



PEAK

TECHNICAL INSTITUTE

Catalog

TENNESSEE

Version 6.4 01.20.2017 Year 2017

Corporate Headquarters: 235 S. Old Glory Road Maryville, TN 37801
Office: (855) 399-7325 Fax: (855) 420-1618
www.goPTI.com

Contents

Introduction	3
Mission Statement (Institutional Purpose & Objectives)	3
Approvals	3
Faculty	3
Institutional Staff	3
Tennessee Campus Staff	3
Facilities	4
Tennessee Campus	4
Professional Hospitality Manager (PHM) Program Specific.....	5
Commercial Driver Training (Class A CDL) Program Specific	5
Unexploded Ordnance Technician I (UXO Tech I) Program Specific.....	6
Certificate Programs Offered.....	6
Professional Hospitality Manager Certification Program (PHM)	6
Commercial Driver Training (Class A CDL Program) (CDL)	7
Unexploded Ordnance Technician I (UXO Tech I) Certificate Program	7
40 Hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Certificate Program	7
Certificate Program Costs & Payment	8
Professional Hospitality Manager Certification Program (PHM) Costs	8
Commercial Driver Training (Class A CDL Program) (CDL) Costs	9
UXO Technician I Program Costs.....	9
HAZWOPER Program Costs	9
Payment Plan	9
Payment Plan Costs.....	10
Institutional Schedule	10
Enrollment	11
Entrance Requirements	11
Professional Hospitality Manager Certification Program (PHM)	11
Commercial Driver Training (Class A CDL Program) (CDL)	11

Unexploded Ordnance Technician I (UXO Tech I) Program	12
40 Hour Hazardous Waste Operator & Emergency Response (HAZWOPER) Program	12
Previous Credits (Credit Transferability)	13
Attendance Requirements	13
Progress Policy	13
Commercial Driver Training (Class A CDL) Specific	13
Grading System	13
Conduct Policy.....	14
Dismissal	14
Placement Assistance	14
Course Transfer, Cancellation & Refund Policies.....	14
Transfer or Postponement of Course Start Date by a Student.....	14
Postponement of Course Start Date by PTI	15
Cancellations/Refunds	15
Refund Table	15
VA Refund Policy	16
Complaints	16
2017 Class Schedule.....	17

Introduction

Peak Technical Institute (PTI) provides industry-leading training and an unparalleled commitment to its students. We provide an extensive, thorough education which provide students with all the tools needed to make the most out of their chosen career. PTI, formerly UXO Global, has been providing industry-leading training since 2009. PTI provides extensive hands-on training at a state-of-the-art facility. Our professionally developed courseware and textbooks have been vetted by top-level, industry experts. We employ the most knowledgeable and experienced instructors in the industry.

Mission Statement (Institutional Purpose & Objectives)

Peak Technical Institute (PTI) provides high quality training and program support to our clients. Peak Technical Institute is in the training business with one goal: to provide an unparalleled quality of training, exceptional level of service, competitive prices and exceptional programs to support to our clients. We are a values-driven company whose core values regarding training delivery are: it must be Meaningful, Effective and Sustainable.

Approvals

In Tennessee, PTI is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Equal Opportunity

PTI does not discriminate the acceptance of students on the basis of age, sex, religion or race. The school adheres strictly to all federal, state and local laws.

Faculty

Institutional Staff

Dr. Eric Barton:	President DBA, MDiv, MPA, MBA, B.S., A.A, PMP, ASQ CMQ/OE
Shari Reagan:	Director of Finance & Administration
Blake Bancroft	Institutional Director B.A, M.A.

Tennessee Campus Staff

Jason King:	Professional Hospitality Manager, Program Director PYA Chief Steward/Head of Department & Yacht Master, Op Management, Cocktail, Barista & Food Safety, Officer of Watch, Medical Person on Board, International Crew Training
-------------	---

Gerald Wilson:	Commercial Driver's Training, Program Director Class A CDL
Jenna Sams	Admissions Officer
Rhonda Stewart:	Recruiter Class A CDL
Randy Underwood:	Commercial Driver's Training, Class A CDL Instructor Class A CDL
Marty Potter:	Commercial Driver's Training, Class A CDL Instructor Class A CDL CDL Examiner from the Tennessee Department of Safety and Homeland Security
John Pettyjohn:	Commercial Driver's Training, Class A CDL Instructor Class A CDL
Matthew Snow	Commercial Driver's Training, Class A CDL Instructor Class A CDL
Dwight Dixon	Commercial Driver's Training, Class A CDL Instructor Class A CDL
Mike Brantley:	UXO Global: UXO Tech I, Lead Instructor U.S. Army Master Explosive Ordnance Disposal (EOD) Technician
Phil Clark:	UXO Global: UXO Tech I, Instructor U.S. Army Master Explosive Ordnance Disposal (EOD) Technician
Lee Anne Kempton:	HAZWOPER, Instructor Registered Environmental Health Specialist

All of PTI's Instructors are required to be Subject Matter Experts (SME) with considerable experience in their field of concentration.

