



2023 SCHOOL CATALOG

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Ma·trix / 'mātriks

noun: matrix; plural noun: matrices

1. an environment or material in which something develops; a surrounding medium or structure.
2. a specific mold in which something is cast or shaped

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Introduction to MTI

Matrix Trade Institute (MTI) is a post-secondary vocational trade school. The program offerings include 20-week certificate programs in the areas of Automotive Maintenance, Light Repair (MLR) and Efficiency and Collision Repair and Refinish Efficiency (CRR). MTI's unique approach focuses on teaching students the necessary entry-level skills required to be both effective and efficient immediately upon entering the workforce, thus maximizing income potential and opportunity for employment advancement. Job placement assistance will prioritize matching the right students with the right employers to promote long-term success and career growth. Whether prospective students are choosing an initial career path or transitioning careers, MTI will provide the necessary tools, skills and attitude to help students forge their own futures and achieve immediate and lasting success.

State of Ohio Certificate of Registration:

4170002

Location:

MTI is located off I-271 and Chagrin Boulevard, in Beachwood, accessible and central to all Northeast Ohio. Classes are held in over 21,000 square feet of facilities. The classroom, instructional laboratory facility, and student center comprise the educational environment available to students.

Business Office Hours:

Monday - Friday (excluding holidays)
9:00 a.m. to 5:00 p.m.

State Licensure:

Ohio State Board of Career Colleges and Schools – Registration No. 2144

Admissions

Entrance Requirements:

- High School Diploma or GED
- Completion of an on-line application at MatrixTradeInstitute.com
- Personal Interview with an MTI admissions representative
- Paid application fee of \$50
- Valid Driver's License
- Background check upon receipt of application fee

****MTI is a selective program. Applicants will be chosen based on the evaluation of their ability to successfully complete the program. Additionally, any applicant that falsifies information on their application will immediately be disqualified from admission into MTI. Not all applicants will be accepted.****

Admissions (continued)

Registration/Orientation:

Registration for classes will be accepted up to thirty (30) days before the start of the first class. Orientation will be scheduled during the week prior to the first class of the session. Orientation acquaints students with MTI's policies and standards, services for assisting students, curriculum and grading standards, and assistance with completion of required forms and documents. Please refer to the Academic Calendar for Program start dates.

Special Accommodations:

MTI's intent is to provide students with equal access to the essential course content and to mitigate any impact of a disability on the student's learning and/or academic performance without compromising course or program integrity. Students with disabilities should educate themselves on the physical job requirements before proceeding with training at MTI.

Refund Policy

If a student is not accepted into the training program, all uniform and learning and usage fees paid by the student shall be refunded. Refunds for tuition, learning and usage fees, training material, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1

MTI's MLR and CRR Efficiency programs are conducted in two academic sessions.

Fees and Tuition Refund Policy If Withdrawal Occurs	MTI will Retain	MTI will Refund
Before the first class and within the 10-day cancellation	\$50 (Application Fee) \$150.00* (Uniform Fee) – *This excludes all cancels 30 days prior to the start date.	100% of Tuition Paid and Fees (except Application Fee and Uniform Fee if student has started the program)
Before the session is 15% complete	25% of Tuition and all Fees	75% of Tuition Paid
After the session is 15% complete but before the session is 25% complete	50% of Tuition and all Fees	50% of Tuition Paid
After the session is 25% complete but before the session is 40% complete	75% of Tuition and all Fees	25% of Tuition Paid
After the session is 40% complete	100% of Tuition and all Fees	0%

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Refund Policy (continued)

Any student who is expelled from MTI will be notified by certified mail or hand delivered notification (signature required) stating the reason for the expulsion and the effective date. A copy of the notification shall be retained in the student's file. MTI shall send the refund, in accordance with the Ohio Administrative Code referred to above, of any monies collected, minus any applicable fees or monies owed, within thirty (30) calendar days after the:

- (a) Date of cancellation by student of his/her enrollment; or
- (b) Date of termination by MTI of the enrollment of a student; or
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, or whichever is applicable.

Attendance Policy

Student attendance is evaluated and monitored throughout each program. Due to the intensive nature of MTI's training, excessive student absences will not be tolerated. Attendance is critical, both in individual learning and to potential employers, and MTI expects its students to attend school every day of class. MTI understands that student absences may occur for extenuating circumstances. The following are examples of excused absences and require a phone call to the attendance line:

- Signed doctor's excuse
- Death in the family
- Documented evidence of family or personal challenges
- Military deployment
- Strict religious observances

Tardy/Early Leave Policy:

Unexcused tardiness and early departures are recorded in fifteen (15) minute increments and are added to the total hours of absence for the course.

Cumulative/Consecutive Absences and Tardiness:

MTI students must maintain an attendance level of 90% or better for each term of the program. In cases where students miss multiple excused days, MTI will attempt to accommodate the student by allowing make-up work in addition to providing a verbal warning concerning lack of attendance. MTI requires students to make-up missed clock hours on designated after-school make-up days. It is the responsibility of the student to outline the make-up plan with an instructor. In the event a student is not satisfactorily progressing toward program completion, or has multiple unexcused absences and tardiness, MTI reserves the right to remove the student from the program. Prior to removal, a verbal warning and discussion regarding the student's lack of attendance will be held and documented in the student's file. Should the student be removed from the program, refunds will follow the Refund Policy.

Attendance Policy (continued)

Attendance Line:

Students that are going to miss class and/or are running late are required to call the attendance line and leave a message with a working call back number.

Attendance Line: 216-830-7636

No Call/No Shows:

Any student that no calls/no shows for three consecutive days will be terminated from the program. That student will receive a termination letter with the refund policy and appeals process information.

