AIRSTREAMS Renewables, Inc.™

Experts in Renewable Energy Career Training

6500 Dickinson Drive, Building 9063

Fort Benning, Georgia 31905

706-478-3050

www.airstreamsrenewables.edu

School Catalog

2026-2027

Volume 1

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Airstreams Renewables, Inc.
Corporate Mail: 840 Tucker Road, Suite H, PMB 278
Tehachapi, CA 93561
661-822-3963

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School Information

Name of Institution: Airstreams Renewables, Inc.
Website: www.airstreamsrenewables.edu
Office Hours: 8:00 am – 5:00 pm, Monday through Friday

Branch Campus
Physical and Mail Address: 6500 Dickinson Drive, Building 9063
Fort Benning, GA 31905

Telephone Number: 706-478-3050
Fax: 706-478-3051

Main Campus
Physical Address: 13681 Chantico Road, Tehachapi, CA 93561

Corporate Office Mail Address: 840 Tucker Road, Suite H, PMB 278
Tehachapi, CA 93561

Telephone Number: 661- 822-3963 General Information, Admissions, Funding, Accounting
Fax: 661-822-6966

Additional Branch Campuses:

Camp Pendleton
Camp 16001T 7th Street
Camp Pendleton, CA 92058
Phone: 760-543-1597
Fax: 760-543-1598

Fort Hood
4938 Santa Fe Avenue
Fort Hood, TX 76544
Phone: 785-613-1590
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Fort Bliss
620 Taylor Road
Fort Bliss, TX 79916
Phone: 915-600-7701
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Fort Carson
8940 Butts Road, Bldg. 9279
Fort Carson, CO 80913
Phone: 719-452-6297
Fax: 719-452-6298

Fort Riley
240 Beeman Place
Fort Riley, KS 66442
Phone: 785-530-5080
Fax: 785-530-5081

Camp Lejeune
Building 1413 East Road
Camp Lejeune, NC 28547
Phone: 910-939-6290
Fax: 910-939-6291

Joint Base Lewis-McChord (JBLM)
Buildings R9653 and R9656
Fort Lewis, WA 98433
Phone: 253-328-8030
Fax: 253-301-0597

Airstreams is accredited by the Accrediting Council for Continuing Education & Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

Airstreams is approved by the Georgia State Approving Agency to train Veterans and other eligible persons under section 3675, Title 38 United States Code.

Catalog certified as true and correct for content and policy.

Jessica Corey

Jessica Corey, Director of Governance, January 1, 2026

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Mission

Provide career skills Training, Education, And Mentoring that prepares our students to transition into successful careers and provides our industry partners with safety focused graduates who share our values of Accountability, Respect and Integrity.

Objectives to attain our mission and the educational outcomes of our program include:

- Provide hands on practical training measured with practical evaluation exams.
- Educate on industry safety and technical requirements through quizzes and written final exams.
- Prepare students to transition into successful careers with successful job placement.

Company Overview and History

Airstreams Renewables, Inc. ("ARI" or the "Company"), is a California Corporation. Mr. David Schulgen, Owner and Founder, is the Chief Executive Officer and Mr. Jeff Duff, Owner and Co-founder, is the Chief Financial Officer.

ARI is a veteran led, for profit post-secondary vocational training company providing compliance driven and industry-specific accelerated safety and hazardous duty technical training for the service and construction branches of the energy and industrial sectors. Its current customer list includes a wide range of industries including wind energy, safety equipment manufacturers (OEM's), utility and telecommunications sectors. ARI growth is being driven by major industry demand and request for qualified new hires who have successfully completed their training within our program.

ARI does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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School Governing Body, Administrators and Faculty

Airstreams Executive Leadership

CEO/Founder	Dave Schulgen
President/CFO	Jeff Duff
Vice President of Business Development	Grant Johnston
Vice President of Operations	Matt Barnes
Vice President of Finance and Administration	Margie Cox

Finance

Director of Accounting *(Primary VA Certifying Official)*	Krystal Watkins

Admissions

Admissions Manager *(VA Point of Contact)*	Melannie Mosby
Student Recruitment Representative *(VA Point of Contact)*	Thomas Olsen

Funding

Funding Advisor II *(VA Certifying Official)*	Laurie Sutton
Funding Advisor I *(VA Certifying Official)*	Regina Notterman

Career Services

Student Services Administrator	Tonya Reed

Licensing and Accreditation

Director of Governance	Jessica Corey

Faculty – Fort Benning

Director of SkillBridge Operations	Felix Cruz
Training Supervisor	Zachary Balancier
Training Specialist/Instructor	Gilberto De La Cruz
Training Specialist/Instructor	Paul Tharaldsen

All instructors possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching, or equivalent qualifications. Instructors maintain their knowledge by completing continuing education.

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Welcome

From all of our staff, welcome to Airstreams Renewables, Inc. (ARI). We take the decision you made to attend our Renewable Energy and Communications Tower Technician Program seriously and are committed to doing everything we can to assist you in the short time you are with us to prepare you to transition in to a new career.

The Renewable Energy and Communications Tower Technician Program is fast paced and packed with information. Our instructor led program is designed to transfer years of experience our faculty and staff bring from the energy, telecom tower, construction, and education industries while tapping into the experiences you each bring into the program to maximize your success.

ARI's quality and reputation have led to our program becoming a nationally recognized vocational training program. As part of the DoD Skill Bridge program, our program assists transitioning service members gain the valuable certificates our graduates receive which support new career opportunities.

The ARI certificate of completion is recognized throughout industries that hire our graduates and ensures that the holder has consistently met or exceeded the necessary requirements for successful graduation and are prepared for career employment with one of the many of our industry partners. Establishing a focus of safety while attending ARI is a primary objective of our staff and program to prepare you to approach your new career with a culture of safety and not just see it as an event.

Airstreams Renewables, Inc.'s mission is to train, educate and mentor each student with accountability, respect and integrity so that upon graduation you each become part of TEAM ARI.

We are very pleased that you have chosen Airstreams Renewables, Inc. to achieve your career goals!

On behalf of the administration, faculty, and staff, we welcome you to our program.

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Instructional Facilities

Classes are conducted on the base at Fort Benning. The campus consists of two buildings. The classroom, building 9063, provides approximately 3900 square feet and is equipped with student tables and chairs, whiteboard, instructor laptop, and projector/screen. The classroom can accommodate up to 24 students. Building 9063 also houses the offices for the staff and Instructors. Building 9062 consists of 3900 square feet of open area which is used for the electrical and mechanical lab practice and practical evaluations. There is a simulated training tower on campus which students will use for climbing lessons. One of the base communication towers is also used for climbing lessons. All indoor areas provide appropriate lighting and heating/cooling systems. Restroom facilities are located in both buildings.

Maximum number of students for the program is as follows:
AS1007 – Renewable Energy and Communications Tower Technician Program (28 days) - 24 students

Student/Teacher Ratios are outlined in the course description (included in this catalog).

Admission Requirements

Standards for Admission:

- Must be at least 18 years of age.
- High School Graduation (or equivalent). A copy of a high school transcript; copy of high school equivalency certificate; copy of community college or university, that operates in compliance with state or local law, graduation transcript; or notarized attestation with verifiable documentation of why student was not able to obtain academic transcripts due to lost or otherwise unavailable records due to fire or natural disaster must be provided upon enrollment.

Additional admissions documentation required for students using their military education benefits are:
1. Veterans: Military transcript (JST) and DD214
2. Active duty: Military transcript (JST)

Students with special needs are asked to contact the Admissions Department to discuss any requests for special accommodations. Individual assistance with enrollment will be provided.

