

CHICAGO  
PROFESSIONAL  
CENTER

# SCHOOL CATALOG

2022-2023

16 E. PIPER LN. SUITE 127  
PROSPECT HEIGHTS, IL 60070

[www.chicagoprofessionalcenter.com](http://www.chicagoprofessionalcenter.com)

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*“The question to be asked at the end of an educational step is not “what has the student learned?” but what has the student become?” ...*

*James Monroe*

## *Training for Careers*

*Electricity*

*Heating*

*Air Conditioning*

*Maintenance*

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## **MISSION STATEMENT**

Chicago Professional Center's primary goal is to teach each student the specific technical and professional skills required for employment in the Electricity, Heating, Air Conditioning and Maintenance Industry. Chicago Professional Center focus on creating a productive career for those we train.

## **ACCREDITATIONS AND APPROVALS**

Approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE).  
Approved by Department of Veterans' Affairs State of Approving Agency for Veterans' Education  
Approved by Illinois Workforce Development System  
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

## **VISION AND HISTORY OF SCHOOL**

Chicago Professional Center has been in business for over 20 years. The school began operating as a private vocational training center, specializing in Electrician and HVAC Technician training in 2002. Recently, CPC increased number of hours on hands-on training, obtained the best and most updated equipment available for instruction and uses it to meet the standards within industry.

## **SCHOOL FACILITY**

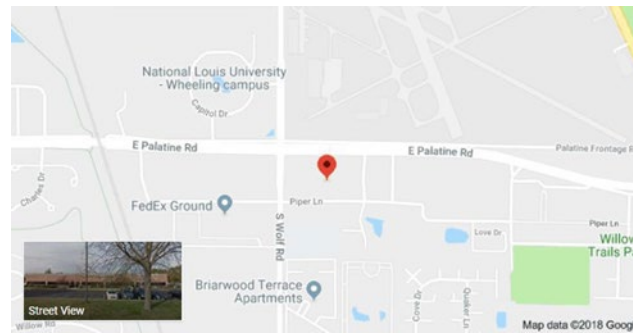
Chicago Professional Center is a Main Campus and teaching facility at 16 E. Piper Ln Suite #127 Prospect Heights, IL 60070. The campus of Chicago Professional Center is housed in a newly-renovated 1 story brick building of approximately 5,000 square feet, including 2 administrative offices, 2 classrooms, 1 lab, library and 2 bathrooms. Enrollment capacity is 24 students. The facility is handicap accessible, air-conditioned, and well-lit. CPC has adequate halls, doorways and classrooms to accommodate disabled students as well as designated parking areas for disabled students. CPC offers wireless network services throughout campus which allows Faculty, staff and guests of the college to utilize the wireless network.

## **LIBRARY**

On site Library, available for all the students. Monday through Friday from 8:00 am to 9:00 pm

## **LOCATION**

Chicago Professional Center is conveniently located at 16 E. Piper Ln Suite #127 Prospect Heights, IL 60070 in the northwest region of the outlying Chicago area. We are 10 miles N. of O'Hare airport. It is easily accessible via I- 294 N, and Palatine Rd.



## **EQUIPMENT**

Chicago Professional Center uses equipment that will meet and support the course objectives on comparable types of equipment students will encounter in the field. CPC supplies tools for students' use while in training. All required equipment will be provided by the Chicago Professional Center.

## **SUPPLIES**

All materials, such as CD-virtual labs, and computer-based simulators, use of training equipment and specialized tools for specific courses are provided by CPC. Purchase of basic tools is required for each student. These basic tools are also required for entry level jobs. For detailed information please refer to the **Course Required Purchase List**.

## **CLASS SIZE**

CPC understands that each individual learns at different levels of study. Based on student and instructor's response, we have found that in order to assure that each student has a full understanding of the course, and have the opportunity for personal instruction; we will not exceed over 28 students per course.

**ROSTER OF FACULTY/INSTRUCTOR CREDENTIALS 2016/2017**

<b>Sokolov, Roman</b> BS Degree in Mechanical Engineering <i>11 years of Electrical and HVAC Experience</i>	<b>Elkin, Vladimir</b> BS Degree in Process Automation <i>10 years of PLC/Basic Electricity Experience</i>
<b>Ivanov, Peter</b> BS Degree in Electrical Engineering <i>7 years of NEC / HVAC experience</i>	<b>Bodnar, Bohdan</b> Diploma in Mechanic- Electrician <i>5 years of HVAC Experience</i>

**EDUCATIONAL OBJECTIVES OF PROGRAMS**

**Main Objective:**

The primary educational objective is to teach students the specific technical and professional skills required for employment in the Electricity, Heating, Air Conditioning and Maintenance. Some technical skills students master during this program include working with diagnostic meters, understanding basic circuitry, reading and drawing electrical schematics, troubleshooting electrical circuits, installation, maintenance and troubleshooting of HVAC and PLC equipment.

**MODULE AND COURSE TITLE, CLOCK HOURS AND COURSE DESCRIPTION**

**A1 Basic Electricity**

**32 Clock Hours (Lecture – 20 hours, Lab – 12 hours), Prerequisite: None**

*Potential Difference, Electromotive Force, Electrical Safety, Amperage, Resistance, Ohm's Law, Power and Watts, Conductors, Wire Sizes, Electrical Loads, Direct Current, Alternating Current, Polyphase Generation, Equipment Grounding Conductor, Power Circuit Device, Transformer Symbols and Terminal, Transformer Ratings Three-phase Transformers, Overcurrent, Circuit Protection, Fuses, Circuit Breakers, Ground Fault Circuit Interrupters Single-phase Motors, Types of Induction Motors, Shaded-pole motor, Split-phase motor, Permanent split capacitor (PSC) Capacitor-start, induction-run (CSIR), Capacitor-start, capacitor-run (CSCR), Identifying Motor Problems, Three-phase Motors, Solenoid Valves, Relay Operation, Potential Relays, Amperage Relays, Contactors Control Circuit Problems.*

Students learn how to set up series and parallel circuits, understand the definition of voltage, current, resistance and relationship between them. The Ohm's law and formula for finding wattage are going to show the student how to calculate wire sizes and voltage drop. Future electricians will learn troubleshooting of circuit, motors setting and relay operation.

**A2 Electrician License Examination Preparation**

**16 Clock Hours, (Lecture – 16 hours), Prerequisite: A1**

*Power Distribution, 120/240/480 volts Circuit, Requirements for Electrical Installations, Surge-Protective Devices (SPDs), Wiring Methods, Conductors for General Wiring Cabinets, Cutout Boxes and Meter Socket Enclosures Outlet, Devices, Junction Boxes, Conduit Bodies, Fittings and Handhold Enclosures, Cables, Flexible Transformer Installation, Cord, Switches, Fixture Wires, Receptacles, Switchboards and Panel Boards Motors, HVAC Equipment, Generators, Transformer Installation, Special Occupancies, Special Equipment, Special Conditions, Communication Systems*

Students learn how electricity is produced and distributed. Students will also learn National Electrical Code and be prepared for license examination.

