

CDA TECHNICAL INSTITUTE



CATALOG

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Diver Certification

BOARD OF CANADA



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CDA Technical Institute – Jacksonville

www.cda.edu

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The contents of this publication are not to be regarded as an irrevocable contract between the student and CDA Technical Institute. CDA Technical Institute reserves the right to change any provision or requirement at any time within the student's term of attendance.

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GENERAL INFORMATION

OWNERSHIP

The school is owned by CDA Technical Institute, a corporation formed under the laws of the State of Florida.

OFFICERS/OWNERS

President: Captain Ray Black

Partner: Allen Garber

GOVERNING BODY

CDA Technical Institute
91 Trout River Drive
Jacksonville, FL 32208

HOURS OF OPERATION

The administrative office is open Monday through Friday 9:00 am to 5:00 pm.

MISSION STATEMENT

CDA Technical Institute is a post-secondary school designed to provide the diving, inspection, maritime, medical industries and electrical industries with entry level personnel, who excel in superior knowledge, skill, safety, and work ethic. Our training is comprehensive, rigorous, and designed with individual student career objectives, abilities, and interests in mind.

Jacksonville is "Where Florida Begins" and the campus is located on the Trout River, a tributary of the St. Johns River. The faculty consists of educators with years of experiences in their fields of expertise. Small class sizes (25 students to 1 instructor) allow for individualization in an environment that fosters academic learning and practical hands-on instruction.

CDA Technical Institute is keenly aware of its responsibility in promoting an unyielding commitment to the highest standards of safety and offering the most up-to-date methods and practices in the field. To this end, the school is committed to continuing to develop and maintain industry connections and making use of various technology and training resources.

GOALS

In order to fulfill its mission, CDA Technical Institute seeks to provide a comprehensive post-secondary instructional program, which includes:

- an occupational-technical program designed to develop marketable skills
- academic and student support services designed to assist students in setting and/or attaining their educational and career goals
- quality instruction by employing experienced personnel and encouraging professional development
- a real-world environment and an educational climate that facilitates personal growth
- physical facilities to house all activities and allow for future expansion and growth
- a positive school image through use of the media, cooperation with external services and government agencies
- Continuous evaluation on all aspects of the school's operations.

ACCREDITATION

CDA Technical Institutes' multiple sites in Jacksonville and Ocala's auxiliary site are accredited by the Accrediting Council for Continuing Education and Training (ACCET), 1722 N St NW, Washington DC, 20036, telephone: (202) 955-1113; which is listed by the US Department of Education as a nationally recognized accrediting agency.

The above agency has been officially recognized by the U.S. Department of Education. ACCET became the only recognized accrediting agency to be certified as an ISO 9001:2008-Quality Management System, under the international standards established by the International Organization for Standardization, and continues to hold that unique status.

APPROVALS

The institution is licensed to operate as a private school and is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

CDA Technical Institute has approval to engage in the following:

1. Enroll international applicants under Title 8 of the Code of Federal Regulations, Subchapter B Immigration Regulations Nonimmigrant Classes, United States Department of Justice, Immigration Service.
2. Facility is approved for Veterans' training.

MEMBERSHIPS/AFFILIATIONS

The institution holds active membership/affiliations and/or provides approved training by the following professional organizations:

- Florida Association of Post-Secondary Schools and Colleges (FAPSC)
- Association of Commercial Diving Educators (ACDE)
- Association of Diving Contractors International (ADCI)
- Diver Certification board of Canada (DCBC)
- International Marine Contractors Association (IMCA)
- National Academy of Scuba Educators (NASE)
- National Center for Construction Education and Research (NCCER)
- National Board of Diving and Hyperbaric Medical Technicians (NBDHMT)
- Undersea Hyperbaric Medical Society (UHMS)
- American Welding Society (AWS)
- American Society of Non-Destructive Testing (ASNT)
- Florida Department of Health, Bureau of Emergency Medical Services
- PEC Safety for Safe Gulf/Safe Land

HISTORY OF CDA TECHNICAL INSTITUTE

Commercial Diving Academy was established in 1995, in Gulf Shores, Alabama, in order to provide training and employable skills in the profession of commercial diving. The school was established by Ray Black in answer to the need for highly trained entry level commercial diver and the rare-existence of schools of this type.

Commercial Diving Academy is the realization of his dream of sharing his over 25 + years of experience and training with others. Ray Black was born in Alaska and dedicated his life to working with the diving industry for almost two decades. He has been associated with worldwide commercial diving companies.

The school was relocated to our current location in Jacksonville, Florida in 2001. This move accommodated our growth and expansion to provide on-campus housing, a full cafeteria, direct waterfront access and multiple offices and classrooms. In 2009, Commercial Diving Academy earned accreditation from the Diver Certification Board of Canada to offer an internationally-recognized diver certification.

In June 2010, the school added the Maritime Welding Program in answer to a local industry demand for topside welders with specific skills and knowledge of the maritime industry. With our commitment to improve and develop associated programs, additional programs were added, which initiated the school's name change to CDA Technical Institute.

In November 2019 CDA Technical Institute had its first class start in the Voltage Line Worker program.

CAMPUS FACILITIES AND SETTINGS

The main campus is located on over 5 acres with over 500 feet of waterfront. Our training sites have the unique advantage of being situated along major bodies of water. The banks of the St. Johns River are home to the Jacksonville site, which are only a few miles from the Atlantic Ocean. The campus provides inland and open-water diving experiences. The site is equipped with multiple classrooms, dormitory, cafeteria, computer lab with internet access, hyperbaric and decompression facilities, administrative offices, student and staff parking and school/dive store. Additionally, training areas include a maritime welding training area, welding/cutting, underwater construction projects, multiple complete dive stations, ship husbandry, and non-destructive testing for divers.

The East Campus houses the Voltage Line Worker Classroom on 1.7 acres. There is a 2,500 sq/ft building that houses the 2 indoor classrooms and faculty office, along with 4 outdoor classrooms/lab areas in 3,200 sq/ft where there are both wooden poles and non-wooden polls for climbing and a 900 sq/ft building for Equipment and tools.

The South Campus has no permanent structures and functions as a practical lab area for the Voltage Line Worker Program with a CDL Driver's course, a crane area, and wooden poles for climbing and cable runs.

The Deep-Water Training Center is the freshwater dive site for the Ocala auxiliary site, which is equipped with a classroom, dorms, dining area, an air/mixed gas blending station, and a hyperbaric chamber. This site has the ability to offer continuing diver education and training programs.

Jacksonville is geographically the largest city in the contiguous United States. It was settled in 1816 and named for Andrew Jackson. Jacksonville is a major deep-water port of entry and manufacturing center. Tourism and the United States Navy operations are vital to the city's economy. Cultural facilities include the Jacksonville Museum of Science and History, the Jacksonville Art Museum, and the Cummer Gallery of Art. Jacksonville is the seat of Jacksonville University, the University of North Florida, Edward Waters College, Jones College and home of the Jacksonville Jaguars and Jacksonville Jumbo Shrimp.

Ocala is located in north-central Florida in the heart of thoroughbred horse-racing country. Ocala began undergoing rapid growth in the 1970s with the development of Interstate 75 and the founding of Disney World in Orlando. In the last decades of the twentieth century, the greater Ocala area experienced one of the highest growth rates in the country for a city its size.

The establishment of CDA Technical Institute in Jacksonville was highly significant in meeting the needs of the maritime industries. With this demand continuing to rise, CDA Technical Institute is confident that it can assist the industry by supplying highly-trained and certified entry-level employees.

ADMISSIONS

NON-DISCRIMINATION, EQUAL OPPORTUNITY, & TITLE IX STATEMENT

CDA Technical Institute is committed to providing an inclusive and welcoming environment for all who interact with our institution. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. While embracing these concepts, including our obligations under federal, state and local law, CDA is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills, and abilities of those desiring to work, study, and participate in our community.

To accomplish this intent, CDA shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity/expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers. Similarly, CDA will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of CDA regulation. In exercising these standards, the Institution will not abridge either free speech or academic freedom based on its context.

CDA complies with the Americans with Disabilities Act and does not discriminate against or deny admission to qualified individuals with disabilities, including the presence of any sensory, mental or physical disability unless such disability is determined by a medical authority cognizant to render an individual not physically qualified to complete our Air Mixed Gas Commercial Diving Program or Voltage Line Worker Program. This policy applies to both our admissions practices and our educational programs. Students with disabilities who are determined as physically qualified to enroll in our program may request reasonable accommodations for disabilities from the Vice President or Campus Director. CDA will work with students to provide reasonable accommodations for students with disabilities within the scope of our training program and safety procedures.

The CEO has delegated to the Campus Director the authority and responsibility to receive and investigate situations or conduct alleged to be in violation of the Institutions Non-Discrimination, Equal Opportunity and Sexual Misconduct regulation. Accordingly, any member of the CDA community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation, or sexual misconduct may seek guidance and/or file a complaint by contacting:

Linda Scott
Campus Director and Title IX Coordinator
91 Trout River Drive
Jacksonville, FL 32208
lscott@cda.edu
904-766-7764 or 1-888-974-2232

TITLE IX

CDA Technical Institute complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. CDA receives such assistance and complies with this law and its implementation of regulation at 34 D.F.R. Part 106 (<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

OBJECTIVE/PHILOSOPHY

Our primary objective is to prepare you for an entry-level career. The programs offered at CDA Technical Institute are designed to train commercial divers, scuba instructors, Voltage Line Workers, Hyperbaric Technicians and Dive Medical Technicians.

Our philosophy is to use small classes consisting of a maximum of thirty -five (35) students per session for classroom and practical training, which is ideal for the hands-on training that is offered through our programs.

SCHOOL TOURS

CDA Technical Institute invites all prospective students to schedule a tour of the school prior to enrollment. During the scheduled visit there will be an information session, an industry review for the program of interest and a walking tour of the campus.

Commercial Diving program tours are by appointment and conducted Monday, Wednesday, and Friday mornings at 9:00am. All other program tours are conducted Monday through Friday by appointment only.

All tours are scheduled with the Admissions Department. Please call (888)974-2232 or email cda@cda.edu to schedule a tour and to hear all about "*The CDA Technical Institute Advantage*" and how it will benefit your career.

CDA prides itself on being committed to safety not just for our student and staff but to all those who visit the school. Therefore, we require all visitors that wish to tour the facilities have closed toed shoes, we will provide the proper PPE including Hard Hats, Safety Glasses, and PFDs.

GENERAL ADMISSION REQUIREMENTS

Each Applicant must:

1. Be at least 18 years of age (with parental consent, age 17), be a High School graduate or possess a GED (proof required) and submit the following in order to be admitted to CDA Technical Institute:
 - Proof of date of birth
 - Proof of education – submit copy of the high school diploma, high school transcript, or recognized equivalent (GED). Academic records not in English must be accompanied by an official and certified translation. Please contact Admission Representative for further guidance.

- Proof of health insurance or signed waiver.
- 2. For students receiving assistance from the Department of Veteran Affairs, the following must be submitted in addition to above items:
 - Official Joint Services Transcript (JST)
 - Official school transcripts for any other post-secondary schools attended.
- 3. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.
- 4. Complete and sign an Enrollment Agreement Form.

Submit a non-refundable application fee of \$100.00. "For Military Personal in good standing or with an Honorable Discharge CDA will waive the application fee."
- 5. Complete the enrollment process for program of choice.