The Airstreams program is taught in English and all student material is written in English. Airstreams does not provide English-as-a-second language instruction, or English language services. Students must be proficient in the English Language, including speaking, reading, and writing. The applicant must demonstrate at least a 12th grade level proficiency in the English language, as documented by successful completion of High School or equivalent.

Visa services for foreign students are not currently available.

In accordance with Title 38, Code of Federal Regulations, students paying for their tuition with their military education benefits, must provide a copy of their military transcript, e.g., Joint Services Transcript (JST). See the Credit Evaluation Policy section of this catalog for more information regarding transfer of credit and transcript requirements.

Physical Requirements

Our course includes climbing requirements for which the student must have the physical ability to climb 300 feet towers.

Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

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Physical Exertion Disclaimer: Portions of the training are considered physical in nature and will include climbing and hanging from towers up to 300 feet in height in all conceivable weather conditions. If a student has limitations or concerns with training in a physically exerting environment, this course is not recommended for them. If any student encounters any physical limitations while attending this institution, they are responsible for notifying an instructor or staff member immediately and it is the student's responsibility to cease any activity or activities that could cause themselves to become injured or sick.

Enrollment Policy

Students must complete an enrollment agreement. Students may enroll, up to the first day of class, during Airstreams business hours, Monday through Friday, 8:00 am to 5:00 pm Pacific Time. Students will be contacted via phone or e-mail and receive a letter confirming enrollment upon successfully completing registration requirements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Payment in full shall be received before or on the first day of training or as agreed upon by Airstreams Renewables, Inc.

Non-Discrimination Policy

Airstreams Renewables, Inc. does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran or marital status. In compliance with the Americans with Disabilities Act of 1990, as amended, Airstreams Renewables, Inc. provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Student Disability Services and Accommodations

Airstreams Renewables, Inc. provides equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Applicants or students with disabilities that wish to request disability accommodations must make a request to Admissions and provide documentation of a diagnosed disability which required accommodations and adequate information on the functional impact of the disability so that the appropriate actions can be identified. Students with disabilities that request disability accommodations will receive a written response to their request. Accommodation determinations may be appealed via the "Student Grievance and Appeal Process". A copy of the grievance and appeal process can be obtained from the Student Services Office.

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Course Description and Fees

Airstreams offers one course. The course is designed to address specific vocational needs. The course description is as follows:

Renewable Energy and Communications Tower Technician Program

Course Number: AS1007

Duration of course: 28 days (8.5 or 9 hours each, see note below*)

Ratio: Classroom-24 students to 1 instructor;
Lab-8 students to 1 instructor

Hours of Instruction: 8.5 hours per day, 4 days per week, with the exception of 4 days of training that will be 9 hours per day. The training will last 7 weeks, for a total training period of 240 clock hours. The specific training days that are 9 hours are: 1) Signalperson, Level 1 Crane Rigging and Capstan Hoist Labs/ Practical Evaluations; 2) Electrical Theory lecture; and 3) Lines and Antennas and Exothermic Welding Labs/Practical Evaluations.

This course is recommended for anyone interested in an entry-level position in any energy or industrial sector including, but not limited to, wind and communication towers.

49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers
49-2022 Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9051 Electrical Power-Line Installers and Repairers
49-9081 Wind Turbine Service Technicians
49-9052 Telecommunications Line Installers and Repairers
49-2094 Electrical & Electronics Repairers, Commercial & Industrial Equipment
47-2231 Solar Photovoltaic Installers

Synopsis of course: This course offers a complete complement of safety and technical modules designed to prepare each student for an entry-level position in the wind, communication tower and many other industrial focused industries. Emphasis will be placed on working safely in all aspects of the technician job and the basic technical skills required when working with electricity and hydraulics. Students will be able to explain, identify, and demonstrate the safe troubleshooting and maintenance procedures utilized in the wind, cellular communication tower and other industrial based industries. Throughout the course students apply their knowledge during verbal reviews, quizzes, hands-on lab practical evaluation sessions, and final exams.

Tuition: $15,500.00

Student course material, books, and supplies: All student text materials are written by Airstreams Renewables, Inc., and are provided by Airstreams via a loaned Chromebook during the program. All personal protective equipment (PPE) required for class instruction are provided by Airstreams, this includes, but is not limited to, Personal Fall Protection Equipment (PFPE); hard hats; safety glasses and shields; flame resistant (FR) coveralls; and gloves. All above items are included in the total charge for the program. There is no additional charge for books and supplies.

Total Charge for period of attendance and for the entire educational program is $15,500.00.

Admission requirements: 18 years of age. High School diploma or equivalent. Must be capable of climbing and working at heights of up to 300 feet. Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

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Certificates/Completion Cards received upon successful graduation:
ARI Renewable Energy and Communications Tower Technician Certificate; American Red Cross First Aid/CPR/AED Card; OSHA 10 Hour Construction Safety Card; Fundamentals and Safety Certificate; Working at Heights Certificate; Authorized Climber and Rescue ID Card; Industry (Mechanical, Technical, Wind) Certificate; Electrical and Solar Certificate; Fiber Optic Principles Certificate; Telecommunication Basics Certificate.

Required equipment: Sturdy work/hiking boots (composite or steel toed preferred, but not required) with a defined heel, military issued boots are acceptable if they meet these criteria. Sturdy work pants, (jeans are acceptable), cotton long and short sleeve shirts. Form fitting, durable work gloves (Examples: CLC Handyman, Mechanix Wear, Iron Clad). Optional seasonal cold weather gear (Examples: Wind resistant lined work jackets, hooded sweatshirt, balaclava, insulated overalls or coveralls, natural fiber upper/lower "long johns"). Hard hats and safety glasses PPE will be provided.

Attendance: Students are expected to attend each day class is in session. If a student must miss a day due to illness or an emergency, it is the student's responsibility to make arrangements with the instructor to make-up the necessary work.

Grading plan: In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Weekly assessment gates are noted throughout the course outline given to you in your syllabus. Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and field tests occur after the appropriate instruction is given. Students will have 3 attempts to successfully complete the practical evaluations

The planned program of activities is controlled by Airstreams Renewables, Inc.

Program Outline

Subject #	Subject Title	Lecture	Lab	Total Hours
G1	Gate 1: Fundamentals and Safety	22	2	24
G2	Gate 2: Working at Heights	22	43	65
G3	Gate 3: Electrical and Solar	29.5	41	70.5
G4	Gate 4: Industry (Mechanical, Technical, Wind)	19	16	35
G5	Gate 5: Fiber Optic Principles	8	13	21
G6	Gate 6: Telecommunication Basics	9.5	15	24.5
	Total	110	130	**240**

The Renewable Energy and Communications Tower Technician program is delivered in modules called Gates. Final assessments are presented in the form of written exams and practical evaluations as applicable within each gate. Students must complete each Gate in order to progress through the program.

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G1- Gate 1

Subject: Student Orientation
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: Distribution of syllabus and loaned tablet for access to student materials. Introduction to the course, academic and conduct policies, Airstreams Renewables, Inc. company, and staff and faculty members.

Subject: Resume and Cover Letter Workshop
Subject Hours: 1.0 Hours (1.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, using a current resume and cover letter and/or a newly constructed resume and cover letter, the student will:

- Demonstrate the skills to draft a new or revised resume and cover letter that will effectively "sell" skills and experience to this industry.
- Identify the main components of a good resume and cover letter.
- Identify acceptable resume and cover letter formats.