**A3 Heating Systems. Sheet Metal. Soldering. Brazing. Pipe Cutting**

**44 Clock Hours, (Lecture – 20 hours, Lab – 24 hours), Prerequisite: A1-A2**

*Transfer heat, BTU, Low Voltage Heating Thermostat, Confined and Unconfined Space, Pilot Ignition, Combination Fan and Limit Control, High and Low Voltage, Standing Pilot Gas Furnace, Furnace Wiring, Measuring and Adjustment Gas Pressure, Ignition Systems, High Efficiency Systems, Inducer, Integrated Furnace Control (IFC), Flame sensor, Hot Surface Igniter, Sequence of operation, 80% & 90% efficiency gas furnace Electric Heating Systems, Oil Heating Systems, Gun-type Burner Assembly, Forced Air Systems, Distribution Systems, Extended plenum system, Components of distribution system, Starting Collars and Takeoff Registers and*

*Diffusers Insulation, Sheet Metal Hand Tools, Layout of Basic Sheet Metal Fittings, Air Distribution Selection, Heat Loss/Heat Gain calculation tables, Pipe Sizing and Cutting, Pipe Threading, Fittings, Safety Rules for Soldering and Brazing Solders, Fuel Gases, Brazing Torch, Alloy Compositions.*

Students learn theory of heat transfer and types of fuels used in heating systems. Very simple standing pilot system need to be observed before any other systems. CFM calculation should be learned on practical lessons as well as proper maintenance. Students learn how to fabricate and install ductwork according to air distribution system layout. Also it will be extensive practical training on how to use sheet metal hand tools. Students learn how to select, design, size and estimate ductwork.

#### **A4 Air Conditioning**

**88 Clock Hours, (Lecture – 44 hours, Lab – 44 hours), Prerequisite: A1-A3**

*Refrigeration & Heat Movement, Thermodynamic Laws, Superheat, and Subcooling, Boyle's and Charles Laws, Basic Refrigeration Cycle, Evaporator Units, Condensing Unit, Gauge Manifold, AXV, Metering Orifice, Capillary Tube, TXV, Temperature-pressure Charts, Pumping Ratio, Safety Precautions with Refrigerant, Chiller construction, Control and Maintenance Low Pressure Chiller, Clean Air Act, Montreal Protocol, Recovery Devices, Sales Restriction Substitute Refrigerants & Oils Recovery Techniques, R – 410A Requirement.*

The laws of thermodynamics the very important part of session will be taught in-depth. Student learns relationship between temperature and pressure of refrigerant gases. Also big attention will be paid to basic refrigeration cycles and function of each system's components. Different type of air conditioning systems need to be covered and students have to recognize what systems are suitable for. EPA exam preparation also will be cover.

#### **A5 Programmable Logic Controller**

**30 Clock Hours, (Lecture – 20 hours, Lab – 10 hours), Prerequisite: A1-A4**

*Programming Combination Circuit Logic, 3-Wire Start/Stop for One Motor Starter, 3-Wire Start/Stop for Two Motor Starters, 3-Wire Start/Stop for Two Motor Starters with Control Relay, End-of-Product Detection Level Machine Detection, Level Control and Mixing Programming Diagram Display Properties*

This session touches the basic programming and right after that student have to wire actual components of motor starter, programming PLC and check it out if it starts working according to blueprint. Students learn industrial automation line functionality and try to change setting as it may need.

#### **A7 Advance Programmable Logic Controller**

**70 Clock Hours, (Lecture – 44 hours, Lab – 26 hours), Prerequisite: A1-A6**

*PLC Instruction, Working Offline and Online, PLC Configuration, Automation Line Wiring and Programming, Real Life Troubleshooting Techniques, Proper Application of Electrical Hardware.*

This session touches the PLC configuration and advance troubleshooting techniques. Students learn different applications of hardware.

#### **A8 Advance HVAC Systems and Troubleshooting Techniques**

**310 Clock Hours, (Lecture – 60 hours, Lab – 250 hours), Prerequisite: A1-A5**

*Boiler Fittings, Feedwater System, Steam System, Fuel System, Draft System, Boiler Water Treatment,, Boiler Operation Procedures, Hot Water Heating Systems, boiler Operation Safety, Boiler Operation Licensing, Human Comfort factors and moisture, Installing Humidifier, Troubleshooting and Servicing Humidifier boxes, Four and Two Pipe systems, In-depth Chiller, Troubleshooting Discharge Bypass Valves, Troubleshooting Head Pressure Control, Troubleshooting Solenoid Valves, troubleshooting EPR, Troubleshooting the TEV, Problem with High Superheat, Restricted Filter, Troubleshooting Undercharge Evaporator, Troubleshooting Heating Systems*

Hot and steam water boilers have to be learned in-depth since residential and commercial heating systems used them a lot. Routing maintenance is taught. Motorized zone valve, pumps, water feeders and expansion tank are paid big attention. Humidification is very important in our everyday life and need to be adjusted properly during our practical lessons. Power engineer seminar will prepare student for third class facility engineer licensing examination. Students learn the importance of humidification system. In this session, students learn in-depth industrial application of chillers, air control and malfunctions of HVAC systems. Students learn practical skills in troubleshooting and maintenance of HVAC systems. New refrigerant replacement procedures will learn in-depth.

### **A9 Career Counseling & Customer Relations**

**4 Clock Hours, (Lecture – 4 hours), Prerequisite: A1-A7**

Right resume is 90% of your success and student find out in this session to how to create a winning resume. All available websites have to be searched during the lesson and students have to understand which position is right for them. At the end of the session there is an imitation of an interview.

### **A10 Electrical Installation According to NEC**

**16 Clock Hours, (Lecture – 8 hours, Lab – 8 hours), Prerequisite: A1 – A2**

Students learn how to measure and mark conduit for making 30-90 degree stubs, offsets and saddle bends. Also it will be extensive practical training on how to pull wires. Attention to details as fitting, fastener and other parts of electrical installation will explain by licensed electrician

## **RESIDENTIAL AND COMMERCIAL HVAC TECHNICIAN/ ELECTRICIAN PROGRAM **NON Title IV Program****

This course is designed to teach individual skills that are necessary for entry level employment within residential and commercial HVAC, and electricity industries for total of **184 clock hours**. The teaching facility is located at 16 E. Piper Ln suite 127 Prospect Heights, IL 60070. Upon completion of the course, the students will receive a Certificate of Completion from CPC and be able to pass the EPA Certification Examination for HVAC Technician.