The school will process the application when all required materials are received; applicant will be notified within three (3) working days. Applications are available on the website www.cda.edu or may be requested by contacting:

In writing:

CDA Technical Institute
C/o Admissions Department
91 Trout River Drive
Jacksonville, FL 32208
904-766-7736 (phone)
888-974-2232 (Toll Free)
904-766-7764 (Fax)

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

AIR/MIXED GAS COMMERCIAL DIVER REQUIREMENTS:

- Complete and sign Medical History Form,
- Pass a physical examination administered by a physician who is certified through the Undersea Hyperbaric & Medical Society (UHMS) and approved by the Diver Certification Board of Canada (DCBC). The physical is available on the first day of school or the list of approved physicians can be found on our website under Admissions tab,
- Pass the U.S. Navy Standard Pressure Tolerance Test. This test is given during the first week of class at CDA Technical Institute's Hyperbaric Chamber facility. This test is to ensure that the applicant can equalize freely under pressure. If a student is unable to pass this test, fees and tuition will be refunded according to the refund policy
- Ability to obtain a TWIC card*

- Must be able to swim
- Mechanically inclined

*Many companies and all port workers are now required to carry a Transportation Worker Identification Credential (TWIC) card. Find information about disqualifications that would prevent you from obtaining a TWIC card by visiting http://www.tsa.gov/what_we_do/layers/twic/index.shtm.

ALL MEDICAL PROGRAM REQUIREMENTS:

- Pass a Tuberculosis Test and a physical; both available on the first day of school or can be done by any physician's Office.
- Many employers in the medical field require a criminal background check. Please check with our admissions office for details.
- In addition to the General Admission Requirements, applicants for the Hyperbaric Technician elective require a medical background (i.e. EMT, Monitor Tech, Respiratory Therapist, RN, LPN, PA, etc.). A diving background is also helpful but not required.
- The prerequisite for the Dive Medical Technician course is Certification as an Emergency Medical Training (EMT) or higher medical training.

VOLTAGE LINE WORKER REQUIREMENTS:

- Pass a Department of Transportation (DOT) physical, which is available on the first day of school or can be done by any doctor who conducts DOT physicals.
- Mechanically inclined

*Many companies and all port workers are now required to carry a Transportation Worker Identification Credential (TWIC) card. Find information about disqualifications that would prevent you from obtaining a TWIC card by visiting http://www.tsa.gov/what_we_do/layers/twic/index.shtm.

INTERNATIONAL APPLICANTS

CDA Technical Institute is authorized under federal law to enroll international students. International applicants are advised to begin the admission process at least six months prior to the time they wish to enroll because of delays related to the visa approval process.

All courses are taught in English. In addition to meeting the General Admission requirements listed above, International applicants must demonstrate English language proficiency, plus satisfy program-specific requirements. Proficiency can be determined by the student achieving an intermediate score on the Test of English as a Foreign Language (TOEFL). For information on the test, applicants may:

Contact the U.S. Embassy in their home country

Write to: TOEFL, Educational Testing Service

Box 899
Princeton, New Jersey 08540-6200

Go to www.toefl.org for more information

In addition to the general admission requirements, international applicants are also required to submit the following:

1. Provide a copy of current passport (the page with the name and the picture). The passport needs to be valid for at least 6 months after the expected graduation date,
2. Submit proof of funding,
3. Obtain a Student Visa.

Note: *Immigration I-20 application forms will be paid at applicant's expense:*

*Application needs to be completed to obtain a student **M-1** visa. This form is not issued until the applicant has completed the following:*

- a) *submitted all required documents*
- b) *been officially accepted by CDA*
- c) *paid Application fees*

ADD/DROP PERIOD

CDA utilizes the five days following each start, designated as add/drop period, to continue enrolling prospective students. Prospective students may be conditionally accepted during the first 3 days of the add/drop.

TRANSFER OF CREDIT

The acceptance of transfer of credits from CDA Technical Institute to another institution is solely at the discretion of the receiving institution. Should the student be considering transferring credits earned, he or she should check with the institution at which he or she is planning to attend to see if that institution will accept credits from CDA Technical Institute before attending our institution.

Assistance will be giving to students requesting to transfer credit out to another institution.

1. Students will be giving a copy of their transcript within 24 hours of request. (charges apply)
2. Students may request assistance with reviewing the catalog of the accepting school.
3. Students may request assistance with contacting the school directly to help the student answer any questions they may have.

Credit for previous training or education will be taken into consideration by the Campus Director.

Credit is granted after an evaluation of previous training at the sole discretion of the Campus Director. When considering requests for transferring credit for previous training into a CDA Technical Institute program the following rules will apply:

1. All request must be in writing – see Credit for Previous Education, Training, Work Experience, or CLEP form.
2. Request for transfer of credit must be made any time before class starts or within five (5) days of class start.
3. In order to consider awarding credit for previous training, the request must be accompanied by proof of completion of the course with a C+ or better. Proof can consist of one, or more, of the following:
 - a. Certificate of Completion within the last seven years.
 - b. An official Transcript
4. A copy of one of the following *may be* required in conjunction with item(s) 3a/3b above:
 - a. School catalog
 - b. Course syllabus
5. Only grades of C+ (or numerical equivalent 75%) or above will be considered for transfer
6. Credit awarded for courses taken elsewhere (hours transferred) will not exceed 25% of the total hours of the program for which credit is awarded.
7. As CDA Technical Institute programs are highly industry oriented, testing out of any course in a CDA Technical Institute program is not permitted.
8. CDA Technical Institute is a “clock-hour” school and its programs consist of individual courses. Additionally, all programs are exceptionally industry unique. CDA Technical Institute will only award credit for those courses that were completed from institutions offering programs that are industry specific.
9. Courses completed in a non-traditional venue (such as military courses) are eligible for consideration if they meet all of the other criteria for transfer of credit.
10. Credit transfers may have ramifications on Title IV funding. Any credit accepted by CDA Technical Institute will not be eligible for Title IV funding.

CDA Technical Institute may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation (ACCET), unless the institution can demonstrate a compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established recognized industry training standards. CDA Technical Institute will not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they were earned.

The Campus Director will review a request for transfer credit and inform the individual requesting the evaluation within five (5) days of receipt.

Should the request for transfer of credit be denied, the individual making the request may submit a written appeal to the Campus Director, detailing the factors that should be considered during the appeal process. The Campus Director will consider the appeal and inform the individual with five (5) working days.

If credit is granted, CDA Technical Institute will adjust tuition/fees on a pro-rata basis, i.e. if a student is granted credit for a particular course, the tuition/fees will be adjusted by the same percentage that that course represents against the entire length of the program. For example, if the course represents 10% of the total time, the tuition will be adjusted down by 10%.

ACADEMIC CALENDAR

| AIR/MIXED GAS COMMERCIAL DIVER | | | VOLTAGE LINE WORKER | | |
|--------------------------------|-------------|------------|-----------------------------|-------------|------------|
| Classes for 2021 | | | Classes for 2021 | | |
| Designation | Class Start | Graduation | Designation | Class Start | Graduation |
| 0122 | 01/03/22 | 05/20/22 | 0122 | 01/03/22 | 06/23/22 |
| 0222 | 01/31/22 | 06/17/22 | 0222 | 01/31/22 | 07/28/22 |
| 0322 | 02/28/22 | 07/15/22 | 0322 | 02/28/22 | 08/25/22 |
| 0422 | 03/28/22 | 08/12/22 | 0422 | 03/28/22 | 09/22/22 |
| 0522 | 04/25/22 | 09/09/22 | 0522 | 04/25/22 | 10/20/22 |
| 0622 | 05/23/22 | 10/07/22 | 0622 | 05/23/22 | 11/17/22 |
| 0722 | 06/20/22 | 11/04/22 | 0722 | 06/20/22 | 12/15/22 |
| 0822 | 07/18/22 | 12/02/22 | 0822 | 07/18/22 | 01/12/23 |
| 0922 | 08/15/22 | 12/30/22 | 0922 | 08/15/22 | 02/09/23 |
| 1022 | 09/12/22 | 01/27/23 | 1022 | 09/12/22 | 03/09/23 |
| 1122 | 10/10/22 | 02/24/23 | 1122 | 10/10/22 | 04/20/23 |
| 1222 | 11/07/22 | 03/24/23 | 1222 | 11/07/22 | 5/18/23 |
| Thanksgiving Break 11/24/22 | | | Thanksgiving Break 11/24/22 | | |
| 1322 | 12/05/22 | 04/21/23 | 1322 | 12/05/22 | 06/15/23 |
| 0123 | 01/02/23 | 05/19/23 | 0123 | 01/02/23 | 07/13/23 |

SCHOOL CLOSURE AND HOLIDAY SCHEDULE

2022 School Closure dates

Thanksgiving Break 11/24/22

School Holidays 2022

Campus Closed:

Thanksgiving Day – November 24, 2022

PROGRAM OFFERINGS

GENERAL PROGRAMS

Air/Mixed Gas Commercial Diver

Voltage Line Worker

All NCCER courses follow the numbering system of NCCER, in the Air/Mixed Gas Commercial Diver Program; Diving courses are numbered D101 through D109 and DA101 – DV101.

NCCER core courses in the Voltage Line Worker follow the numbering system of NCCER. All other courses are numbered using the first 4 letters of the course title.

LENGTH OF COURSE

The Program of Study at CDA Technical Institute requires a minimum of twenty (20) weeks. The maximum number of weeks a student may participate in the training is thirty (30). Classes are in session Monday through Friday from 8:00AM – 5:00 PM and include a 30-minute lunch.

| | |
|----------------------------|-----|
| Practical Experience Hours | 600 |
| Classroom Hours | 271 |
| TOTAL CLOCK HOURS | 871 |
| Number of Weeks | 20 |
| Hours per Day | 8.5 |

AIR/MIXED GAS COMMERCIAL DIVER

CDA Technical Institute offers a competency based, comprehensive and rigorous commercial diving program that covers all the needed skill sets to succeed as a commercial diver.

Students will be provided knowledge and training in the following key areas:

- Surface supplied diving
- Salvage and recovery
- Diving equipment care and maintenance
- Dive physics and physiology
- Diving hazards and legislation
- Decompression and dive medicine
- Diver communication systems
- Hyperbaric chamber operations and medicine
- Underwater welding, cutting and burning
- Emergency management procedures
- In-land/coastal ship's husbandry
- Underwater construction techniques
- Nondestructive testing
- Rigging
- Underwater inspections and searches
- HAZWOPER
- Pipe and bridge inspection and repair
- PEC offshore safety (SafeGulf/Safeland)
- Night/24 Hour Dive
- Mixed Gas Dive

This training combines the Air/Mixed Gas Commercial Diver's knowledge with the advanced practical skills needed for certification. Our required 50 hours (3000 minutes) of in water bottom time experience give the CDA graduate the confidence to be successful in the industry.

Bottom time is measured in minutes by module and students must meet the following minimum minutes for each module prior to moving on to the next module:

| Bottom Time Learning Requirements | |
|-----------------------------------|-----------------|
| Module | Minimum Minutes |
| Freshman | 200 |
| Sophomore | 345 |
| Junior | 715 |
| Senior I | 580 |
| Senior II | 1160 |
| Total Minutes | 3000 |

CDA Technical Institute trains new divers in our clear water swimming pool and a 20' orientation tank, where the instructors can view the students in water competency skills through viewing ports. After competency-based diving skills are achieved in the training tanks, students move to open-water training in the Trout River, which is a low-visibility, swift-moving tidal waterway.