Make-Up Schedule:

MTI allows students to make-up clock hours, assignments, and lab work every Tuesday and Thursday afternoons. Students are required to sign up with their instructors in advance to attend.

Automotive: 1:00 p.m. to 3:00 p.m.

Collision: 1:30 p.m. to 3:30 p.m.

All MTI Programs follow specific course sequences to ensure students have met all prerequisite requirements for each course. All make-up clock hours, assignments and lab work must be completed and passed prior to the end of each Course to remain in the program.

- Students who are under quarantine or isolation per the CDC Guidelines:
 - Course work will be posted on Remind and must be completed that day to earn attendance credit;
 - Post any questions on Remind to your instructor; and
 - Any missed shop tasks can be made-up on designated shop task make-up days via the sign-up sheet
- Students who have excused/unexcused absence(s):
 - Are still responsible for all assignments;
 - Post any questions on Remind to your instructor;
 - If assignments are not caught up upon return to classroom, students will not be permitted in the Shop until assignments are completed (students will have to remain in the classroom during shop hours); and
 - Any missed shop tasks can be made up on designated shop task make-up days via the sign-up sheet.
- Students who did not do their E-Learning homework:
 - If assignments are not caught up upon return to classroom, students will not be permitted in the Shop until assignments are completed (students will have to remain in the classroom during shop hours); and
 - Any missed shop tasks can be made-up on designated shop task make-up days via the sign-up sheet.

Attendance Policy (continued)

Make-Up Schedule (continued):

- Snow Days:
 - Course work will be posted on Remind and must be completed that day to earn attendance credit;
 - Post any questions on Remind to your instructor; and
 - Material review will be conducted upon return to in-person learning.

***MTI Students are responsible for signing-up in advance to attend any make-up session offered throughout their 20-week program. ***

Withdrawal/Drop Policy:

Withdrawal occurs when the student gives written notice of withdrawal to the School Director. Notice can be mailed, hand delivered or emailed. The written notice of cancellation, if sent by mail, is effective on the postmark date, properly addressed with prepaid postage. If a refund is due to the student, the Refund Policy will apply. Students may be considered for re-enrollment only after being reviewed by the School Director or designee. Students who re-enroll will be required to use the current catalog's programs, tuition and fees then in effect.

Removal from the Program

Termination:

MTI reserves the right to remove students from the program. Such terminations can be enforced at the discretion of the school for a variety of reasons including unsatisfactory work, lack of attendance or disciplinary issues such as theft, cheating, illegal drug use, or ill-advised behavior. Students who are terminated from the program and whose appeal is denied cannot re-enroll at MTI.

Appeal of Termination:

A student has the right to appeal his/her removal from the program. An appeal must be submitted within five (5) business days, in writing and fully describe why the student feels the action should be reversed to email: rick@matrixtradeinstitute.com. Appeals received, with complete supporting documentation, will be reviewed by MTI within ten (10) business days. The student will be notified by campus leadership of the decision in writing, either indicating program removal or the granting of an appeals hearing, at which time they can present their case. If a student fails to show up at the scheduled day and time of their hearing, they will be terminated from the program. Decisions may not be appealed and shall be final and binding.

Program Descriptions

Automotive Maintenance, Light Repair and Efficiency

Length in weeks: 20
 Length in hours: 600
 Day Class: M-F 8:00 a.m. – 1:00 p.m.

****Certificate of Completion awarded to graduating students**

Competencies Expected from this Program:

MTI graduates will enter the automotive repair field with the knowledge and ability to perform the following functions both effectively and efficiently:

- Oil and filter changes
- Brake repairs
- Steering and suspension repairs
- Alignment and tire repairs
- Basic electrical repairs
- Heating, ventilation and air conditioning repairs
- Vehicle fluid services
- Understand pace and efficiency required in today's advanced service facilities
- Vehicle inspections
- Quoting repairs
- Repair order analysis

Equipment Used in this Program:

- | | |
|--|---|
| • Post Hoists | • AC (Air Conditioning) Service station |
| • Alignment Machines | • Tire Changer |
| • Brake Lathe | • Tire Repair Kit |
| • Cooling System Pressure Tester | • Battery Charger |
| • Compression testers | • Battery/Starting/Charging System Tester |
| • Oil pressure tester | • Coolant Hydrometer |
| • Computer Lab with Simulated Trainers | • Oxygen Acetylene Torch |
| • Tire Balancer | • Strut Compressor |
| | • Shop Press |

Entry-Level Job Descriptions:

MTI graduates can expect to excel as entry-level auto technicians and will be able to effectively and efficiently perform all tasks related to MTI's MLR and Efficiency curriculum. This efficiency-based skillset applies to many manufacturing, repair and industrial professions in addition to auto repair shops.

Career Opportunities:

After successful completion of this program, MTI graduates will be prepared to excel and meet the growing demand for skilled technicians in the automotive and other trade industries as defined below:

- | | |
|--------------------------------|--|
| • Automotive Repair Facilities | • Corporate / In-house repair facilities |
| • Auto Dealerships | • Public Transportation companies/facilities |
| • Tune-Up Facilities | • Manufacturing companies |

Program Descriptions (continued)

Collision Repair and Refinish Efficiency

Length in weeks: 20
 Length in hours: 600
 Day Class: M-F 8:00 a.m. – 1:00 p.m.