Subject: Interview Skills
Subject Hours: 1.0 Hour (1.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, given a mock interview in both a one on one and group interview environment, the student will:

- Demonstrate how to make the right first impression.
- Demonstrate how to handle difficult interview questions.
- Dress for interview success.
- Determine their personal interviewing style.
- Communicate effectively.
- Demonstrate how to effectively close the interview.
- Exhibit interview questioning skills.

Subject: CPR/First Aid/AED
Subject Hours: 9.0 Hours (7.0 lecture/2.0 lab)
Prerequisites: None
Subject Description: At the end of this American Red Cross program, given a written and practical assessment, students will:

- Define, recognize and demonstrate care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies.
- Define CPR and care for breathing and cardiac emergencies in adults.
- Explain and demonstrate how to use automatic external defibrillators.

Subject: Supplemental First Aid
Subject Hours: 0.5 Hours (0.5 lecture/0.0 lab)
Prerequisites: CPR/First Aid/AED
Subject Description: At the end of this lesson, in accordance with GWO requirements the student will:

- Describe why first aid kits are important to wind sites.
- Conclude actions to take in an emergency.
- List primary survey of a victim (C.A.B.C.).
- Demonstrate proper use of a tourniquet.
- Conclude actions to take for muscle, bone, and joint injuries.
- Describe different types of eye injuries.

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G1- Gate 1 Continued

Subject: OSHA 10 Hour Construction Safety
Subject Hours: 10.0 Hours (10.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson, using reference materials, the student will:

- Explain what OSHA is.
- Describe what OSHA does.
- Explain employee rights.
- Explain hazards addressed in OSHA standards:
  - Fall, electrical, struck by, and caught in or between hazards
  - PPE, health and hazardous materials
  - Material handling, tools and excavations

Subject: Fire Awareness
Subject Hours: 0.5 Hours (0.5 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of this lesson, in accordance with GWO requirements the student will:

- Explain principles of fire initiation, classification and how fire spreads.
- Describe basic principles of fire in and out of a wind turbine.
- Identify appropriate fire alarm systems and firefighting equipment.
- Explain factors to be considered when carrying out a successful evacuation of a wind turbine.
- Describe basic legal requirements of fire prevention and fire legislation.

Subject: Manual Handling
Subject Hours: 0.5 Hours (0.5 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of this lesson, in accordance with GWO requirements the student will:

- Explain human factors in accidents.
- Describe behavioral safety.
- Explain injuries, symptoms, and essential manual handling principles.
- Describe injuries from manual handling.
- Review proper lifting techniques.
- Plan a manual handling event- T.I.LE.
- Describe warm up activities.
- Explain best practices for lifting.
- Describe manual handling tasks for a Wind Turbine.

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G2- Gate 2

Subject: Authorized Climber and Rescue
Subject Hours: 40.5 Hours (8.5 lecture/32.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: Upon completion of this lesson, given a written exam and a practical evaluation, the student will:

- Identify and/or define the health and safety governing body regulations for fall protection.
- Define your responsibilities and those of your employer.
- Define and identify the risks involved when working at heights on various tower structures.
- Define and demonstrate how to perform an inspection of Personal Fall Protection Equipment (PFPE).
- Properly don and use a full body harness.
- Demonstrate the mechanics and performance of each piece of PFPE you are required to use on the job.
- Define common hazards for PFPE.
- Demonstrate how to properly tie and use knots.
- Demonstrate safe and proper climbing techniques on both wind and cell towers.
- Demonstrate safe and proper rescue techniques on various tower structures.

Subject: Signalperson
Subject Hours: 7.5 Hours (4.5 lecture/3.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: Upon completion of this lesson, the student will:

- Identify basic crane terminology and definitions.
- Explain radius boom deflection, center of gravity, drift, and how to compensate for it.
- Identify the hazards and safety concerns associated with overhead lifting.
- Recognize the applicable OSHA and ASME standards.
- Explain the pre-lift planning process at operational level.
- Demonstrate hand signals per ASME B30.5 and B30.3.
- Demonstrate voice communication and recognize safety concerns when using them.
- Identify criteria for lifting personnel.

Subject: Level 1 Crane Rigging
Subject Hours: 11.5 Hours (6.5 lecture/5.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: Upon completion of this lesson, the student will:

- Define responsibilities and safety rules for rigging and hoisting loads.
- Accurately inspect, select, maintain, and reject rigging equipment and hardware.
- Identify rigging hardware and slings along with defining their limitations.
- Identify load ratings, safety factors, and stresses imposed by hoisting.
- Calculate material load weights.
- Identify capacities of rigging and attach the appropriate rigging with the correct hitch configuration.

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G2-Gate 2 Continued

Subject: Capstan Hoist
Subject Hours: 5.5 Hours (2.5 lecture/3.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: Upon completion of this lesson, the student will:

- Explain different types of hoists and their uses.
- Describe safe Capstan Hoist operations.
- Identify tagline systems.
- Interpret ANSI A10.48 rigging guidelines.
- Safely and accurately perform a lift using a capstan hoist.

G3 Gate 3

Subject: Electrical Theory
Subject Hours: 11.0 Hours (11.0 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of this lesson, the student will:

- **Electricity Basics**
  - Define electricity.
  - Explain atomic structure.
  - Explain the laws of electricity.
  - Explain the properties of electricity
  - Explain the physical properties of circuits.
  - Explain magnetism and how it interacts with electrons.
- **Understanding Current**
  - Explain the two things that occur when electrical current flows.
  - Explain the two kinds of current flow.
  - Explain what frequency of an AC sine wave is.
  - List the two most common frequencies used in AC power transmission.
  - Explain the differences between single-phase and 3-phase AC power systems.
- **Circuits**
  - Describe the use of conductors and insulators within a circuit.
  - Explain the three parts of electrical circuits.
  - Explain the difference between neutral and ground.
  - Explain the two circuit arrangements and their effects on physical and electrical properties.
  - Explain the effects of physical properties on AC circuits.
  - Explain Impedance in AC and DC circuits.
  - Explain what phase shift is and how it affects AC circuit power.
  - Describe the basics of true power, apparent power, and reactive power.
  - Identify various electrical terms by their letter abbreviations.
- **Electromagnetism**
  - Explain the two most relevant Principles of Electromagnetism.
  - Explain the basics of electromagnetic induction.
  - Explain what a transformer is and how it works.
  - Describe the function of coils in relays, contactors, and solenoids.
  - Describe the basics of motors and generators.
  - Define a motor.
  - Define a generator.
  - Explain the basic difference between synchronous and asynchronous generators.
  - Explain the basic purpose of a frequency converter.
  - Identify various electrical terms by their letter abbreviation.

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G3 Gate 3 Continued

Subject: Electrical Measurement Safety
Subject Hours: 21.0 Hours (5.0 lecture/16.0 lab)
Subject Description: Upon completion of this lesson the student will:

- Describe the IEC 61010 category ratings and how they affect the end user.
- Describe the safety specifications for DMMs and testers.
- Demonstrate the ability to safely use and care for the metering equipment.
- Demonstrate the ability to minimize and avoid electrical measurement hazards.
- Explain the causes of high voltage Arc Flash.
- Explain the steps to establish an Electrically Safe Work Condition (ESWC).
- List the current thresholds that can harm the human body.
- Explain the use of insulated electrical tools and how to identify them.
- List the types of Arc Flash PPE required to work on circuits of 50 volts or higher.
- List the various safety electrical boundaries.
- Define Electrostatic Discharge (ESD).
- Identify large scale ESD hazards.
- Identify how ESD damages electronic parts.
- Define correct handling procedures of electronic parts.