The total hours for the program are accurate; however, individual course times are an approximation and may vary with each individual cohort group starting a class.

COURSE OUTLINE

| Course Number | Title of Course | Lecture Hours | Lab Hours | Total Contact Hours |
|---------------|---|---------------|-----------|---------------------|
| 00101 | NCCER 00101 Basic Safety | 5.0 | 4.0 | 9.0 |
| 00102 | NCCER 00102 - Construction Math | 8.5 | 0.0 | 8.5 |
| 00103 | NCCER 00103 Hand Tools | 3.0 | 5.0 | 8.0 |
| 00104 | NCCER 00104 Power Tools | 5.0 | 4.5 | 9.5 |
| 00105 | NCCER 00105 Construction Drawings | 4.5 | 3.5 | 8.0 |
| 00106 | NCCER 00106 Intro to Rigging | 4.5 | 8.5 | 13.0 |
| 00107 | NCCER 00107 - Basic Communications | 4.0 | 4.5 | 8.5 |
| 00108 | NCCER 00108 - Employability Skills | 6.5 | 2.0 | 8.5 |
| 00109 | NCCER 00109 Material Handling | 2.0 | 2.0 | 4.0 |
| 21102 | NCCER 21102 Basic Principles of Cranes | 8.5 | 0.0 | 8.5 |
| 21106 | NCCER 21106 Crane Safety and Emergency Procedures | 11.5 | 5.5 | 17.0 |
| 38102 | NCCER 38102 Rigging Practices | 0.0 | 12.0 | 12.0 |
| 38201 | NCCER 38201 Intermediate Rigging | 0.5 | 29.5 | 30.0 |
| 38301 | NCCER 38301 Rigging | 0.0 | 17.0 | 17.0 |
| 53101 | NCCER 53101 Crane Communications | 6.0 | 11.0 | 17.0 |
| AC101 | Academic Assessments (Freshman)(Midpoint)(Senior) | 11.0 | 0.0 | 11.0 |
| CDA101 | Physicals, Equipment, CDA Rules | 8.5 | 0.0 | 8.5 |
| CPR101 | First Aid/CPR/Blood Pathogen | 6.0 | 2.5 | 8.5 |
| D101 | Contaminated Diving | 0.0 | 8.5 | 8.5 |
| D102 | Cutting and Welding Equipment | 0 | 42.5 | 42.5 |
| D103 | Dive Medicine | 16.0 | 0.0 | 16.0 |
| D104 | Hat Class (review and repair) | 2.0 | 2.0 | 4.0 |
| D105 | Log Books | 0.0 | 2.5 | 2.5 |
| D106 | Mag Particle | 0.0 | 12.5 | 12.5 |
| D107 | Offshore Oil | 4.5 | 21.0 | 25.5 |
| D108 | Offshore Survival | 2.0 | 4.0 | 6.0 |
| D109 | Ultrasound | 4.0 | 9.0 | 13.0 |
| DA101 | Diving Physics | 38.5 | 0.0 | 38.5 |
| DB101 | Diving Psysiology | 17.0 | 0.0 | 17.0 |
| DC101 | Dive Equipment | 2.5 | 11.0 | 13.5 |
| DD101 | Practical Use of Diving Equipment | 0.0 | 27.0 | 27.0 |

| | | | | |
|----------------|--|------|------|-------|
| DE101 | Diving Hazards | 8.5 | 8.5 | 17.0 |
| DF101 | Diver Communications | 1.0 | 0.0 | 1.0 |
| DH101 | NDT/Underwater Inspections | 16.5 | 34.0 | 50.5 |
| DJ101 | Water Jetting, Airlifts, Venture Dredges, Lift Bags | 0 | 6.5 | 6.5 |
| DK101 | Burning and Welding Equipment | 8.5 | 93.5 | 102.0 |
| DM101 | Underwater Construction | 12.0 | 72.0 | 84.0 |
| DN101 | Hyperbaric Chamber Operations | 14.0 | 12.5 | 26.5 |
| DO101 | Dive Operations - (Pool Dive)(River Dive)(24 hour Dive) (Confined Spaces Dive)(SUR-D Dive) | 1.0 | 83.0 | 84.0 |
| DP101 | Mixed Gas Dive | 0.0 | 13 | 13.0 |
| DQ101 | Wet Bell | 0 | 17 | 17.0 |
| DS101 | Chain Saws, Offshore Survival | 2.0 | 0 | 2.0 |
| DT101 | Dive Charts | 17.5 | 0.0 | 17.5 |
| DV101 | Loss of Gas Drill | 0.0 | 8.5 | 8.5 |
| PEC101 | PEC Safety - Safegulf/Safeland | 8.5 | 0.0 | 8.5 |
| Program Totals | | 271 | 600 | 871.0 |

* The Air Mixed Gas Commercial Diver program does not qualify a student to become a Certified Underwater Welding Specialist. Additional training and testing are required to obtain that certification.

FINANCIAL INFORMATION

| TUITION AND FEES | | Cost |
|---|--|-------------|
| Air/Mixed Gas Commercial Diver Tuition | | \$24,650.00 |
| Open Water Certification (If needed) | | \$350.00 |
| Application Fee Non-Refundable | | \$100.00 |
| Physical (if performed by our physician) | | \$499.00 |
| Campus Parking Permit (20 weeks) | | \$200.00 |
| Lab Fee | | \$300.00 |
| EQUIPMENT (Not included in Tuition - All items are required, but students can furnish their own) | | |
| Items | | Cost |
| Cylinder 80 Cubic FT | | \$160.00 |
| Dry suit Northern Diver (custom suit extra \$250.00) | | \$945.00 |

| | | |
|--|-----------|----------|
| Storm Case IM2975-00000 | | \$275.00 |
| Commercial Weight Belt | | \$388.00 |
| Seahorse Workvest WV-10 | | \$40.00 |
| Hard Hat 6-Point | | \$12.20 |
| Glasses Element Two Pack C&S | | \$10.00 |
| Knife Folding KN-34 | | \$20.00 |
| Gear Clip Swivel Brass | | \$8.00 |
| Quick Release W/Lanyard | | \$61.00 |
| Shackle 1/4 Inch | | \$8.00 |
| Clinch Tank Strap | 2@\$31.00 | \$62.00 |
| 1st Stage Din Valve | | \$149.95 |
| Baleout Whip | | \$80.50 |
| Pressure Gauge | | \$93.45 |
| OPV Pressure Valve | 2@\$9.95 | \$19.90 |
| Water Bottle | | \$6.25 |
| Wetsuit Hanger | 2@\$10.00 | \$20.00 |
| Wetsuit Top 5mm | | \$79.95 |
| Wetsuit Bottom 5 mm | | \$79.95 |
| Wetsuit Bootie 5 mm | | \$44.50 |
| Gloves North Flex | 2@\$7.50 | \$15.00 |
| Gloves Tru-fit | | \$13.50 |
| Coveralls | | \$59.95 |
| Hybrid Socks | | \$19.35 |
| Steel Toe Fireman Boot | | \$24.00 |
| Fins F-1 | | \$145.00 |
| Commercial Harness | | \$239.00 |
| AMGD Tee Shirt | 5@\$15.00 | \$75.00 |
| Mask (optional if open water certified) | | \$29.95 |
| Snorkel (optional if open water certified) | | \$12.25 |

| | | |
|--|----------|----------|
| BOOKS (Not included in Tuition - All items are required, but students can furnish their own) | | |
| Professional Divers Handbook | | \$92.00 |
| U.S. Navy Diving Manual | | \$49.95 |
| Tally Book | | \$6.00 |
| NCCER - Core Curriculum Intro to Craft Skills 6 th Ed (E-Book) | | \$89.98 |
| NCCER - Basic Rigger (E Book) | | \$111.98 |
| PEC Workbook STIAS | | \$54.95 |
| DCBC Log Book | | \$24.00 |
| Open Water Digital Kit (optional if open water certified) | | \$ 99.95 |
| Tablet | | \$300.00 |
| Additional Tools commonly available in the CDA dive Store | | |
| 10" adjustable wrench | | \$13.95 |
| 12" Spud Wrench | | \$35.00 |
| Wire Strippers | | \$22.95 |
| 11/16 Combo Wrench | 2@\$2.95 | \$5.90 |
| 5/8 Combo Wrench | | \$2.95 |
| 17 mm Combo Wrench | | \$2.95 |
| Bag for Tools | | \$39.95 |
| Cushion Screwdriver Set | | \$6.95 |
| 9 pc Hex Key Set | | \$13.95 |
| Diagonal Cutters | | \$6.45 |
| Carabineer | 2@\$3.35 | \$6.70 |
| | | |
| Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable. | | |
| ** The cost of the equipment, books, and tools are estimated | | |

VLW 1101-VOLTAGE LINE WORKER PROGRAM

(Jacksonville Location)

LENGTH OF COURSE

The Program of Study at CDA Technical Institute requires a minimum of 26 weeks. The maximum number of weeks a student may participate in training is 39. Classes are in session Monday through Thursday 7:00 am to 5:15 pm. The daily schedule includes a 45-minute lunch break.

| | |
|----------------------------|-----|
| Practical Experience Hours | 566 |
| Classroom Hours | 408 |
| TOTAL CLOCK HOURS | 974 |
| Number of Weeks | 26 |
| Hours Per Day | 9.5 |

VOLTAGE LINE WORKER

CDA Technical Institute's Voltage Line Worker Program was created to prepare workers to meet demand for Trained Line Workers, Line Installers and Repairers.

The Voltage Line Worker Program introduces students to the power industry, electrical circuits and electrical theory. Students are taught how to safely and efficiently climb wooden and non-wooden poles and structures while also learning how to operate the tools and equipment of the trade.

Students will earn National Center for Construction Education and Research (NCCER) credentials in the areas of Power Line Worker Level 1, 2 and 3, Rigging, Mobile Crane, Signal Person Field Safety, Fall Protection and Core Curriculum.

Students will complete First Aid/CPR/AED/O₂ Provider, Line Worker Medical Tech and OSHA 10 training. They will also receive classroom and driving instruction to prepare for the CDL written and road tests.