*****Certificate of Completion awarded to graduating students***

Competencies Expected from this Program:

MTI graduates will enter the automotive collision repair field with the knowledge and ability to perform the following functions both effectively and efficiently:

- Damage analysis
- Vehicle disassembly / reassembly
- Repair planning / blue printing
- Basic estimating / parts ordering
- Panel replacement / panel repair
- Metal finishing / body filling and finishing
- Plastic repair / plastic welding
- Mig welding (steel wire, bronze wire, aluminum wire) / cutting and joining panels
- Paint preparation of body panels (steel, aluminum, plastic, composite)
- Paint color matching
- Paint application (primer, sealer, base coat, tri-coat clear coat)
- Spray gun usage and maintenance
- Paint finishing (color sanding, compounding, polishing)
- Final detailing for delivery
- Understanding of the necessary pace and efficiency required in today's advanced collision centers

Equipment Used in this Program:

- | | |
|---|--|
| • Post Hoists | • Mig Welders (Steel, Bronze, Aluminum) |
| • Drive on Scissor Lifts | • Plastic Nitrogen Welder |
| • Floor Jacks | • DA Sanders / Grinders |
| • Tire Changer | • Paint Booth |
| • Tire Balancer | • Paint Mixing system / Computerized Scale |
| • Computer Lab with Simulated Trainers | • Color Camera (Spectrophotometer) |
| • AC (Air Conditioning) Service station | • Spray Guns |
| • Oxygen Acetylene Torch | • Buffer/Polisher |

Entry-Level Job Descriptions:

MTI graduates can expect to excel as entry-level autobody / paint technicians and will be able to effectively and efficiently perform all tasks related to MTI's CRR Efficiency curriculum. This efficiency-based skillset applies to many manufacturing, repair and industrial professions in addition to auto collision repair shops.

Program Descriptions (continued)

Collision Repair and Refinish Efficiency (continued)

Career Opportunities:

After successful completion of this program, MTI graduates will be prepared to excel and meet the growing demand for skilled body and paint technicians in the collision repair and other trade industries as defined below:

- Collision Repair Facilities
- Auto Dealerships
- Automotive Painting Facilities
- Corporate / Fleet In-house repair facilities
- Public Transportation companies/facilities
- Mobile Body and Repair Companies

Grading Policy

Classroom/Hands-on Training:

MTI students must successfully complete required course work that tests their knowledge of each individual classroom course in the curriculum. Once students have completed the classroom theory and fundamental coursework in each module, they will then proceed to the hands-on application of each course in the lab. Each task will be visually assessed by an instructor who is a subject matter expert. Students are assessed using pass-fail methodology. Students will not be permitted to move onto hands-on training unless they have passed the classroom/online portion of the subject matter.

Scoring and Tracking:

- **Subject Matter Theory** - Retention and completion of all classroom theory and exercises will be tracked using Electude® automotive e-learning solutions that allows instructors to assign, create, manage and grade exercises, lessons and tasks. Students can complete assignments from any location on almost any online device. In order to earn a passing grade on the classroom/theory portion of each module, a student must achieve a minimum 90% progress and a score of 70%, which is tracked and recorded within Electude®.
- **Hands-on Training** - Students will be required to complete hands-on tasks and be visually assessed by instructor subject matter experts. The following grading scale will be used to assess competency of the hands-on training.
 - 4 (90%-100%) Skilled - Can perform the job independently without assistance
 - 3 (80%-89%) Adequate - Limited supervision or assistance may be required
 - 2 (70%-79%) Limited - Additional repetition and experience required to develop skill
 - 1 (0% - 69%) Exposure Only - Students must achieve the "Limited" level in order to pass the hands-on portion of each module

Unsatisfactory Progress Probationary Period:

After the first (1st) week in Session 1 of the program, students who have not demonstrated the required work, attitude or basic proficiency required to successfully complete the program will be placed on a one (1) week probationary period, which runs through week two (2). If students have not shown progress by this time, they will be removed from the program for unsatisfactory progress prior to completing 15 percent (15%) of the program. Applicable fees will be refunded per the Refund Policy. Students are continuously evaluated throughout their program. Students who have not demonstrated satisfactory academic progress are placed on a one (1) week academic probation concurrent to the Refund Policy to ensure financial consideration and student success.

Grading Policy (continued)

A probationary period is one (1) week in length. Progress is tracked and recorded within Electude®. A student must achieve a minimum 90% progress and a score of 70% for all classes. At the end of the one (1) week probationary period, if students have not demonstrated improvement in progress and score, they will be removed from the program for unsatisfactory progress.

Students are notified in person during a meeting with Campus Leadership when placed on academic probation and given a hard copy of the Academic Probation outlining:

- Reason for the academic probation
- Length of probation period
- Steps to return to normal status
- Re-entrance process if dismissed for unsatisfactory progress

Re-entrance for Students Dismissed for Unsatisfactory Progress:

To be considered for subsequent terms, students must outline a plan for success, demonstrating how they will complete the program if re-admitted, and meet with the Campus Director and Instructor Supervisor to discuss success plan prior to reapplication.

Course Descriptions

Automotive Maintenance, Light Repair and Efficiency

MTI-101 Introduction to Shop Safety, Tools and Equipment:

45 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will begin with shop safety practices and procedures. MTI students will learn about personal protection equipment, clothing, evacuation routes and fire extinguishers. They will have a profound understanding of shop cleanliness and the impact it will have on their work environment and productivity. We will continue our discussion by identifying tools and equipment along with their maintenance and safety precautions, while selecting the right tool for the job.

MTI-102 Electrical and Electronic System Technology:

122 Clock Hours (Electronic Learning/Lecture/Shop Training)

Fundamentals of Electrical Lab will be used to teach proper wiring repair, soldering and system diagnosis. Vehicles will be “bugged” with faults for a student to apply those skills in live-shop simulation.