Facilities

Tennessee Campus

The campus is located at 235 S. Old Glory Road Maryville, TN 37801. This campus has 2 classrooms equipped with modern audio visual equipment, which includes a SMART Board. Additionally, there is workspace available for student use while working on assignments or projects.

Professional Household Manager (PHM) Program Specific

For the Professional Household Manager (PHM) Program, PTI provides access to multiple homes, estates and properties the students will tour and practice skills in as part of the program. These homes are listed below:

- Estate Manager in Residence
 - 563 Enigma Code Way, Friendsville, TN 37737
- Eric Barton Estate
 - 567 Enigma Code Way, Friendsville, TN 37737

These large, estate homes are representative of the types of homes that our students will be placed in as Household Managers. Training will consist of cleaning techniques, entertaining such as luncheons and dinners, as well as the use of the wine cellar, to include inventory management, purchasing, and proper storage techniques. The homes will provide the students with opportunity to learn housekeeping skills, household maintenance, budgets, time management, and problem solving. Students will also focus on event planning and utilize one of the homes each course to plan some type of event, which will include the study of menu planning, flower arrangements, wine pairing, napkin folding, plating, as well as food and beverage service. The students will train in these homes occasionally during each week which equates to 35 hours or approximately 20% of the total course hours.

	563 Enigma Code Way	567 Enigma Code Way	
Week One	4 Hours	4 Hours	Estate walk through and overview and cleaning zones practical
Week Two	12 Hours	1 Hours	Housekeeping and linens practical. Wine seminar and bar and wine cellar management.
Week Three	2 Hours	8 Hours	Table setting and entertaining practical. Reception luncheon and dinner service practical.
Week Four	2 Hours	2 Hours	Physical security assessment of the home
	20 Hours	15 Hours	

Commercial Driver Training (Class A CDL) Program Specific

For the Commercial Driver Training (Class A CDL) Program, PTI provides a large concrete driving pad for both driver training and driver testing using six fully functional tractor trailers.

Unexploded Ordnance Technician I (UXO Tech I) Program Specific

For the UXO Tech I Program the classroom contains a wide array of inert ordnance to assist with ordnance identification. Additionally, students will experience working in a simulated challenge grid. For grid activities, PTI supplies a variety of detectors for learning purposes.

All field practical exercises are conducted on open land. This facility is designed to accommodate live explosive work and simulate UXO grid work.

Certificate Programs Offered

Professional Household Manager Certification Program (PHM)

4 weeks – 175 hours of instruction

Class Schedule: Monday – Saturday 8:00 – 5:00* **Schedule may vary during the course.*

PTI's Professional Household Manager (PHM) Program provides prospective students with a unique program of instruction un-paralleled within the domestic service and support industry. During this demanding four week program, candidates will receive detailed lecture and hands on training in management skills, leadership, housekeeping, home automation, security, CPR/First Aid, entertainment, mixology/wine, menu development, and table setting. Upon course completion, PTI prepared "household managers" will be world class professionals rigorously trained to Signature Service Benchmarks and will be uniquely qualified to provide the world's upper echelon of private citizens with unmatched service.

Food & Beverage Service Training

2 Weeks – 75 Hours

PTI's Food and Beverage Training Program has been developed to equip people working in the restaurant on the technical and practical knowledge of the food and beverage industry. It is especially designed for those who want to start their careers as servers in restaurants, hotels and catering companies. Giving particular emphasis to food service sequence, restaurant hygiene, and food and beverage knowledge, this training can be used by any restaurant or a hotel who wishes to extend the knowledge of their personnel working in the food and beverage industry.

Housekeeping

2 Weeks – 75 Hours

Peak Technical Institute's Housekeeping Training Program (HTP) has been created for housekeepers to prepare them for the day-to-day operations of the job. The Housekeeping Training Program is developed to equip people working in hotels, lodges, housekeeping companies, and private residences with technical and practical knowledge required in the profession.