COURSE OUTLINE

| Course Number | Title of Course | Lecture Hours | Lab Hours | Total Contact Hours |
|---------------|---|---------------|-----------|---------------------|
| CDL 100 | CDL Test Prep | 4.50 | 33.50 | 38.00 |
| ORI 100 | DOT/Orientation | 4.50 | 0.00 | 4.50 |
| CPR 100 | First Aid/CPR | 7.75 | 1.25 | 9.00 |
| LWS 100 | Line Worker Safety | 2.75 | 0.00 | 2.75 |
| LMT 100 | LMT | 33.50 | 4.50 | 38.00 |
| 00101 | NCCER 00101 - Basic Safety | 13.50 | 1.25 | 14.75 |
| 00102 | NCCER 00102 - Construction Math | 9.50 | 0.00 | 9.50 |
| 00103 | NCCER 00103 - Hand Tools | 5.50 | 6.25 | 11.75 |
| 00104 | NCCER 00104 - Power Tools | 4.50 | 5.00 | 9.50 |
| 00105 | NCCER 00105 - Intro to Construction Drawing | 10.50 | 0.00 | 10.50 |
| 00106 | NCCER 00106 - Intro to Basic Rigger | 2.00 | 4.00 | 6.00 |
| 00107 | NCCER 00107 - Communication Skills | 9.50 | 0.00 | 9.50 |
| 00108 | NCCER -00108 - Employability Skills | 9.50 | 0.00 | 9.50 |
| 00109 | NCCER 00109 - Intro to Material Handling | 2.75 | 0.00 | 2.75 |
| 21101 | NCCER 21101 - Orientation to the Trade | 5.00 | 0.00 | 5.00 |
| 21102 | NCCER 21102 - Basic Principles of Crane | 4.00 | 19.50 | 23.50 |
| 21105 | NCCER 21105 - Operating a Crane | 5.00 | 24.00 | 29.00 |
| 21106 | NCCER 21106 - Crane Safety and Emergency Procedures | 6.50 | 7.50 | 14.00 |
| 38102 | NCCER 38102 - Rigging Practices | 2.50 | 15.50 | 18.00 |
| 46101 | NCCER 46101 - Fundamentals of Leadership | 28.50 | 0.00 | 28.50 |
| 49101 | NCCER 49101 - Intro to the power industry | 13.25 | 0.00 | 13.25 |
| 49102 | NCCER 49102 - Power Line Worker Safety | 10.00 | 3.75 | 13.75 |
| 49103 | NCCER 49103 - Intro to Electrical Circuits | 12.25 | 0.00 | 12.25 |
| 49104 | NCCER 49104 - Intro to Electrical Theory | 9.50 | 0.00 | 9.50 |
| 49105 | NCCER 49105 - Climbing Wooden Poles | 10.00 | 76.00 | 86.00 |
| 49106 | NCCER 49106 - Climbing Structures other than wood | 4.50 | 39.75 | 44.25 |
| 49107 | NCCER 49107 - Tools of the Trade | 10.00 | 0.00 | 10.00 |
| 49108 | NCCER 49108 - Ariel Framing | 10.00 | 65.50 | 75.50 |
| 49109 | NCCER 49109 - Utility Service Equipment | 5.00 | 13.00 | 18.00 |
| 49110 | NCCER 49110 - Rigging | 6.50 | 7.50 | 14.00 |
| 49111 | NCCER 49111 - Setting and Pulling Poles | 2.00 | 19.50 | 21.50 |
| 49112 | NCCER 49112 - Trenching | 7.50 | 0.00 | 7.50 |
| 49113 | NCCER 49113 - Electrical Test Equipment | 4.50 | 2.50 | 7.00 |
| 53101 | NCCER 53101 - Crane Communications | 9.50 | 0.00 | 9.50 |
| 75101 | NCCER 75101 - Field Safety Intro to Safety | 5.00 | 5.00 | 10.00 |
| 75104 | NCCER 75104 - Field Safety Work Zone Safety | 2.25 | 2.50 | 4.75 |
| 75110 | NCCER 75110 - Field Safety Steel Erection | 2.75 | 0.00 | 2.75 |
| 75119 | NCCER 75119 - Field Safety Concrete and Masonry | 2.75 | 0.00 | 2.75 |
| 75120 | NCCER 75120 - Field Safety Confined Spaces | 3.50 | 2.00 | 5.50 |
| 75121 | NCCER 75121 - Field Safety Electrical Safety | 1.25 | 4.25 | 5.50 |
| 75122 | NCCER 75122 - Field Safety Working from Elevations | 1.25 | 4.25 | 5.50 |
| 75123 | NCCER 75123 - Field Safety Heavy Equip, Forklifts, Cranes | 4.00 | 0.00 | 4.00 |
| 75124 | NCCER 75124 - Intro to Material Handling | 2.50 | 0.00 | 2.50 |
| 80201 | NCCER 80201 - Alternating Current and Three Phase Systems | 20.50 | 1.50 | 22.00 |
| 80202 | NCCER 80202 - Intro to Aerial Distribution Equipment | 11.00 | 15.00 | 26.00 |
| 80203 | NCCER 80203 - Cable and Conductor Installation & Removal | 8.00 | 12.50 | 20.50 |
| 80204 | NCCER 80204 - Underground Residential Distribution | 6.00 | 41.00 | 47.00 |

| | | | | |
|---------------|--|--------|--------|--------|
| 80205 | NCCER 80205 - Overhead and URD Service Installations | 6.50 | 9.50 | 16.00 |
| 80206 | NCCER 80206 - Distribution Line Maintenance | 4.50 | 43.00 | 47.50 |
| 80301 | NCCER 80301 - Live Line Work Clearances/Switching | 0.00 | 29.00 | 29.00 |
| 80302 | NCCER 80302 - Three Phase URD Systems | 9.50 | 14.50 | 24.00 |
| 80303 | NCCER 80303 - System Protection & Monitoring | 2.00 | 2.50 | 4.50 |
| 80304 | NCCER 80304 - Troubleshooting | 9.00 | 25.50 | 34.50 |
| 80305 | NCCER 80305 - Introduction to Smart Grid | 4.50 | 0.00 | 4.50 |
| 82201 | NCCER 82201 - Introduction to Substations | 0.00 | 4.50 | 4.50 |
| 75901 | NCCER Fall Protection Orientation | 4.75 | 0.00 | 4.75 |
| OSHA 100 | OSHA 10 | 10.00 | 0.00 | 10.00 |
| Program Total | | 407.75 | 566.25 | 974.00 |

FINANCIAL INFORMATION

| TUITION AND FEES | |
|--|------------|
| Voltage Line Worker | \$16,800 |
| Application Fee <i>Non-Refundable</i> | \$100.00 |
| Lab Fee | \$1,100.00 |
| Physical (if performed by our physician) | \$130.00 |
| Campus Parking Permit (26 weeks) | \$260.00 |
| | |
| EQUIPMENT (Not included in Tuition - All items are required, but students can furnish their own) | |
| Items | Cost |
| Loggermax 9" Logger Boot | \$224.96 |
| Work Gloves | \$24.95 |
| Hard Hat | \$18.99 |
| Head Lamp | \$11.98 |
| Safety Glasses | \$1.75 |
| Body Belt (size 18 thru 28) | \$231.80 |
| Wood Pole Fall Restraint | \$609.00 |
| Secondary Rope Lanyard | \$94.95 |
| Pole Climbers | \$249.00 |
| Climber Pads | \$134.50 |
| Gaff Guards | \$8.90 |
| Gaff Sharpening Kit | \$45.40 |
| Bolt & Nut Bag | \$28.35 |
| Lineman Tool Bag | \$105.40 |
| 5 Pocket Tool Pouch | \$70.70 |
| Handline Carrier | \$4.00 |

| | |
|---|----------|
| Klein Tools Ratcheting Lineman Wrench | \$115.60 |
| Klein Tools Adjustable Wrench | \$41.99 |
| Klein Tools Can Wrench | \$18.33 |
| Klein Tools Lineman Pliers | \$50.70 |
| Klein Tools Pump Pliers | \$28.99 |
| Klein Tools Milled Faced Hammer | \$41.99 |
| Klein Tools 6pc Screwdrivers | \$54.46 |
| Klein Tools Folding Knife (Hawkbill) | \$28.97 |
| Klein Tools Folding Ruler | \$18.50 |
| Scientific Calculator | \$16.99 |
| 4 CDA LineWorker Safety Shirts (cost 4 x \$36.00) | \$144.00 |
| Water Bottle | \$6.25 |
| Tablet | \$300.00 |
| BOOKS (Not included in Tuition - All items are required, but students can furnish their own) | |
| Core Curriculum (E-Book) | \$89.98 |
| Introduction to Power Industry | \$29.33 |
| Field Safety | \$129.33 |
| Mobile Crane Operations Level 1 (E-Book) | \$89.33 |
| Power Line Worker Level 1 (E – Book) | \$111.98 |
| Power Line Worker Level 2 | \$129.33 |
| Power Line Worker Level 3 | \$129.33 |
| Fall Protection Orientation | \$65.33 |

Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

CDA Technical Institute offers a price guaranty and is willing to match any advertised price for the above items. Florida's 7.5% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.

ELECTIVE PROGRAMS

HYPERBARIC TECHNICIAN

(Jacksonville Location Only)

LENGTH OF COURSE

Hyperbaric Technician

The Program of Study at CDA Technical Institute requires a minimum of five days. The maximum number of days a student can attend is 7.

| | |
|----------------------------|----|
| Classroom Hours | 36 |
| Practical Experience Hours | 8 |
| TOTAL CLOCK HOURS | 44 |
| Number of Weeks | 1 |
| Hours Per Day | 9 |

HYPERBARIC TECHNICIAN

This program is approved by the National Board of Diving and Hyperbaric Medicine Technology (NBDHMT) and is an approved Hyperbaric Medicine training course.

Students will be provided knowledge and training in the following key areas:

- History of Hyperbaric Medicine
- Barotrauma
- Decompression Tables
- Treatment Indications
- Patient and Staff Safety
- Gas Laws and Pressures
- Decompression Theory
- Therapeutic Mechanisms of HBO
- Equipment Safety
- Transcutaneous Oximetry

Those who successfully complete this training will receive a Certified Hyperbaric Technologist (CHT) diploma and become eligible to work in a clinical environment.

Individuals applying for Certification as a Hyperbaric Technician must meet the following requirements: Be at least 18 years of age with a high school diploma or equivalent. Must have completed a National Board of Diving & Hyperbaric Medical Technology (NBDHMT), approved hyperbaric medicine introductory training course within three years of intended CHT Certification date.

Test Fee (\$150.00 USD): Retest (\$50.00 USD): Total Due: Payment Check or Money Order payable to NBDHMT

Background Verification Fee (\$25.00 USD)

Examination Registration Applicants must complete a NBDHMT Certification Examination Registration Form (available at www.ndbhmt.org) and return it to NBDHMT headquarters with the following:

1. a copy of an NBDHMT approved Introductory Hyperbaric Medicine Training Course certificate of completion.
2. A copy of qualifying vocation license or certificate.
3. Upon completing an approved course, CHT® applicant must undergo a clinical work experience of 480 hours in undersea, hyperbaric medicine or aviation medicine technology. Forty (40) hours of the requirement must be a supervised clinical internship. The Board must be notified in writing of the name of the preceptor prior to commencing the internship. The preceptor should be a CHT or a CHRN with a minimum of two years' experience.

Failing and Retaking the Exam:

If on the first attempt the examination is failed, the CHT® applicant must wait six months before retaking the exam. This should afford adequate study time. If on the second attempt the examination is again failed, the CHT® applicant is required to retake a NBDHMT Approved Hyperbaric Medicine training course in addition to waiting six (6) months before retaking the exam. If on the third attempt the examination is failed, the CHT® applicant is no longer allowed to retake the examination.

Criminal Background Check

A criminal background check (paid for by applicant) is required for all applicants for CHT® status. A felony conviction will disqualify an applicant as indicated below:

1. All those who are convicted of an offense, the degree of which disqualifies any individual from employment within a health care setting that receives government (namely Medicare and Medicaid program payments) funds is permanently ineligible to sit the CHT examination. This applies even if an individual chooses not to work in a facility that receives government funds.
2. If a subsequent background check on a current CHT notes conviction for an offense consistent with No.1 above, that CHT will immediately and permanently forfeit their certification. They will not be considered eligible for re-certification at any subsequent time period.
3. An exception to No.'s 1 and 2 above would be an individual who subsequently had their conviction overturned or otherwise expunged from their criminal record.
4. An individual who, upon application, is found to have a conviction, the degree of which would prevent that individual from employment in a health care facility (as defined in No. 1 above), for a period of five years, is likewise ineligible to sit the CHT examination for a period of five years from completion of their sentence.