<b>and Course Title</b>	<b>Clock Hours</b>	<b>Prerequisite</b>
A1 Basic Electricity	32 Clock Hours (Lecture – 20 hours, Lab – 12 hours)	None
A2 Electrician License Examination Preparation	16 Clock Hours, (Lecture – 16 hours)	A1
A3 Heating Systems, Sheet Metal, Soldering, Brazing, Pipe Cutting	44 Clock Hours, (Lecture – 20 hours, Lab – 24 hours)	A1-A2
A4 Air Conditioning	88 Clock Hours, (Lecture – 44 hours, Lab – 44 hours)	A1-A3
A9 Career Counseling & Customer Relations	4 Clock Hours, (Lecture – 4 hours)	A1-A7

## **MAINTENANCE PROGRAM **NON Title IV Program****

This course is designed to teach individual skills that are necessary for entry level employment within HVAC, electricity and maintenance industries for total of **230 clock hours**. The teaching facility is located at 16 E. Piper Ln suite 127 Prospect Heights, IL 60070. Upon completion of the course, the students will receive a Certificate of Completion, Green Technology Certificate, and Allen-Bradley PLC Certification from CPC and be able to pass the EPA Certification Examination for HVAC Technician, Facility Operating Engineer License, and Unlimited Electrician License.

<b>Unit and Course Title</b>	<b>Clock Hours</b>	<b>Prerequisite</b>
A1 Basic Electricity	32 Clock Hours (Lecture – 20 hours, Lab – 12 hours)	None
A2 Electrician License Examination Preparation	16 Clock Hours, (Lecture – 16 hours)	A1
A3 Heating Systems, Sheet Metal, Soldering, Brazing, Pipe Cutting	44 Clock Hours, (Lecture – 20 hours, Lab – 24 hours)	A1-A2
A4 Air Conditioning	88 Clock Hours, (Lecture – 44 hours, Lab – 44 hours)	A1-A3
A5 Programmable Logic Controller	30 Clock Hours, (Lecture – 20 hours, Lab – 10 hours)	A1-A4
A9 Career Counseling & Customer Relations	4 Clock Hours, (Lecture – 4 hours)	A1-A7
A10 Electrical Installation According to NEC	16 Clock Hours, (Lecture – 8 hours, Lab – 8 hours)	A1 – A2

**HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC PROGRAM Title IV Program**

This course is designed to teach individual skills that are necessary for entry level employment within HVAC, electricity, maintenance PLC industries for total of **300 clock hours**. The teaching facility is located at 16 E. Piper Ln suite 127 Prospect Heights, IL 60070. Upon completion of the course, the students will receive a Certificate of Completion, Green Technology Certificate, and Advance Allen-Bradley PLC Certification from CPC and be able to pass the EPA Certification Examination for HVAC Technician, Facility Operating Engineer License, and Unlimited Electrician License.

<b>Unit and Course Title</b>	<b>Clock Hours</b>	<b>Prerequisite</b>
A1 Basic Electricity	32 Clock Hours (Lecture – 20 hours, Lab – 12 hours)	None
A2 Electrician License Examination Preparation	16 Clock Hours, (Lecture – 16 hours)	A1
A3 Heating Systems, Sheet Metal, Soldering, Brazing, Pipe Cutting	44 Clock Hours, (Lecture – 20 hours, Lab – 24 hours)	A1-A2
A4 Air Conditioning	88 Clock Hours, (Lecture – 44 hours, Lab – 44 hours)	A1-A3
A5 Programmable Logic Controller	30 Clock Hours, (Lecture – 20 hours, Lab – 10 hours)	A1-A4
A7 Advance Programmable Logic Controller	70 Clock Hours, (Lecture – 44 hours, Lab – 26 hours)	A1-A5
A9 Career Counseling & Customer Relations	4 Clock Hours, (Lecture – 4 hours)	A1-A7
A10 Electrical Installation According to NEC	16 Clock Hours, (Lecture – 8 hours, Lab – 8 hours)	A1 – A2

**HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE WORKER NON Title IV Program**

This course is designed to teach individual skills that are necessary for entry level employment within HVAC, electricity, maintenance PLC industries for total of **610 clock hours**. Extensive training for high pressure boiler and advance troubleshooting of HVAC system provided. The teaching facility is located at 16 E. Piper Ln suite 127 Prospect Heights, IL 60070. Upon completion of the course, the students will receive a Certificate of Completion, Green Technology Certificate, and Advance Allen-Bradley PLC Certification from CPC and be able to pass the EPA Certification Examination for HVAC Technician, Facility Operating Engineer License, Unlimited Electrician License and NATE Certification.

<b>Unit and Course Title</b>	<b>Clock Hours</b>	<b>Prerequisite</b>
A1 Basic Electricity	32 Clock Hours (Lecture – 20 hours, Lab – 12 hours)	None
A2 Electrician License Examination Preparation	16 Clock Hours, (Lecture – 16 hours)	A1
A3 Heating Systems, Sheet Metal, Soldering, Brazing, Pipe Cutting	44 Clock Hours, (Lecture – 20 hours, Lab – 24 hours)	A1-A2
A4 Air Conditioning	88 Clock Hours, (Lecture – 44 hours, Lab – 44 hours)	A1-A3
A5 Programmable Logic Controller	30 Clock Hours, (Lecture – 20 hours, Lab – 10 hours)	A1-A4
A7 Advance Programmable Logic Controller	70 Clock Hours, (Lecture – 44 hours, Lab – 26 hours)	A1-A5
A8 Advance HVAC Systems and Troubleshooting Techniques	310 Clock Hours, (Lecture – 60 hours, Lab – 250 hours)	A1-A5
A9 Career Counseling & Customer Relations	4 Clock Hours, (Lecture – 4 hours)	A1-A7
A10 Electrical Installation According to NEC	16 Clock Hours, (Lecture – 8 hours, Lab – 8 hours)	A1 – A2

**SCHOOL HOURS**

Classes are held from Monday through Friday from 8:30 a.m. to 12:30 p.m. and 6:00 p.m. to 10:00 p.m.

**DEFINITION OF CLOCK HOURS AND CREDIT UNITS**

A Clock hour is based on an actual hour of attendance, though each hour may include a 5-minute break. Chicago Professional Center uses 1 clock hour equal to 55 min in classroom, in which 5 minutes used for break time in each 1 clock hour.

Chicago Professional Center does not use credit hour conversion formula for academic purposes.