- Basic electrical theory
- Electrical measurement
- Circuits; Ohm’s and Watt’s Laws
- Electrical troubleshooting
- Battery, Starting and Charging systems
- Lighting and Safety systems
- Electronic Components

Prerequisite: MTI-101

Course Descriptions (continued)

Automotive Maintenance, Light Repair and Efficiency (continued)

MTI-103 Engine Performance and Repair:

124 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will outline basic engine mechanical operation and performance. We will discuss engine lubrication, cooling and intake/exhaust systems, engine leak detection and repair.

- General engine/mechanical
- Cylinder head and valve train
- Lubrication and cooling
- General maintenance
- Fuel systems
- Ignition Systems
- Air intake and exhausts
- Emission controls

Prerequisite: MTI-101, MTI-102

MTI-104 Steering and Suspension:

96 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will identify proper inspection and evaluation of a vehicle's tires, steering system, and suspension. Students will perform tire repairs and replacements, alignments and steering/suspension component replacement. Also included will be best road-test practices and their importance.

- Wheels and tires
- Suspension
- Steering systems and wheel alignment
- Tire pressure monitoring systems

Prerequisite: MTI-101, MTI-102, MTI-103

MTI-105 Brake System Technology:

77 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course teaches principles and procedures to perform repairs on vehicle braking systems. Training will include proper use of brake lathes and related equipment by performing brake services on actual in-service vehicles.

- Brake theory
- Hydraulic and power assist
- Disc and Drum brakes
- Antilock brakes, Traction Control and Stability Control Theory

Prerequisite: MTI-101, MTI-102, MTI-103, MTI-104

Course Descriptions (continued)

Automotive Maintenance, Light Repair and Efficiency (continued)

MTI-106 HVAC Technology:

58 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will cover the basic principles of heating, ventilation and air conditioning (AC). Students will measure temperatures, identify airflow restrictions and service cabin filter systems. Students will be introduced to the climate controls and their related components and services.

- Climate controls
- Heating, ventilation and A/C systems
- Refrigerant safety, evacuation and recharges

Prerequisite: MTI-101

MTI-107 Automatic and Manual Transmission and Transaxle:

78 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course teaches the principles of operation for automatic and manual transmissions and component overview.

- Auto and manual transmission theory
- Clutch, drive shaft and universal joint theory
- Differential theory
- Maintenance
- Fluid exchange

Prerequisite: MTI-101

Collision Repair and Refinish Efficiency

MTI-201 Introduction to Shop Safety, Tools and Collision Industry:

38 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will begin with shop safety practices and procedures. MTI students will learn about personal protection equipment, clothing, evacuation routes and fire extinguishers. They will have a profound understanding of shop cleanliness and the impact it will have on their work environment and productivity. We will continue our discussion identifying tools and equipment and proper usage. This course ends with an education on the collision industry, technicians and their job roles, and processes that changed the way vehicles are repaired.

Course Descriptions (continued)

Collision Repair and Refinish Efficiency (continued)

MTI-202 Blueprint – Tear Down and Technical Writing:

92 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course focuses on the estimating process including identifying components to be repaired/replaced, computerized estimate creation, and complete damage disassembly. Once disassembled, the parts labeling and organizing process is taught through shop repetition to improve accuracy and shop efficiency. In this course students will also be educated on the body and structure of vehicles as well as steering, suspension, cooling system, and AC systems so proper evaluation and repairs are performed.

- Blueprinting and Estimating process
- Complete disassembly of all damaged parts
- Parts cart loading and storage
- Proper vehicle inspection and repairs
- Cooling and AC system repair
- Steering and suspension inspection and repair
- Automotive batteries
- Basic electrical diagnosis and repair
- Airbag systems
- Restraint systems

Prerequisite: MTI-201

MTI-203 Fast Lane with Plastic Welding:

76 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course focuses on small damage repairs. Students will be educated in the proper process and repair methods that equate to 45% of all collision industry repairs. A large emphasis will be placed on efficiency to support shop cycle time or repair time, so students understand the flow and internal processes of a collision repair facility.

- Plastic welders and safety
- Plastic welding, adhesives and fillers, and their processes
- Plastic identification and welding techniques for bumpers and other plastic components
- Headlamp and bumper tab repair

Prerequisite: MTI-201, MTI-202

MTI-204 Dent Repair

50 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course focuses on dents of all sizes and the process to complete a reliable and accurate repair. Emphasis will be placed on new technologies and vehicle materials.

- Small, medium and large dents
- Tool safety and best practices
- Proper metal preparation
- Metal straightening
- Proper application of fillers

Course Descriptions (continued)

Collision Repair and Refinish Efficiency (continued)

MTI-205 Paint Prep:

60 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course will train students to prepare the vehicle and repairs for the paint application process. The education begins with a material overview which details the proper products, tapes, sanding grits, and related components to perform the process correctly. Once the right tools are selected the student will use them for hands on repetitions to fine tune their preparation process.

- Proper pre-cleaning process for successful paint preparation
- Solvents and wax/grease removers
- Efficient masking techniques – Plastic sheeting, foam door gap tape, reverse/roll tape method, spray mask
- Specific sanding techniques and process for all refinish job types and substrates
- Priming, blocking, and final preparation

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204

MTI-206 Color Matching:

65 Clock Hours (Electronic Learning/Lecture/Shop Training)

In this section students dive into the science and development of color. Education will lead to a trained eye for color matching, and the process to achieve an exceptional match for the body panels being repaired or replaced. Color theory will be used in conjunction with the latest color camera technology to assist in the student's education and accuracy of color creation.

