



NTMA

MACHINIST CAREER COLLEGE



2024



MACHINIST TRAINING PROGRAM

COURSE CATALOG • JANUARY 2024 - DECEMBER 2024

Welcome to the NTMA Machinist Career College!

You, our most valued customer, are entering a training program that will allow you to develop skills and knowledge in the manufacturing industry that will serve you throughout your lifetime. The training is demanding and requires you to focus on the study and application of machining methods and techniques. NTMA Machinist Career College is committed to help you succeed in your studies from start to completion. Your progress is monitored throughout the program to ensure that you accomplish this goal.

You are expected to learn and apply the lessons being taught and to demonstrate these skills. One of the strengths of the training program offered at NTMA Machinist Career College is the hands-on application of the lessons being taught. You will be prepared to operate the machine equipment being used in machine shops in the manufacturing industry. Instructors at NTMA Machinist Career College are trained machinists, several have received their vocational teaching credential and are ready to train you in the skills needed to succeed in the manufacturing industry. The key to your success is your desire to learn and work in this fascinating field.

The lessons you learn and the knowledge you gain at NTMA Machinist Career College helps assure you a place in the forefront of the manufacturing industry.

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Introduction to NTMA Machinist Career College

This catalog is designed to assist you with your decision in choosing a training program. After reviewing the catalog, we encourage you to visit us and experience firsthand the benefits described. Established in 1968, NTMA Training Centers (Now NTMA Machinist Career College) assist people just like you to succeed!

The learning process depends on your participation. You must be committed to attending every class. The training for this program is very intense. Each lesson builds on the next lesson to give you the foundation needed to learn the machinist profession. Your desire to attend classes and your commitment to learning are the first steps toward good work habits that will assure your success in the machining industry.

Your attendance is carefully monitored. If you miss attending school for any reason you must notify the school immediately. You will be placed on probation if your attendance falls below the attendance requirements listed in this catalog and you will be dismissed from the program if the attendance does not improve.

NTMA Machinist Career College has modern classrooms, computer laboratories, updated equipment, both conventional and Computer Numerical Control (CNC) machines. You, the student are the final and most important part of the training process. You alone control whether you will succeed or fail in the Machinist Training program.

California statute requires that a student who successfully completes a program of study, be awarded an appropriate certificate verifying that fact. Program completion records will be made available within two weeks after graduation; this allows adequate time for grade and final test compilation, analysis and preparation of the certificate.

NTMA Machinist Career College is nonpublic, private institution, approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

All information and content of this school catalog is current and correct and is so certified as true by:

Danielle Skinner
President
NTMA Machinist Career College



Catalog

NTMA Machinist Career College updates this catalog, at a minimum, annually. The catalog is also available on NTMA's website <https://ntmamcc.org/>.

All prospective students receive a catalog during the first in-person appointment to tour the campus and prior to enrollment. Catalogs are also available on the institution's website.

Institutional History

Since 1968, NTMA Machinist Career College (formerly NTMA Training Centers) has prepared and furthered the skills of nearly 80,000 men and women for careers in the tooling, machining, and manufacturing industry. The Los Angeles Chapter National Tooling and Machining Association (LA/NTMA) Training Center was founded as a Trust in Boyle Heights, County of Los Angeles, California, in 1968. In 1982, the LA/NTMA Training Centers of Southern California moved to Norwalk. To respond to the increasing demand for skilled machinists in the Inland Empire, an additional satellite facility was opened in Ontario in 1999. In 1999, to better reflect the geographic reach of the Training Centers, the name was changed to the NTMA Training Centers of Southern California (NTMA Training Centers).

Since December 1985, NTMA Machinist Career College has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) in compliance with state standards as set forth in the Ed. code. BPPE currently approves the NTMA Santa Fe Springs Training Center location as a Main Campus. The institution was granted accreditation by the Accrediting Commission of Career Schools & Colleges (ACCSC) in 2001 for the Machinist Training Program. On August 5, 2013, the main campus moved to our new location at 12131 Telegraph Road, Santa Fe Springs, Los Angeles County, California. This new two-story campus occupies 42,000 square feet and is located conveniently between the 91, 5, and 605 freeways.

In 2023, NTMA Training Centers officially changed its name to NTMA Machinist Career College.

NTMA Machinist Career College has not had a pending petition in bankruptcy; is not operating as a debtor in possession; have not filed a petition within the preceding five years; and have 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.).



Mission/Vision Statement

Mission

NTMA Machinist Career College will provide Machining Education and Training by:

- Preparing qualified candidates for entry level machining jobs.
- Providing advanced machinist training courses to current industry employees.
- Promoting professional work ethics and values to all students.

Vision

To supply the Southern California Machining Industry with a healthy, well-trained workforce while elevating the image of the industry.

Safety First and Emergency Preparedness Plan

Safety and accident prevention procedures are mandated in all NTMA Machinist Career College classes. The Federal Occupational Safety and Health Act (OSHA), state safety requirements, insurance safety requirements, and years of experience in the machining, tooling and manufacturing industry form the basis for these guidelines. All students are required to complete safety test at the beginning of each module. We have a comprehensive emergency plan that can be found in each classroom, the instructors office and reception area.

Accreditations, Approvals and Memberships

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency by the United States Department of Education.
- Approved to operate by the Bureau for Private Postsecondary Education (BPPE), approval to operate means compliance with state standards. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
- Recognized as an institution eligible for participation authorized under the Higher Education Act of 1965 by the United States Department of Education.
- Approved for the training of veterans and eligible persons under the provisions of Section 21.4253 (d) (1) and 21.4254 (b), Chapter 36, Title 38, U.S. Code.
- Designated for referrals by city and county, retraining, rehabilitation and vocational guidance agencies.
- Has Voluntary Education Partnership Memorandum of Understanding (MOU) with the Department of Defense (DOD) and eligible to participate in the (DOD) Tuition Assistance (TA) Program.
- NTMA is a Private Non-Profit Institution.



Students attending an unaccredited institution or enrolled in an unaccredited program at an accredited institution is not eligible for Federal Financial Aid.

Descriptions of Facility

The facility consists of 11 classrooms, computer labs, a large machine shop, a student break room, outside break area, administrative offices, faculty offices, a library resource center and over 125 parking spaces.

The campus is equipped with all the necessary machining equipment and materials essential to successfully train students for each program. The equipment used for instruction includes Cad/Cam computer workstations, vertical mills, lathes, surface grinders, drill presses, Wire EDM machine, Computer Numeric Control (CNC) machining and turning centers, surface plates, and inspection equipment. The classrooms are designed to accommodate a variety of technological needs and are equipped with overhead projectors, televisions and DVD players. Tools provided are dial caliper, micrometer, indicators, allen wrenches, protractor, scale, thread center gauge, tool box, calculator, and aluminum materials for creating projects.

Administration

President	Danielle Skinner
Campus Director	Alecia Banton
Director of Finance	Neeyah Francois
Director of Education and Training	Kurt Preisendanz
Director of Retraining	Marcie Correa
Director of Marketing and Community Outreach	Steven Castaneda

Admissions Requirements for Machinist Training Program

NOTE: NTMA Machinist Career College does not provide visa services for international students.

Listed below are the requirements and procedures that the College has established to apply for admission to NTMA.