This program is especially for those who wish to start their career as a Housekeeper/Room Attendant in the hospitality sector. This program gives all the necessary information for areas of work that the housekeeper's duties entail; personnel hygiene/attributes, cleaning methods, room tidiness, housekeeping services, laundry, Personal Protective Equipment (PPE) and many more relevant topics. Any hospitality establishment which caters to accommodations can hire staff that has completed this program.

Commercial Driver Training (Class A CDL Program) (CDL)

3 weeks – 150 hours of instruction, Class A CDL

Class Schedule: Monday – Friday 7:00 – 5:30* **Schedule may vary during the course.*

Peak Technical Institute's (PTI) Commercial Driver's Training Course (CDL) delivers a unique program of instruction for students interested in an exciting career in the high demand trucking and transportation industry. PTI's three week CDL training course gives students the fundamental knowledge and skills needed to safely and effectively operate tractor trailer trucks. The course consists of one week of classroom instruction focused on CDL permit preparation with the remaining two weeks spent behind the wheel learning hands on. At the conclusion of the course and upon successful completion of the Class A Commercial Driver's License test, the students will be fully qualified and licensed for entry level positions in the commercial trucking industry.

Unexploded Ordnance Technician I (UXO Tech I) Certificate Program

4 weeks – 200 hours of instruction

Class Schedule: Monday – Saturday 8:00 – 6:30* **Schedule may vary during the course.*

PTI's UXO Global Unexploded Ordnance (UXO) Technician I Certificate Program offers comprehensive, hands-on training with graduation as a certified UXO Tech I. Our UXO Tech I course meets and exceeds all requirements stated by the Department of Defense Explosive Safety Board (DDESB) Technical Paper (TP-18) and fully prepares students for an exciting career in the UXO field. Students will experience a challenging four-week course studying subjects such as safety, explosives, ordnance identification of both domestic and foreign ordnance, range clearance operations and more. Students will get the opportunity to work with a variety of ordnance, various detectors, electric and non-electric firing systems, and several different types of high and low explosives.

40 Hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Certificate Program

40* hours of instruction

Class Schedule: Five days per four week UXO Tech I Course*

**HAZWOPER class run concurrently with the four week schedule of UXO Tech I course.*

PTI’s UXO Global HAZWOPER Certificate Program offers the student a certification in an OSHA 40 hour Hazardous Waste Operator and Emergency Response (HAZWOPER) course. USACE requires that all workers on a UXO site have a 40 hour HAZWOPER Certificate and eight hours of refresher training annually. HAZWOPER runs concurrently with the UXO Tech I course and total hours include some UXO course hours.

**IAW OSHA Guidelines and Standards: the 40 hour course must consist of 24 hours of didactic and lecture with the remaining 16 hours being job/task specific. The remaining 16 hours are accounted for during UXO Tech I specific training such as range safety and operations, environmental awareness and daily job site work plan briefs.*

Certificate Program Costs & Payment

Having registered with PTI for the purpose of attending training provided by them, the student agrees to the following:

- Students shall incur all costs for medical screening examinations, drug screens, and law enforcement background checks.
- Students shall incur all costs for transportation, lodging, and meals while attending the course.
- PTI will make every effort to assist students with job placement; however, we cannot guarantee that every student who graduates from PTI will find employment. Payment is due regardless of employment status.
- The student will be responsible for the total payment amount stated in the Enrollment Agreement.
- PTI contractually guarantees the total cost of the tuition for its programs for one year after the Enrollment Agreement is signed.

Professional Household Manager Certification Program (PHM) Costs

Professional Household Manager (PHM) Tuition	\$9,500	(Due by Friday of 3 rd week)
PHM Textbook	\$45	(Non-refundable) (Due with deposit)
Background Check	\$25	(Non-refundable) (Due with deposit)

A deposit of \$1,000 is due with your Enrollment Agreement for PHM.

Food and Beverage Service Certification Program Costs

Food and Beverage Tuition	\$1,500	(Due by the end of the course)
Textbook	\$50	

Housekeeping Service Certification Program Costs

Housekeeping Tuition	\$1,500	(Due by the end of the course)
Background Check	\$25	
Textbook	\$50	

Commercial Driver Training (Class A CDL Program) (CDL) Costs

Commercial Driver Training Tuition (Class A CDL Program)	\$4,000	(Due by Friday of 2 nd week)
Background & DMV Check	\$25	(Non-refundable) (Due with deposit)

A deposit of \$1,500 - \$2,000 is due with your Enrollment Agreement for CDL.