5. If a subsequent background check on a current CHT notes conviction of an offense consistent with No. 4 above, they will immediately forfeit their CHT certification. They will become eligible to re-apply for CHT status, as a new applicant, following a period of five years from completion of their sentence.

Test Location: The online test must be taken at an approved test site. Once you have been approval, contact the National Board of Diving & Hyperbaric Medical Technology for test location and times.

COURSE OUTLINE

| Course Number | Title of Course | Lecture Hours | Lab Hours | Total Contact Hours |
|---------------|--------------------------------|---------------|-----------|---------------------|
| H100 | History of Hyperbaric Medicine | 9 | | 9 |
| H101 | Decompression Tables | 9 | | 9 |
| H102 | Patient and Staff Safety | 9 | | 9 |
| H103 | Equipment Safety | 9 | 8 | 17 |
| | Total Program Hours | 32 | 8 | 44 |

FINANCIAL INFORMATION

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

| TUITION AND FEES | | |
|--|--|-------------|
| Hyperbaric Technician Tuition | | \$ 1,503.50 |
| Application Fee <i>Non-Refundable</i> | | \$ 100.00 |
| Campus Parking Permit | | \$ 40.00 |
| | | |
| BOOKS (Not included in Tuition - All items are required, but students can furnish their own) | | |
| Hyperbaric Oxygen Therapy Indications | | \$ 25.00 |
| Certified Hyperbaric Technologist Exam Secrets | | \$ 45.00 |
| UHMS Guidelines for Hyperbaric Facility Operations | | \$ 25.00 |

Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable. Tuition includes books and equipment. The costs listed above represent the minimum price per item and are subject to change.

DIVE MEDICAL TECHNICIAN

(Jacksonville Location)

LENGTH OF COURSE

The Program of Study at CDA Technical Institute requires a minimum of 7 days. The maximum number of days a student may participate in training is 10.

| | |
|----------------------------|----|
| Practical Experience Hours | 8 |
| Classroom Hours | 32 |
| TOTAL CLOCK HOURS | 40 |
| Number of Weeks | 1 |
| Hours Per Day | 5 |

DIVE MEDICAL TECHNICIAN:

CDA Technical Institute offers a comprehensive Dive Medical Technician (DMT) program, which is recognized by the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) as minimum requirement for Dive Medical Technician and commonly referred to as Module 16. DMTs are required on-site in all offshore diving operations. Our program of study is an intensive forty (40) hour program providing both clinical and practical training in hyperbaric medicine.

Students will be provided knowledge and training in the following key areas:

- Hyperbaric chamber operations
- Treatment tables
- O₂ therapy to treat dive injuries
- Science of diving
- Diver safety and injury prevention

The student who successfully completes this program will qualify as a Dive Medical Technician (DMT). Upon completion of Module 16, the student is then eligible to seek certification by examination from the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) organization.

Individuals applying for the Dive Medical Technician certification must meet the following requirements:

Applicate must complete the 40-hour diver medic training course taught by an NBDHMT approved instructor and/ or at an approved facility. Upon satisfactory completion of this course the individual is then required to pass a standardized certification examination. The applicant for certification as a DMT must then provide:

1. A "Fitness to Work in a Pressurized Setting" medical certificate. The applicant does not have to be deemed fit to dive. Rather, they should be considered medically fit to pressure-up in a recompression chamber.

2. A copy of an in-date emergency medicine training completion certification. Documentation can include any of the following: DOT/NHTSA approved training course certificate, Current National Registry of EMT or paramedic certification or Current State EMT licensure/certification card.

3. A completed Instructor Evaluation form. www.nbdhmt.org/forms/instructor-evaluation.pdf

4. A completed Diver Medic certification application form

www.nbdhmt.org/forms/DMT-certification-application.pdf

- A completed DMT Use Agreement form
- <http://nbdhmt.org/forms/dmt-bls-acls-statement.pdf>

Unsatisfactory completion of this course or incomplete instructor evaluation form will disqualify the applicant for the exam.

Test Location: The online test must be taken at an approved test site. Once you have been approved, contact the National Board of Diving & Hyperbaric Medical Technology for test location and times.

Exam Application Fee: \$125.00

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

COURSE OUTLINE

| Course Number | Title of Course | Lecture Hours | Lab Hours | Total Contact Hours |
|---------------|------------------------------------|---------------|-----------|---------------------|
| DMT100 | Hyperbaric Chamber Operations | 8 | 8 | 16 |
| DMT101 | Science of Diving | 8 | | 8 |
| DMT102 | Diver Safety and Injury Prevention | 8 | | 8 |
| DMT103 | O2 Therapy to treat Dive Injuries | 8 | | 8 |
| | Total Program Hours | 32 | 8 | 40 |

FINANCIAL INFORMATION

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

| | | |
|---|--|-------------|
| TUITION AND FEES | | |
| Dive Medical Technician Tuition | | \$ 1,603.50 |
| Application Fee <i>Non-Refundable</i> | | \$ 100.00 |
| Campus Parking Permit | | \$ 40.00 |
| Testing and Exam Fee | | \$ 125.00 |
| BOOKS (Not included in Tuition - All items are required, but students can furnish their own) | | |
| U.S. Navy Diving Manual | | \$ 35.00 |

Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

The costs listed above represent the minimum price per item and are subject to change. The Student is required to provide a pair of black pants and shoes/boots for their clinical training.

SDI SPORT DIVING INSTRUCTOR

Veterans' Education Assistance is not available for this program

LENGTH OF COURSE

The Program of Study at CDA Technical Institute requires a minimum of sixteen (16) weeks. The maximum number of weeks a student may participate in training is twenty-four (24) weeks. Hours per day and days per week vary according to the Air/Mix Gas Commercial Diver program schedule; please contact our admission office for scheduling details.

| | |
|----------------------------|------------|
| Practical Experience Hours | 200 |
| Classroom Hours | 40 |
| TOTAL CLOCK HOURS | 240 |
| <hr/> | |
| Number of Weeks | 16 |
| Hours Per Day | 10 |

SDI SPORT DIVING INSTRUCTOR

This program teaches students all aspects of recreational diving. Students are equipped with leadership skills and the certification that is necessary for others to learn to dive.

Students will be provided knowledge and training in the following key areas:

- Introduction to Night and Limited
- Visibility Diving
- Nitrox Diving
- Navigation during diving
- Surface Rescue Skills
- Rescue Scenarios
- Underwater Search Techniques
- CPR/FA/AED/o₂ Skills
- Advanced Buoyancy Skills
- Additional Navigation Skills
- Additional Rescue Skills
- Intro to Dive Master
- Planning and Leading Dives
- Pre-dive and post dive briefs
- Intro to the role of an Instructor
- Intro to teaching Theory
- Intro to teaching In water lessons
- Practical experience on Teaching

COURSE OUTLINE

| Course Number | Title of Course | Lecture Hours | Lab Hours | Total Contact Hours |
|----------------------|-----------------------------|----------------------|------------------|----------------------------|
| SDI100 | Introduction to Deep Diving | 10 | 10 | 20 |
| SDI101 | Rescue Diver | 10 | 10 | 20 |
| SDI102 | Instructor Training | 10 | 100 | 110 |
| SDI103 | Master Scuba Diver | 10 | 80 | 90 |
| | Total Program Hours | 40 | 200 | 240 |

FINANCIAL INFORMATION

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

| TUITION AND FEES | | |
|---|---------------------------|-------------------|
| SDI Sport Diving Instructor Tuition | | \$ 8,920.00 |
| Application Fee <i>Non-Refundable</i> | | \$ 100.00 |
| Campus Parking Permit | | \$ 40.00 |
| EQUIPMENT (Not included in Tuition - All items are required, but students can furnish their own) | | |
| Items | | Cost |
| Buoyancy Compensation Device (B.C.D) | | \$190.40-\$349.00 |
| Dive Computer | | \$325.00-\$864.00 |
| Submersible PSI & Depth Gauge/Hose (optional) | | \$ 216.95 |
| PSI Gauge (required) | | \$ 93.45 |
| 1st & 2nd Stage with Alternate air source | | \$ 399.95 |
| Weight Belt (optional) | | \$ 79.00 |
| Wet Suit (3/2mm one piece) | | \$ 225.00 |
| Hard Sole Dive Boots | | \$ 54.00 |
| Scuba Mask | | \$ 44.99 |
| Snorkel | | \$ 19.99 |
| Fins | | \$ 117.00 |
| Dive Gloves | - | \$ 7.80 |
| Dive Lights (2) | 2@\$69.95 | \$ 139.90 |
| cylinder (Visual/Stamped/Hydro) (optional) | | \$ 159.00 |
| Gear Bag (optional) | | \$ 60.00 |
| 5 x 7 White Slates with Pencil (2) | 2@\$7.95 | \$ 15.90 |
| Dive Knife or Scissors | - | \$25.95-100.00 |
| BOOKS (Not included in Tuition - All items are required, but students can furnish their own) | | |
| NASE Deluxe Instructor Library | | \$ 499.00 |

**** Cylinders and weights are provided.

**** All equipment must be in proper working order and meet all standards.

**** Other recommended items: laptop computer for presentations. Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

CDA Technical Institute offers a price guaranty and is willing to match any advertised price for the above items. Florida's 7.5% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.

FINANCIAL POLICY

ELIGIBILITY FOR FEDERAL STUDENT AID

Educational Requirements:

- High school diploma, General Education Development Certificate (GED) or proof of completing a high school education in a home setting approved under applicant's state law.
- Student must be enrolled as a regular student working toward a certificate in an eligible program.
- Student must meet satisfactory academic progress standards set by the CDA Technical Institute.

Legal Requirements:

- Student must be a U.S. citizen or eligible non-citizen.
- Student must have a valid Social Security number.
- Student must certify that they will use federal student aid only for educational purposes.
- Student must also certify that they are not in default on a federal student loan and do not owe money on a federal student grant.
- Student must comply with Selective Service registration, if required.
- Student may not be eligible if they've been convicted under federal or state law of selling or possessing illegal drugs.
- Incarcerated students have limited eligibility.

Types of Aid:

CDA Technical Institute is designated as an eligible institution by the U.S. Department of Education for participation in the following programs:

- Federal Pell Grant
- William D. Ford Federal Direct Subsidized and Unsubsidized Student Loans
- William D. Ford Federal Direct Parent PLUS Loans

Financial Need

Need is determined by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA). The EFC is a measure of the family's financial strength and is calculated using the information reported on the Free Application for Federal Student Aid (FAFSA); the EFC is calculated according to a formula established by law. Your family's income, assets, and benefits may all be considered in determining the EFC. Also considered is the family size and the number for family members who will attend a college or career school.

RETURN OF TITLE IV FUNDS

The CDA Technical Institute will determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up to the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Federal Student Aid funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Order of return of Title IV funds:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal PLUS loan
- Federal Pell Grants for which a return of funds is required

VETERANS EDUCATIONAL ASSISTANCE

The U.S. Department of Veterans Affairs (VA) administers education benefits through the GI Bill[®] program and other educational assistance programs. CDA Technical Institute offers programs which are approved for Veterans Training. Please contact the Director of Compliance and/or Financial Aid personnel for information regarding program eligibility.

Prospective students seeking to gain admission into one of the approved programs should begin the application process for VA educational assistance early to ensure eligibility for benefits.

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy listed in this Catalog (see page 40) with the exception Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form.