1. Students are required to tour the College prior to enrollment to obtain a clear understanding of the College, view the facilities and equipment.
2. All applicants are required to meet with an Admissions Advisor.
3. Applicants must take and pass the Wonderlic Scholastic Level Entrance Exam with a minimum score of 12.
4. All applicants shall have school policies and other pertinent information explained to them, review the School Performance Fact Sheet(s) and obtain a hard copy of the school catalog prior to enrollment.
5. Applicants must be 17 years of age or older. Those of age 17 must have parent consent and be of compulsory age.



6. All applicants must review and sign an enrollment agreement.
7. An applicant for enrollment at the College is required to possess a diploma from an accredited high school or the recognized equivalent. Applicants must provide a copy of their high school diploma, transcripts, or a copy of their GED/HSE prior to signing an enrollment agreement.
8. Applicants that do not possess a high school diploma or its equivalent must show ability to benefit from the program by passing the ACCUPLACER Ability to Benefit (ATB) exam with a minimum score of 233 Reading, 235 Writing and 230 Arithmetic. Applicants entering the program by using this option must also meet the Federal Student Aid eligibility requirements to qualify for federal financial aid. Those that do not meet the Federal Student Aid eligibility requirements have the option to pay program cost out-of-pocket (see page 7 for more information).
9. Payment of the registration fee or make arrangements for payment prior to orientation.
10. All applicants must attend an orientation session.

Admissions Process

NTMA is committed to upholding the highest standards in our admissions process, ensuring that only qualified individuals are accepted into our programs.

1. **Admission Interviews:** All interviews are conducted in-person and each applicant's motivation, goals, and alignment with the programs objectives as well as learning about the applicants proof of high school graduation or its equivalent is assessed by the admissions team. A campus tour, school catalog and all other appropriate forms and disclosures are provided to the students.
2. **Skills Assessment:** The Machinist Training Program has a specific proficiency requirement that each prospective must pass prior to acceptance in the program. The institution conducts assessments, interviews, or other relevant methods to ascertain that applicants possess the necessary skills for their chosen program.
3. **Academic Credentials Verification:** An applicant must provide proof of high school graduation, GED or its equivalent. Applicants are not allowed to enroll at NTMA prior to providing proof of high school graduation or its equivalent. Active duty military personnel and veterans may provide proof of high school graduation by providing a copy of their DD214.
4. **Application Review:** Each application is thoroughly reviewed to ensure that all required information and documentation are provided.
5. **Documented Records:** We maintain meticulous records of each applicant, including copies of application materials, transcripts, reference communications, and any additional documents supporting their eligibility for enrollment.

Application for Enrollment for the Machinist Training Program

The following items must be completed to be considered enrolled:

- The application form;
- Pass Entrance exam;
- Read and sign disclosure forms;



- Review and sign enrollment agreement;
- Payment of the registration fee or arrangements for payment prior to orientation.

Recognized Alternative to a High School Diploma and Equivalent

Statutory Change: Effective July 1, 2012, Public Law 112-74 changed the Federal Student Aid eligibility criteria for students who do not have a high school diploma or the recognized equivalent of a high school diploma. The new law eliminated all but one (completion of a homeschool program) of the eligibility alternatives that were available to them.

This new law affects students who “first enroll in a program of study on or after July 1, 2012,” and who are not high school graduates or do not meet the other eligibility criteria as prescribed by law. Anyone without the aforementioned may pay cash or apply for private loans to finance their education. NTMA Machinist Career College is currently unable to process private loans on the student’s behalf. Attaining either a High School Diploma or GED or its equivalent is encouraged.

Any applicant seeking to attain a GED will be provided with a list of local GED Location Centers.

Students paying cash without a High School diploma or GED will be required to take and pass Ability to Benefit (ATB) test administered by an independent proctor.

Natural Disaster Disclosure

All students must have a high school diploma, GED or its equivalent to be accepted in the NTMA Machinist Career College programs. In the event a prospective student cannot provide a High School Diploma due to natural disasters (i.e. fires, floods, etc), prospective students must take and pass the Ability-to-Benefit examination.

Non-Discrimination

NTMA Machinist Career College does not discriminate on the basis of race, color, ancestry, national origin, sex, age, religious creed or marital status in any policies, procedures, or practices. Students who have questions or concerns about this policy should contact their Campus Director.

Language of Instruction

All classes are taught in English. NTMA Machinist Career College does not offer English as a Second Language (ESL) classes. English proficiency is required of all students as



criteria of the admissions process. Proof of a U.S. high school diploma or GED satisfies this requirement, or a passing score of 233 reading, 235 writing and 230 arithmetic on the Accuplacer Ability to Benefit (ATB) exam. Student possessing a high school diploma, GED or its equivalent must also pass a Wonderlic (Scholastic Level Examination) exam with a passing score of 12 for admissions in the Machinist Training program.

Transfer of Credit

NTMA Machinist Career College does not consider prior experiential learning or course work from other institutions transferable for credit units toward any program. Re-admitted students may apply previous coursework completed at NTMA Machinist Career College within the past 12 months contingent upon approval of the Campus Director.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at NTMA Machinist Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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. 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 seek to transfer after attending NTMA Training Centers to determine if your credits will be accepted.

Articulation Agreement:

NTMA Machinist Career College does not currently have an articulation agreement with any other postsecondary institution.

Please contact the educational institution you wish to attend after completion of the certificate program at NTMA Machinist Career College to determine if course work is transferable.

Please check with the Student Services Department as articulation agreements may change periodically.



School Calendar

Classes are conducted year-round. Starting dates are based on the availability of students for each program. (Refer to current class schedule.) NTMA Machinist Career College observes thirteen holidays each year on which no classes will be conducted. Subject to scheduling requirements, those holidays may include:

	Dec. 22, 2023 – Jan. 2, 2023	Winter Break
Wednesday	January 3, 2024	Classes Resume
Monday	January 15, 2024	Martin Luther King Jr. Day
Monday	February 19, 2024	President’s Day
Monday	May 27, 2024	Memorial Day
Wednesday	June 19, 2024	Juneteenth Day
Thursday	July 4, 2024	Independence Day
Monday	September 2, 2024	Labor Day Holiday
Monday	November 11, 2024	Veteran’s Day
Wednesday	November 27, 2024	Floater Day
Thursday	November 28, 2024	Thanksgiving
Monday	Dec. 23 2024 - Jan. 1, 2025	Winter Break
Thursday	January 2, 2025	Classes Resume

The current Holiday Schedule may be requested at any time from a school administrator.

Schedule of Sessions

Classes are held Monday through Thursday, both during the day and in the evening with mandatory 20-minute breaks. (Listed below is the standard class schedule)

Hours of Instruction

Monday through Thursday	7:30 a.m. to 12:30 p.m.
Monday through Thursday	1:00 p.m. to 6:00 p.m.
Monday through Thursday	6:00 p.m. to 11:00 p.m.

Classes are offered in both accelerated and standard formats. Contact the admissions department for more information.

Administrative Hours

Monday through Fridays 8:00 a.m. to 7:00 p.m.



Grading System

Here at NTMA Machinist Career College, you are graded on work performance in the classroom and shop. Students must demonstrate knowledge and skills learned in each of the five (5) modules to successfully complete the program. Students are required to pass weekly quizzes and final examinations that cover subject areas such as math and blue print reading. Students are also required to make projects based on blueprints using the manual and CNC mills and lathes machines. Students must have a passing grade of 70% or more.