- Color theory
- Color code identification
- Color computers and cameras
- Color measuring, mixing, spray-outs, and adjustments
- Tri-coat color process

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204, MTI-205

MTI-207 Painting Application:

67 Clock Hours (Electronic Learning/Lecture/Shop Training)

Students will learn spray gun handling, maintenance, and techniques in this section. This includes training of all necessary spray applications such as primer application, sealer, base coat, tri-coat mid coat, color blending and clear coat. Paint booth basic cycles, operation, and maintenance will be taught to students as they perform paint application with the latest safety and fresh air systems.

- Complete application process by stage
- Edging replacement panels
- Complete panel sprays
- Blend panel application

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204, MTI-205, MTI-206

Course Descriptions (continued)

Collision Repair and Refinish Efficiency (continued)

MTI-208 Paint Finishing - Detailing:

48 Clock Hours (Electronic Learning/Lecture/Shop Training)

The paint finishing process is covered in depth beginning with a complete description of paint defects, their causes, and repair processes, including color sanding of clear coats. Final detail is then taught with compounding, polishing and the proper vehicle clean up delivery.

- Common paint defect descriptions, causes and cures
- Final paint/clear coat defect removal, compounding/polishing
- Final detail / vehicle delivery prep process

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204, MTI-205, MTI 206, MTI-207

MTI-209 Body Panel Replacement and Straightening:

46 Clock Hours (Electronic Learning/Lecture/Shop Training)

Students will continue their education with butt-on and weld-on body panel removal. Panels will be replaced and aligned to match body lines of the vehicle.

- Bolt-on panel replacement and alignment
- Weld-on panel removal

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204, MTI-205, MTI-206, MTI-207, MTI-208

MTI-210 Welding:

58 Clock Hours (Electronic Learning/Lecture/Shop Training)

This course is designed to teach students proper welding safety, equipment handling, and basic practices. MIG welding with steel, aluminum, and silicon bronze will be taught using proper gun techniques. Education will then continue to create joints used in the collision industry to make repairs.

- Welding overview and safety
- Metal cutting and preparation
- MIG welding process and equipment
- Aluminum, Steel, and Silicon Bronze welding
- Resistance spot welding
- Sleeving, and plug welding

Prerequisite: MTI-201, MTI-202, MTI-203, MTI-204, MTI-205, MTI-206, MTI-207, MTI-208, MTI-209

Course Descriptions (continued)

Transferability of Credits:

The transferability of credits earned at MTI is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the certificate earned at MTI is also at the discretion of the institution to which a student may seek to transfer.

Prospective students seeking to enroll in MTI with previous related education and/or work experience must consult with the Director of Admissions to determine if the related education or work experience can be applied towards MTI's certificate programs.

Program Costs

Tuition and Fees:

	<u>Automotive Maintenance, Light Repair and Efficiency</u>	<u>Collision Repair and Refinish Efficiency</u>
<u>Fees</u>		
Application Fee	\$ 50.00	\$ 50.00
Learning and Usage Fees	300.00	300.00
Uniforms	150.00	150.00
Total Fees	500.00	500.00
<u>Tuition</u>		
Session 1 Tuition	9,700.00	9,700.00
Session 2 Tuition	9,700.00	9,700.00
Total Tuition	19,400.00	19,400.00
<u>Total Program Cost</u>	\$ 19,900.00	\$ 19,900.00

All Fees are due 30 days prior to the start of Session 1. Tuition for each Session is due and payable prior to the start of classes for each Session.

Tuition and fee charges are subject to change at the discretion of MTI. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Cancellation Policy:

MTI enhances learning by offering an 8:1 student to instructor ratio. This limits the number of seats offered in each program, per term. Reserving a seat to start hands-on training is based on a student meeting all of the admissions requirements for enrollment, completing the application packet, including program and start date selections, and paying a nonrefundable \$50.00 application fee.

Program Costs (continued)

Cancellation Policy (continued):

To confirm a reserved seat for the selected term, program and start date selected during the application process, students are required to pay an additional \$450.00 (\$300.00 Learning and Usage Fee and \$150.00 Uniform Fee) thirty (30) days prior to their start date.

A student that cancels (does not start/plan to start their program) prior to/within the first ten (10) days of their original program start date, has a one-time opportunity to select a future start date. If that student does not start on the selected new start date, their enrollment will automatically be cancelled.

Students who are cancelled, due to not starting classes on either the original program start date or the new start date selected, will be mailed a cancellation letter outlining the following:

- The nonrefundable \$50.00 application fee will be good for 12 months from date of initial payment
- A student that decides to reenroll after the 12-month period, will be required to complete the enrollment process again by submitting a new application packet and paying the nonrefundable \$50.00 application fee. This includes students that change their start date due to nonpayment of the \$450.00 Learning and Usage Fees and Uniform Fees
- MTI Refund Policy
- Student requirements to start the refund process (if a student has paid the Learning and Usage Fees)

MTI reserves the right to decline admission based on the number of cancellations and/or reenrollments presented by a single student.

Learning Materials:

The cost of all course material, including online training access and certification testing, is included in the learning materials fees.

Electronic equipment may be borrowed for a period of up to twenty (20) weeks. All electronic equipment is to be returned on the last day of class. Any student who signs out an electronic device is fully responsible for that device if lost, stolen, or damaged. All devices will be assessed upon return to ensure they are in good working order. Those who fail to return a working power/supply/charging unit will have a fee of \$50 due before graduation. Those who fail to return a working Chromebook will have a fee of \$215 due before graduation.