**THE LENGTH OF PROGRAM WITH START DATE**

<b><u>Residential &amp; Commercial HVAC Technician / Electrician</u></b> 4 months, 3 times a week, 4 hours a day <b>184 CLOCK HOURS</b>	<b><u>Maintenance</u></b> 5 months, 3 times a week, 4 hours a day <b>230 CLOCK HOURS</b>	<b><u>Electrician / HVAC Technician / Maintenance PLC</u></b> 6 months, 3 times a week, 4 hours a day <b>300 CLOCK HOURS</b>
09/12/2022 (8:30 a.m. to 12:30 p.m.)	09/12/2022 (8:30 a.m. to 12:30 p.m.)	09/12/2022 (8:30 a.m. to 12:30 p.m.)
09/12/2022 (6:00 p.m. to 10:00 p.m.)	09/12/2022 (6:00 p.m. to 10:00 p.m.)	09/12/2022 (6:00 p.m. to 10:00 p.m.)
12/05/2022 (8:30 a.m. to 12:30 p.m.)	12/05/2022 (8:30 a.m. to 12:30 p.m.)	12/05/2022 (8:30 a.m. to 12:30 p.m.)
12/05/2022 (6 p.m. to 10 p.m.)	12/05/2022 (6 p.m. to 10 p.m.)	12/05/2022 (6 p.m. to 10 p.m.)
03/06/2023 (8:30 a.m. to 12:30 p.m.)	03/06/2023 (8:30 a.m. to 12:30 p.m.)	03/06/2023 (8:30 a.m. to 12:30 p.m.)
03/06/2023 (6 p.m. to 10 p.m.)	03/06/2023 (6 p.m. to 10 p.m.)	03/06/2023 (6 p.m. to 10 p.m.)
06/05/2023 (8:30 a.m. to 12:30 p.m.)	06/05/2023 (8:30 a.m. to 12:30 p.m.)	06/05/2023 (8:30 a.m. to 12:30 p.m.)
06/05/2023 (6 p.m. to 10 p.m.)	06/05/2023 (6 p.m. to 10 p.m.)	06/05/2023 (6 p.m. to 10 p.m.)
09/05/2023 (8:30 a.m. to 12:30 p.m.)	09/05/2023 (8:30 a.m. to 12:30 p.m.)	09/05/2023 (8:30 a.m. to 12:30 p.m.)
09/05/2023 (6 p.m. to 10 p.m.)	09/05/2023 (6 p.m. to 10 p.m.)	09/05/2023 (6 p.m. to 10 p.m.)

<b><u>Electrician / HVAC Technician / Maintenance Worker</u></b> 12 months, 3 times a week, 4 hours a day <b>610 CLOCK HOURS</b>
09/12/2022 (8:30 a.m. to 12:30 p.m.)
09/12/2022 (6 p.m. to 10 p.m.)
12/05/2022 (8:30 a.m. to 12:30 p.m.)
12/05/2022 (6 p.m. to 10 p.m.)
03/06/2023 (8:30 a.m. to 12:30 p.m.)
03/06/2023 (6 p.m. to 10 p.m.)
06/05/2023 (8:30 a.m. to 12:30 p.m.)
06/05/2023 (6 p.m. to 10 p.m.)
09/05/2023 (8:30 a.m. to 12:30 p.m.)
09/05/2023 (6 p.m. to 10 p.m.)



**ACADEMIC CALENDAR AND HOLIDAYS**

Chicago Professional Center operates continuously throughout the year. **EXCEPT** the following holidays: **NEW YEAR’S EVE, NEW YEAR’S DAY, MARTIN LUTHER KING DAY, PRESIDENT’S DAY, GOOD FRIDAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, VETERANS DAY, THANKSGIVING DAY, CHRISTMAS EVE AND CHRISTMAS DAY.**

**TUITION, FEES AND PAYMENT POLICY**

Tuition fees and charges are determined by the Chicago Professional Center. The payments can be made in the form of a Cashier’s Check, Money Order, Personal Check, Cash or Credit Card. Students who do not pay the tuition and fees by the deadline, may be dropped from the course. Tuition and fees are payable at the time of registration. All tuitions, fees and charges are subject to change by Chicago Professional Center.

DESCRIPTION	RESIDENTIAL/ COMMERCIAL HVAC TECHNICIAN / ELECTRICIAN	MAINTENANCE	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE WORKER
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00
Tuition	\$6,540.00	\$8,000.00	\$13,700.00	\$16,800.00
Total Cost	\$6,640.00	\$8,100.00	\$13,800.00	\$16,900.00

***Books, Test Fees, Materials and Supplies can be purchased separately***

DESCRIPTION	RESIDENTIAL/ COMMERCIAL HVAC TECHNICIAN / ELECTRICIAN	MAINTENANCE	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE WORKER
Books	\$360.00	\$360.00	\$460.00	\$460.00
Tests Fee	\$75.00	\$240.00	\$240.00	\$240.00
Materials and Supplies	\$125.00	\$400.00	\$400.00	\$400.00

Book Name	ISBN #	School price
National Electrical Code NFPA 70 Author: (NFPA) National Fire Protection Association	978-1-4559-1277-3	\$120
Color Coded EZ Tabs for the 2017 National Electrical Code 3rd Edition	133740201X	\$20
Code Check Electrical 8 <sup>th</sup> Edition: An Illustrated Guide to Wiring a Safe House	978-1-63186-916-7	\$30
Heating and Cooling Essentials 4 <sup>TH</sup> Edition Author: Jerry Killinger, Don Crawshaw, Ladonna Killinger	978-1631260599	\$100
Heating and Cooling Essentials 4 <sup>TH</sup> Edition Lab Work book Author: Jerry Killinger, Ladonna Killinger	978-1-63126-063-6	\$60
Section 608 Certification Exam Preparatory Manual 9th Edition	1930044607	\$20
Low Pressure Boilers 4th Edition Author: Frederick m. Steingress, Daryl R. Walker	9780826943651	\$100

### **METHODS OF PAYMENT**

Chicago Professional Center accepts cash, personal check, money order, cashier's check and credit card.

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (W.I.O.A.)**

CPC is approved for **W.I.O.A.** For further information regarding W.I.O.A. funding please contact the Financial Aid Office.

### **G.I. BILL**

CPC is approved for the IHL/NCD G.I. Bill Program. For further information regarding the G.I. Bill please contact the Financial Aid Office.

### **NONDISCRIMINATION STATEMENT**

In Compliance with title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 Education Amendments, the Equal employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended , and Section 504 of the Rehabilitation Act of 1974, it is the policy of Chicago Professional Center not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs, activities, its policies, practice and procedures.

### **ADMISSION REQUIREMENT**

- Students must complete student application.
- The student must show evidence of high school graduation, completion of a General Equivalency Diploma, a college transcript or have earned a diploma at a foreign high school that is equivalent to a U.S issued diploma.
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Students applying for programs that do not have a high school diploma or its equivalent may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 200 on the Verbal form and a 210 for the mathematics form on the Wonderlic Basic Skills Test (BST)
- Applicants must have at least 18 years of age to attend without parental approval. If the student is under the age of 18, only will be accepted with or more than 17 years and a parent or guardian must enroll and sign by the applicant.
- Complete Student Enrollment Agreement. (For students who are 17 years of age prior to enrollment must have a parent and/or legal guardian sign the Enrollment Agreement.
- All applicants must provide a photo identification card.
- Submission of Public Release Form/Emergency Contact (applications will be completed at the school.)

### **ADMISSION PROCEDURE**

Prospective students must make formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

### **READMISSIONS**

Students applying for re-admission must repeat the entire admission process. Credits previously earned at the school will be accepted. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entering.

### **TRANSFER-OF-CREDIT POLICY**

Transfer-of-credit policy is not applicable to Chicago Professional Center; no evidence of articulation arrangements with institutional counterparts are exist.