UXO Technician I Program Costs

UXO Technician I Certificate Program	\$6,325	(includes the cost of digital courseware) (Due by Friday of 3 rd week)
UXO Technician I Courseware	\$50	Price includes Tax (Non-refundable) (Due with deposit)

A deposit of \$1,000 is due with your Enrollment Agreement for UXO.

HAZWOPER Program Costs

HAZWOPER Certificate Program	\$550	(includes the cost of digital courseware) (Due by Friday of 3 rd week)
HAZWOPER Courseware	\$10	Price includes Tax (Non-refundable) (Due with deposit)

Payment Plan

PTI has made available a payment plan for the tuition of the programs for those in financial need. A deposit is still required to reserve your spot in the course regardless of how you decide to pay the balance of the tuition. Please note that there are limited spots available per class, and as the total number of students in any given course can vary, payment plan spots are based on the number of paid in full tuition students. If you are able to fund the program in other ways please allow those who have no other options the ability to utilize our payment program

Eligibility is based on the following:

- Approval to apply by a PTI Officer, based on your financial situation
- Availability of open payment plan slots
- An extensive credit check that shows a responsible credit history. The option to have a co-signer is available, if needed.

Once a PTI Officer approves you to apply, you must provide the following:

- The release to perform credit check
- Provide a form of payment to pay the \$10 non-refundable fee for the credit check.

*If using a Co-Signer, the Co-Signer Agreement must also be signed, and a \$10 fee for the co-signer credit check is required.

Payment Plan Costs

Credit Check	\$10	
Co-Signor Credit Check	\$10	
Payment Plan Admin Fee	\$800	
Returned Check Fee	\$30	
Payment Plan Late Fee	\$25 - \$50	Dependent on how many months delinquent.

For full explanation of Payment Plan and Payment Plan Costs please see Payment Plan Contract.

Institutional Schedule

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio.

Classes are not held on the following holidays:

New Year’s Eve	Labor Day
New Year’s Day	Thanksgiving Day + the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

**Due to the condensed nature of the Commercial Driver Program some class schedules may run over these holidays. Classes will be held on the following Saturday instead.*

Enrollment

Prospective students must enroll at least two weeks prior to the commencement of the course. Only those student who meet all of the entrance requirements for the program they are applying for will be accepted (see next section of entrance requirements).

Late enrollment with only be accepted if there is adequate space in the class. There will be a \$100 late enrollment fee for anyone registering within 2 weeks of the start of class.

Entrance Requirements

PTI offers training opportunities to all candidates, regardless of economic or social status; and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age.

Professional Hospitality Manager Certification Program (PHM)

Prospective Students must meet the following guidelines:

- Must be 21 years of age
- Must hold a high school graduation diploma or equivalent; however, a Bachelor's degree is preferred
- Must submit to and pass a National Background Check
- Must submit to and pass a ten-panel drug test within 30 days of the start of class
- Must have a valid driver's license & clean driving record (NOTE: A clean driving record is defined as having lost no more than 4 driver's license points and having had no moving violations in the last 36 months and having no DUI's on your record.)
- A valid passport is preferred, though not required

Commercial Driver Training (Class A CDL Program) (CDL)

Prospective Students must meet the following guidelines:

- Must be 18 years of age
- Must hold a high school graduation diploma or equivalent, or have the ability to pass an ability-to-benefit test
- Must submit to and pass a National Background Check and DMV Record Check

- Must submit to and pass a DOT FMCSA compliant drug test taken within 30 days of the start of class
- Must provide a valid DOT Medical Card
- Must have a valid US driver license for the past three years
- Must have the basic fundamental skills to read, write and speak the English language, as per the F.M.C.S.R.
- No more than one DUI in the past five years or two DUI's in a lifetime

Unexploded Ordnance Technician I (UXO Tech I) Program

Prospective Students must meet the following guidelines:

- Must be 18 years of age
- Must hold a high school diploma or equivalent.
 - If the student is unable to provide a copy of the H.S. Transcript per THEC guidelines they must complete an ability-to-benefit test with a passing score of 70.
- Must pass a national background check.
 - Passing is deemed as meeting the Bureau of Alcohol Tobacco, Firearms & Explosives (BATFE) requirements for possession & use of explosives.
- Must be able to acquire a TN Explosive Handler's Permit
- Must pass a ten-panel drug test within 30 days of the start of class
- OSHA Physical is highly recommended, but not required