Tools and Equipment:

As part of MTI's commitment to our students' strong foundation and initial career placement, each MLR and CRR Efficiency graduate will receive a starter tool set at the time of graduation. Students who do not successfully complete the programs will not be able to keep the tool kits. The tool kits may not be modified or traded in for cash value. Candidates for graduation must have a zero-tuition balance or be in good standings with their MTAP loan and also be in good academic and attendance standing with MTI. Students are required to pick up tool kits no later than 30 days after graduation. Tools not picked up within that time period are forfeited.

Program Costs (continued)

Tools and Equipment:

During the program, MTI will provide tools during lab activities to efficiently complete all tasks and course work. Any theft or intentional destruction of school property/tools/equipment will be prosecuted immediately and shall result in immediate removal from the program. Any property/tools/equipment damaged during normal activities should be immediately brought to the attention of instructors.

If a student is placed during the program with an employer and tools are required to begin employment, MTI offers a tool borrowing option. Students can enter into a tool borrowing agreement through the Instructor Supervisor after week five (5) of the program and if the student is in good academic standings. Any student who signs the borrowing agreement takes full responsibility for the tools if lost, stolen, or damaged.

Collection on Delinquent Accounts:

Students who withdraw or are suspended/terminated with tuition or other fees due to MTI are requested to immediately arrange payment at the time of withdrawal. MTI will attempt to secure payment within one month. Should the amount due remain unpaid for a period of thirty (30) days after the student leaves MTI, the account may be submitted to a collection agency. Any collection agency fees will be the responsibility of the student. In the event of a disputed account, both the student and MTI agree to use binding arbitration and the final decision will be made by the sole arbitrator.

Acceptable Forms of Payment:

MTI accepts payments in the form of cash, money order, personal check, debit and credit card (Visa, MasterCard and American Express) for its services.

Check Policy:

In the event a student submits a check that is returned by the bank, MTI will charge a \$35.00 service charge in addition to seeking immediate payment of the original amount in either cash or certified check.

Graduation Requirements

All MTI students must meet the following standards of academic achievement and successful course completion. For success in their chosen career, the school places equal emphasis on both grades and a student's attendance in the classroom and hands-on lab environment. Each student enrolled at MTI must:

- Pass each course of instruction both in the classroom and lab;
- Maintain an attendance level of 90% or better for each session of the program; and
- Have a zero (\$0) fee balance

Students meeting both the minimum requirements for Grades and Attendance, as determined at the end of each module by the instructor, will be making satisfactory academic progress and be eligible for graduation providing all required coursework is completed on time and the student is in good financial standing with MTI.

Academic Standards

Maximum Class Size:

Class size is limited to provide adequate personal instruction in both classroom and lab and to allow access to special tools and equipment. The maximum student-to-teacher ratio is 8:1 for each program. If any class exceeds twelve (12) students, MTI will provide an additional instructor so that the maximum stated 8:1 student-to-teacher ratio is maintained.

Dress Code:

MTI maintains a dress code for all students for reasons of safety as well as meeting industry standards for professionalism. To best prepare students for the industry, the following standards apply:

- All students must wear approved apparel provided or sold by MTI
- Shirts must be kept clean, mended and tucked in
- All “hoodies” (i.e., hooded jackets / garments) are prohibited unless specifically allowed otherwise by MTI
- Unless a student is wearing an MTI uniform sweater or a jacket front zippered or buttoned, an MTI T-shirt or MTI button down shirt with collar must be the outermost layer of garment
- Black work pants are to be clean and without holes of any kind
- Pants are to be worn at the waistline and supported with a black belt (sagging pants are not allowed on campus)
- No pants frayed in the cuff are allowed on campus (pants cannot drag on the ground and should fit neatly over boots)
- Black belts must be worn with the MTI uniform (designer belts with studs or beads are not allowed)
- Multicolored pants, cut-offs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab
- Male students must be clean-shaven or keep beards and mustaches neatly trimmed
- Students with longer hair need to have their hair pulled back out of the face due to safety issues
- Only baseball type caps featuring an MTI logo, or an MTI approved sponsor/partner logo, are permitted and must be worn with the bill facing forward while on campus (do-rags, bandanas, visors, skullcaps or pantyhose-type caps are prohibited)
- During winter months, a knit skull cap featuring an MTI logo or MTI approved sponsor/partner logo may be worn when lab area temperatures fall consistently below 70 degrees
- Students must wear black/brown leather work shoes or boots (preferably steel-toed) of a traditional work boot/shoe style; work shoes or boots must be tightly laced and tongue-in
- Determination and compliance with the dress code policy is at the sole discretion of MTI management.

Academic Standards (continued)

Safety:

Matrix Trade Institute is focused on student safety as well as educating them in a safe environment. Matrix Trade Institute is not responsible for injuries sustained if tasks are performed outside of direction or in a manner which is not approved by instructors. All students must agree to follow the shop safety rules:

General Shop Safety Rules:

- Safety glasses **must** always be worn in Lab/Shop
- Always use proper PPE (Personal Protection Equipment) when working in Lab/Shop
- Students with longer hair need to have their hair pulled back out of the face
- Equipment must be used as specified by manufacturer
- Equipment must be returned to designated area
- Equipment must be returned clean and in working order
- Any equipment broken or damaged must be brought to Instructor immediately
- **NO ONE** is permitted to work alone in Lab/Shop
- Tasks can only be performed once assigned by Instructor
- “Horse-Play” will not be tolerated
- Use proper lifting procedures when working with heavy items
- Proper attire and fit are always required
- **Never** block emergency exits
- Cleanliness is critical to ensure a safe working environment. Practice clean and organized habits throughout

Rules of Conduct:

Students enrolled at MTI are expected to behave in a professional manner that shows respect for instructors and colleagues. Students are expected to complete and submit all in-class and homework assignments in a timely fashion. Students may be dismissed for disruptive behavior, insubordination, violation of safety rules, or any behavior that impedes the education or safety of other students. **Examples of disruptive behavior include, but are not limited to, cheating, aggression towards other students/instructors/staff, vulgar language, theft and destruction of school property.** Any use of drugs, narcotics or other controlled substances or any evidence of intoxication during school hours is seen as grounds for dismissal. Drinking, or illegal use of drugs on or off campus, may result in suspension or termination. Illegal conduct off campus could also result in suspension or termination.

