of the last subject area and successful completion of the achievement test(s) (minimum score of 90%) and all make up time completed.

Transcripts and authorization to test may be issued up to 5 work days after the last class is taken.

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Metro Technology Centers
Preparing for Life

Process to follow in order to take the FAA General Written Test after completing the General Curriculum.

1. General Test Criteria:
 - a. Individuals must pass all 16 AMT General Courses (AMT 1010 through AMT 1160) with a minimum passing score of 70% in each course. General courses have an AMT 1XXX designation. Airframe courses have an AMT 2XXX designation. Powerplant courses have an AMT 3XXX designation.
 - b. The individual must have attended Aviation Maintenance Technology General courses for a minimum of 462 hours, which may include make up time. The minimum time may be reduced if a student has "tested out" of a course based upon similar documented previous educational courses.
 - c. An individual shall complete the General Achievement test:
 - i. Pass the 60 question General Achievement test with a minimum passing score of 90%
 - ii. the achievement test are administered "outside" of the Part 147 curriculum. In other words, not during scheduled class time.
 - iii. The achievement test is valid for 10 class days only. After 10 class days, and the FAA written test has not been taken, the Achievement test must taken and passed again.
2. The faculty member of record plus a person designated by the Aviation Career Campus director will review each General individual's record to determine if all the above criteria (1.a, 1.b, and 1.c) have been met. The faculty member of record is that individual who is the instructor of record for at least 50% of the courses. If it is unclear who is the faculty member of record; the director, or deputy director shall assign an individual as the faculty member of record. The director's designee will typically be the Aviation Career Campus attendance clerk. The records review may be completed up to 14 calendar days after completing the last General course.
3. Upon confirming that the individual has met the criteria listed in paragraph 1 above, both the faculty member and the director's designee shall sign a memo attesting that the completion requirements for general have been met. One copy of the letter will be placed in the individual's record, and a second copy will be issued to the individual. A copy of attesting memo is attached.
4. After the attesting letter has been signed by both parties, an AMT General course completion certificate may be issued. The "General" completion certificate, shall include the following words on the certificate "Valid Only for the FAA General written test administered at the Metro Tech Aviation Career Campus." The "General" completion certificate shall not be valid at any other test site.
5. An individual who wishes to take the FAA General test must then follow established test scheduling and test administration procedures.



6. Individuals who pass the General test will have 24 months (as stated in CFR 14 FAR Part 65.71) to complete the requirements for their initial authorization. The 24 month limitation begins on the date of successfully completing the FAA General Test. The individual shall sign the attached memo acknowledging understanding and agreement of the time limitation.
7. Individuals who opt to take their General written test after completing the General curriculum shall not be eligible for early testing IAW CFR 14 FAR Part 65.80.
8. Individuals who pass the FAA General written test shall not attempt to complete a "General" oral and practical examination. Affiliated Designated Mechanic. Examiners will be notified only after an individual has completed all of the requirements for the initial rating. The minimum number of hours for Airframe (including General) is 1218 hours. The minimum number of hours for Powerplant (including General) is 1224 hours.
9. For an initial authorization, individuals must present both the "General" and either the "Airframe" or "Powerplant" completion certificates, and the test results from both the "General" and either the "Airframe" or "Powerplant" written tests to the Designated Mechanic Examiner prior to being administered the applicable oral and practical examination(s).
10. Should a test applicant, following the above process, fail the General test, then the following conditions apply per Exemption 9846:
 - a. The individual may not use the "30 day rule" to retest
 - b. The individual may not use the "additional instruction" as signed off by another FAA certified AMT
 - c. The individual must retake the courses in their entirety for all subjects pertaining to the questions missed in the written test.
 - d. Individual may retest only after successfully completing the courses.
 - e. The General Completion Certificate will be retrieved and a copy of the test result will be attached to the certificate. Additionally, a list of courses that need to be retaken will also be attached.
 - f. A colored coversheet will be added to identify the records, also the student file will be clearly marked for ease of identification.
 - g. The retaken courses will be tracked and recorded manually.
 - h. The individual will be eligible to retake the General written test once completing the related general courses

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Metro Technology Centers
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STUDENT
POLICIES &
EXPECTATIONS

MEMO FOR RECORD

We the undersigned have reviewed the academic records of

(Printed Name)

and have determined that this person has completed all 16 General courses (AMT 1010 through AMT 1160) with a minimum course passing grade of 70%. Additionally, this person has attended the minimum number of 462 hours, which may include make up time.