ATTENDANCE STANDARDS FOR STUDENT RECEIVING VA BENEFITS

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Accordance with the Veteran's Educational Benefit regulations, when the attendance standards are violated (3 days in a mod or 6 days in the program); the Veterans' certification for benefits will be terminated. If the Veteran returns to school, they will be on Attendance Probation and must show acceptable attendance for 30 days, at that time the Veteran will be eligible to be recertified for VA benefits.

VETERAN'S WAIVER DISCLOSURE

CDA Technical Institute is committed to keeping tuition for military personnel as low as possible. CDA Technical Institute will offer a 5% tuition waiver and a waiver of the application fee for all active duty military including reserves and National Guard members; and any discharged military personnel with a character of service showing honorable or general under honorable. The following documents will be required prior to enrollment to receive the Waiver:

- DD214 Member 4 copy showing character of service as "honorable" or "General under honorable"
- Active Military ID – for active duty military personnel.
- Tuition Waiver Disclosure Form

This program comes with restrictions and requirements for the veteran. Veterans found violating the code of conduct, as stated in this school catalog are subject to termination of the tuition waiver.

CDA housing is available for students during the program and does not cover any school breaks. Students are responsible for making their arrangements during these breaks as the student housing is closed.

For additional information on our veteran programs or dorm polices including break closures, please contact our Admissions Team at 888-974-2232 or 904-766-7736.

OTHER FINANCIAL ASSISTANCE

Although most guidelines for awarding financial aid to students are determined by the Office of Financial Aid, some financial aid programs are administered by groups and agencies to which the student applies directly.

Such programs include

- U.S. Department of Veterans Affairs Educational Assistance Programs
- Children of Veterans Scholarships
- Division of Vocational Rehabilitation

For more information about these sources, students should contact the Office of Admissions or contact the administering agency directly.

PAYMENT OPTIONS

Method and Terms of Payment – Financial Aid is available to students who qualify. CDA also has several payment plans available. Additional information about the payment plan options are available in the Financial Aid Department. Payments may be made by credit card, cash, money order, or check. A \$30 fee will be charged for all returned checks. If a check is returned subsequent checks will not be accepted. A \$25 late payment fee will be charged for late payments.

- All charges are paid in full three (3) weeks prior to the start of class using one of our approved payment methods.
- All charges (not covered by Financial Aid) are paid in two installments: 50% six weeks before start date and the remaining 50% due the eighth week of school.
- All charges (not covered by Financial Aid) are paid in three installments: \$10,000 due six weeks before start date, remaining balance due the fourth week, eighth week, and twelfth week of the classes in three installments. Late payment fee of \$25.00 is charged for all late payments, not exceeding \$75.00 total per term.

CANCELLATION POLICY

Cancellations should be made in person, email, or certified mail. All money will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all money paid, except the application fee.

Cancellation due to rejection of the enrolled applicant by the institution: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid will be refunded to the applicant, with the exception of the application fee.

Cancellation due to program cancellation by the institution: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid to the student.

REFUND POLICY

Withdraws within the add/drop period (first five days of class) will result in 100% tuition refund. Room & board, meal plans, and parking will be charged on a pro-rata charge for one week. Non-refundable fees include the application fee, physical, and any books/equipment (up to 30 days from the date of purchase), that cannot be resold as new. Withdraws after add/drop period but prior to completion of 50% of the program result in a pro-rata refund calculated on the number of clock hours completed to the total program hours. Withdraw after completion of 50% of the program will result in no refund. Any unused modules of room and board or meal plans will be refunded. The date used for the refund calculation is the last date of attendance by the student. Refunds will be made within 30 days of the date of determination. The date of determination is defined as the date the institution receive an official withdrawal notification from the student or the day after the student violates the attendance policy.

REFUND POLICY FOR VETERANS EDUCATIONAL ASSISTANCE

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy listed in this Catalog (see page 40) with the exception of Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

COLLECTIONS

All delinquent tuition payments will be turned over to an outside collection agency when the account is more than ninety (90) days past due. The student will be responsible for any collection fees and/or attorney fees associated with the collection procedure.

ACADEMIC POLICY

ATTENDANCE POLICY

Successful completion of training at CDA Technical Institute can only be achieved through regular, punctual attendance. Each student's progress is monitored on a daily basis for academic progress (a score of 70% or better) as well as attendance.

Students enrolled in Air/Mixed Gas Commercial Diver Program may not miss more than three (3) days or 27 clock hours in any module and not more than six (6) days or 54 clock hours in the total program. The student must be in attendance a minimum of 93.8%.

Students enrolled in the Voltage Line Worker Program may not miss more than three (3) days or 27.75 clock hours in any module and not more than six (6) days or 55.5 clock hours in the program. The student must be in attendance a minimum of 94.3% of the program.

Students enrolled in the Hyperbaric Technician, Dive Medical Technician, and SDI Sport Diving Instructor electives may not miss more than ten (10) percent of the total course, 4.4 Clock hours for Hyperbaric Technician, 4 clock hours for Dive Medical Technician, and SDI Sport Diving Instructor 2.5 clock hours.

Students absent more than the maximum number of days allowed during any module will have to repeat the module. Students will receive a written warning prior to violating the attendance policy. Students who are absent more than the maximum allowed days in a given program will be administratively withdrawn from that program. All absences and tardy occurrences are recorded in the student's permanent record. Those students with 2 days of absence will be advised by the Instructor, Dean or Campus Director.

Students who are present, but missing up to 25% of the training day will be marked tardy. Those attending less than 75% of the training day will be marked absent.

TARDINESS

Tardy is defined as being late for or leaving early from any class or official school function. Students arriving after attendance has been taken will be marked tardy. Those leaving early will be marked tardy. Three (3) tardies during a module will convert to one (1) absence. Tardy marks do not carry forward to the next module (month) unless enough were accumulated to convert to an absence. Absences converted from instances of being tardy do count in the cumulative total. There are critical training days and these days cannot be missed. Missing one of these days may constitute dismissal.

EXCUSED ABSENCE

Eligibility for a student to have an excused absence is at the discretion of the Dean or Medical Supervisor. The student must submit official documentation to the Dean or Medical Supervisor for evaluation. If the student is granted an excused absence, the missed hours will still count when computing maximum number of allowable absences, unless the time is made-up. An excused absence will impact the eligibility for the perfect attendance award. See Make-Up policy on page 41.

LEAVE OF ABSENCE

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. Only one leave of absence will be granted in a 12-month period and it must not exceed 50% of the program's length.

Student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he/she must be withdrawn.

The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The institution must document its approval decision relative to the leave of absence request in accordance with its published policy.

Students using Veterans Educational Assistance Benefits must be withdrawn during all periods of absence. If a student violates attendance, a thirty-day probationary period will be enforced and the student will not receive benefits during the thirty days after returning from the attendance violation. A refund may be granted according to the Refund Policy.

Maximum allowable leave of absence is equal to one-half (.5) of the published program length for all programs.

Multiple leave of absences may be permitted provided the total days missed does not exceed the limit for each specific program.

RE-ENTRY

A student who have been suspended, terminated or withdrawn from CDA may seek re-admission under certain circumstances by submitting a new application and a \$100 re-entry fee. The Dean will interview the student and the final decision will be made by the Dean, Director of Compliance or President. Also, if the student has a written appeal, the final decision will be made by the School President. The school may require a drug test and additional documentation. The school is not obligated to readmit a student.

GRADING SYSTEM POLICY

DEFINITIONS

The definition of a full-time student is a minimum of twenty-four (24) clock hours per week. The definition of an academic year is a minimum of nine hundred (900) clock hours or twenty-six (26) weeks. The definition of one (1) clock hour is equal to fifty (50) minutes of instructor-led training followed by an appropriate break.

CLASS INSTRUCTOR RATIOS

CDA Technical Institute has a maximum student to teacher ratio of thirty-five (35) students to one (1) instructor/assistant in lab situations and thirty-five (35) students to one (1) instructor/assistant in classroom situations. The curriculum varies for each program and has been designed to prepare students to go to work upon graduation.

ACADEMIC GRADE

Passing grades are a minimum of 70% out of a possible 100%. Work is graded according to the following schedule:

| Grade | Definition |
|-------|-------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69 OR BELOW |
| I* | Incomplete |
| R | Repeat |
| W | Withdrawal |

*Incomplete grades will convert to a failing grade (F) if the student does not contact the school or make up missed course work within five (5) calendar days after the end of the course.

OVERALL GRADE

| | |
|--------------------------|-------|
| Daily Participation | = 35% |
| All Quizzes and Tests | = 45% |
| Midpoint and Final Exams | = 20% |

INCREMENTS FOR EVALUATION

Students will be evaluated at the End of each Module within the program. At this point the student must have a cumulative grade of 70% or better to be considered as maintaining Satisfactory Academic Progress.

PRACTICAL GRADE

The student is given a daily grading score on his/her ability to interact with the classmates, instructors and subject matter, both lecture and lab.

Factors such as LATENESS, ATTITUDE and GENERAL WORK ETHICS, will affect the grade. Any absent day will result in a ZERO for that day.

WEEKLY – DAILY GRADE / EXAMPLES:

| M | T | W | T | F | AVERAGE |
|----|----|----|----|----|---------|
| 85 | 95 | 90 | 92 | 95 | 91.4 |

PRACTICAL FINAL AVERAGE

Total weekly average divided by weeks = Practical Final Average

MAKE-UP WORK

Every effort will be made to accommodate a student who requires make-up work or for which a grade of "failure" or "incomplete" was earned. It is the responsibility of the student to make arrangements to complete the required work. CDA reserves the right to charge students for additional instruction time and make-up work. **All make up work must be completed by the Saturday following the last day of the current module. Make up times will be set by management.**

TUTORING

Every effort is made to ensure students achieve academic success during normal class time. On occasion, extra tutoring may be needed. Tutoring will be made available to those students that request it or at the recommendation of an Instructor. Additional cost may apply.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Student progress will be informally monitored at the end of each course. This process is conducted for ALL students. An informal academic review will occur at the conclusion of each module. In order for a student to graduate on time, remain in good standing and avoid the possibility of additional tuition cost, they must maintain satisfactory academic progress or SAP. SAP consists of both qualitative and quantitative elements (see details below). Students must complete all program requirements within the "maximum time frame". The maximum time frame may not exceed 150% of the length of the program (measured in weeks) as stated in the catalog.

QUANTITATIVE ELEMENT

An informal evaluation period is defined as one (1) Module, and a formal evaluation period is defined as a payment period (1/2 of the scheduled hours and 1/2 of the scheduled weeks). During each evaluation period, students are required to maintain a minimum of 90% completion hours. CDA Technical Institute's specific program requirements are listed on page 44 of this catalog, or must be evaluated in a ratio of "attempted" to "earned" hours.

If a student fails to meet the quantitative (attendance) element, he or she will be placed on warning and required to make up missed time by the end of the next module. Students on warning remain eligible for financial aid. Administrative withdrawal from the program will result if the student does not achieve SAP during the warning period.

QUALITATIVE ELEMENT

Students are required to maintain a minimum grade of 70% at the end of each informal evaluation period. The qualitative element of SAP will be evaluated at the mid-point and end of the program.

A student who achieves less than a score of 70% on a written or practical quiz, test or exam will be allowed complete a retake within five (5) school days, with a waiting period of 2 days. Provided a passing grade is achieved (70% or greater) for the retake, the maximum score given for the quiz, test or assessments will be 70%. Students failing the retake will be required to repeat the entire module. If, after repeating the module, the student still fails to meet the minimum requirements as detailed above, that student will be administratively dismissed from the program.