The grade equivalents are listed as follows:

90% to 100%	= A	4.0
80% to 89%	= B	3.0
70% to 79%	= C	2.0
60% to 69%	= D	1.0
Less than 60%	= F	0.0

Academic Units of Credit

The school uses the traditional system of clock hour to credit hour conversion. The Machinist Training Program is a total of 905 hours with 725-hour classroom/lab hours and a 180 hours of outside assignments and homework, with instructional time receiving 43 quarter credit hours.

Modules	Instructional Hours	Lab Hours	Credit Hours
Module I	70	75	9
Module II	60	85	8.5
Module III	55	90	8.5
Module IV	65	80	8.5
Module V	55	90	8.5
Total	305	420	43

Conversions

One quarter credit hour is equivalent to 10 clock hours of lecture, 20 clock hours of lab. One clock hour equals a minimum of 50 minutes of instruction.



Satisfactory Academic Progress Policy

Students are assessed for satisfactory progress at periodic intervals (20, 40, 50, 60, 80 and 100 percent). Students must maintain a 2.0 GPA each module.

Students who fall below the satisfactory academic progress standards will be placed on “academic probation” for the next module and are notified in writing. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student will be terminated. If satisfactory progress is achieved during the probation period, the student is reinstated and no further action is required.

The maximum period that the student will be allowed to complete his/her educational objectives is one and one-half (1.5) times the credit hours required to complete the program. Leave of Absences are not counted in the maximum period.

A = 4.0	B = 3.0	C = 2.0
D = 1.0	F = 0.0	CR = Credit
NC = No Credit	E = Exam Credit	W = Withdrawal - No credit
I = Incomplete - No credit		

If a student does not meet the Satisfactory Academic Progress Policy, a Student Academic Improvement Plan (SAIP) will be implemented and monitored.

Performance Required For Graduation

The following requirements must be met to qualify for a certificate of completion in the schools training program: achieve a cumulative grade point average of 2.0 or higher and attend at least 80 percent of the scheduled hours of the program; be current on all payments to their student account, and complete all designated requirements of the program.

Educational Programs offered by NTMA Machinist Career College do not require licensing in this State.

Drug and Alcohol Prevention Policy

NTMA Machinist Career College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by a student on NTMA property or as part of any NTMA activity is prohibited. Any student of NTMA Machinist Career College found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on NTMA property or at any NTMA events shall be subject to



disciplinary action. Students who violate this policy may be subject to suspension and/or expulsion from NTMA Machinist Career College.

Copyright Infringement Policy

NTMA Machinist Career College requires all students and faculty to comply with applicable federal, state, and local laws, including copyright laws.

Copyright infringement is the act of exercising, without permission or legal authority. These rights include the right to reproduce or distribute copyrighted work. In the file-sharing programs, context, downloading or uploading substantial parts of a copyrighted work without legal authority constitute infringement.

Violators of this policy will also be subject to penalties including administrative sanction and disciplinary action.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov and www.copyright.gov/help/faq.

Attendance

Students are expected to attend all classes. Regular attendance and punctuality prepares the student for a successful career. During the training, students are expected to arrange their schedule to make non-emergency appointments before or after hours. In case of an emergency or serious illness, NTMA must be notified within the first hour of class operation or instruction each day of absence.

Students must attend at least 80% of the scheduled hours of the program for each module. If a student has not attended at least 80% of the scheduled class hours in any module, they will be placed on probation for the next module. If a student fails to meet the minimum attendance requirements during the probation period, the student will be notified in writing and may be terminated from the program. If minimum attendance requirements are met during the probation period, the student is removed from probation. Any student missing 10 consecutive class days will be dropped from their program.

Tardiness/Leave Early

All students are required to sign attendance rosters and be ready for instruction prior to the start of class. Students that are not present or ready for instruction before the start of class will be considered tardy. If a student is tardy or leaves early five or more times for



the scheduled classes of the program for any grading period will be placed on Probation. Students will be notified in writing and they may be terminated from the program. If minimum tardiness /leave early requirements are met during the probation period, the student is automatically released from probation and no further action is required. If minimum tardiness/leave early requirements are not met during the probation period, the school will schedule a meeting with student regarding disciplinary action up to and including termination of the program. Students are responsible for making up the missed material covered or exams during the time missed due to tardiness or leaving early.

Warning Notification

A student receives a warning notification prior to being placed on any kind of probation; the notification is received verbally and in writing by the Campus Director and Student Services for the following session. The notification is documented and placed in their Academic File.

Make-up Work

Students that attend NTMA Machinist Career Colleges' Machinist Training Program will be required to make up all assignments, exams, or other work missed as the result of any absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of each module in which the work was missed.

Arrangements to take a missed exam must be made with the instructors within two days of returning from an absence. All arrangements are subject to approval by the Campus Director.

Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of the school's student conduct policy include, but are not limited to, the following: destroying or damaging school property; use of any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol; cheating on a school examination; exhibiting violence, insubordination, or inappropriate language or behavior toward any school staff or another student. All students are subject to random drug testing. Cell phones and/or other electronic devices are not allowed during class/shop time. Computer usage is for school

related work only. Anyone on any site other than what is school related may be terminated from the school. Violations of the school's student conduct policy may result in immediate termination from the program or the student will be placed on Conduct Probation. Students are expected to adhere to the School's Conduct Policy. Refusal to



follow any instructors orders, any acts of disrespect, cursing or displays of inappropriate and unprofessional attitudes to faculty and staff alike, may constitute that the student be placed on “Conduct Probation” that could be imposed for the duration of their training program. If the student exhibits a positive change, the Probation may be cancelled by the Campus Director. A machinist training student placed on probation for any reason remains on probation until the end of that module, then the Campus Director will review their case. At that time the student may be released from probation, remain on probation for next module (subject to review at the end of that period), be terminated from the program or repeat the module.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty.

An LOA shall be reasonable in duration, usually not to exceed 120 calendar days. One LOA may be granted during a 12-month period. Students must present a completed Application for Leave of Absence form to the school prior to the start of the LOA. The Campus Director and/or Student Services representative will review the request. The Campus Director and/or Student Services representative will meet with the Financial Aid Officer to determine what effect the LOA will have on the student’s financial aid eligibility. After review, the Campus Director will approve or deny the request.

Financial aid recipients requesting an LOA should take into consideration the effect it may have on their financial aid eligibility. Title IV loan recipients may exhaust some or all of their grace period if they fail to return to school from their LOA.

Students must adhere to the following procedures when requesting a leave of absence:

- If the student requests an LOA and the student had already missed 10 consecutive class days, the LOA will not be granted.
- Students cannot be granted an LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of the attendance.
- If the student is not in attendance on their scheduled return date, the student will be dropped.
- Students must continue to keep their accounts current while on a LOA.

Course Repetitions

Students who desire to repeat courses for withdrawals, incompletes and or other issues are to submit their request to Student Services. Request approvals are at the discretion of the Campus Director.



Termination

A student is subject to termination for violating any of the following: failure to maintain satisfactory academic progress, failure to comply with the school's attendance policy, failure to comply with the school's student conduct policy.