(DATE)

Faculty member of record

ACC Director designee



Student Acknowledgment and Agreement

I _____ understand that in accordance

(Student's printed name)

with FAR part 65.71(a) and (b), that the 24 month time period of affectivity begins on the date of passing the FAA General written test. Furthermore, I understand that if I do not complete the requirements as detailed in these referenced paragraphs, the written test shall become void. This will require a retest in order for me to complete the requirements for certification whether it is for an initial or additional rating.

Should I fail the FAA written test (Score below 70%), then the following conditions apply:

- a. The individual may not use the "30 day rule" to retest
- b. The individual may not use the "additional instruction" as signed off by another FAA certified AMT
- c. The individual must retake the courses in their entirety for all subjects pertaining to the questions missed in the written test.
- d. Individual may retest only after successfully completing the courses.

Student Signature

Date

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P O L I C I E S &
E X P E C T A T I O N S



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Certificate of Completion

A certificate of completion will be given upon the successful completion of the following:

1. Passing final grade in each course of 70% or better.
2. Completion of 462 hours for General written test only.

OR

3. Completion of 1,980 hours of AMT FAA approved curriculum for the Airframe and Powerplant Mechanic License.

OR

4. Completion of 1,218 hours of General/Airframe FAA approved curriculum for the Airframe Mechanic License.

OR

5. Completion of 1,224 hours of General/Powerplant FAA approved curriculum for the Powerplant Mechanic License.

AND

6. A passing grade on the major achievement tests of 90% or better.

AND

7. Appropriate clearance of ACC Finance Office/Student Records Office.

Transcripts and Authorization to Test

Transcripts and Authorization to Test will normally be provided to students 10 work days after the last course has been completed. Exceptions for early availability of the transcript may be granted on a case by case basis.

Process To Take FAA Written Exams

Requirements:

- Current on tuition.
- All classes passed (General and Airframe; or General and Powerplant)
- No make up time required.
- Certificate of completion and transcript issued by the Registrar.

Process:

- Schedule test with the appropriate ACC staff member
- Pay testing fee
- Register for test

As part of the test registration you will need the certificate of completion and driver's license.



You may bring a calculator into the test area, but nothing else. A calculator is available on the computer as part of the test service. You will also be provided a supplement book, and three sheets of blank paper, plus a pen.

Once the test is complete, you will be issued a printed form with the test results. Do not leave the area until you receive the completed form.

Academic Probation, Student Conduct, Dismissal

When a student does not meet FAA minimum requirements, a conference will be arranged with the student, instructor, and the ACC Administration with the purpose of improving performance. If extraordinary circumstances are involved, the Director's Office will be notified. The student is then responsible for the decision to remain in the program and continue or withdraw from the course/program. It is the student's responsibility to reschedule the subjects not meeting FAA requirements.

Students receiving financial aid will be responsible for maintaining satisfactory progress in accordance with the district student financial aid requirements. (Refer to financial aid information in student handbook or financial aid office.)

In order to progress from General to either Airframe or Powerplant, the student shall have a minimum grade average of 70%. Grade averages will be based on all subjects taken. Incompletes will be considered in one of two ways. If there is a computed final grade, but incomplete due to missed time, then use computed grade. If the incomplete subject is due to missed quizzes or projects, then do not include the incomplete subject in the average calculation.

Subjects incomplete due to excused absence will not be considered in the average calculation.