### **ADVISING**

Chicago Professional Center's Career Services Office provides Academic Advising to students. The purpose of this service is to provide immediate assistance to students who are dedicated to achieving their educational goals and objectives successfully.

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

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain within a program unless the student is on "Academic Warning" or "Probation" as defined in this policy. This standard is applicable to all students including non-financial aid recipients.

The education department monitors student hours accumulated utilizing Chicago Professional Center's Portal System and verifies the student's qualitative and quantitative progress. The education department will fill out and sign the Status Change Notification form. The instructor and student will meet and discuss the student's SAP status and have the student sign the Status Change Notification form. The instructor will then forward the form to the Director of Financial Aid, that person will sign, keep a copy, and forward the original form to the Registrar. The Director of Financial Aid will process updates to the student's financial aid. The Registrar will then sign the Status Change Notification form, obtain the Business Manager's signature and file the document in the Student's file.

### **SUCCESSFUL PROGRAM COMPLETION**

Successful Program Completion is based on satisfactory achievement of the knowledge, skills, and competencies required by our program objectives.

The following requirements must be met by student in order to qualify for Graduation:

- Attend at least 75% of the scheduled hours of the program
- Complete academic average of at least 75% (C) or higher of the program
- Satisfy all financial obligations to the school
- The maximum time frame cannot exceed 150% of the published length of the program

### **ATTENDANCE STANDARD**

Students must attend at least 75% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. Veteran Affairs (VA) Students must attend at least 75% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula: Cumulative clock hours of actual attendance as of the evaluation date/

Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 16 clock hours per week for 19 weeks would have a cumulative scheduled attendance of 300 clock hours. If the student attended 210 of the 300 scheduled hours, his/her attendance pace would be 75% (210/300) and would be meeting the attendance requirement of this policy.

A student attending CPC will be withdrawn from *HVAC Technician /Electrician Maintenance PLC Program* if she/he does not attend within a 14-day calendar day period.

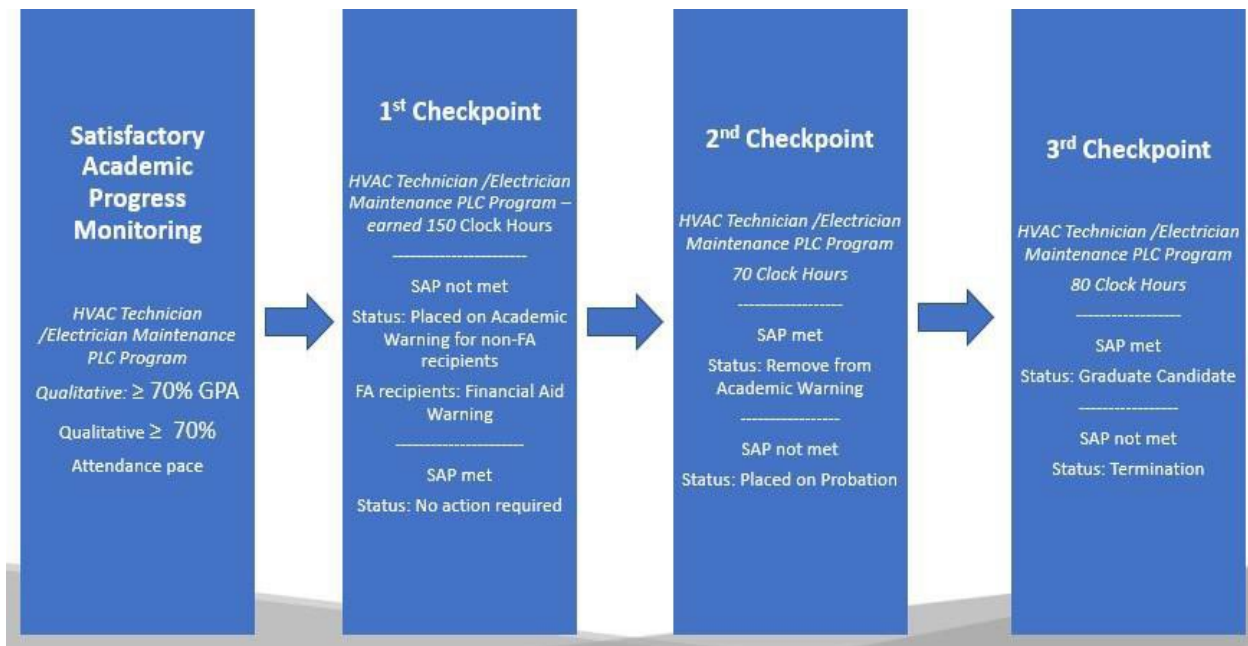
Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by the instructors, education coordinator and the School President on a weekly basis.

Student will be notified by email, phone, or text messaging if their attendance is in danger of violating attendance requirements.

### **MAKE-UP WORK**

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor.



### EXCUSED ABSENCE

The first 10% of absences may be counted as excused absences only if the student is excused from hours that were scheduled, were missed and do not have to be made up for the student to receive the degree or certificate for the program. For instance, if the scheduled hours are 300 hours only 30 hours will be excused. If the student attended 210 of the 300 scheduled hours, his/her attendance pace would be 70.0% (210/300) and would meet the attendance requirement of this policy.

### UNEXCUSED ABSENCE

Any unexcused absences of the scheduled hours, per module, will need to be completed to meet the attendance graduation requirements. In the event that unexcused absences are not completed for that module, the student will receive an “incomplete”. When an “incomplete” is given due to the lack of attendance, the student will be required to meet the attendance requirements to be considered “passed” and further coordination with the Education Department may be necessary. Exceeding the Maximum Time Frame will result in a SAP violation.

### ACADEMIC STANDARD

All theory and lab exams will be graded using the following scale:

- **A-Excellent** (90%-100%)
- **B-Above Average** (80%-89%)
- **C-Satisfactory** (75%-79%)
- **D-Unsatisfactory** (65%-69%)
- **F-Failure** (Below 64%)
- **I - Incomplet**
- **W - Withdrawal**
- **U – Unofficial Withdrawal**

Students must maintain an academic average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress

## **REVIEW AND EVALUATION PERIODS**

### *HVAC Technician /Electrician Maintenance PLC Program*

Student progress will be reviewed by the institution at midpoint to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. At this point, the student will be on the status of “Financial Aid Warning” for FA recipients and “Academic Warning” for non- FA students. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be calculated as of the date that the student completes each financial aid payment period. Completion of a payment period is considered to have occurred when the student has completed both the number of clock hours in the payment period, as well as the number of instructional weeks in the payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

## **FINANCIAL AID WARNING, ACADEMIC WARNING AND PROBATION**

Students who fail to meet either of the two progress standards as of an evaluation date, that student will be placed on Financial Aid Warning status (FAW). At the end of the Financial Aid Warning or Academic Warning (non-FA) period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain within the program. If the satisfactory academic progress standard has been met at the end of the FAW period, the FAW status will be removed. If the satisfactory academic progress standard has not been met at the end of the FAW period, the student will be placed on “probation”. If satisfactory academic progress has not been met by Maximum Time Frame, the student will be dismissed from the program. However, the student may file an appeal to be reinstated.