Mid-point and final assessments are administered in addition to the module quizzes and tests. All require a minimum score of 70%. A student must achieve a passing score on all module quizzes and tests before they will be allowed to take the mid-point or final assessment.

Students that do not achieve satisfactory academic progress at the midpoint evaluation will be placed on warning for the remaining payment period. Failing to meet and maintain the overall grade requirement 70% while on warning will result in administrative dismissal.

FINANCIAL AID WARNING

Financial Aid Warning is the status assigned to a student after he/she fails to meet Satisfactory Academic Progress standards. Students may continue to receive Title IV aid for one payment period. A Financial Aid Warning period may not exceed one payment period. Failure to meet SAP by the end of the warning period will be academically dismissed from the program, unless they have an approved appeal on file.

APPEALS

Students who have been dismissed may appeal in writing within five (5) school days.

The appeal process is as follows:

- Written appeal submitted to Dean of Students along with documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.
- The appeal will be reviewed by the Chief Administrative Officer/Dean and the Director of Compliance; the student will be notified in writing within five (5) school days of the decision.
- The appeal decision is final.
- Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set forth.
- At the end of the evaluation period, the student's academic status will be reviewed.
- The student may continue on probation as long as he/she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

GRADUATION REQUIREMENTS

All candidates for graduation must meet the following criteria to receive a diploma from CDA Technical Institute:

- Satisfactory attendance record in accordance with the attendance policy.
- Successful completion of all required practical, lab, clinical externship and academic coursework
- A minimum cumulative grade of 70 or higher
- Has fulfilled all financial obligations
- Complete an exit interview with the Financial Aid department if a student participates in any student loan program.

If a student fails to fulfill the requirements listed above, he/she will not be permitted to obtain job placement assistance. Further, no certificates of achievement will be issued and no transcripts will be released for students who are not in good financial standing.

DIPLOMA AND CERTIFICATES

Upon meeting all requirements for graduation as set forth in this catalog in effect at the time of entrance into the program, the graduate will be awarded a diploma which attests to the student's proficiency.

AIR/MIXED GAS COMMERCIAL DIVER

Upon successful completion of the course the student will be awarded a CDA Technical Institute diploma for Air/Mixed Gas Commercial Diver, and credentials including:

- ADCI Tender/diver
- ADCE Tender/diver
- CDA Tech Certificate of completion for Underwater Visual Testing level 1
- Underwater Ultrasonic Testing Thickness levels 1 & 2
- Underwater Magnetic Particle Inspection Level 1 & 2
- CDA Tech entry level underwater welding
- CDA Tech entry level underwater burning
- CDA Tech Hazwoper certification as outlined in 29CFR 1910.120 of Occupational Health and Safety Administration (OSHA) regulations
- NCCER credentials for Core Curriculum
- NCCER credentials for Basic Rigger
- NASE WORLDWIDE Certification in accordance with ASHI for CPR/First Aid, AED & O₂ provider
- PEC safety-SafeGulf/SafeLand
- NASE WORLDWIDE Open Water Diver certification (if not already certified).
- CDA Tech Certification of Completion for a 24-hour, commercial Diving ops and a night dive.

VOLTAGE LINE WORKER

Upon successful completion of the course the student will be awarded a CDA Technical Institute diploma for Voltage Line Worker, and credentials including:

- Credentials from National Center for Construction Education and Research (NCCER):
 - Core Curriculum
 - Power Line Worker Level 1
 - Power Line Worker Distribution Level 2
 - Power Line Worker Distribution Level 3
 - Mobile Crane Operations Level 1
 - Basic Rigger
 - Field Safety
 - Signal Person
- Wilderness/Line Worker Medical Technician Certification
- CPR/First Aid, AED & O₂ Provider Certification from American Safety and Health Institute (ASHI)
- OSHA 10 Certification

HYPERBARIC TECHNICIAN

- Certified Hyperbaric Technologist (CHT) diploma and become eligible to work in a clinical environment. The student will also be eligible to take the CHT examination upon completion of 480 hours of documented preceptorship.

DIVE MEDICAL TECHNICIAN (DMT)

- A diploma of course completion which enables graduates to seek certification by examination, upon completion of Module 16, from the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) organization.

SDI SPORT DIVING INSTRUCTOR

- A National Academy of Scuba Educators (NASE) Scuba Instructor certification.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 12. Defined as those records that contain information directly related to a student and which are maintained by CDA Technical Institute or by a party acting on behalf of the school.

The eligible student has:

1. The right to gain access to inspect and review their educational records within forty-five (45) days of submitting a request. Students should submit in writing their request to the Registrar, Campus Director, or other appropriate School Official. The written requests should identify the record(s) they wish to inspect. The CDA Technical Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records being requested are not maintained by the school, we will direct the student to the appropriate agency or official to fulfill the request.
2. The right to request that inaccurate or misleading information in his or her education records is amended.

The eligible student should:

- A. submit a written request to the Registrar, Campus Director or other appropriate School Official
- B. clearly identify the part of the record they want amended
- C. specify why it is inaccurate or misleading

If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of their right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to CDA Technical Institute officials with legitimate educational interests. A CDA Technical Institute official is a person employed by the CDA Technical Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the CDA Technical Institute has contracted (such as an attorney, auditor, or collection agency).
4. Upon request, the school may disclose education records without consent to officials of another school, in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by state schools to comply with the requirements of FERPA. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA by visiting the website as follows: www.ed.gov/policy/gen/guid/fpco/index.html

The name and address of the Office that administers FERPA is listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-8520

COMPLAINT PROCEDURE

If a student has a complaint or grievance that has not been resolved through meetings with either faculty or staff, he or she should present the matter to the Vice President (VP). The VP will meet with the appropriate parties within a twenty-four (24) hour period and will present his findings and resolution to the student within forty-eight (48) hours. If the grievance is not resolved to the student's satisfaction, he or she may wish to refer the matter to the Accrediting Council for Continuing Education & Training (ACCET).

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure the quality of the educational training programs provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies.

In the event that a student has exercised the institution's complaint procedure and the problem has not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution,
 - b) A detailed description of the alleged problem(s),
 - c) The approximate date(s) that the problem(s) occurred,
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students,
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET,
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street, NW, Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

FLORIDA DEPARTMENT OF EDUCATION (CIE) COMPLAINT PROCESS

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400

Or E-mail: cieinfo@fldoe.org

Or Fax: 850-245-3238

CAMPUS SAFETY AND SECURITY

Students should report any criminal activity to the CDA campus patrol and the Campus Director, Vice President, who are responsible for reporting any criminal activity to the police or other appropriate authorities. The school has security patrol to monitor the campus, classrooms, dorms and offices.

CDA does not accept liability for a student's car, personal belonging or safety while on campus or in parking lot and /or off-site locations. Students are expected to carry their own medical and personal property insurance and act accordingly to ensure their own safety.

CAREER SERVICES

CAREER COUNSELING AND PLACEMENT ASSISTANCE

CDA Technical Institute maintains a career counseling and job assistance service. Through its many contacts throughout the related industries, the school is committed to assisting graduates with finding entry level employment. Further, CDA Technical Institute also extends this service to its alumni through the use of the CDA Website and the CDA Facebook page. A Career Services staff member is available, via phone or email, to provide assistance to all CDA Alumni and students year-round.

All students complete a Communication Skills and Employability Skills course prior to graduation. Course objectives include developing a resume, writing cover letters, researching companies, conducting job searches, making a good impression and preparing for an interview.

Course objectives include:

Employability Skills:

Describe the opportunities in the construction businesses and how to enter the

1. Construction workforce.
2. Explain the importance of critical thinking and how to solve problems.
3. Explain the importance of social skills and identify ways good social skills are applied in the construction trades.

Communication Skills:

1. Describe the communication, listening, and speaking processes and their relationship to job performance.
2. Describe good reading and writing skills and their relationship to job performance.

CDA students complete Cover Letters and Resumes over a month prior to graduation and begin the process of applying for jobs. The Career Services Administrator provides job listings via email to Senior's, and all alumni, that have not secured a permanent position prior to and after graduation. The Career Services staff member

also schedules employers to visit the campus, meet with and interview students, and provide insight into the diving/welding industry.

Career Services are provided on an individual basis throughout the year, in the classroom setting, in a formal Career Services class and again on the day of graduation. The progress of each graduate is tracked, documented, and personal contacts are made weekly from the Career Services Administrator to all graduates who have not secured a permanent position.

CDA Technical Institute does not guarantee students employment upon graduation from any of its classes.

CAREER OPPORTUNITIES:

Graduates of CDA Technical Institute are prepared to perform tasks that require a high degree of complexity and utmost dedication to safety. The objective of each program is to develop the necessary skills to successfully compete in the employment arena. Although it is impossible to guarantee each student a job or a specific wage rate, the school works diligently to provide appropriate leads and arrange specific interviews.

Commercial Divers, including DMT are employed to perform a multitude of tasks, including inspections, surveying, life support operation, operating hyperbaric chamber, drilling support (oil fields), underwater jetting, platform construction, salvage, search and recovery, underwater welding and cutting, and underwater installation, repair and maintenance, operation and maintenance, and operating hyperbaric chamber.

PROGRAM INFORMATION:

| | |
|---|--------------------------------|
| 6-digit OPEID: | 039853 |
| Name of Program: | Air Mixed Gas Commercial Diver |
| Department of Education 6-digit CIP for program: | 49.0304 |
| Occupations for which this program prepares students: | 49-9092.00 |

Voltage Line Workers install, maintain, or repair power lines that move electricity as well as identifying defective devices, voltage regulators, transformers and switches. The Line Worker will install and maintain the network of power lines that moves electricity from generating plants to customers. Line Workers who maintain the interstate power grid work in crews that travel to locations throughout a large region to service transmission lines and towers.

PROGRAM INFORMATION:

| | |
|--|----------------------|
| 6-digit OPEID: | 039853 |
| Name of Program: | Voltage Line Workers |
| Department of Education 6-digit CIP for program: | 46.0301 |

STUDENT CONDUCT

CODE OF CONDUCT:

CDA specifically prohibits conduct that can disrupt or prevent successful continuation of training. This applies particularly to actions conducted on CDA property, and includes items both disruptive and/or illegal. Activities that are conducted off CDA property are prohibited if they pose an obvious risk of disruption/continuation of training.

Any student found to have committed or to have attempted to commit misconduct is subject to the appropriate disciplinary action under this policy.

Examples include but are not limited to the following:

- Weapons - Students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (excluding working dive/line workers tools of the trade) or weapons of any kind.
- Illegal or Unauthorized Possession or Use of Drugs, Controlled Substances, or Paraphernalia. – Students will not possess, consume, distribute, or be under the influence of illegal drugs while on school property or at any school sponsored event.
- Possession or consumption of alcohol – Students will not possess or consume alcohol while on campus (including dorms), or be under the influence of alcohol while attending classes.
- Theft, Property Damage, and Vandalism - Theft, possession of stolen property, unauthorized possession, wrongful sale/gift, or vandalism of property to include institution, housing, customer, staff or other students' property will not be tolerated.
- Threatening, Harassing, or Assaultive Conduct – Any unwelcome action whether physical, verbal, or nonverbal; that is intimidating, hostile or creates an offensive environment, the use of force or threat of force to engage a person in sexual activities without the person's willing consent, or involvement in hazing or threatening the physical safety and comfort of others or a display of violence that results in physical contact.
- Dishonesty – Any acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commits an act of academic dishonesty, including cheating, plagiarism, fabrication and misrepresentation.
- Disorderly Conduct – Exhibiting disruptive behavior that impairs interferes with or obstructs the orderly conduct, processes and functions of the school.
- Unsafe Conduct – Students will observe all safety regulations, including the use of appropriate PPE equipment, and adhere to the proper use of tools, equipment, and motorized vehicles.
- Refusal to Comply – Failure to act on verbal instructions of instructors or staff, including all safety procedures.
- Unauthorized Entry – Students will not enter or attempt to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device. This includes using keys without authorization.
- Unauthorized Use of Institution Facilities and Services – Wrongfully using institution properties or facilities; misuse, alteration, or damage to fire-fighting equipment, safety devices or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services.
- Tobacco Use – Violating non-smoking and tobacco usage rules.