Purpose: To determine whether a student who has not maintained academic performance standards will continue in the Aviation Maintenance Technology Career Cluster.

Academic Review Committee

Initiating Events:

1. Failure of a Course after being on academic probation.
2. The second failure of a course (failure of a retake).
3. Recurring absences that exceeds 30 hours during any of the three course majors.
 - a. Course majors are General, Airframe, or Powerplant
4. Repeated failure of AMT courses.

Committee Composition Required

1. One or all of the following: Director, Deputy Director, AMT Instructor.
2. An instructor of the same major, but not the instructor of record. The instructor of record shall not be on the Academic Review Committee.
3. A member of the same gender of the student that is being considered.
4. Committee Composition Optional: Site Counselor

Process:

1. The Academic Review Committee process is confidential and shall not be discussed by any of the individuals involved.



Metro Technology Centers
Preparing for Life

2. Instructor of Record will recommend in writing to the student that based upon one or more of the initiating events above, that the student should withdraw from the program.
3. If the student declines to self withdraw, then the Instructor of Record will submit a written recommendation for dismissal to either the Director or Deputy Director.
4. The Director or Deputy Director will convene an Academic Review Committee within 10 class days of receipt of the dismissal recommendation.
5. The Committee shall review the student records.
6. The Instructor of Record will make a verbal statement which will be recorded and transcribed.
7. The student will be allowed to make a statement pertaining to their academic standing and performance. If a verbal statement is made, it will be recorded and transcribed.
8. After reviewing the student's records and considering instructor and student statements, the Academic Review Committee shall determine whether or not the student should continue in the AMT program.
9. The Academic Review Committee decision shall be by consensus. All ARB members must vote, they cannot abstain. The decision shall be in writing, with one copy given to the student, and one copy placed in the student's record.
10. A student who disagrees with the ARB decision can appeal the decision to the Assistant Superintendent for Academics. The appeal shall be in writing and must be made within 5 calendar days of the ARB decision.

Progress is measured towards completing the 47 subjects for the Airframe and Powerplant certification. For FAA purposes, all students are enrolled in the Airframe authorization and are then enrolled in Powerplant as an additional authorization.

The overall grade average for all subjects completed to date is a minimum grade average of 70%. Grade averages will be based on all subjects taken. Incompletes will be considered in one of two ways. If there is a computed final grade, but incomplete due to missed time, then use computed grade. If the incomplete is due to missed quizzes or projects, then do not include the incomplete in the average calculation. Subjects that convert from incomplete to "failure" because the student did not meet the 60 day completion time shall be converted to the calculated grade not to exceed 60%. For example a student has a final grade of 85%, but is incomplete due to missed time, then the grade reverts to 60% for average calculation. If the calculated average for the subject is 50% because of a missed final, then use 50%.

Subjects incomplete due to excused absence, will not be considered in the average calculation.



Tuition, Refunds, and Additional Fees

Tuition and fees are due the first of each month. For residents, a total of \$357.50 is due each month.

Total Program Hours:

Aviation Maintenance Technology.....1,980 hours

T U I T I O N R E F U N D S , A N D A D D I T I O N A L F E E S

Tuition

Note: All residents of the State of Oklahoma will be treated equally. Non-resident means persons who are not residents of Oklahoma as defined by the Board of Higher Regents of Oklahoma colleges and universities.

For Aviation Maintenance Technology (Airframe Mechanics License or Powerplant Mechanics License)

	RESIDENT	NON-RESIDENT
AMT General - 462 hours	\$1,501.50	\$4,504.50
AMT Airframe - 756 hours	\$2,457.00	\$7,371.00
AMT Powerplant - 762 hours	\$2,476.50	\$7,429.50

(Costs are subject to change by Metro Tech Board of Education)

Tuition Refund Policy

Students must pay a minimum of one (1) month's tuition in advance.

Before class begins Full refund less \$10.00 processing fee.