Dismissal/Re-admission

As a general rule, machinist training students that are dropped from the program for unsatisfactory performance, are not re-admitted unless there have been bona fide extra- neous circumstances, i.e., an extended illness. In these cases, re-admittance is contingent upon approval from the Campus Director.

Student Complaint and Grievance Procedure

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their program of study, the following procedure is in effect:

- Make an appointment to discuss the matter with your instructor, if applicable. If not resolved...
- Make an appointment to discuss the matter with the Director of Training. If not resolved...
- Make an appointment to discuss the matter with the Campus Director. If a student is unable to resolve a problem informally, a written grievance may be submitted to the Campus Director.
- The written grievance must be submitted to the Campus Director. An incident Report form is available for students use and may be obtained from the Campus Director. An Incident Report is not required in submitting the written grievance.
- The Campus Director will verify that the student has made an attempt to resolve the concern informally with the Instructor or Director of Training.
- The Campus Director will call a grievance committee hearing within 24 hours of receipt of the written grievance. The committee will be composed of the Campus Director, the Director of Training, and any individuals whose participation is warranted by the circumstances of the particular concern.
- All persons involved with the incident must be present at the time of the hearing. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
- The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated



- within 1 business day, which can be obtained on the BPPE's website at www.bppe.ca.gov.
- A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov.
 - As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
 - Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Bureau for Private Postsecondary Education

Physical Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

Mailing Address:	P.O. Box 980818, West Sacramento, CA 95798-0818
Toll free Number:	(888) 370-7589
Telephone Number:	(916) 574-8900
Fax Number:	(916) 263-1897

You may also visit the BPPE's website at www.bppe.ca.gov.

Student Complaint Procedure – ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org.



Veteran Services

Let us first express our gratitude and appreciation to all Veterans for serving in any branch of the U.S Military. We are honored to offer you and your families, career training in the machining, tooling and manufacturing industry.

At NTMA Machinist Career College we recognize the unique situation that veterans may face transitioning and readjusting into their life outside of the military. Take comfort in knowing that we will do everything possible to assist you during this period while enrolled at NTMA Machinist Career College.

Veteran Education Benefits are available to you if:

- You have served in the military
- Currently serving in the military
- You are an eligible dependent of a veteran
- You are a spouse of a veteran receiving benefits

NTMA Machinist Career College has a School Certifying Official (SCO) on campus to guide you through the process. You may contact the SCO at (562) 921-3722 ext. 226. To complete your application online, visit www.benefits.va.gov or you may also contact the Veterans Administration for assistance at 1-888-442-4551.

GI Bill® Trademark Policy

- The GI Bill® trademark will not be incorporated or included in NTMA or NTMA product names, trademarks, logos or internet domain names.
- The term “GI Bill®” is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- NTMA will not use the GI Bill® trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://benefits.va.gov/gibill>.



Office of Student Assistance and Relief

The office of student assistance and relief is available to support prospective students, current students, or past students of private post secondary educational institutions in making informed decisions, understanding their right and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or visiting the website: www.osar.bppe.ca.gov

Student Services

The school does not provide housing, has no dormitories under its control, nor does the institution have the responsibility to find or assist a student in finding housing, transportation, or child-care for students; however, a current listing of available rental units in the Norwalk, Santa Fe Springs and Whittier areas estimated between \$1,300 and \$1,800 per month, local public transportation and carpooling information and child care information is available by contacting a Student Service Representative.

Student Services tracks attendance and grades and assists in securing bus passes for students. Student Services also has comprehensive reference books to assist students in looking for doctors, housing, food banks, and a myriad of other services.

The school provides academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students who need additional assistance. Academic tutoring is available to students who need further assistance.

Student Records

The Registrar's office maintains academic records of all course work completed at the school. Records are maintained on campus for five years. Official Transcripts are retained indefinitely and will be released only after receipt of a signed, written request from the students.

Privacy Act for Students

The Family Educational Rights and Privacy Act (FERPA) of 1974 entitles all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a



hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Disability Services

NTMA Machinist Career College promotes and ensures equal access to school programs and services, and activities for qualified students with disabilities. Due to the nature of the program offered at NTMA Machinist Career College, limitations are evaluated through the admission process. Students with disabilities are encouraged to contact the admissions department prior to enrollment. The admissions representative will review individual students with disabilities and ensure a strategic learning experience while maintaining the academic standards and mission of NTMA. The facility is accessible for those requiring physical accommodations.

Career Services

After successfully completing training, graduates qualify for NTMA Machinist Career Colleges' job placement services. Contacts are maintained with local companies in the machining industries and interviews are coordinated for machinist training students. During the Machinist Training program, a Career Services representative will assist students in resume writing, providing career development training and job search. Although the school provides placement assistance, the school cannot guarantee employment. The educational programs offered at NTMA Machinist Career College prepare graduates for using the United States Department of Labor's Standard Occupational Classification Codes as follows:

Machinist Training Program:	51-4040, 51-9160 and all subsets.
Conventional & CNC Machining:	51-4040, 51-9160 and all subsets
Advanced CNC Machining:	51-9160, 51-9161 and 51-9162
CNC Machining:	51-9160, 51-9161 and 51-9162
Advanced Mastercam:	51-9160, 51-9161 and 51-9162
Mastercam:	51-4040, 51-9160 and all subsets
Inspection Training:	51-9160, 51-9161 and 51-9162



Library and Resource Center

NTMA Machinist Career College has a Library and Resource Center available at the campus. The Library and Resource Center contains reference books and videos pertinent to student learning and the Manufacturing Industry. The Library and Resource Center is available on campus with student access per the hours listed below.

Hours of operation:

7:30 a.m. – 10:30 p.m. Monday - Friday

Student access is obtained by requesting access with Student Services, Director of Training or Night Manager and signing check-out sheet if checking out any resources.

Annual Security Report

The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus, in the NTMA Annual Security Report. This publication is distributed annually to all students and employees and may be requested at any time from a school administrator. Each October all employees and students receive an updated Campus Statistics Report and Campus Security Manual.

U.S. Constitution Day

Each September 17th, the school recognizes this day by supplying students with a special lecture on the U.S. Constitution.

School Performance Fact Sheet

All prospective students receive a School Performance Fact Sheet prior to enrolling. Graduate retention percentage is determined by taking the amount of graduates divided by the amount of students available to graduate multiplied by 100 to find percentage. Students are determined unavailable to graduate when they are included in any of the following situations:

- Incarcerated
- Called to active duty in the Military
- Death occurring within the enrollment period

Graduate placement rate is determined by taking the amount of graduates employed divided by the amount of graduates available to work multiplied by 100 to find percentage. Students are determined unavailable to work when they are included in any of the following situations:



- Incarcerated
- Called to active duty in the Military
- Death occurring within the enrollment period
- Continuing education at an Accredited School
- International students that leave the United States or do not have a visa allowing employment in the United States.

Graduate placement wage is determined by taking the amount of graduates employed and tallying their wage into the appropriate wage point. Yearly salaries are determined by taking the hourly amount multiplied by 40 hours a week (full time placement) by 52 weeks to equal a yearly amount.

Students may obtain a list of employment positions, determined to be within the field for which a student received education and training for the calculation of job placement rates, from either the Campus Director or the Career Services Department.

Students may obtain information used to substantiate the salary disclosure from either the Campus Director or the Career Services Department.