Subject: Handheld Meters
Subject Hours: 3.5 Hour (3.5 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Electrical Measurement Safety
Subject Description: Upon completion of these modules the student will:

- **Digital Multimeters**
  - Explain what a Digital Multimeter is.
  - Describe basic multimeter safety.
  - Explain basic multimeter functionality.
  - Identify multimeter symbols and their meanings.
  - Describe multimeter care and maintenance.
  - Demonstrate safe and accurate multimeter usage.
- **Amp Clamps**
  - Explain what an Amp Clamp is.
  - Explain what an Amp Clamp does.
  - Define the symbols on an Amp Clamp.
  - Demonstrate how to safely use an Amp Clamp.
- **Infrared Testers**
  - Explain what an Infrared (IR) Tester is.
  - Describe features of an IR tester.
  - Explain the distance to spot ratio.
  - Describe field of view.
  - Explain emissivity.
  - Explain what a Phase Rotation Meter is.
- **Phase Rotation Meter**
  - Explain what a Phase Rotation Meter is.
  - Describe the function of a Phase Rotation Meter.
  - Demonstrate safe and accurate usage of the phase rotation meter.
- **Tic Tracer**
  - Explain Tic Tracer functionality.
  - Describe safe and accurate Tic Tracer usage.
  - Explain the Hot Cold Hot procedure using a Tic Tracer.

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G3 Gate 3 Continued

Subject: Megohmmeters
Subject Hours: 5.5 Hours (1.5 lecture/4.0 labs)
Prerequisites: OSHA 10 Hour Construction Safety, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will:

- Define basic Megger / Hipot safety.
- Demonstrate accurate Megohmmeter usage.

Subject: Electrical Systems, Components, and Schematics
Subject Hours: 28 Hour (7.0 lecture/21.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Electrical Safety Practical Evaluation
Subject Description: At the end of this lesson the student will:

- Describe common electrical components.
- Identify various schematic symbols and labeling.
- Identify potential energy sources on a schematic diagram.
- Identify the elements of sub-circuits.
- Identify elements of an electrical schematic diagram to trace a circuit from source to load.

Subject: PV Basics
Subject Hours: 1.50 Hours (1.5 lecture/ 0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Electrical Theory
Subject Description: Upon completion of these modules the student will:

- **Introduction to Photovoltaics**
  - Explain photovoltaic and its basic principles.
  - Explain solar energy basics.
- **PV System Components**
  - Describe solar panels.
  - Describe inverters.
  - Describe batteries.
  - Describe mounting structures.
  - Describe balance of systems (BoS0 Components).
- **PV System Design**
  - Explain site assessment and its importance to design.
  - Explain sizing based on assessment.
  - Describe electrical design based on size and site assessment.
- **PV System Installation**
  - Describe installation procedures for PV systems.
  - Explain safety practices involved in installation.
  - Describe commissioning of a PV system.
- **Operation and Maintenance (O&M)**
  - Describe routine maintenance in a PV system.
  - Explain troubleshooting a PV system.

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G4-Gate 4

Subject: Wind Turbine Basics (WTB)
Subject Hours: 7.0 Hours (7.0 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of these modules the student will:

- **Introduction to Wind**
  - The history of the wind industry.
  - Advantages and disadvantages of wind energy.
  - Explain the types of employment opportunities within the industries.
  - Identify dangers found with the wind industry.
- **Wind Turbine Basics Construction**
  - Identify where wind farms may be built based on specific factors.
  - Detail Stages to Wind Turbine construction.
- **Maintenance Practices**
  - Explain reasons, methods and importance of following maintenance procedures consistently.
  - Explain hazards associated when performing maintenance procedures.
  - Identify the consequences of not following proper maintenance procedures.
- **Pitch Systems**
  - Describe the function of the Pitch System.
  - Explain how pitch system relates to a wind turbine.
  - List the types of pitch system and their components.
  - Describe pitch systems components' functions.
- **Yaw Systems**
  - Describe the yaw system's purpose and operation.
  - Explain wind tracking data and devices.
  - Describe component functions.
  - Explain cable untwist function.
  - Describe yaw system control.
  - Explain yaw system fault.
- **Drivetrain and Gear Boxes**
  - List the drive train components.
  - Describe the function of the drive train components.
  - Explain the gearbox functions.
  - Describe basic gearbox inspections.
- **Direct Drive Systems**
  - List the direct drive components.
  - Describe the function of the direct drive systems.
  - Explain the direct drive generator types.
  - Describe direct drive applications and advantages.
- **SCADA**
  - Define what SCADA is and what it does.
  - Describe information that SCADA produces.
  - Explain the benefits of using SCADA.

Subject: WTB: PLC Demo, and SCADA Demo
Subject Hours: 2.5 Hours (2.5 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Electrical Practical Evaluations
Subject Description: The instructor will demonstrate the basic functions of the Programmable Logic Controller (PLC) and the Supervisory Control and Data Acquisition (SCADA) system.

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G4-Gate 4 Continued

Subject: Basic Hydraulics
Subject Hours: 4.5 Hours (4.5 lecture/ 0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of this lesson, given a written quiz and using reference materials, the student will:

- Explain the basics of fluid power systems.
- Describe hydraulic systems precautions.
- Describe basic hydraulic components.
- Explain basics of hydraulic systems schematics / hydraulic systems symbols.

Subject: Fasteners, Torque and Tension
Subject Hours: 21.0 Hours (5.0 lecture/ 16.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: Upon completion of these modules, given a written quiz using reference materials, the student will:

- **Principle of Bolted Joints**
  - Discuss the advantages of bolted joints, how bolts and joints interact to carry load, and the importance of creating tension in the joint to protect the fastener.
  - Explain how a bolt functions as a spring.
  - Give an example of how tightening a bolt protects it and makes the joint stay together.
  - Discuss the concept of pre-load and why it is important to the success of the joint.
  - Recognize different types of bolts and nuts, their characteristics, and how fasteners impart clamping for a joint.
  - Describe a basic form of threaded fasteners and how it creates load.
- **Fasteners**
  - Explain the differences between coarse and fine threads.
  - Describe the most common bolt strength grades and how to identify them.
  - Explain the reason why hardened washers improve bolting quality.
  - Explain the importance of matching grades of bolts, nuts and washers.
  - Explain how to achieve, measure, and how to control the assembly forces on a joint.
  - Define various terms and formulas related to torque determination.
- **Torque and Tensioning**
  - Describe the relationship between torque and load.
  - Discuss the factors that affect the torque-to-load relationship.
  - Read and interpret a torque chart.
  - Recognize the various types of manual, pneumatic, hydraulic and electric torque wrenches; compare the features and advantages of each type of device.
  - Recognize the parts of a hydraulic tensioner and their functions.
  - Hazards and how to avoid them when performing bolting work.
  - The minimum PPE requirements when performing bolting work.
  - How to safely and accurately use the hydraulic torquing equipment.
  - Describe how a hydraulic tension works to put load into a bolt.
  - Explain the benefits and disadvantages of hydraulic tensioning versus torquing.
  - Identify how pump pressure is measured.
  - Describe how in most joints the bolts are “interactive”.
  - Explain the need for both sequential and incremental tightening.