## **APPEALS**

Students who have been designated as not making satisfactory academic progress at Maximum Time Frame will be dismissed from the program however may appeal this determination with the institution based on mitigating circumstances. The student’s appeal must be made in writing to the Director of Education and must be received within 10 days of the determination of unsatisfactory progress. The student’s appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution’s standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The institution will review the student’s appeal and related documentation and its resulting decision will be final. Students will be notified within two weeks of appeal in person or by telephone. However, students may be eligible for re-enrollment based upon the reason for unsuccessful completion of the program and will be required to re-do the application process.

## **REINSTATEMENTS**

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. If a student was dismissed from a program due to not meeting satisfactory academic progress, a reinstatement will be granted when an appeal has been approved. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

## **DENIAL OF APPEAL**

If an appeal was denied, the student will be terminated from the program.

## **COURSE INCOMPLETES AND REPETITIONS**

The institution offers grades of “incomplete”. When an incomplete grade is given, the student will be required to fulfill all academic and attendance requirements for each module to be considered “passed”. The student will not be permitted to graduate with an “incomplete” module in order to adhere to the graduation requirements of the institution. In the case where a student “fails” a module that student will be required to increase his/her

academic grade in order to pass the module. In either case, incomplete or fail, if the student does not meet all requirements (qualitative and quantitative) by the time of Maximum Time Frame, the student will be withdrawn from the program. The institution does permit module repetitions, but prior approval is required to ensure that the Maximum Time Frame policy is not violated. The institution does not permit course repetition.

### **MAXIMUM TIME FRAME**

The maximum time frame cannot exceed 150% of the published length of the program. If the student exceeds the maximum time frame, the student will be withdrawn from the program.

PROGRAM	CALCULATION OF MAXIMUM TIME FRAME	MAXIMUM TIME FRAME
RESIDENTIAL AND COMMERCIAL HVAC TECHNICIAN / ELECTRICIAN PROGRAM	Maximum Time Frame= Hours of Program x 150% 184 Hours x 150%	276 Hours
MAINTENANCE PROGRAM	Maximum Time Frame= Hours of Program x 150% 230 Hours x 150%	345 Hours
HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC PROGRAM	Maximum Time Frame= Hours of Program x 150% 300 Hours x 150%	450 Hours
HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE WORKER	Maximum Time Frame= Hours of Program x 150% 610 Hours x 150%	915 Hours

### **LEAVE OF ABSENCE**

Students must submit in writing or email a request for a leave of absence. The request must be signed, dated and include the reason for which the student is requesting the leave of absence and the anticipated return date. Leave of absence must be pre-approved by the School President designee unless sudden circumstance prevents the student from obtaining pre-approval. A leave of absence will be only approved if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.
- The cumulative number of days may not exceed more than 150 days per 6-month course period.
- Prior arrangements have been made for the student to be able to continue the academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g. FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation. Failure to return to school on the scheduled return date will result in immediate withdrawal from the institution per the withdrawal policy. Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

### **TRANSFERS**

Chicago Professional Center allows transfers due to extenuating circumstances.

The following rules are applied to transfer students:

- Transfer students must start within five training days from the last date of attendance.
- Minimum of one (1) transfer is allowed by the institution. Students who violate the transfer rule will be dismissed from the institution.

## **STUDENT CONDUCT AND DISCIPLINE GUIDELINES**

As our mission statement states: “CPC is dedicated to providing our students the highest quality of education...” in order to achieve this goal, all CPC students are expected to conduct themselves in a manner which is considerate of the rights of others, and which does not interfere with the outcome of our school’s student goals. Certain types of negative conduct will result in disciplinary actions up to and including expulsion from CPC. Examples of negative conduct include, but are not limited to:

- Dishonesty, such as stealing, forgery, alteration or improper use of school documents, records or identification cards with intent to defraud and using false information to enter programs.
- Intentional obstruction or disruption of teachers while conducting classes
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion discrimination and any other conduct which threatens or endangers the health or safety of any person or who creates a hostile learning environment for students, instructors, staff and visitors.
- Misuse or mistreatment of school property or facilities
- Violation of any school policy or conflict of interest
- Gambling or Alcoholic consumption on school property
- Possession, use or sale of illegal drugs or alcohol on school property
- Theft or unauthorized possession of any student, employee or school property
- Possession of firearms, explosive devices, or any other type of weapon while on school property
- Assisting any person to gain unauthorized entrance / exit to or from school premises

**Re-entry into programs due to disciplinary action taken must meet with the approval of the CPC Director and Instructor.**

### **CANCELLATION POLICY**

Courses will be held as scheduled unless cancelled due to insufficient enrollment or other school consideration. The School at its discretion may adjust class starting and ending dates as well as meeting times or days. If a course is cancelled by institution, a full refund of tuition and fees will be issued to student. A full refund will be made to any student who cancels the enrollment contract within 5 days (until midnight of the fifth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed but prior to the first day of class. Students who provide written notice of cancellation after midnight of the fifth day following acceptance, and prior to the close of the student’s first day of class attendance, will only be charged the application/ registration fee, which may not exceed \$100. Deposits or down payments shall become part of the tuition. Students giving written notice of cancellation after the first day will follow the policies provided by the Tuition Refund Policy paragraph that follows.

### **TUITION REFUND POLICY**

Textbooks and supplies are provided by the Chicago Professional Center, are included in the total instruction cost. When notice of cancellation is given after the student’s completion of the first day of attendance, the student will be financially responsible for the cost of any books or materials, which have been provided by the school. Students should give written notification to the Chicago Professional Center (in person or by registered mail) of their intention to withdraw from a program. However, the Chicago Professional Center does not require written notification of withdrawal as a condition for making refunds. If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (14) consecutive class days, the Chicago Professional Center shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal for refund computation purposes shall be the last day of attendance. Refunds shall be made within forty-five (45) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within forty-five (45) days from the date the institution terminates the student or determines that the student has withdrawn.

### **REFUND SCHEDULE**

If a notice of withdrawal is given after the first day of classes but prior to first 5% of the program, Chicago Professional Center shall retain the application registration fee, 10% of the tuition plus the cost of any books or materials which have been provided by the school. There is no charge for unused and unmarked textbooks or materials.

When a student has completed in excess of 5% of the course of instruction, Chicago Professional Center may retain the application/ registration fee, but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

If the student completes this amount of training:	School tuition refunds to student:
<b>Through the first 10%</b>	<b>90%</b>
<b>10% through 25%</b>	<b>75%</b>
<b>25% through 60%</b>	<b>50%</b>
<b>More than 60%</b>	<b>0%</b>

However,

(1) Chicago Professional center will provide a full refund to students who are affected individuals for that portion of a period of instruction such student was unable to complete, because he or she was called up for active duty or active service.