40 Hour Hazardous Waste Operator & Emergency Response (HAZWOPER) Program

Prospective Students must meet the following guidelines:

- Must meet all Unexploded Ordnance Technician I program entrance requirements
 - Must be 18 years of age
 - Must hold a high school diploma or equivalent.
 - If the student is unable to provide a copy of the H.S. Transcript per THEC guidelines they must complete an ability-to-benefit test with a passing score of 70.
 - Must pass a national background check.
 - Passing is deemed as meeting the Bureau of Alcohol Tobacco, Firearms & Explosives (BATFE) requirements for possession & use of explosives.
 - Must be able to acquire a TN Explosive Handler's Permit
 - Must pass a ten-panel drug test within 30 days of the start of class
 - OSHA Physical is highly recommended, but not required
 - Must be enrolled in the UXO Tech I program

Previous Credits (Credit Transferability)

Credits from another institution will be evaluated on a case-by-case basis. PTI does not guarantee transferability of our credits to another institution unless there is a written agreement with the specific institution in question. The transfer of credit is controlled by the receiving institution and accreditation does not guarantee transferability.

Joint Service Transcripts will be reviewed for all students using VA Benefits to pay for school.

Attendance Requirements

Students are expected to arrive on time for class with the proper materials. An overall attendance rate of at least 90% is required. Given the condensed nature of PTI's programs, instructors may request withdrawal from the course if absences or tardiness exceed 2 days.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain a 70% grade point average. Those who do not will be placed on probation with written notification by the Program Manager. During the probation period, which can extend to the end of the course, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Commercial Driver Training (Class A CDL) Specific

Students will be allowed to repeat Week 1 (Theory) one time. If student fails to earn their CDL permit on the second attempt the student will be dismissed. If the student acquires their permit on their own at a later date they may be readmitted at the discretion of the Institutional Director.

Students will be allowed to repeat Week 2 or Week 3 (Yard/Road Training) one time.

Students receive a maximum of two CDL Exams. If the student needs to test a third time it's considered a third party test with all applicable fees paid in advance.

Grading System

95% - 100%	=	A
88% - 94%	=	B
79% - 87%	=	C

70% - 78% = D
Under 70% = F

Students will be given progress reports with grades periodically throughout the program. The school maintains and continually updates student records and transcripts. Students may request to see their current transcript at any time.

Conduct Policy

All students are expected to act maturely and required to respect other students and faculty members. All students will be required to sign a Conduct Policy agreement on the first day of class. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Additionally, any student found to be under the influence of drugs or alcohol while on campus will be immediately dismissed for the day and review scheduled for the following day. Any violation of school policies may result in permanent dismissal from the school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school. A student also may be withdrawn from classes if he/she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The Director may counsel or temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Placement Assistance

PTI offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Course Transfer, Cancellation & Refund Policies

If you cannot attend a class, you must contact PTI in advance to either transfer or cancel your registration. Please refer to the Transfer, Cancellation & Refund Policy.

Transfer or Postponement of Course Start Date by a Student

If a student needs to postpone from their current enrolled class, to one at a later date, they must, submit the Postponement Form to the Admissions Office.

- If it is 30 days before the start of the class at no charge.

- If the student postpones their start date within 30 days of the start of the course they will be charged a one-time fee of \$100.

Postponement of Course Start Date by PTI

If PTI needs to postpone the start date of the class, for any reason, the following will take place:

1. PTI will send written notice of postponement, via email, no less than two weeks prior to the start of class.
2. PTI will make every effort to contact individual students by phone to ensure said notification has been received.
3. PTI will move all students registered in the postponed class, to the next or new class.

If the course is not commenced, or the student is unable to attend the course’s new start date set forth in the notification, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the new start date set forth in the notification, in accordance with the school’s refund policy and all applicable state laws and rules.

Cancellations/Refunds

All cancellations must be submitted in writing (via letter or email). Students not accepted to the school are entitled to all tuition paid (not including any non-refundable fees). Reasons to not be accepted include not passing the background check or credit check criteria.