This fact sheet is filed with the Bureau for Private Postsecondary Education (BPPE). Regardless of any information you may need relating to completion rates, placement rates, or starting salaries, this fact sheet contains information as calculated pursuant to State Law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education Located at: 1747 N Market Blvd., Suite 225, Sacramento, California, 95834.

Their contact information is as follows: Mailing address: P.O. Box 980818, West Sacramento, California, 95798-0818, Toll Free Number: (888) 370-7589, Telephone Number: (916) 574-8900, Fax Number: (916) 263-1897, website: www.bppe.ca.gov.

Program Name: Machinist Training Program Program Length: Seven (9) months.
Total Program Costs: This program will cost \$16,795 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Total Program Cost are as follows:

- Tuition and Fees: \$12,600.00
- Books and Supplies: \$4,195.00



Licensure

Education programs offered at this institution does not lead to licensure. The state of California does not have licensure requirements for this profession. For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please go to the following website: <https://collegescorecard.ed.gov/>.

Scholarships

The NTMA scholarships were developed to help reduce financial burden and aid students in paying for their education. Our scholarships are funded by our industry, by those that want to strengthen manufacturing, and want to keep machining thriving. Eligibility requirements apply to each scholarship and we encourage those interested in applying, to visit the Student Services department or read our catalog for more information.

The Bert Richardson Youth Scholarship

NTMA Machinist Career College awards one Bert Richardson Youth Scholarship yearly to a recent high school graduate; this scholarship is for \$10,000.

LA-NTMA Board Award

NTMA Machinist Career College through the LA-NTMA Chapter award one \$500 scholarship to one student and is presented at the school's graduation event. The LA-NTMA Chapter Board encourages students to visit their website and apply online www.lantma.org. For more information visit our Student Services department.

The Kartsonis Scholarship

NTMA Machinist Career College awards one \$500 scholarship to one student and is presented at the school's graduation event.

For all scholarships, applicants will be evaluated by their paperwork submission, and then a final determination will be made by a Scholarship Committee. For more information, visit our Student Services department or read our catalog.

Travers Tool Metalworking Student Scholarship

Travers Tool is proud to announce the Metalworking Student Scholarship, which offers \$1,000 in tools for students enrolled in metalworking programs at vocational and



technical schools. This is an on-going program with a deadline of December 31. Winners will be announced in January. Get all the information here: <https://www.travers.com/scholarship/>.

Student Financial Aid

The Financial Aid Office at NTMA is here to provide students with a better understanding of financial aid programs and provide support in promoting student success. The purpose of financial aid is to bridge the gap between educational cost and students resources; it is not intended to directly provide money for living expenses.

The Financial Aid Office is open to students during the hours posted on campus. Students are encouraged to call or visit the office if they have any questions or need assistance regarding their financial aid.

This institution is accredited by the Accrediting Commission of Career Schools and colleges (ACCSC) for its Machinist Training Program. Any student enrolled in an unaccredited institution is not eligible for Federal financial aid programs.

Basic Student Eligibility Requirements for Federal Student Aid

- Be enrolled as a regular student in our certificate program
- Have a high school diploma or equivalent
- Make satisfactory academic progress
- Meet enrollment status requirements
- Have resolved any drug conviction issue(s)
- Be a U.S. citizen or eligible non-citizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Men aged 18 – 25 must register with the Selective Services System or meet exemption requirements
- Resolve any conflicting information

Application Process

Step 1 – Apply

- Submit a Free Application for Federal Aid (FAFSA) at www.studentaid.gov/h/apply-for-aid/fafsa
- List Federal School Code 035904

Step 2 – Submit Forms

- Review Financial Aid checklist and provide completed documents



- Submit the required forms to the Financial Aid Office in person
- Resolve all issues in order to process award

Step 3 – Financial Aid Disbursements

- You must meet Satisfactory Academic Progress (SAP) to receive award
- The Financial Aid office will disburse award and apply into your student account

Verification

The Federal government requires a percentage of financial aid applicants to complete a process called “Verification.” This is a process used by the U.S. Department of Education to check accuracy of information you reported on the FAFSA. If selected for verification the Financial Aid office will notify you immediately.

Items Subject to Verification (but not limited to)

- Adjusted Gross Family Income (AGI)
- U.S. taxes paid
- Untaxed income/benefits
- Financial support
- Family size
- Number of family members attending college
- High School Diploma or equivalent

Federal Student Aid Programs

This institution participates in federal financial aid programs with approval from the U.S. Department of education Higher Education Act of 1965 to participate in Title IV funding.

State Student Aid Programs

NTMA Machinist Career College participates in state funded financial aid such as WIOA, TAN,TRA and Department of Rehab.

Federal Pell Grants – Are awarded to eligible undergraduate students; those that haven’t earned a bachelor’s degree or graduate degree. The amount of money awarded is based on a student’s Expected Family Contribution (EFC) to help the student with tuition costs. Disbursements of these funds will be applied to your student account if you are eligible.

William D. Ford (WDF) Federal Direct Subsidized and Unsubsidized Loans

– have annual loan limits, based on the student’s dependency status and grade level and must be repaid

- Subsidized – Is a loan program available to undergraduate students that demonstrate financial need. The subsidized loan is to assist students with educational costs; the



student is not required to make payments or pay the interest during at least half-time attendance; however, interest will begin to accrue on the first day after the last day of attendance.

- **Unsubsidized** – Is a loan program available to students based on cost of attendance; who may not qualify for a subsidized WDF loan, Pell or for students who may qualify for only partial subsidized WDF loan. The terms and conditions are the same as the subsidized WDF loan, except that the borrower is responsible for the interest that accrues while the student is in school and during the grace period for the duration of the loan.

Both entrance and exit counseling are requirements of the WDF Federal Direct Loan Program. Students must be enrolled in NTMA's certificate program to receive the loan and meet Satisfactory Academic Progress (SAP).

- **PLUS Loans for Parents** – Is a credit based loan program to assist parents of undergraduate dependent students with educational costs. Like the unsubsidized WDF loan, the interest is not subsidized by the government. Repayment begins 60 days after the loan is made.

NTMA will assist students in developing financial plans to pay for their education through a combination of student/family contributions, and financial aid, if applicable. All students must sign a Master Promissory Note (MPN) if you are a borrower of WDF Federal Direct Loan Program.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Students that choose not to apply for federal aid or those that do not receive sufficient loan amounts to cover all educational costs must make payment arrangements with the Financial Aid Office. Students that are required to make monthly payments must sign a Retail Installment Contract (RIC), provided to you by the Financial Aid office. Payments are based upon any balance not paid by federal aid and required to be paid in full prior to graduating.

Disbursements

Students must be in current attendance (in class) to receive award disbursements; meet SAP then aid will be applied into their student accounts. You may access your loan information at www.studentaid.gov.



Repayments

NTMA reports the student's last date of attendance to the Department of Education (DOE) which will initiate student loan repayment. The six month grace period of the actual payments will begin on any outstanding student loan(s) from the student's last date of attendance.

Tuition and Fees for the Machinist Training Program

All applicants are responsible for the full amount of tuition and fees charged by NTMA.