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Fasteners, Torque and Tension Continued

- **Bolting Patterns**
  - Discuss the importance of consistency of tightness.
  - Number the tightening sequence on various joints for single and multiple tools use.
  - Explain the advantages of multiple tools used simultaneously.
  - Explain the most common causes of bolt loosening and what to do about keeping joints tight.
  - Discuss the potential impact of loose joints on safety, quality and schedule.
- **Keeping Bolts Tight**
  - Discuss the most common causes for bolt loosening.
  - Explain what measures to take to avoid or reduce loosening.

G5-Gate 5

Subject: Fiber Optic Principles
Subject Hours: 9.5 Hours (4.0 lecture/ 5.5 lab)
Prerequisites: OSHA 10 Hour Construction Safety
Subject Description: At the end of these modules the student will:

- **Principles**
  - Explain what fiber optics is.
  - Explain how Fiber Optics was developed.
  - Identify advantages of fiber optics.
  - Identify appropriate standards for fiber optics.
  - Explain how to safely work with fiber.
- **Terminology**
  - Describe the language used in fiber optics.
  - Explain systems of measurements used in fiber optics.
  - Explain specialized fiber optic terms.
- **Fiber Optic Communications**
  - Differentiate advantages of optical fiber as communications medium.
  - Explain other uses for fiber optics.
  - Categorize scenarios for when fiber should be used.
  - Explain how data links and transmission systems work.
  - Recognize components used in transceivers.
  - Identify sources and detectors used in transceivers.
  - Summarize performance parameters of fiber optic transmission systems.
- **About Optical Fiber**
  - Define Optical Fiber.
  - Explain how optical fiber transmits light.
  - Differentiate types of fiber.
  - Describe physical characteristics of various types of fiber.
  - Interpret fiber performance specifications.
- **Fiber Optic Cable**
  - Categorize fiber optic cables and their applications.
  - Explain the differences between "outside plant" and "premises cable.
  - Classify fiber optic cables by specification.
  - Select design parameters that require specific fiber optic cable.

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G5-Gate 5 Continued

Subject: Fiber Optic Preparation, Splicing, Termination
Subject Hours: 5.0 Hours (1.5 Lecture/ 3.5 lab)
Prerequisites: OSHA 10 Hour Construction Safety. Fiber Optic Principles
Subject Description: At the end of this lesson the student will:

- Differentiate images of connectors and splices.
- Identify requirements for connectors and splices.
- Choose between different fiber optic connector styles.
- Categorize different termination types.
- Categorize different splice types.
- Demonstrate preparing a fiber optic cable for splicing.
- Demonstrate splicing a fiber optic cable.
- Demonstrate termination of a fiber optic cable end.

Subject: Fiber Optic Testing
Subject Hours: 6.5 Hours (2.5 Lecture/ 4.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Fiber Optic Preparation, Splicing, Termination
Subject Description: At the end of this lesson the student will:

- Explain testing parameters for fiber optic.
- Select correct instruments for fiber optic testing.
- Demonstrate how to perform basic fiber optic testing.
- Describe measurement uncertainty in fiber optic testing.

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G6-Gate 6

Subject: Telecommunication Basics
Subject Hours: 22.5 Hours (7.5 lecture/ 15.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Signal Person, Level 1 Crane Rigging, Authorized Climber, Capstan Hoist
Subject Description: Upon completion of these modules the student will:

- **Cell Site Basics**
  - Identify site compound and leased areas.
  - Define types of structures.
  - Explain tower sectors.
  - Identify non-structural equipment.
  - Identify what a hazard assessment is.
- **Ground and Weld**
  - Explain grounding versus bonding.
  - Define types of underground connections.
  - Define the exothermic weld process.
  - Inspect workmanship for weld quality.
  - Explain safety measures when using Exothermic Weld.
  - Identify articles workmanship quality.
- **Lines & Technology**
  - Explain various types of lines on a structure.
  - Describe proper weatherproofing.
  - Explain principals of color coding.
  - Describe various cable supports.
  - Explain BTS overview.
  - Explain power and fiber distribution.
  - Explain RRU / RRH.
  - Explain TMA and diplexer.
  - Explain microwave antennas.
  - Explain antennas and alignment.
- **Hoisting Operations**
  - Define ANSI/ASSP A10.48 Rigging Guidelines.
  - Explain different types of lifting devices and their uses.

Subject: RF Safety Awareness
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Prerequisites: OSHA 10 Hour Construction Safety, Signal Person, Level 1 Crane Rigging, Authorized Climber, Capstan Hoist
Subject Description: Upon completion of this lesson the student will:

- Explain standards and regulations that apply to RF radiation.
- Define RF radiation.
- Differentiate between ionizing and non-ionizing radiation.
- Explain Effects of RF radiation on the body.
- Explain what MPE limits are.
- Describe elements of an RF safety program.
- Identify and assess RF hazards.
- Explain how to use RF equipment and PPE.
- Explain RF awareness signs and their meaning.

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Course Schedule 202-2027

All course dates/schedule is subject to change. In observance of the following holidays, classes will not be offered on:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday, Day after Thanksgiving
- Christmas Day

AS1007 Renewable Energy and Communications Tower Technician Program 28 Days (7 weeks/240 Hours)

*Make up hours for no school holidays that fall within the regular schedule will be dispersed throughout the Tuesday - Friday scheduled days or on a Monday to account for 240 hours.

All scheduled dates are subject to change.

2026

1. February 17 - April 3
2. April 7 - May 22
3. May 26 - July 10 (No school July 3)
4. July 14 - August 28
5. September 1 - October 16
6. October 20 - December 11 (November 11, 24 - 27)
7. December 15 - February 5, 2027 (No school December 22 - 2; January 1)

2027

1. February 9 - March 26
2. March 30 - May 14
3. May 18 - July 2
4. July 6 - August 20 (No school July 4)
5. August 24 - October 8
6. October 12 - December 3 (No school November 11, 23 - 26)
7. December 7 - January 28, 2028 (No school December 21 - 24)

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Instructional Schedule

Training hours are Tuesday through Friday. Class periods typically meet on the following schedule:

Instruction	8:00-10:00 am
Break	10:00-10:15 am
Instruction	10:15 am -12:00 pm
Lunch	12:00-12:30 pm
Instruction	1:00-3:00 pm
Break	3:00- 3:15 pm
Instruction	3:15-5:00 pm

Some days of instruction may last up to nine hours, on an as-needed basis (e.g., the Authorized Climber and Rescue lesson may require slightly longer days of instruction due to student climbing activities).

Exception to lunch schedule: Students will be notified of exceptions to the scheduled lunch break as far in advance as possible. Potential reason for lunch schedule exceptions: Lunch may be taken slightly earlier or slightly later or extended by 30 minutes.

Instructional Delivery

Airstreams currently administers courses primarily in instructor-led, classroom and lab based format. These courses are designed to be delivered at the Airstreams Campus. The Airstreams program is taught in English and all student material is written in English. Any assessments/assignments that require instructor review will be processed and returned with scores within 5 days.

Portions of some lessons are taught out in the field, as the authentic experience is necessary to facilitate the required learning. In these cases, all sites and equipment used are inspected to ensure the safety of the location/equipment and students are provided all necessary Personal Protective Equipment, as well as training on how to properly use it.

All equipment utilized in our course is comparable to equipment generally used in all energy related industries. Equipment is inspected monthly and is in good working condition. The equipment used for instructional purposes provides the student with the necessary experience and skills to prepare each student for an entry-level position in the wind, communication tower and other industrial focused industries and to perform the tasks associated with those positions.