Students who withdraw on or before the first day of classes or fail to begin classes are entitled to a full refund less an administrative fee of \$100.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge of \$100 plus a percentage of tuition owed, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	75% of full tuition owed less the cancellation charge of \$100*
After 10% but within first 25% of program	25% of full tuition owed less the cancellation charge of \$100*
After 25% of program	No Refund

**You may owe more than you have already paid to meet the portion of the full tuition owed pertaining to the refund table. (Due on Receipt)*

1. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school **receives written notice** of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination; or
 - c. When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
 - d. Fails to return from an approved Leave of Absence (LOA).
2. The student will receive a full refund of tuition paid (not including any non-refundable fees) if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
3. The policy for granting credit for previous training shall not impact the refund policy.

VA Refund Policy

All students paying for their education with VA Benefits will be refunded in by a 100% pro-rata refund policy in accordance with 38 CFR §21.4254(c)(13) and §21.4255.

Complaints

Complaints may be brought to the attention of the faculty at any time. The student is encouraged to address issues and complaints to the Lead Instructor but may contact any of the faculty members with complaints. While verbal complaints are accepted, they will be documented and student will be asked to sign for authenticity. Written complaints are preferred and may be required based on circumstances. *Circumstance which would require a written statement include, but are not limited to, those which require more than one party to become involved in order to solve the situation.*

All Programs:

Blake Bancroft: Institutional Director
235 S. Old Glory Road
Maryville, TN 37801
(855) 399 – 7325 ext. 1051

Or complaints can be directed to your designated Program Manager.

If a complaint is not settled at the institution level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.

Veteran Students

Applies to those students receiving U.S. Department of Veterans Affairs education benefits while attending Peak Technical Institute. Please acknowledge by your signature below that you have read and understand the information in this addendum and have received, read and understand the school's policies, rules and regulations.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior, as delineated in the school's rules of conduct, or as deemed unsatisfactory or inappropriate conduct by school officials will result in termination of veterans educational benefits, and possible dismissal from Peak Technical Institute. Re-admittance after conduct dismissal will be at the discretion of the school Director.

Academic Progress Policy: With the exception of HAZWOER students, the academic progress of students receiving VA education benefits is evaluated weekly. Students receiving VA education benefits must maintain a 70% grade point average as outlined in the catalog on tests, written and practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on academic probation for one week. During probation, the school will make every effort to help the student return to satisfactory progress. If satisfactory progress is not regained by the end of the academic probation period, VA education benefits will be terminated and the student will be subject to dismissal from school. Re-admittance after academic dismissal requires approval of school administration. All students terminated for violating academic progress may incur debts with the VA. HAZWOER students will be evaluated daily. They must maintain at least a 70% GPA for the entire week. If they do not, they may not be certified for the course.

Graduation Requirements: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a diploma.

Retention of Records: Peak Technical Institute will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion or student withdrawal. These records will be made available to the student upon request and certification.

Student Signature/Date

Printed Name

References: 38 CFR 21.4135, 38 CFR 21.4253, 38 CFR 21.4254, 38 CFR 21.4277, 38 CFR 21.4278

2017 Class Schedules

Professional Household Manager Certification Program Class Schedule 2017

PHM	01-2017	February 27 – March 24	Maryville, TN
PHM	02-2017	May 1 – May 26	Maryville, TN
PHM	03-0217	July 10 – August 4	Maryville, TN
PHM	04-2017	September 11 – October 6	Maryville, TN

Food & Beverage and Housekeeping Certification Program Class Schedules 2017

HK	01-2017	June 5 – June 16	Maryville, TN
F&B	02-2017	June 19 – June 30	Maryville, TN
F&B	03-0217	August 7 – August 18	Maryville, TN
HK	04-2017	August 21 – August 31	Maryville, TN

Commercial Driver Training (Class A CDL Program) Class Schedule 2017

Class A CDL	01-2017	1/3/17 -1/20/17	Maryville, TN
Class A CDL	02-2017	1/9/17 – 1/27/17	Maryville, TN
Class A CDL	03-2017	1/16/17 – 2/3/17	Maryville, TN
Class A CDL	04-2017	1/23/17 – 2/10/17	Maryville, TN
Class A CDL	05-2017	1/30/17 – 2/17/17	Maryville, TN
Class A CDL	06-2017	2/6/17 – 2/24/17	Maryville, TN
Class A CDL	07-2017	2/13/17 – 3/3/17	Maryville, TN
Class A CDL	08-2017	2/20/17 – 3/10/17	Maryville, TN
Class A CDL	09-2017	2/27/17 – 3/17/17	Maryville, TN
Class A CDL	10-2017	3/6/17 – 3/24/17	Maryville, TN
Class A CDL	11-2017	3/13/17 – 3/31/17	Maryville, TN
Class A CDL	12-2017	3/20/17 – 4/7/17	Maryville, TN
Class A CDL	13-2017	4/3/17 – 4/21/17	Maryville, TN
Class A CDL	14-2017	4/10/17 – 4/28/17	Maryville, TN
Class A CDL	15-2017	4/17/17 – 5/5/17	Maryville, TN
Class A CDL	16-2017	4/24/17 – 5/12/17	Maryville, TN