Total Charges for the Current Period of Attendance:	\$16,795
• Registration Fee (non-refundable)	\$100
• Estimate Total Tuition Cost	\$12,500
• Estimated total Books	\$454.50
• Estimated Tools and Supplies	\$3,740.50

Estimate Schedule of Total Charges for Entire Educational Program: \$16,795.00

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recover Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:



1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period. before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but has been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.



Student's Right to Cancel

You have the right to cancel the enrollment agreement, without obligation, and obtain 100 percent of the amount paid for the institutional charges, less specified expenses, if notice of cancellation is made within seven (7) calendar days of enrollment or by the seventh (7th) calendar day following the scheduled program start date, whichever is later. Students who remain enrolled beyond the cancellation period will be charged tuition and fees retroactive to day one (1) of the program.

If written notice of cancellation is made by the evening of the 7th day after the first day of class, the school, without penalty or obligation, will refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

Cancellation shall occur when the student gives written notice of cancellation to NTMA Machinist Career College, the Campus Director or Student Services Administrator at the address shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it indicates that the student no longer wishes to be bound by the enrollment agreement and no later than the date received by the institution. NTMA may administratively cancel a student enrollment if they fail to attend classes during the cancellation period and are unresponsive after the first week and fail to attend classes in the second week.

Any notice of cancellation/withdrawal are required to be made in writing and may be submitted in person or by mail to:

**C/o Campus Director
NTMA Machinist Career College
12131 Telegraph Road
Santa Fe Springs, CA 90670**

**Or by email:
studentservices@ntmamcc.org**

Students are encouraged to keep copies of enrollment agreement, financial aid documents, receipts or any other information that documents your payments to the school.



Tuition Refund Policy

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; or
- The College terminates the enrollment; or
- Student is absent for 14 consecutive calendar days

If the student withdraws from the program after the period allowed for cancellation of the agreement the College will calculate whether a refund of tuition, fees, or supplies is due for the payment period. The refund amount will be the difference between earned charges and unearned charges for the payment period. Earned charges are calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. The College will remit any required refund within 45 days following the withdrawal.

For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. For non-federal student financial aid program funds, the institutional/California state refund policy shall be a pro-rata refund of funds paid for institutional charges.

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the State to calculate a prorated tuition refund for all students who have completed less than 60% of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the State tuition refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

If the College has given the student any equipment, or other materials, the student shall return it to the College within 10 days following the date of the notice of withdrawal. If the student fails to return this equipment and other materials, in “like new” condition within the 10 day period, the College may deduct its documented cost from any refund that may be due to the student. Once the student pays for the equipment, it is the student’s to keep without further obligation. In any event, students will never be charged more than the equipment charges stated in the contract.



Withdrawal from the Program

Students have the right to withdraw from a course of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the college of withdrawal or the actual date of withdrawal; or
- The College terminates the enrollment; or
- Student is absent for 14 consecutive calendar days

If the student withdraws from the program after the period allowed for cancellation of the agreement the College will calculate whether a refund of tuition, fees or supplies is due for the payment period. The refund amount will be the difference between earned charges and unearned charges for the payment period. Earned charges are calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. The College will remit any required refund within 45 days following the withdrawal.

For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. For non-federal student financial aid program funds, the institutional/California state refund policy shall be a pro-rata refund of funds paid for institutional charges.

In addition to the Return of Title IV requirement for the federal financial aid recipients, the institution is required by the State to calculate a prorated tuition refund for all students who have completed less than 60% of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the State tuition refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

Return of Federal Title IV Financial Aid

A federal financial aid (Title IV) recipient who withdraws or is dropped from the College is subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The College is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s) within 45 days.



Policy

When a federal financial aid recipient withdraws from the College prior to the end of a payment period, an R2T4 calculation must be performed to determine the amount of federal financial aid funds earned as of the date of the withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS Loan, the difference between these amounts is returned to the applicable federal financial aid programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts is treated as a post withdrawal disbursement. An R2T4 calculation is not performed if the federal financial aid recipient withdraws after successfully completing the entire payment period and all funds awarded for that period have been disbursed. A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of student's withdrawal from the program.

Non-Title IV Refund Policy

Non-federal aid recipients who withdraw or are dropped from the school during a period of attendance and the student completed 60% or less of the period of enrollment shall receive a pro rata refund.

Tuition and fees paid by a third party or on behalf of a student will be credited or refunded any monies due back to the same third party.

If tuition payments are paid by both the student and a third party any refund due will be sent to the third party first and any remaining monies will then be sent to the student.

Return Calculation

The amount of federal financial aid earned is calculated by determining the percentage of aid earned and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. For purposes of determining earned federal financial aid, a student's aid is considered disbursed if it is disbursed as of the student's last documented date of attendance. As long as conditions for a late disbursement (described below) are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Conditions for a Late Disbursement (Including Post Withdrawal Disbursements)



- The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student
- Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS Loan)
- The College originated a Direct Loan (DL)

Percentage of Federal Financial Aid Earned

The withdrawal date is the date that is used to determine the percentage of Federal Financial Aid Earned and, since the institution is an attendance taking institution, is always the last date of attendance documented in the student's attendance records. The withdrawal date is the same regardless if the withdrawal type is official or unofficial. An official withdrawal is a withdrawal in which the student notifies the institution of their intent to cease attendance at the institution and an unofficial withdrawal is defined as a student that ceases attendance and does not notify the institution of their intent to withdraw and the institution withdraws the student when they violate the institution's attendance policy.

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

The percentage of the period completed is calculated as follows:

Number of calendar days completed in the payment period

Total number of calendar days in the payment period

=

Total Calendar Days Completed in the Payment Period

Order of Return of Title IV Funds

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal PELL Grants
- Iraq and Afghanistan Service Grants



Appeal Process and Reinstatement of Financial Aid Eligibility

Students who are ineligible for financial aid or who are terminated; may appeal by submitting a written statement, with appropriate documentation, to the financial aid office. If appeals are granted and approved by the campus director, students are placed on probation. Future eligibility for financial aid and the length of the probation period will depend on students' progress during probation.

Funding For a Re-Entry Student

Re-Entry calculations are determined by the date of return: over 180 days, less than 180 days or one year.

- **Within 180 days** – Student remains in the same payment period and eligible to receive aid of which they were to receive prior to their withdrawal, including any funds returned to DOE. Student will sign a new enrollment agreement.
- **After 180 days** – Student is eligible for new funding and is required to sign a new enrollment agreement which will reflect new payment period dates.
- **One year** – Student is considered a new enrollment and eligible for new funding.

If you cannot find the information you are looking for, please contact the Financial Aid Office at:

NTMA Machinist Career College
12131 Telegraph Road
Santa Fe Springs, CA 90670
Tel (562) 921-3722

The Office of the Ombudsman (For Student Loan Resolution)

If you're in a dispute about your federal student loan, contact the Federal Student Aid Ombudsman Group as a last resort. The Ombudsman Group is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans.

The Federal Student Aid Office of the Ombudsman incorporates generally accepted Ombudsman values and ethics into every aspect of its problem resolution program:

Ombudsman Values and Principles

Neutrality: A critical strength for ombudsmen resides in the value of neutrality and



impartiality. Ombudsmen advocate for fair process, without taking sides. This focuses the ombudsman's review not on "who is right," but rather, on "what is the right thing to do" both for individuals and the organization. Ombudsmen cannot force solutions or change the law.