After class begins Eighty percent (80%) refund will be granted to students who officially withdraw within the first two weeks of a section. No refunds will be issued after the first two weeks.

Class is cancelled by ACC Full refund.

Refund must be requested within two weeks from the date of the last class attended. Please allow four weeks for refund processing. Tuition and fees paid directly to the Aviation Career Campus by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

Fees

Testing Fees

Testing fees for 3 written, 3 oral and 3 practical FAA examinations are estimated to be \$750 total.

Testing fees are recorded separately. Any unused portion of the fees will be returned to the student after all testing has been accomplished. Should a student withdraw from the program, the testing fees will be returned no earlier than 90 days after the last class date. Students who



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T U I T I O N
R E F U N D S , A N D
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withdraw, receive their testing fees and decide later to return to class must pay the testing fees calculated at \$50 per month for each month that the student was in class prior to withdraw.

Bookstore

Non-refundable - All sales final

Additional Documents

Students are issued two (2) transcripts and one (1) certificates at no cost. Additional Transcripts are \$5.00 each.

Transcripts - \$5.00

Certificates - \$5.00

I.D. Badges - \$10.00 plus a \$50 deposit which is refundable

Due to the importance of access in restricted areas:

- The second picture I.D. badge issued will cost \$25.00
- The second security scanner badge will cost \$20.00
- The third security scanner badge will cost \$25.00

Other Costs:

Books - \$400.00 (estimated)

Tools - \$800.00 - \$1,300.00 (maximum)

Estimated Total Cost of the AMT Program is \$8,435.00 for resident students.



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Aviation Career Campus Tool List

1. 1/4" drive handle set (Includes ratchet, long drive, universal joint breaker bar and 2", 4", 6" extension)
2. 1/4" drive 8 or 12 point standard sockets 3/16 to 9/16
3. 3/8" drive handle set: ratchet, universal joint, 4 extensions 1-1/2" through 12"
4. 3/8" drive 12 point standard sockets 1/4" to 7/8"
5. Combination (open/box) wrenches 5/16" to 7/8"
6. Diagonal cutters (5", 8")
7. Needle nose pliers (6" - 8")
8. Duckbill pliers, prefer smooth jaw (6" - 8")
9. Automatic center punch
10. Dead blow 12 oz. hammer
11. 12 oz. (approx.) ball-peen hammer
12. 6" Flat blade screwdriver
13. 8" Flat blade screwdriver
14. 3" x 1/8" small flat blade screwdriver
15. 1-1/2" blade Phillips No. 2 screwdriver
16. 4" Blade Phillips No. 2 screwdriver
17. 3" Blade Phillips No. 1 screwdriver
18. Feeler gage set up to .035"
19. Digital multimeter: 600VAC/1000VDC/200 to 2 Megaohm resistance/200Ma to 10 A DC
20. 6" Steel rule: 64ths, 10ths, & 100ths
21. Inspection mirror
22. Flashlight
23. Safety wire pliers
24. Tool box
25. 1/4" - 12 point deep well sockets - 3/16" to 9/16" set
26. 3/8" - 12 point deep well sockets - 1/4" to 7/8" set
27. 7/8" Deep well 1/2" drive socket - suitable for aircraft sparkplugs
28. 3/8" Fx1/2" M adapter
29. Respirator



Required Courses

REQUIRED COURSES

Students desiring to complete the FAA Part 147 requirements for Aviation Maintenance Technician must complete 1,980 hours of instruction.

Courses may not necessarily be taught in the order listed.