Airstreams utilizes a Process and Guidelines for Training Development that provides a thorough method for planning, implementing, and evaluating coursework and learning events. Learning events are promoted as an important investment because education is essential to sustaining growth and competitiveness. Airstreams is committed to providing quality education that responds to an identified need and results in on-job performance.

Required Dress

Sandals, flip-flops, shorts, tank tops, sweats, or pajama bottoms are not permitted anytime during training . Sturdy work/hiking boots (composite or steel toed preferred, but not required) with a defined heel, military issued boots are acceptable if they meet these criteria. Sturdy work pants, (jeans are acceptable), cotton long and short sleeve shirts. Form fitting, durable work gloves (Examples: CLC Handyman, Mechanix Wear, Iron Clad). Optional seasonal cold weather gear (Examples: Wind resistant lined work jackets, hooded sweatshirt, balaclava, insulated overalls or coveralls, natural fiber upper/lower “long johns”). Hard hats and safety glasses PPE will be provided.

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Progress Policies

Learning outcomes are established for each ARI course. All learning outcomes state the performance expected of each student and under which condition the behavior is performed. All learning outcome statements meet the following criteria:

1. States the expected performance in measurable terms.
2. Specifies the condition under which the learner is to perform.
3. Specifies the criteria for acceptable performance.
4. Is directly related to the subject matter and content.

It is ARI's goal to ensure that each of our students meet all established learning outcomes within our program. Our instructors closely monitor student progress and adjust instruction as needed. Instructors will work with you and are here to help, so please be sure to communicate with them if you are struggling.

Grading Plan – Requirements for Graduation

In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Weekly assessment gates are noted throughout the course outline given to you in your syllabus. Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and field tests occur after the appropriate instruction is given. Students will have 3 attempts to successfully complete the practical evaluations.

Attendance Policy

At the beginning of each course, students are required to sign in on the appropriate course roster during registration. The instructor keeps a daily attendance record.

Daily attendance is required. One of the most significant factors that contribute to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course. Consider attendance at Airstreams as a job interview. Employers will be looking for graduates with perfect (or near-perfect) attendance records. Students must attend at least 90% of the scheduled class hours on a cumulative basis. You are expected to call the Fort Benning campus office at (706) 478-3050 if you will be absent.

Absence

If a student misses a class, it is the student's responsibility to work with the instructor or Training Supervisor to make-up the missed instruction in both content and time, e.g., hours or days missed, lesson, exam, or practical evaluation missed. If a student misses class (up to10%), the Training Supervisor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. Make-up hours must be prearranged with the instructor and/or Training Supervisor, must not interfere with other scheduled class hours/activities, and must be completed by the end of the course or within the maximum timeframe of 150% of the class time. If the missed instruction cannot be made-up or if a student misses more than 10% of the instruction and falls below the 90% attendance requirement, the student will be administratively withdrawn and the student will not be a graduate of the course. Any student who is absent from class for three consecutive days without contacting the instructor or school and without a valid excuse will be considered automatically withdrawn from the course.

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Tardiness/Early Departure

Students are expected to be in their seats at the scheduled times, ready for instruction at the beginning of class and following any lunches or breaks. Tardiness is a disruption to the learning environment and is not acceptable. A tardy is a late arrival for any scheduled start time.

In addition, early departure from class (leaving before the instructor releases the class) is counted as a tardy.

Tardiness and early departures will be counted toward the 90% attendance policy as follows:

- 3 tardies or early departures = written/documented counseling.
- 4 tardies or early departures = one-half (1/2) day of absence.
- Tardiness or early departures in conjunction with absence will count cumulatively toward the 90% attendance rule which could result in academic probation.

Veteran's Attendance Policy

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits).

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as .5 day absence for 4 occurrences.

Students exceeding 3 unexcused absences in a 28 day period will be terminated from their VA benefits for unsatisfactory attendance.

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

Satisfactory Academic Progress

Satisfactory academic progress is evaluated at least weekly throughout the program.

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% at the conclusion of each evaluation period for the safety assessments and 70% for the technical assessments. Incomplete grades are not given, and students must repeat any assessment in which they earn less than an 80% average or 70% average accordingly. Work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted lessons, if available at the time of reenrollment, must be repeated upon readmission to ARI.

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Probation

Students who are making unsatisfactory progress (less than 90% attendance and/or less than 80% or 70% accordingly on weekly assessments) will be contacted by the Training Supervisor to offer support and assistance along with being placed on academic probation at that time. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. This can include retaking an assessment within one week of the failure or demonstrating sustained academic progress toward program completion. These discussions will be documented via a Student Progress Report.

If after receiving additional support, the student continues to not be successful with the initial retake of the exam or practical evaluation, an additional conference will be held between the Training Supervisor and the Student to evaluate the student's continuance in the program and to determine the best course of action. Students will be allowed two attempts to retake any assessment required. If unsuccessful after a total of two retakes, the student will be notified of termination verbally and in writing.

In the case of a termination due to unsatisfactory academic progress and the student notifies ARI that they wish to re-enroll (which must be in writing), the student will be placed on a waiting list and re-enrolled in another administration of the same course, as space is available. Re-enrollment or re-entrance will be approved only after evidence is shown to the Vice President of Operations satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. Upon return, the student will be placed on an academic plan.

Appeal Process

The student may submit a written appeal of his/her placement on academic termination within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Vice President of Operations. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Airstreams will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of ARI's receipt of the appeal. The decision of the Vice President of Operations is final.

Students reinstated upon appeal are on a probationary status with a written academic plan for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student must meet the terms of the probation, until such time as satisfactory academic progress status is regained, not exceeding two weeks.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The Renewable Energy and Communications Tower Technician (AS1007) program, 7 weeks in length, must be completed within 10.5 calendar weeks.

Students exceeding the maximum time frame will be administratively withdrawn.

For VA Students only: All VA students are required to finish their program requirements within the allotted timeframe for the course contract offered.

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Tuition Funding Options/Assistance

Payment arrangements for courses must occur before or on the first day of instruction. Payment may be made by check, money order, credit card (Visa, MasterCard or American Express), or direct payment from the VA.

Military Education Benefits: Airstreams is approved by the Georgia State Approving Agency to enroll Veterans and other eligible persons in our program. If you are a Veteran and/or a survivor or dependent, you may have access to benefits to assist you in furthering your education, including the VA Education Benefits, Veterans Educational Assistance, and Survivors' and Dependents Educational Assistance. Our VA Certifying Officials work with Veterans and assist with the procedure to obtain the benefits. Once a Veteran student is approved, Airstreams processes the necessary paperwork with the VA to get the Veteran all of his or her benefits.

Airstreams does not participate in federal and/or state financial aid programs.

The information regarding the 1098-T below is not intended as legal or tax advice. Tax scenarios may vary by each individual. The Institution highly recommends each student consult with a tax practitioner about personal tax situations.

The 1098-T form is used by eligible educational institutions to report tuition and educational related expenses to the Internal Revenue Services ("IRS") and to the students as required by the Internal Revenue Code.

Currently, the Institution is not required by the IRS to furnish the 1098-T to any student. If this should change, the student will be notified immediately.

Delinquent Tuition Collection Policy

It is the responsibility of the student account holder (a) to provide Airstreams Renewables, Inc. with a current address and phone number and (b) to contact the Finance Office if he or she will have difficulty meeting any payment deadlines.

The student account holder is responsible for all interest, fines, penalties, and collection costs associated with a past due or delinquent student account. The student account holder is responsible for the amount owed, even if the student no longer receives bills from Airstreams Renewables, Inc.