Class A CDL	17-2017	5/1/17 – 5/19/17	Maryville, TN
Class A CDL	18-2017	5/8/17 – 5/26/17	Maryville, TN
Class A CDL	19-2017	5/15/17 – 6/2/17	Maryville, TN
Class A CDL	20-2017	5/22/17 – 6/9/17	Maryville, TN
Class A CDL	21-2017	5/23/16 – 6/10/16	Maryville, TN
Class A CDL	22-2017	5/30/17 – 6/16/17	Maryville, TN
Class A CDL	23-2017	6/5/17 – 6/23/17	Maryville, TN
Class A CDL	24-2017	6/12/17 – 6/30/17	Maryville, TN
Class A CDL	25-2017	6/19/17 – 7/7/17	Maryville, TN
Class A CDL	26-2017	6/26/17 – 7/14/17	Maryville, TN
Class A CDL	27-2017	7/3/17 – 7/21/17	Maryville, TN
Class A CDL	28-2017	7/10/17 – 7/28/17	Maryville, TN
Class A CDL	29-2017	7/17/17 – 8/4/17	Maryville, TN
Class A CDL	30-2017	7/24/17 – 8/11/17	Maryville, TN
Class A CDL	31-2017	7/31/17 – 8/18/17	Maryville, TN
Class A CDL	32-2017	8/7/17 – 8/25/17	Maryville, TN
Class A CDL	33-2017	8/14/17 – 9/1/17	Maryville, TN

Class A CDL	34-2017	8/21/17 – 9/8/17	Maryville, TN
Class A CDL	35-2017	8/28/17 – 9/8/17	Maryville, TN
Class A CDL	36-2017	9/5/17 – 9/22/17	Maryville, TN
Class A CDL	37-2017	9/11/17 – 9/29/17	Maryville, TN
Class A CDL	38-2017	9/18/17 – 10/6/17	Maryville, TN
Class A CDL	39-2017	9/25/17 – 10/13/17	Maryville, TN
Class A CDL	40-2017	10/2/17 – 10/20/17	Maryville, TN
Class A CDL	41-2017	10/9/17 – 10/27/17	Maryville, TN
Class A CDL	42-2017	10/16/17 – 11/3/17	Maryville, TN
Class A CDL	43-2017	10/23/17 – 11/10/17	Maryville, TN
Class A CDL	44-2017	10/30/17 – 11/17/17	Maryville, TN
Class A CDL	45-2017	11/6/17 – 11/24/17	Maryville, TN
Class A CDL	46-2017	11/13/17 – 12/1/17	Maryville, TN
Class A CDL	47-2017	11/20/17 – 12/8/17	Maryville, TN

Class A CDL	48-2017	11/27/17 – 12/15/17	Maryville, TN
Class A CDL	49-2017	12/4/17 – 12/22/17	Maryville, TN

Class A CDL	50-2017	12/11/17 – 12/29/17	Maryville, TN
Class A CDL	51-2017	12/18/17 – 1/5/18	Maryville, TN
Class A CDL	52-2017	12/26/17 – 1/12/18	Maryville, TN

UXO Global’s UXO Tech I & HAZWOPER Program Schedule 2017

Tech I HAZWOPER	01-2017	January 9 – February 3 Evenings concurrent with Tech I	Maryville, TN
Tech I HAZWOPER	03-2017	March 6 – March 31 Evenings concurrent with Tech I	Maryville, TN
Tech I HAZWOPER	05-2017	May 1 – May 26 Evenings concurrent with Tech I	Maryville, TN
Tech I HAZWOPER	09-2017	September 11 – October 6 Evenings concurrent with Tech I	Maryville, TN
Tech I HAZWOPER	10-2017	October 23 – November 27 Evenings concurrent with Tech I	Maryville, TN