Illegal Drugs/Alcohol:

MTI supports a Drug/Alcohol Free Environment and will not allow the unlawful possession, use, or distribution of illicit drugs and alcohol on its property, or as a part of its officially sponsored off-campus activities. Violation will result in MTI taking appropriate action, which could include termination. If a student is suspected to have used an illegal substance, they will be asked to leave and time for the class will be deducted from their hours.

Fighting:

Fighting is not permitted on/or at any MTI locations and/or events. Violation of this policy will result in disciplinary action, up to and including termination.

Sexual Harassment:

Any form of sexual harassment is not permitted on/or at any MTI locations and/or events. Violation of this policy will result in disciplinary action, up to and including termination.

Academic Standards (continued)

Weapons Policy:

Weapons of any kind, whether carried or open or concealed, shall not be allowed on any MTI property or at any MTI sponsored event.

Per Ohio Concealed Carry laws, this prohibition does not apply to a concealed carry license holder who possesses a handgun/weapon in a school safety zone **if the person does not enter into the school building or onto school premises and is not at a school activity and is in compliance with federal law.** A school safety zone includes a school, school building, school premises, school activity, and school bus. **A concealed carry license does not authorize a person to carry a concealed handgun/weapon on premises owned or leased by a college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle** (Guns in Schools in Ohio, giffords.org).

MTI Requires those students holding a concealed carry license and meet the requirements to work on their own vehicles, to complete the acknowledgement located on the Student Vehicle Work Request Form. This acknowledgment state that there will not be a concealed handgun/weapon in any vehicle brought onto the premises per Ohio Concealed Carry Laws as they pertain to higher education. MTI has training vehicles for all courses and does not require our students to work on their own vehicles at any point in the 20-week curriculum.

Mace or pepper spray is allowable under the policy but may not be used or possessed in such a way that violates this or other MTI policies.

Any member of the campus community who observes an individual possessing, transferring, selling, or using a weapon, and who reasonably believes that the individual has not been specifically authorized by MTI has an obligation to report immediately to the Campus Director.

Weapons Policy Exemptions:

Law Enforcement - This policy does not apply to law enforcement personnel or peace officers who are carrying the weapon in performance of their duties.

Props – Due to the risk of being identified as a real weapon, any item which looks like a weapon in appearance and is utilized for any purpose on any MTI property must be reported and approved by the Campus Director prior to being used for any activity.

Academic Standards (continued)

Student Requests to Work on Own Vehicle:

MTI requires that any student(s) who want to work on their own vehicle, for class repetitions, must meet all attendance and grade criteria before submitting a work request form to their task instructor 48 hours in advance.

- **Automotive Maintenance, Light Repair and Efficiency Program:** Students can potentially use their own vehicles during the courses that require repetitions for basic automotive maintenance and repairs. This includes oil and fluid changes, basic brake repairs, tire repairs and wheel alignments. The use of personal vehicles must coincide with the course being taken at the time of the maintenance/repair request.
- **Collision Repair and Refinish Efficiency Program:** Students are not permitted to use their own vehicles for any of the courses offered in this program.
- **Exceptions for Emergency Situations:** Any emergency vehicle issue, regardless of program, should be addressed to the Instructor Supervisor, Rick Dattilo, before/after class or during scheduled breaks to ensure the safety of our students.

Cell Phone Policy and Earbuds Policy:

Cell phones and earbuds **will NOT be** permitted in your class. Occasionally, instructors may provide students permission to use their cell phone/earbuds for a specific, limited instructional purpose. **Cell phones/earbuds may only be used with this permission.** Cell phones should be turned off or placed on silent and out of sight in the classrooms. In the event of an emergency, students may be contacted through the campus' main phone line at 216-903-4225. If there is a medical reason for needing cellphone access, documentation is to be provided to the Associate Director of Student Services and Academics. Violation of this policy will result in disciplinary action, up to and including termination.

Nondiscrimination Policy:

Admission to, employment by, and promotion within MTI is based on merit, and there is to be no discrimination by race, color, creed, religion, sex, or national origin except under special circumstances where sex, age, medical condition or handicap constitutes either an occupational limitation or a limitation in participation in the program offered. This non-discrimination policy extends to all educational policies, admission policies and other School policies.

Student Protection Policy:

MTI is committed to ensuring the safety and well-being of all students attending this educational institute. Any behavior deemed inappropriate or concerning by members of the MTI staff, visitors or fellow students should be brought immediately to an appropriate member of the Matrix staff. Appropriate members would be the Campus Director, Instructor Supervisor, or Director of Career Services. Concerns will be documented and appropriate action will be taken.