Independence: Independence enables neutrality. The Office of the Ombudsman is functionally and organizationally distinct from business lines, reporting directly to top management. Through independence, conflicts of interest are avoided and student loan systemic issues can be reported directly to top management.

Informality: Ombudsmen review inquiries and issues informally. They do not conduct formal investigations, nor do they have decision-making power. Federal student aid ombudsmen function as informal fact-finders when assisting individuals to resolve issues, and when determining if student aid processes and procedures have been followed as intended.

When process or procedural problems are identified through informal fact-finding, the ombudsman documents the problems, informs the business process owner and recommends improvements, as appropriate. Benefits are that multiple trends and systemic issues can be reported rapidly, and informal ombudsman reviews are quicker and cost less than formal processes.

Confidentiality: This value is most apparent with workplace ombudsmen (ombudsmen who work with employee complaints), but all ombudsmen offer confidentiality as long as there are no indications that:

1. The law has been or will be broken; or
2. There is a threat of imminent harm to people or property.

Benefit is derived when customers who would not necessarily come forward are enabled to speak candidly when they know that confidentiality is assured.

Professionalism: Ombudsmen uphold both the principles and the outward appearances of professionalism. This includes adherence to the strictest federal ethics, as well as principles of corporate ethics and responsibility.

For more information on basic ombudsman principles, refer to the American Bar Association standards for ombudsmen at: www.americanbar.org

Contact the Ombudsman's Office

Here is the contact information for the FSA Ombudsman of the Department of Education. You may also want to read [About the Ombudsman](#).



Postal mail
U.S. Department of Education
FSA Ombudsman
830 First Street, N.E., Mail Stop 5144
Washington, D.C. 20202-5144

Toll free number	Phone	Fax number
(877) 557-2575	(202) 377-3880	(202) 275-0549

Student Questions Regarding this Catalog

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution maybe directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834.
www.bppe.ca.gov Toll-Free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Program Information

Machinist Training (905 hour) Program Scope and Objectives

This is an intense program for individuals wanting to learn the basics of machining. Trainees learn the setup and operation of conventional machining equipment such as mills, lathes, grinders, drill presses and saws. Instruction is also provided in safety, quality control and inspection procedures, shop theory, precision measuring instruments, mathematics, blueprint reading and basic CNC operation. Instruction time is divided between classroom, computer lab, and shop, providing an unusual blend of practical theory and hands-on experience. The Machinist Trainee may find entry-level employment as an operator of a lathe, mill, grinder, drill press, etc in the machining and tooling field.

Program Length

Classes are four days a week, at either accelerated or standard schedule availability. This program is a 725-hour classroom program with 180 clock hours of additional outside work. Total instructional time is 905-hours, 43 quarter credit hours.

Instructional hours for Modules 1-5 total 145 clock hours per module; 36 clock hours for additional outside work per module; and 43 total credits for the program.

NOTE: Each module requires a passing grade in order to complete the program.



Maximum Number of Students

The maximum number of students in a classroom lecture setting of instruction is 30 students, the computer lab is a maximum of 20 students.

Module I: Introduction to Machine Technology I

Students will be able to demonstrate a level of competency in basic mathematics, blueprint reading, and shop theory. Students will perform addition, subtraction, multiplication, and division of fractions and mixed numbers. Upon completion, students will demonstrate understanding of orthographic projections with standard and metric blueprints, precision measuring tools, and rounding off of decimal equivalents of combined operations. Shop Theory is demonstrated through shop safety and the use of basic hand tools, drilling machines, and saws.

Module II: Conventional Mills I & Lathe I

Students will be able to demonstrate a level of competency in basic algebraic expressions, operations, proportions, ratios, cutting speeds and feeds. Blueprint reading is demonstrated through the identification of various dimensional methods, first and third angle projections, and identifying various views in a multi-view drawing. Upon completion of this module, the students will be able to demonstrate a level of competency in fasteners, cutting fluids, lathe safety, lathe operation and setup, mill safety, mill operation and setup.

Module III: Conventional Mills II, Lathe II, Surface Grinders & Introduction To CNC Mill Basics

Students will be able to demonstrate a level of competency in basic mathematic analysis of circles, tangents circles, angles and sides of right triangles through trigonometric functions. Application of this understanding is demonstrated by reading various multi-view drawings of threaded parts, reference dimensions, finish symbols, processing secondary operations of various materials and heat treat. Upon completion of this module, students will be able to demonstrate a level of competency in cutting threads, precision grinding wheel composition and application, and advanced conventional mill and lathe operation. An introduction to CNC mill basics.

Module IV: CNC Mills & CNC Lathes Basics

Students demonstrate a level of competency of mathematics in practical machine application. As an introductory course to Computer Numerical Control (CNC), students will develop spatial recognition using the Cartesian coordinate system to demonstrate setup and operates a CNC Machine. Complex and practical machine applications will utilize absolute and incremental programming positioning. Repetitive features and detailed drawings are reviewed for advanced blueprint reading techniques in thread identification, inclined and oblique planes, auxiliary views, and the interpretation of blueprint revisions. Upon completion of this module, students will be able to



demonstrate the use of jigs and fixtures, quality control, CNC milling programming, setup, and operation. Nontraditional machining techniques and occupations will be discussed in CNC operations.

Module V: CNC Mills II, CNC Lathes II, & EDM

Students demonstrate a level of competency of mathematics in advanced blueprint reading of analytical geometry. Basic understanding of Geometric Dimensioning and Tolerancing (GD&T) is applied by identifying datum's, material conditions, form tolerances, locational tolerances, and run out tolerances in part setup and operation of a CNC machine. Upon completion of this module, the students will be able to demonstrate a level of competency in CNC Milling and Lathe programming, setup, and operation for the first article inspection. CNC Wire Electrical Discharge Machining (Wire EDM), and an introduction to automated manufacturing in robotics and portable coordinate measuring machine (CMM) devices.

Schedule

See Schedule of Classes or call the NTMA Machinist Career College facility for details. The Machinist Training program taught at NTMA Machinist Career College is the key to the knowledge required to succeed as a machinist, including:

Mathematics:

- a. Basic mathematics featuring the use of whole and fractional numbers.
- b. Decimal equivalents for shop fractions.
- c. Decimal numbers and use of calculators.
- d. Metric measurements and conversion of metric to standard and standard to metric.
- e. Basic algebra as applied to formula and arranging formula for use in calculating shop measurements. The understanding of Algebra is the first key to learning and using shop mathematics.
- f. Plane geometry including the Pythagorean Theorem. Geometry is the second key to success in machinist training. Geometry is the most important of the math skills and is essential for reading and understanding shop drawings and blueprints.
- g. Trigonometry is the final key to success in being successful in the machine tool industry. You will learn how to calculate angles, find the length of triangle sides and do mathematics required to operate CNC machines.



Blueprint Reading (The language of the machine shops and manufacturing):

- a. Basic types of blueprint lines and their applications
- b. Setup and arrangement of the drawing views.
- c. Finding missing views and lines.
- d. Geometric Dimensioning and Tolerancing for interpretation of drawing dimensions.
- e. Reading part and assembly drawings to be able to find dimensions required to machine details and parts.