If a student fails to make payment to a monthly payment plan in accordance to the agreement, the account will be determined the account to be delinquent. Once the account is determined to be delinquent, Airstreams Renewables Inc., Finance department will send a formal letter to request payment and remind the student that failure to make payment will result in the account being sent to an outside collection agency. The student may lose access to services related to their certifications including access to additional course registration, transcripts, graduation, and certifications/recertifications. If the student fails to respond within 30 days, the account will be sent to an outside collection agency.

Students Using U.S. Department of Veterans Affairs (VA) Benefits

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 Education Benefits (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require student secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Credit Evaluation Policy

Airstreams will review any student's previous education and training from another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation for evaluation of transfer credit. Students utilizing their VA education benefits must provide all transcripts and Airstreams will evaluate and provide the student with an evaluation. Transcripts, course descriptions, course outlines, syllabi, and/or certifications must be provided to Airstreams to be evaluated and credit will be granted as appropriate, up to a maximum of 50% of a course. Any course/training submitted for evaluation must have been passed with at least a C/70%. Courses/certifications that will be considered are any that can be verified as offering the **same wind and communication tower specific content and rigor as ARI courses**. Because of the nature of our accelerated training, transferability of credit is extremely limited. Course fees will be adjusted accordingly (approximately $300 per day of training for which transfer credit is accepted). Please contact the Funding Advisor to request credit evaluation. There is no fee for reviewing or granting credit. The result of the credit evaluation will be communicated to all students via the signed Previous Education and Training form signed by both the student and Airstreams. Financial aid awards, if applicable, may be affected by such transfer of credit. The student should arrange a meeting with the Funding Advisor to discuss their requirements. The signed form will be maintained in the student's record. If you would like to appeal a transfer of credit, please contact the Director of Admissions.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution:
The transferability of credits you earn at ARI is at the complete discretion of an institution to which you may seek to transfer. ARI will assist with providing a transcript, course descriptions, and certificates you have earned at no charge. Acceptance of the certificates you earn in the name of ARI is also at the complete discretion of the institution to which you may seek to transfer. If the credits/certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Airstreams does not have an articulation agreement with any institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ARI to determine if your credits/certificates will transfer.

Cancellation and Refund Policies

Each student who drops will be given a comparison of drop calculations from ALL regulatory bodies that Airstreams is approved through which includes ACCET (https://accet.org/**), and the Georgia Department of Veterans Service State Approving Agency (**https://veterans.georgia.gov/services/education-and-training**). Airstreams will always use the drop calculation for refunds that is most favorable for the student.**

The student must contact/notify Airstreams Admissions or the Training Supervisor to cancel or to drop. A withdrawal may be effectuated by the student's notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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Cancellations

If an applicant is rejected for enrollment by Airstreams, a full refund of all monies paid must be made to the applicant,

If Airstreams cancels a program subsequent to a student's enrollment, Airstreams must refund all monies paid by the student.

If an applicant accepted by Airstreams cancels prior to the start of scheduled classes or never attends class (no-show), Airstreams must refund all monies paid.

Withdrawal or Termination After the Start of Class and after the Cancellation Period

Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, Airstreams may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.

After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped not the tuition charged for the entire program listed on the enrollment agreement.

Refund Due Dates

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

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Definitions:

- Cancellation: A student who never attends classes at the institution after enrolling and informs the institution.
- No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.
- Withdrawal: A student who attends at least one class at the institution, but does not complete his/her program.
- Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
- Last Date of Attendance (LDA): The final date the student attends class.
- Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

VA Benefit Recipients Refund Policy (Title 38 CFR 21.4255)

The student must contact the school to drop or cancel. VA students attending this facility will be given a pro rata refund which is prorated on a daily basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course.

(# of days of instruction remaining) ÷ (# of instructional days in the course) X (tuition charged)

In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded. The unused portion of the tuition fees and other charges paid by the VA for the individual will be refunded promptly within forty (40) calendar days of notification of a student's change of status. Airstreams pays any refund directly to the VA on behalf of the student.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal, or other discontinuance there from.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

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No Tolerance Conduct Policy

ARI reserves the right to remove any student who is disruptive to the learning environment. Students shall conduct themselves in an orderly and considerate manner and shall appear for classes in an alert and receptive condition. Violation of this condition is just cause for dismissal from the program. Horseplay will not be tolerated. Students are to pay attention to instructors and students performing exercises ahead of them. Instructions, hints, or helping another student during practical evaluations is not allowed unless a dangerous condition or hazard is occurring or is imminent. No cell phones in class. No use of electronic devices with earphones are allowed in the classroom during instruction. Video recording is not allowed during classroom or field instructions unless prior approval is obtained from the Instructor. Violation of this condition is just cause for dismissal from the program.

While completing exams, using Canvas a web-based learning management system, exiting the exam screen is not acceptable for any reason and will be considered as cheating. Cheating will result in immediate termination.

Sexual harassment will not be tolerated at any time. Sexual harassment can be in the form of verbal or physical abuse. Any accusation of sexual harassment should be reported immediately.

ARI does not allow firearms or explosives of any kind on campus or at any training activity. Violation of this policy will result in immediate expulsion.

ARI facilities are violence free and any altercations resulting in verbal threats or physical violence of any kind will result in termination.

No Tolerance Alcohol and Drug Policy

We proudly welcome each of our students to ARI and commit to producing a healthy and safe environment for each of the students who attend our school, as well as the instructors and faculty who work at our institution. Airstreams maintains a drug-free environment. In compliance with the Drug Free Schools and Campuses Act of 1989, ARI prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campus or during any training activity. This policy applies to all employees and students. Due to the dangers involved in the course (heights, electrical hazards, etc.) we reserve the right to remove any student from class immediately if we suspect alcohol abuse, use of illegal substances, or abuse of legal drugs.

Smoking Policy

There is a non-smoking policy within the classrooms, offices, vehicles, and company shops, this includes electronic cigarettes, vaping devices, and chewing tobacco. Smoking is prohibited within 30 feet of an entrance to any of the school buildings. There is no smoking in or around turbines, transformers or any equipment.

Copyright Policy

All student material issued to students by ARI, printed or electronic, is the copyrighted property of Airstreams Renewables, Inc.

Airstreams Renewables, Inc. strictly enforces its policy for copyright violations and complies with all copyright applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, in any form, is subject to discipline by the school and copyright violation liabilities per U.S. Copyright laws, for each separate act of infringement. Copyright infringement may also be subject to criminal prosecution.

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FERPA-Records Policy

Airstreams maintains a permanent student record, electronically and original copies, that includes registration information, course title, date, instructor name, and location. Records also include quiz, final exam and practical evaluations results, certificates, and cards of completion issued, and all other required documentation (pursuant to Article 3, Section 71920 of CCR Title 5). Upon successful completion of a course, the student's information is recorded in the individual student's electronic file. Electronic files will be maintained for 50 years in the state of California. Students have a right to review their records at any time. Please contact the Training Administrative Manager to arrange for access.

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student of Airstreams Renewables, Inc. (ARI), you are entitled, in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), to have all information concerning your educational records (e.g., academic, student financing, billing data) kept confidential. This information cannot be discussed with anyone (parent, spouse, relative, sponsor, organization, etc.). Schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Airstreams may disclose, without consent, "directory" information. Airstreams policy is to only release student's name, dates of attendance and degrees, honors and awards. You may request that the school not disclose directory information about you in writing.