(2) If affected individuals withdraw from a course of study as a result of such active duty or active service, Chicago Professional center will make every effort to minimize deferral of enrollment or reapplication requirements and will provide the greatest flexibility possible with administrative deadlines related to those applications.

### **Return of Title IV Funds Policy (R2T4)**

If a recipient of federal Title IV aid withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the amount of grant or loan assistance to be returned to the Title IV programs must be calculated as outlined in the Higher Education Amendment of 1998.

#### **When is R2T4 required?**

R2T4 is required when a student receives Title IV financial aid and withdraws from all of his/her classes within the first 60 % point of the term, drops out, fails to earn a passing grade or is expelled from the school. Since funds are awarded based on a student attending the entire term, CPC Office of Financial Aid (FA) must recalculate student’s eligibility for Title IV financials. The calculation will determine if the student received funds for which he or she is NOT eligible or if he or she is eligible for a post withdrawal disbursement.

The FA encourages students to consult with a Financial Aid Director before they actually withdraw. The Financial Aid Director will explain the Return to Title IV Policy and how it will affect the student.

The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS loans.

A student’s withdrawal date is:

the date the student began the institution’s withdrawal process (as outlined below) or officially notified the institution of intent to withdraw; or

14 days from the student’s last date of attendance at a documented academically related activity.

#### **Official Withdrawal Process**

The official notice of withdrawal begins with the Office of the Registrar. The student completes a withdrawal form and the form is distributed to the Office of the Registrar, and Office of Financial Aid. Additionally, the information is also transmitted electronically to the Office of the Registrar, and Office of Financial Aid.

#### **Unofficial withdrawal**

If the student does not complete the official withdrawal process the school is required to use 14 days from the student’s last date of attendance (or participation in an academic related activity) as the student’s withdrawal date in the R2T4 calculation.

#### **Procedures for R2T4 calculation:**

FA will determine the date a student began the withdrawal process. Based on available information, the FA will



use the earliest date, which is established as described above. FA will run a withdrawal report on a weekly basis up until the last day to withdraw, to identify students who have withdrawn from the school. The school has up to 30 days from the official withdrawal date to complete the R2T4 calculation.

Using the official withdrawal date, the FA will then determine the percentage of the semester the student attended. This percentage is then applied to the aid disbursed or that could have been disbursed to determine the amount of aid earned by the student. If the amount disbursed to the student is less than the amount earned, the FA will notify the student of his or her eligibility and giving them the opportunity to receive that aid. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned. FA must return the amount of title IV funds for which the institution is responsible for returning no later than 45 days after the date the institution determined the student withdrew.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

*The percentage of Title IV aid earned shall be calculated as follows:*

The number of clock hours the student was scheduled to complete as of the official withdrawal date	= Percent of Title IV Financial Aid Earned
Total number of clock hours in the period	

The percentage of Title IV aid that is unearned is calculated by subtracting the percentage of Title IV aid earning by 100%.

The amount of unearned Title IV aid (i.e., to be returned to the appropriate program) is calculated by multiplying the percentage of unearned by the amount of Total Title IV Financial Aid disbursed or could be disbursed.

*Example:*

- *John's official withdrawal date is October 1, 2018*
- *John was scheduled to complete 120 clock hours in the payment period as of that date.*
- *The total number of clock hours in the payment period is 300.*
- *Total Title IV Financial aid disbursed is \$1,000 for the payment period*

*Percentage of Title IV Financial Aid earned is calculated as follows:*

*120 (clock hours scheduled as of the student official withdrawal date ÷ 300 total clock hours period = 40%*

*Percentage of Title IV Financial Aid Unearned= 100% - 40% = 60%*

*Total Amount of Unearned Title IV Financial Aid = 60% (Percentage of Title IV Financial Aid Unearned) multiplied by \$1,000 ( Total Title IV Financial aid disbursed for the payment period)= \$600*

The school will return to the Department of Education the lesser of

Total institutional unpaid eligible charges X percent of unearned aid

OR

Total Amount of Unearned Title IV Financial Aid

The student is responsible for paying any unearned Title IV Financial Aid to the Department that was not

returned by the school. The student is also responsible for paying any balance due to the school when the unearned Title IV financial aid has been returned.

Unearned Title IV aid owed by the school shall be returned to the Department of Education within 45 days from the date the school determined the student's withdrawal date. The funds will be applied to the Title IV programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent Loans to Undergraduate Students (PLUS)

Notifications of the R2T4 calculation will be mailed to the student's address on file within 45 days of the student's official withdrawal date. It will detail what funds were returned to the Department of Education and what funds if any, the student owes to the Department of Education. It will also describe how the student refunds money to the Department of Education. The student will not be eligible for additional Title IV financial aid until all unearned Title IV financial aid funds have been returned to the Department.

### **Post withdrawal disbursement**

When the total amount of the Title IV loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. If a post-withdrawal disbursement includes Loan funds, the school must get student permission before it can disburse them. If a student does not give permission, the funds will be offered. In the student's best interest to allow the school to keep the funds in order to reduce any debt owed to the school.

### **Post-Withdrawal Disbursement of Loan Funds**

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified in writing (electronically) within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. Upon receipt of a timely response from the student (or parent) (14 days from date of notification), the school will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

The school maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing (electronically).

### **What is the repayment process?**

Students who owe a repayment are encouraged to immediately pay the amount owed in full to the Cashier's Office. The Cashier's Office will apply repayments to the student's account. If the student is unable to repay the amount in full, he/she may request an approved Payment Agreement with the Student Accounting Office. The Payment Agreement will allow the student to repay in monthly installments to prevent the outstanding balance from being referred to external collections.

### **Institutional and student responsibilities in regard to the Return of Title IV funds:**

FA's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;

- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs (FA must return the amount of title IV funds no later than 45 days after the date the institution determined that the student withdrew)

The student's responsibilities regarding the return of Title IV funds include:

- Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
- Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

If you would like examples of the refund policy, contact the Office of Financial Aid.

### **WITHDRAWAL PROCEDURE**

Students who's overall academic and/or attendance progress is below the programs minimum at the end of any module, will be notified in writing as a warning. The student will be advised that continued unsatisfactory academic and/or attendance progress may result in repetition of required module and/or may be cause for termination. Once a student has been placed on probation, he or she will have one module in which to raise his/her overall academic and/or attendance program's minimum. CPC will monitor a student's progress on a weekly basis and meet with the student to review their improved or unimproved progress. All information regarding the students satisfactory/unsatisfactory progress reporting is documented and placed in students file.

If the student does not pass a module, course, or section of education and exceeds the Maximum Time Frame, the student will be withdrawn from the program.

### **OFFICIAL VS UNOFFICIAL WITHDRAWAL**

Official withdrawals occur when the student follows all the steps involved in completing the withdrawal process set by the school. Unofficial withdrawal occurs when a student does not attend classes and fails to meet the institution's Satisfactory Progress Policy. If this occurs and the student has not gone through the college's official withdrawal process, the withdrawal is considered an unofficial withdrawal and the CPC must determine how many days the student remained active in his or her course of study.