Shop Theory:

- a. Safety First rules and requirements are stressed from the first day of class. You are taught method of handling sharp tools, lifting material, working on drill presses, operating lathes and milling machines.
- b. Machine operation theory, which will include spindle speeds and machine feeds for various materials.
- c. Threading and the thread forms used in the manufacturing industries.
- d. Tooling and Fixturing used in the machine shop.
- e. Materials used in manufacturing and the machining characteristics of the materials.

Computer Numerical Control:

- a. Basic codes and commands for operation of the CNC equipment.
- b. Programming examples and lessons on how to program and understand the programming commands.
- c. Machine startup and setup procedures, both Milling machines and lathes.
- d. Setting tool length offsets.
- e. Setting part offsets.
- f. Basics of CAD-CAM programming.



Outside Class Hour Objectives

During the progression of this course, approximately 36-hours of outside class hours will be assigned for each of the modules specified for the mastery of the lesson in mathematics for machine technology, blueprint reading, shop theory, and project creation. This includes outside work in technical mathematics, blueprint interpretation, and shop theory in the utilization of part creation and inspection techniques, and various reading assignments.



Instructors

The instructors bring to the classroom and shop many years of practical experience in the machining, tooling and manufacturing industry. Their extensive capabilities and varied backgrounds assure students that they are receiving the highest caliber instruction possible from the most qualified instructors.

Luis Carlos Andrade has been a Machine Shop Manager and Safety Manager for 11 years. He has attended Mt. San Antonio College with an emphasis in Manufacturing Technology. Currently, he instructs machinist training courses at the NTMA Training Centers. Additionally, Carlos instructs as an aid at the community college level with an emphasis on CAD/CAM.

Steve Bui a full time credentialed instructor, employed as a professional in machining and manufacturing industries since 1976. He then began teaching Machine Technology courses in machining, set-up, operation and programming since 1985. He attended Fullerton College, Cal. State University Long Beach and took courses in UCLA Extension program.

Jeremy Coleman started his education in 1999 at MCC Business & Tech. in Kansas City in the tool & die program. He received his first job at KT Engineering in Rancho Dominguez as a tool setup specialist and tool grinder before moving up to machine operator. He then enrolled into NTMA to further his career in the machining industry. Shortly after graduating he was offered a position as assistant instructor at NTMA. He is currently working for a company as an inspector working with various aerospace companies. Jeremy currently teaches Inspection and Conventional Machining at NTMA.

Martin Hernandez I started my machining career as a student at NTMA Training Centers. Upon completion I began my first role as a Machinist Job with TCI Precision Metals. In this role I was responsible for setting and operating various conventional and CNC machines in several different departments within the organization that span over the full spectrum of the machining process. I also worked in the Inspection department running a CMM program. After my tenure with TCI Precision Metals years, I was afforded a new role as a Machinist, with more responsibility, at Skylock Aerospace. During my time employed with Skylock I returned to NTMA to enroll in their Advanced Training Program and took a course in Mastercam; then another class an Inspection course and earned both course certifications. In 2021 I begin my role as an Instructor at NTMA Machinist Career College. I was very excited about the opportunity to not only continue to work in the industry that I deeply enjoy and have learned so much about, but to also be able to give back to the community in which NTMA prides themselves in serving. As such, I bring a student's perspective and understanding of not only the course materials and the varied aspects of learning to be machinist, I also understand the frustrations



of self-doubt and uncertainty as it relates to one's career and financial future. NTMA provides access to those once denied access by traditional education models and that is what I appreciate most about my role.

Amer Khafagi has worked as a Tool and Die Maker from 1990 working with progressive headers, 4-years prototyping parts for Bristol Industries, CNC Setup Machinist and Programmer, and managed the CNC Department for LE Tipfer Co. for 6 years. Amer has an AS Degree in Machine Technology & CNC from Los Angeles Trade Technical College. He has full time teaching credential from California State Long Beach cleared until 2011, and a certificate of Authorization for Service (in Teaching) from the county of Los Angeles. In addition, Amer has over 25 certificates in the machining field from NTMA, Haas Automation, Machinery Sales, FADAL Engineering, Quality Plus Enterprises Technical Institute, and Society of Manufacturing Engineering's. Amer has been a teacher at NTMA since 1999 and has worked extensively on course curriculum development and lesson planning for Conventional as well as CNC Machining.

Eduardo McLean (Night Manager) completed a Six-year Machinist Apprenticeship program in 1973 and has an AA degree in General Education, a Tool Design Certificate, a BS in Applied Studies Management, a BA as a Spanish Teacher, a Manufacturing Engineer Certificate, a BPPVE Instructors Certification by the state of California and an Instructors credential by the state of California. He has worked as a machinist in the Machine Tool Technology Industry since 1973. Ed has worked in all areas of the Machining Industry (Manufacturing Engineer, Production, prototype, tooling, molds & dies, programming, R&D, Technical Translation & supervision). In addition, has been with the NTMA Machinist Career College since January 2001.

Gilbert Martinez possesses more than 28 years of progressive experience in the manufacturing field. He has been a lead man at Bar Precision and a machinist at NC Dynamics. Most recently he was an instructor at Dynamic Air where he was in charge of programming and setting up 5axis DMU with Siemens control. He also assisted with the completion of prototype impellers. Gilbert graduated from NTMA in 1986 and completed the apprenticeship program in 1991.

Kurt Preisendanz, (Director of Training) started his 47 years as a general machinist in 1974. His apprenticeship started in his father's machine shop in Pasadena, California. In his 4 years of apprenticeship, Kurt was involved with machining and processing for the aerospace industry. For the next 5 years (1978-1983), Kurt worked in various job shops as a general machinist in the San Fernando and Santa Clarita Valley's where his duties include conventional machining, CNC machining and programming, fixture design and building, and troubleshooting. From 1983-1990, Kurt became a contract machinist for a company directly involved with Space Shuttle Main Engines (Rockwell International,



Rocketdyne). This contract position eventually led to the start of Kurt's own Machining and Design Company called Kersey Manufacturing. After 4 years, Kurt was asked to become a General Manager for a major aerospace and defense contractor, which he accepted. From that point on, Kurt has been involved as a Senior Machinist/GM in the manufacturing industry.

Vincent "Dee" Ridenour was first introduced to the metalworking world in the high school where he majored in industrial arts. He took his desire to Bowling Green State University in Ohio where he majored in Product Design. Dee reentered the machining community through the California retraining program later receiving his training through the NTMA taking a position as a Tool & Die Maker. Returning to the NTMA as an apprentice and earning his journeyman certificate, Dee returned to the NTMA for advanced CNC and CAD (Mastercam) training. He then took a position as a shop manager and programmer in the motorcycle industry for the next 4 years. Dee also owns a contractual programming business.

Joseph Tagliavore completed a five-year Machinist Apprenticeship program in 1973 has an Associate of Arts degree in Machine Tool Technology, a BPPVE Instructors Certificate by the State of California, a full-time Instructor's credential by the State of California and Supervision and Coordination credential by the State of California. He has worked as a machinist in the Machine Tool Technology Industry since 1968. He has worked in all areas of the Machining Industry (Production, prototype, tooling, molds & dies, programming, R&D, & supervision). In addition, has been with the NTMA Machinist Career College since January 1995 working as an Instructor, Sr. Instructor & Lead Instructor.





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MACHINIST CAREER COLLEGE



2024



MACHINIST TRAINING PROGRAM

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