Please be aware that if anyone contacts Airstreams on your behalf, staff will be limited to providing directory information that would not generally be considered harmful or an invasion of privacy if disclosed unless written permission from you is on file. If you would like to grant permission for someone to have access to your records (e.g., potential employers), please complete a Release of Information Form and return to Admissions on the first day of class.

This policy is adhered to without exception.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These include:

1. The right to inspect and review the student's education records within 45 days after the day Airstreams Renewables, Inc. receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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2. The right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before Airstreams Renewables, Inc. discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Airstreams Renewables, Inc. to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Transcripts

The student will receive the first copy of their official transcript for free. For any additional copies of a transcript, there will be a $5.00 charge each. Contact the main office 661-822-3963 for a Transcript Request Form.

Personalized Flash Drive

Upon completion of the program, students receive a personalized USB flash drive which includes:

- Program reference material
- Student's updated Resume and a sample Cover Letter
- Copies of earned certificates
- Transcript

If a replacement USB flash drive is required, there is a $15.00 replacement fee. Contact the branch office at 706-478-3050 if a replacement flash drive is needed.

Certificate Distribution

Certificate/Transcript Mailing Forms will be distributed prior to the last day of the scheduled program. If not distributed on graduation day, certificates will be mailed approximately 7 business days after the graduation date. All certificates are mailed via the U.S. Postal Service.

NOTE: Students with a financial hold for tuition will not receive their certificates until the hold is released. Students who have unsatisfactory completion grade levels, attendance below 90%, withdrawal or termination for any reason will not be considered for certificates.

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Certificate Replacement

All applicable course certificates are issued to the student upon graduation. If a replacement certificate is required fees are as follows:

1. $25.00 replacement fee per Airstreams Renewables, Inc. certificate and accompanying ID card, as applicable
2. At cost for third party certificates and/or cards e.g. Occupational Safety and Health Administration (OSHA) 10 Hour Construction Safety. Please contact the main office at 661-822-3963 if replacement certificates are needed.

Audio and Video

No videotaping of class instruction by students is allowed. Audio taping is permitted during instruction. Students must notify instructors when a student intends to audio record instruction.

Pets/Service Animals

Students are not permitted to bring pets to the Airstreams campus. Service animals, defined by the American Disabilities Act (ADA) are allowed. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. If you fall into this category, please speak with the Admissions Department.

Course and Instructor Evaluations

Students complete an Interim and End of Course Questionnaire which includes evaluation of the overall experience at Airstreams. The results of the questionnaires are summarized and put into a report format. These reports are reviewed and discussed by staff, and changes/improvements are made accordingly.

Student Services

Student Lodging

Securing lodging or housing is the responsibility of the student. Airstreams does not provide lodging.

Airports/Transportation

Arrangements for travel/transportation are the responsibility of the student. The following airports are within travel distance to our Fort Benning training facility:

Columbus Airport (CSG)	Approximately 10 miles
Hartsfield-Jackson International Airport (ATL)	Approximately 106 miles

New Student Orientation

The Fort Benning team facilitates the orientation presentation on the first day of class. The orientation introduces students to the Airstreams team of employees and what their specific functions are to help students. The orientation also provides a list of rules and expectations for new students and allows them to better understand what to expect and what they will gain from their studies at Airstreams.

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Student Counseling

Management provides counseling services for any student who is struggling in specific areas. This counseling may include discussions pertaining to obstacles which may be preventing students from focusing in class, concerns with necessary accommodations, including hidden disabilities.

Graduation Ceremony Luncheon

Airstreams conducts a formal graduation ceremony at which students receive a class photo and a celebration luncheon.

Career Placement Services

Airstreams Renewables, Inc., cannot guarantee job placement after graduation, but we do assist students in a variety of ways. The first step in assisting our students is the training they receive on resume writing, cover letter writing, and interviewing skills which includes mock interviews. Our Career Placement Services department provides all students career opportunity listings via the student job board, email, and text, both during the time students are in class and after graduation. Hiring company contact information is included and we assist, as needed, with application submission. Students are also provided with links to pertinent job boards and encouraged to post their resumes. ARI has dedicated staff members who work closely with dozens of companies to fill their open positions and career placement assistance doesn't end at graduation. We maintain career profiles for each student to ensure they receive the most current job listings available.

Student's Rights/Complaint Policy

Students have the right to receive a quality education and fair, supportive treatment from our staff. If you have any difficulties or problems while attending our programs, we encourage you to communicate with the ARI staff to resolve any issue of concern. If, in working with our other staff, you do not find a resolution, then the following procedure must be followed

Filing of Informal Grievance – Level I

Grievance forms must be completed and are available in the student service office.

Any student who believes an injustice or a violation of state, federal, or ARI policies, laws, or regulations has occurred should try to resolve the problem through informal consultation with each of the individuals indicated below, in order, before filing a formal grievance.

1. Instructor involved (or staff member/administrator for non-academic grievances)
2. Instructor's Supervisor
3. Staff member's Manager

If there is no resolution after meeting with the faculty/staff member or the faculty/staff member refuses to meet or respond within ten (10) school days, the student may proceed by meeting with the faculty member's department supervisor or staff member's immediate supervisor or manager. If the student has not been able to resolve the complaint/grievance at any of the informal steps indicated, the student may file a request for grievance review, Formal Grievance Level II, within ten (10) school days after meeting with the department Senior Management.

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Filing of Formal Grievance – Level II
If the student believes the issue has not been resolved satisfactorily at Level I, the student may file a formal grievance by submitting a Formal Grievance to the Vice President of Operations within ten (10) school days after completing Level I. Additional documentation substantiating the grievance must be attached to the form. The Vice President of Operations is responsible for informing the aggrieved student of his/her rights, responsibilities, and procedures. The faculty/manager/staff member against whom the grievance is filed will be sent a copy of the student grievance (Levels I and II) by the Vice President of Operations within ten (10) school days. The faculty/manager/staff member will have fifteen (15) school days to submit a response. The Vice President of Operations will appoint a committee to review the grievance. Both the student and faculty/manager/staff member involved may solicit documentation from other persons to support their position. A Grievance Review Committee will be convened to review the student grievance. The Grievance Review Committee will make one of the following determinations within twenty (20) school days: a) Is the complaint of the student is not grievable? b) There is insufficient evidence to warrant further action. c) The case should proceed to formal action, Level III. The faculty/manager/staff member, their manager, and grievant will be notified within five (5) school days of the committee's written report.

Grievance Hearing-Level III
If the Grievance Review Committee determines that further action is warranted, the case is referred to the President of ARI for a formal grievance hearing within 10 school days after the Grievance Review Committee renders its decision. A decision will be made by the hearing committee within fifteen (15) school days: a) Reject grievance; deny requested outcome. b) Support grievance; approve requested outcome. The Vice President of Operations shall send out written notification to the student, faculty/manager/staff member, the Department Manager, and the President of the decision within ten (10) school days. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Review Committee. No new charges shall be admitted for consideration. Both the grievant and the defendant have the right to be accompanied by an advocate in the formal grievance hearing.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Airstreams to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to contact ACCET as follows: ACCET, Chair, Complaint Review Committee, 1722 N Street, NW Washington, DC 20036. Telephone 202-955-1133, Fax 202-955-1118, email complaints@accet.org, website www.accet.org.

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School Catalog Acknowledgement

I acknowledge that I have received, read, understood and will comply with the information and policies contained in this Student Catalog.

Student's Name (Print)

Student Signature Date

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