Career Placement

While MTI cannot guarantee job placement, salary, title or position to a student, they will assist their new graduates in finding related jobs and entry-level employment in the students' chosen industries by:

- Developing and maintaining employer contacts
- Collecting and reporting placement and salary statistics
- Providing job search training
- Providing resume preparation instruction, review and assistance
- Posting job postings at MTI
- Providing job counseling for students by appointment
- Providing mentoring programs
- Arranging on-campus employer recruitment
- Providing internship opportunities where available

Employment Verification:

MTI reserves the right to verify employment of its graduates and gather the following information: Graduate's job title, job duties, salary, skills required, employment start and termination date if applicable, and determine if the graduate is working in the field related to his/her program of study.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved via email. If no resolution is imminent, or a student is uncomfortable approaching the school personnel involved, a written complaint shall be submitted via email to the Director of the school. Complaints will receive a response via email within seven (7) business days. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student has the right to file a complaint with the Ohio State Board of Career Colleges and Schools. Students must contact the state board for further details. All grievances to the Ohio State Board of Career Colleges and Schools shall be submitted directly to:

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481
 Columbus, OH 43215
 (614) 466-2752
 (614) 466-2219 FAX
 (877) 275-4219 Toll Free



2023 ACADEMIC CALENDAR

** Class Start/End dates are subject to change or cancellation at the discretion of the Campus Director

ORIENTATION DATES

MLR	CRR
2/8/2023	2/8/2023
4/19/2023	7/5/2023
7/5/2023	11/29/2023
9/6/2023	
11/29/2023	

START DATES **

MLR	CRR
2/13/2023	2/13/2023
4/24/2023	7/10/2023
7/10/2023	12/4/2023
9/11/2023	
12/4/2023	

END DATES**

MLR	CRR
6/27/2023	7/6/2023
9/7/2023	11/30/2023
11/20/2023	*****
2/1/2024	

HOLIDAYS

Observed by MTI staff and students on these days. Holidays shown in **bold**.

New Year's Day	1/2
MLK Day	1/16
President's Day	2/20
Memorial Day	5/29
Juneteenth	6/19
Independence Day	7/4
Labor Day	9/4
Thanksgiving Break	11/23 -11/24
Winter Break	12/25- 1/1

JANUARY 2023

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15	16	17	18	19	20	21
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29	30	31				

FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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Faculty and Staff

Dustin M. Peugeot, Co-Founder

Dustin has 24 years of experience working with some of the top automotive manufacturers and dealers in the United States in Detroit, Chicago, Indianapolis and Cleveland. Upon graduation with a degree in journalism from the University of Alabama, he rose to the level of Senior Partner with one of world's largest automotive marketing firms. From there, he transitioned to the retail side of the automotive business and escalated from a Director of Marketing position, through Sales Management, General Management and then to C-Level Management in charge of Personnel and Operations for over 500 employees and eight franchises. Dustin's perspective and experience in recruiting, educating and training employees is ingrained in MTI's mission to produce effective, efficient job-ready graduates, and has been the core of his success at every level. He has a unique understanding of what is necessary to succeed in any industry and is passionate about identifying and developing talent at all levels. He is recognized as a driven leader specializing in recruiting, team building, organizational development and efficiency with a proven ability to impact business in a positive way. In an industry where new technology and constant change capture the headlines, Dustin's focus remains fixed on the core philosophy that people make the difference, thus his transition into the education/training field. MTI provides an opportunity to help fill the country's growing trade-skills gap by recruiting and training the next generation of efficient technicians who are so heavily demanded in industry today. He has served on the Board of Directors for the Northeast Ohio Ford Dealers Association, a member of the Greater Cleveland Automotive Dealers Association and is a current Board of Directors Member for the Cleveland Boys and Girls Club. Dustin's experience and network provide a unique advantage for MTI students by giving them opportunities to work for the industry's best employers upon graduation.

Richard A. Blum, Co-Founder, Campus Director

Rick brings 25 years of invaluable experience and success in every single facet of the automotive service operations and repair industry. His resume is THE model for opportunity and advancement achievable for an automotive technician. Having excelled at every interval of his career, and a product of a vocational trade school education himself, Rick has performed at the highest level for the industry's top brands including Firestone, Buick, GMC, Toyota, Chevrolet and Ford. His efficiency formula has made him a top producer as a technician, Master technician, GM Certified technician, Service Manager and Service Director. Rick's unique ability to identify efficiencies, passion for improving processes and sharing his knowledge catapulted him into management where he consistently improved the productivity of every entry-level and veteran technician under his supervision. Rick's winning perspective on recruiting, training and time management are the core fundamentals of MTI's curriculum and are the formula for achieving maximum earning potential as a technician. His advancement through each level of automotive repair and management offer MTI student's perspective beyond the traditional scope for those who aspire to it. His trademarked M-TIME efficiency formula is proven to make technicians, both in the automotive field and beyond, more effective, which leads to earning more on an hourly, daily, annual and career basis.

Faculty and Staff (continued)

Greg Kozarik, Campus Director/Director of Admissions

Greg Kozarik has spent the last 16 years working in post-secondary education and technical fields. He started as a recruiter for a traditional college before finding his passion working in the technical post-secondary route. He has not only helped students with making the correct choice when it comes to a technical college as a recruiter but also assisting students getting placed within their field as a Career Services Director. He also has management skills in Marketing, Director of Admissions and as Campus Director. His ability to relate to students of all ages and being part of a team has helped in his success. Greg has a large personality and loves to make people laugh. He loves public speaking whether it is in a high school classroom or to a large crowd of people. Prior to college recruiting, Greg spent his first 13 years after college as a reporter in Northeast Ohio. Greg is a graduate of Cleveland State University and Valley Forge high school. He has a true passion for helping people and loves to help students with finding what makes them successful.

Please visit www.matrixtradeinstitute.com for graduation and job placement rates