General

Course Number	Course Title	Total Hours
AMT 1010	Mathematics	30
AMT 1020	Basic Physics and Aerodynamics	36
AMT 1030	Ground Handling and Servicing	30
AMT 1040	Aircraft Drawings	24
AMT 1050	Hand Tools and Precision Measuring Instruments	24
AMT 1060	Aircraft Hardware	24
AMT 1070	Fluid Lines and Fittings	24
AMT 1080	Aircraft Structural Materials	24
AMT 1090	Nondestructive Inspection Methods & Procedures	24
AMT 1100	Aircraft Cleaning and Corrosion Control	24
AMT 1110	Weight and Balance	36
AMT 1120	Federal Aviation Regulations, Publications & Records	30
AMT 1130	Basic Electricity DC	42
AMT 1140	Basic Electricity AC	36
AMT 1150	Solid State Circuits	36
AMT 1160	Aircraft Battery Service and Inspections	18
	Total	462



Metro Technology Centers
Preparing for Life

REQUIRED
COURSES

Airframe

Course Number	Course Title	Total Hours
AMT 2010	Aircraft Electrical Systems	54
AMT 2020	Aircraft Wiring Practices	42
AMT 2030	Aircraft Structures, Aerodynamics, Assembly & Rigging	66
AMT 2040	Nonmetallic Structural Repair	84
AMT 2050	Sheet Metal Structural Repair	114
AMT 2060	Aircraft Fabric Covering and Finishes	36
AMT 2070	Aircraft Welding	30
AMT 2080	Hydraulics and Pneumatics	60
AMT 2090	Landing Gear and Position/Warning Systems	72
AMT 2100	Cabin Atmosphere Control Systems	30
AMT 2110	Instrument and Communication/Navigation Systems	42
AMT 2120	Ice, Rain and Fire Protection Systems	30
AMT 2130	Fuel Systems	30
AMT 2140	Airframe Inspections	66
	Total	756



Metro Technology Centers
Preparing for Life

REQUIRED
COURSES

Powerplant

Course Number	Course Title	Total Hours
AMT 3010	Powerplant Electrical Systems	72
AMT 3020	Powerplant Wiring Procedures	30
AMT 3030	Fundamentals of Turbine Engines	48
AMT 3040	Powerplant Instrumentation and Fire Protection	24
AMT 3050	Turbine Intake, Exhaust, Cool, Lube and Start Systems	30
AMT 3060	Turbine Fuels and Metering	30
AMT 3070	Turbine Ignition Systems	18
AMT 3080	Turbine Engine Removal, Overhaul, and Installation	90
AMT 3090	Turbine Engine Inspection, Repair, Alteration and Troubleshooting	60
AMT 3100	Basic Propeller Systems	30
AMT 3110	Complex Propeller Systems	30
AMT 3120	Fundamentals of Reciprocating Engines	48
AMT 3130	Reciprocating Induction, Exhaust, Cool, Lube and Start Systems	42
AMT 3140	Reciprocating Fuels and Metering	36
AMT 3150	Reciprocating Ignition Systems	42
AMT 3160	Reciprocating Engine Removal, Overhaul and Installation	90
AMT 3170	Reciprocating Engine Inspection, Repair, Alteration and Troubleshooting	42
	Total	762

Faculty/Staff Directory

<u>Name</u>	<u>Title</u>	<u>Ext.</u>
Pete Lee	Director	5500
Sonya Languis	Secretary	5501
Fran Venezia	High School AMT Teacher	5517
Brian Hilbern	AMT Instructor	5520
Elton Fletchall	AMT Instructor	5530
Greg Garcia	AMT Instructor	5519
Herman Bounds	Lead Teacher/Assistant Director	5513
Jack Sanders	AMT Instructional Assistant	5516
Linda Classen	Operational Support Coordinator	5526
Mike Hudoba	AMT Instructor	5512
Robert Hensley	AMT Instructor	5516
Scott Wetmore	High School AMT Teacher	5522
Wayne Swinson	AMT Instructor	5514
Kevin Jeffries	AMT Instructor	5515
Tim Fannin	AMT Instructor	5539
Ed Bannan	AMT Instructional Assistant	5510
Naomi Welchel	Administrative Assistant for Records	5505
Ron Gunder	AMT Technical Assistant	5521
Sonny Noiel	Custodian	5525
	Security	5509