### **OFFICIAL VS UNOFFICIAL WITHDRAWAL DETERMINATION**

Regardless of whether the withdrawal was done officially or unofficially, the director of education determines the date of withdrawal. In the case of unofficial withdrawals, the registrar may work in conjunction with other school officials to determine the last date the student was considered to have participated in his or her classes.

### **SUCCESSFUL PROGRAM COMPLETION**

Successful Program Completion is based on satisfactory achievement of the knowledge, skills, and competencies required by our program objectives.

The following requirements must be met by student in order to qualify for Graduation:

- Attend at least 75% of the scheduled hours of the program
- Complete academic average of at least 75% (C) or higher for each graded module of the course
- Satisfy all financial obligations to the school
- The maximum time frame cannot exceed 150% of the published length of the program

### **ACADEMIC CREDENTIALS**

Credentials are based on satisfactory achievement of the knowledge, skills, and competencies required by our program objectives. These are confirmed by a Certificate of Completion, Green Technology Certificate, Allen-Bradley PLC Certification and Advanced Allen-Bradley PLC Certification issued by Chicago Professional Center.

### **STUDENT RECORDS**

All student records both physical and/or electronic are archived indefinitely in a confidential, safe and protected environment against damage or loss. Physical documentations are kept in locked fire-protected cabinet and electronic version documents saved in password protected computers. All transcripts include, at minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; and the clock or credit hours and grades earned.

### **OBTAINING TRANSCRIPT**

Transcripts are available upon request.

### **CAREER SERVICES**

Chicago Professional Center's Career Services Office offers job placement assistance at no cost. The goal of career services is to assist students with resume writing, networking and interviewing techniques encountered during a job search.

### **EMPLOYMENT GUARANTEE DISCLAIMER**

**Chicago Professional Center does NOT guarantee employment upon completion of the selected course.**

### **JOB PLACEMENT ASSISTENCE**

Although job placement after graduation cannot be guaranteed, Chicago Professional Center's job placement program is dedicated to assist students and graduates to find employment in their career fields. Every reasonable effort is made to assist students requesting full time placement assistance in the following ways:

- Interview the student to determine their individual employment needs and desires.
- Job postings are available to our students via e-mail or through our resource center.
- Students participate in career development sessions which are designed to help students with the process of job interviewing skills, resume preparation, professional conduct, etc.

### **ADMINISTRATIVE POLICIES**

This catalog is not to be construed as a contract between the student and the school. The administration reserves the right to make changes to any conditions or requirements, including fees, class schedules and hours, consolidate classes, change locations and make changes in equipment and curricula without notice, based upon the prior approval of Illinois Board of Higher Education.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Chicago Professional Center views student complaints as a valuable tool to gain a better insight into the way our school functions.

There are four main categories of complaints. These categories are academic, non-academic, business operations, and harassment incidents.

**Academic complaints/grievances** are reported through the appropriate academic leadership for resolution beginning with the faculty members, then respective Dean as appropriate. Information regarding the policies and procedures for students who wish to pursue academic complaints and grievances are detailed in the Academic Catalog. The Student Manual Policy also contain procedures. Students who wish to pursue academic complaints and grievances should follow the prescribed policies and procedures outlined in the respective publication.

**Non-academic complaints/grievances** are submitted to the Dean of Student Services for addressing appropriate action/resolution. This policy/procedure is identified in the College Catalog, as well as the Student Handbook.

**Business Operations complaints/grievances** are submitted to the Director of Administrative Services for addressing appropriate action/resolution.

**Harassment incidents** are submitted to the General Manager for addressing appropriate action/resolution.

Complaints/grievances are reported in the following publications:

- College Catalog
- CPC website

Chicago Professional Center's procedure for student complaints is as follows:

1. Bring the issues to the instructor.
2. If the issues are not resolved by the instructor, see the Students Services Director
3. If the issue is not resolved by the Student Services Director, student shall see the Director
4. If the issue is not resolved by any of the above parties, file a formal complaint with Illinois Board of Higher Education.

Complaints against Chicago Professional Center may be registered with:

**Board of Higher Education**

**Illinois Board of Higher Education**

**1 N. Old State Capitol Plaza, Suite 333**

**Springfield, Illinois 62701**

[info@ibhe.org](mailto:info@ibhe.org)

<http://www.ibhe.state.il.us/consumerinfo/complaint.htm>

**Institutional Complaint Hotline: (217) 557-7359**

Complaint forms are available at the business office.

### **STUDENT COMPLAINT POLICY AND PROCEDURE ACCSC**

A complaint may be filed by any party who has good reason to believe that Chicago Professional Center is not in compliance with ACCSC standards or requirements, including but not limited to students and former students of the school, prospective students, governmental agencies, members of the public, and other accredited schools. Filing a Complaint:

- a. All complaints considered by the Commission must be received in writing.
- b. In order for a complaint to be processed, the complaint should contain:
  - The basis for any allegation of noncompliance with ACCSC standards or requirements;
  - All relevant names and dates and a brief description of the actions forming the basis of the complaint;
  - Copies of any documents or materials that support the allegations, when available;

ACCSC complaint form:

<http://www.accsc.org/UploadedDocuments/2015%20February/ACCSCComplaintFormfill.pdf>

ACCSC - Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

<http://www.accsc.org/> Phone: (703) 247-4212

The school director and the student services staff have always maintained an open door policy to allow our students an opportunity to discuss any issues they deem important to their well being and satisfaction.

An individual student may voice a grievance at any time by requesting a meeting with the General Manager. When a grievance involves the concurrence of a group of students, it is requested that they elect a representative to meet with the General Manager. Any problem regarding the school, an individual instructor or program, as well as personal problems may be addressed at this meeting.

# Institutional Disclosures Reporting Table

**July 1, 2021 through June 30, 2022 (past fiscal year)**

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

**Institution Name: Chicago Professional Center**

*The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.*

	ESL	Residential/Commercial HVAC Tech/Electrician	Maintenance	HVAC Tech/Electrician Maintenance PLC	HVAC Tech/Electrician Maintenance Worker
<b>Disclosure Reporting Category</b>					
Program Name					
CIP*	23.0101	47.0201	47.0303	47.0303	47.0303
SOC*	00-0000	49-9021	49-9041	49-9041	49-9041
<b>A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	0	58	26	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	0	199	15	12	0
b) Re-enrollments	0	0	0	0	0
c) Transfers into the program from other programs at the school	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	0	257	41	12	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	0	154	32	6	0
c) Withdrew from the school	0	19	3	2	0
d) Are still enrolled	0	84	6	4	0
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	0	123	26	6	0
b) Placed in a related field	0	4	2	0	0
c) Placed out of the field	0	9	1	0	0
d) Not available for placement due to personal reasons	0	2	0	0	0
e) Not employed	0	16	3	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	154	32	6	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	150	31	6	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	82	17	3	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	\$20	\$23	\$26	0

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*