- Discrimination – Students will not use any verbal or non-verbal discrimination towards any individual or group.
- Attempts to Injure or Fraud – Making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the institution when done with intent to injure, defraud, or misinform.
- Computer, Internet, and Network Use – Use of school computers, internet and networks in a manner that constitutes a violation of the institution code or local, state, and federal law, endangers system integrity, or accessing sites containing inappropriate content.
- Hazing – Any act taken on the institutions’ property or in connection with any institution-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in admission to, affiliation with, or as a condition for continued membership in a group or organization.
- Violation of Institution Rules - Engaging in conduct that violates institution or departmental regulations that have been posted or publicized.
- Violation of Federal or State Laws – Engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson.

Violations of any student code of conduct may result in any of the following actions:

- Warning – An oral or written warning or reprimand.
- Probation – A condition imposed for a defined period of time and includes the probability of more severe disciplinary action if the student is found to violate any institutional regulation during the probationary period.
- Required Compliance – Satisfying institutional requirements.
- Confiscation – Confiscation of goods used or possessed in violation of institution regulations or confiscation of falsified identification or identification wrongly used.
- Restitution – Making compensation for loss, injury, or damage.
- Restriction of Privileges – The denial or restriction of specified privileges.
- Suspension – Separation of the student from the institution for a defined period of time, after which the student is eligible to return to the institution.
- Expulsion – The permanent separation of the student from the institution.
- Withholding of Diploma or Degree – The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned action.

In addition, failure to adhere to the attendance policy, unsatisfactory academic performance, and default in the payment of an obligation constitutes grounds for termination.

SEXUAL HARASSMENT POLICY

CDA Technical Institute is committed to providing an environment that is free of sexual harassment and will not tolerate harassing behavior by any CDA Technical Institute employee, student or third party in connection with the educational program. We will act quickly and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of harassment.

We encourage all individuals to inform CDA Technical Institute about behavior that may be inappropriate or constitute harassment promptly, before it becomes so serious that it interferes with your work or academic environment. We will work with students and employees to review their options for addressing the harassing behavior and tailor a response appropriate to the circumstances that effectively ends and prevents any further misconduct.

DRUG POLICY

The consumption and/or possession of alcohol by any person younger than 21 years of age are forbidden by state law and campus policy.

No student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in Federal and Florida law on school property. Violation of this policy shall be considered an act of serious misconduct. Alcohol, drugs, paraphernalia, or other related substances confiscated shall be released to an appropriate law enforcement officer.

COPYRIGHT POLICY

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of CDA Technical Institute that all rights, including intellectual property on the internet, in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in CDA under copyright law), is supported by a direct allocation of funds through CDA for the pursuit of a specific project, is commissioned by CDA, makes significant use of CDA resources or personnel, or is otherwise subject to contractual obligations.

Single Copies

- One chapter from a book
- One article from a journal issue or newspaper
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, short essay, or short poem
- A chart, diagram, drawing, graph, cartoon, or picture
- Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue

Cumulative Effect

- The copying of the material is for only one course, with no more than one copy per student in the course.
- Not more than one short article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during a term.
- There shall not be more than nine instances of such multiple copying for one course during a term.

Infringement of copyright law or the copyright policy will result in criminal liability and /or prosecution.

STUDENT SERVICES

HOUSING

CDA Technical Institute offers an on-campus barrack-style dormitory for specific programs at both the Jacksonville and Ocala locations. Dormitory's will be closed during all breaks. Please call Admissions for details.

There are various types of residential facilities available in the adjacent areas, including apartments and condominiums, to accommodate enrolled students. Although the school does not accept responsibility for locating off-campus housing for students, the school will make every effort to assist and direct students in obtaining affordable housing while attending CDA Technical Institute. Campus crime statistics are available in the Registrar's office.

MEAL PLAN

CDA Technical Institute is pleased to offer an in-house meal plan at both locations. The plan consists of three (3) meals per day, seven (7) days a week. The plan covers the entire length of the program when school is in session and is mandatory for all students living in the dormitory.

Student living off campus are not required to purchase the meal plan.

AIR MIXED GAS COMMERCIAL DIVER PROGRAM

| | |
|---|------------|
| Housing and Meals | |
| Room and Board 20 weeks | \$5,425.00 |
| Room and Board 4 weeks | \$1,085.00 |
| 3 Meal Per Day Plan (Monday - Friday for Off Campus Only) | \$1,800.00 |
| 2 Meal Per Day Plan (Monday - Friday for Off Campus Only) | \$1,500.00 |

VOLTAGE LINE WORKER PROGRAM

| | |
|---|-------------|
| Housing and Meals | |
| Room and Board 26 weeks | \$ 7,052.50 |
| 3 Meal Per Day Plan (Monday – Thursday for Off Campus Only) | \$ 2,925.00 |
| 2 Meal Per Day Plan (Monday – Thursday for Off Campus Only) | \$ 1,950.00 |

STUDENT PARKING

Student parking is located at 5806 Main Street North, Jacksonville, FL 32208, approximately 1 mile from the main campus, behind America's Donuts. Vans drop off and pick up from the parking lot in the morning from 6:45am – 7:30am and in the evening from 5:00pm – 5:30 pm.

HEALTH SERVICES

First aid emergency medical supplies are strategically located in and near the classrooms and on all of the floating laboratories. Referral to the services of a physician is available through the campus Medical Supervisor. No prescription medications are dispensed while attending CDA. Each student is encouraged to purchase short term insurance before registration, unless he or she is already adequately covered. In the event of an injury accident, CDA Technical Institute reserves the right to request a drug test.

NORMAN KETCHMAN LIBRARY

The Norman Ketchman Library is a resource center for faculty and students. Computers are available in the library and are connected to the internet for research.

PRO SHOP

The Pro Shop supplies students with all required texts and classroom consumables. It also can supply the items at a cost well below the average dive shop. Items such as tee shirts, caps and mugs with our logo affixed are also available. The Pro Shop hours are posted and are also available by appointment.

STUDENT RECORDS

The Registrar's office maintains all student records, to include transcripts of total academic history. The final official transcript is permanently retained by the school and is available to students upon individual request. Student records will be provided to potential employers only after written request has been made by the student.

Students are provided a copy of their official transcript as a part of the graduation paper work. Additional copies are available by written request and an administrative fee will be charged.

PART-TIME JOB OPPORTUNITIES

Some students may require a part-time job to help finance their training. Within major port cities such as Jacksonville, job opportunities are available. It is strongly recommended that students limit any part-time work to Saturday and Sunday only, so as to not interfere with class and study schedules. (VLW students Friday – Sunday)

U.S. Citizenship and Immigration Services (USCIS) restrict permission for international students to accept employment off-campus. Any application for off-campus practical training must be approved by USCIS, only for training purposes for a temporary period. If approved, the student will be allowed to have one month of practical training for every four months of study completed, limited to six months total practical training time.

ACADEMIC ADVISING AND STUDENT COUNSELING

Instructors are available to help students with academic issues and refer them to tutoring also conducted by instructors.

CDA Technical Institute does not have a pastoral or professional counselor; therefore, the school doesn't have a policy pertaining to this area. Students requesting these services are referred to various community resources.

FINANCIAL AID ADVISEMENT:

Students are encouraged to speak with our Financial Aid team for advisement throughout their academic program.

ADVISORY BOARD COMMITTEE

Captain Ray Black, President/Owner (Chairman)
CDA Technical Institute

Emily Black-Whiddon – VP
CDA Technical Institute

Mick Parkinson, Medical Supervisor
CDA Technical Institute

Dr. Daniel Matricia, M.D. Medical Director
CDA Technical Institute
Jacksonville Beach, FL

Brandon Lee
Pike Electric

Eric Waters
Pike Electric

Robbie Champagne
C-Dive

Ben LeBlanc
Patriot Construction

STAFF AND FACULTY

ADMINISTRATIVE STAFF

| | | |
|---------------------|--------------------------------|------------------------|
| Captain Ray Black | President/Owner | Jacksonville and Ocala |
| Ray Black II | Vice President - International | Jacksonville and Ocala |
| Emily Black-Whiddon | Vice President | Jacksonville and Ocala |
| Linda Scott | Director of Compliance | Jacksonville and Ocala |
| Tracey Hebert | Controller | Jacksonville |
| Kennedy Albertson | Office Manager | Jacksonville |
| Open | Director of Admissions | Jacksonville |
| Dorothy Pulver | Registrar | Jacksonville |
| Scott Levine | Admissions Representative | Jacksonville |
| Reza Garajedaghi | Admissions Representative | Jacksonville |
| Andrew Staley | Admissions Representative | Jacksonville |
| Lori Amsdell | Enrollment Coordinator | Jacksonville |
| Open | Director of Financial Aid | Jacksonville |
| Rita Rosario | Financial Aid Representative | Jacksonville |
| Erika Calle | Financial Aid Representative | Jacksonville |
| Michael Snyder | Store Manager | Jacksonville |
| Valerie Mills-Ross | Director of First Impressions | Jacksonville |
| Open | Career Services | Jacksonville |
| Vinko Koteski | Director of Safety | Jacksonville |
| Michael Parkinson | Medical Supervisor | Jacksonville and Ocala |
| Shawn Parker | EMT Program Director | Jacksonville |
| Richard Jolly | Senior VP of International | Jacksonville and Ocala |
| Robert Boyd | Maintenance Manager | Jacksonville |
| Ken Juillerat | Maintenance Manager | Ocala |
| Michael Wise | Custodial Supervisor | Jacksonville |
| Rosario Beebe | Janitor | Ocala |
| Richard Fegeley | NASE Program Director | Ocala |

FACULTY

In making faculty selections, the institution considers educational background, as well as relevant work experience.

| | | |
|----------------------|----------------------------|--------------|
| Brandon Mounts | AMGCD Lead Instructor | Jacksonville |
| Charles Spillane | AMGCD Instructor | Jacksonville |
| Katheryn Marks | AMGCD Instructor | Jacksonville |
| Michael Merchant II | AMGCD Instructor | Jacksonville |
| Robert Shawn Daniels | AMGCD Instructor | Jacksonville |
| Eric Bitz | AMGCD Instructor | Jacksonville |
| Zachary Ross | AMGCD Instructor | Jacksonville |
| Joshua Rucker | AMGCD Assistant Instructor | Jacksonville |
| Henry Denley | VLW Lead Instructor | Jacksonville |
| LeRoy Phillips | VLW Instructor | Jacksonville |
| Jerry Dorman | VLW Instructor | Jacksonville |

2022 Catalog Addendum #1

Effective 4/26/2022

- CDA no longer accepts GI Bill
- The application fee and tuition waiver for military veterans is being discontinued