

# **Smog Tech Institute Catalog**

**4070 Palm St. Suite 704  
Fullerton, CA 92835  
Tel: (714) 441-1620  
Fax: (714) 808-1487**

**21208 Nordhoff St.  
Chatsworth, CA 91311  
Tel: (818) 717-0301  
Fax: (714) 808-1487**

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## GENERAL INFORMATION

### Mission Statement

Smog Tech Institute's mission is to give students the opportunity to learn the skills needed become a Certified California State Smog Technician.

We strive to be the best learning institution in the industry so our students can fulfill their goals. To accomplish this we have the best instructors, equipment, and environment in the industry. We provide a comfortable and clean learning environment.

### Objectives

Smog Tech Institute is dedicated to enhancing student competencies by:

- ✓ Providing training that is current with technology and modern day career demands.
- ✓ Delivering educational support services that meet student life demands and schedules.
- ✓ Integrating into the educational process a better understanding of cultural diversity needs.
- ✓ Providing working adults with training opportunities that are flexible and accessible.

### Who We Are

Smog Tech Institute is a California B.A.R. Certified Training facility. We are located in the cities of Fullerton and Chatsworth, CA. on the sites of the former schools: We Teach U and Snap-On Training.

Helping you to become a Certified California State Smog Technician is our mission. Some of the classes we offer are A6, A8, and L1 Alternatives, as well as Basic & Advanced Clean Air Car courses. We also have Update Certification Classes, and Citation level 1, 2 and 3 classes. We plan to add other specialized classes as the need arises; such as Hybrid, Electrical and A/C.

We strive to be the best learning institution in the industry so you can fulfill your goals. To accomplish this we have the best instructors, equipment, and environment in the industry. We provide a comfortable and clean learning environment.

You will come away from Smog Tech Institute smarter and more confident than when you went in. We will make every effort to provide you with relevant real world training that will enhance your productivity and your bottom line

### California Smog License Requirements

State smog license requirements are the following 6 classes:

- ✓ Basic Clear Air Car Course
- ✓ Advanced Clear Air Car Course
- ✓ ASE or Bar Alternative:A6, A8, L1 Classes
- ✓ 2011 update class

New smog technicians are required to have all six certifications before you can take the BAR State Smog Exam.

For technicians already certified you are required to keep your ASE or Alternative certifications up to date and complete the current Bar update course to maintain your smog license.

### Authorization Disclosure Statements

- ✓ Smog Tech Institute is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ Smog Tech Institute does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ Smog Tech Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Smog Tech Institute does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ Smog Tech Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ Smog Tech Institute has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ Smog Tech Institute does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ Smog Tech Institute does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.

### Main Campus Facilities

The main campus and corporate offices are located 4070 Palm St. Suite 704, Fullerton, CA 92835. The institute is located half a block north of the West Imperial Highway 90 on Palm St on the ground floor of the building. The area of the institute and corporate offices are approximately 3,000 sq. ft. with an entrance into the administrative area and the classroom. The administrative area is divided into a reception area, one administrative office. Restrooms are available in the building. Instruction is provided in the primary classroom.

The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

### Branch Office

A branch campus is located at 21208 Nordhoff St, Chatsworth, CA 91311. It is located on the first and second floors. The area of the institute is approximately 2,000 sq. ft. with a front and back entrance. This space is divided into a reception area, 1 administrative office and 1 classroom and a working shop service bay for instructional and demo area. Restrooms are available. Instruction is provided in one or more primary classrooms while the computer labs contain individual workstations. Student/faculty lounge is available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available on the street and behind the building. Students receive instruction on college owned equipment, hardware and software. There are no additional fees to use this equipment.

The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

### Library

The school has a small reference library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

These texts books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our program by supporting and reinforcing the instruction given in class and practically.

Students are also offered a listing of public libraries within 3 miles of the school.

### Office Hours

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. Smog Tech Institute observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

## ADMISSIONS POLICIES

### The Application Process

The application for admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) When necessary take a level or entrance test.
- 5) Receive and read all required pre-enrollment disclosures.

- ✓ *School Catalog with the Program Outline*
- ✓ *Drug Free School Disclosure*
- ✓ *A School Performance Fact Sheet*
- ✓ *Campus Security Statistics Disclosure*
- ✓ *Read the Enrollment Agreement before signing*
- ✓ *Make financial arrangement to cover tuition and fees*

The Director has the responsibility to review and approve an enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

### Admission Requirements

Applicants must be at least 18 years of age and may provide proof of their High School Diploma or G.E.D. or take an ability to benefit test and achieve a passing score depending on the program on the Entrance Exam - Wonderlic Personal & Scholastic Exam. The admissions representative will discuss the test results with the applicant in detail. This test can be taken a total of (3) three times, if necessary. There is a minimum of a 60 day waiting period before administering the test the third time.

### Physical Requirements:

A typical smog technician will inspect and test approximately 5 to 15 vehicles per workday. The actual number will vary depending on the type of vehicles tested, how many vehicle test failures occur during the day, and what type of diagnostic procedures and repairs are needed on each failed vehicle to enable it to pass the smog inspection.

Standing/Sitting: The technician will stand approximately 25% of the day, depending if they are at a sitting position to enter data into the smog inspection computer. Sitting occurs approximately 25% of the day during both the driving portion of the test as well as possibly during data entry into the smog test analyzer.

Walking: Walking around the vehicle will occur during the inspection. In addition, the technician will walk to and from the vehicle to a workbench during any diagnostic and repair procedures.

Lifting/Carrying: The most typical weight for hand-held diagnostic equipment or parts being removed from a vehicle for inspection and/or repair will be between 1 and 15 pounds. The heaviest item that would be lifted and carried would be a battery weighing between 10 and 15 pounds.

### Non-Discrimination Policy

Smog Tech Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

### Procedures for Admissions

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. A prospective student is encouraged to call the school and make an appointment with an admission representative to discuss the program they are interested in and arrange for a tour of the school's facilities.

*Credit Evaluation and Challenge Procedures*

Smog Tech Institute does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Smog Tech Institute does not award credit for experiential learning.

*Notice Concerning Transferability of Credits and Credentials Earned at our Institution*

The transferability of credits you earn at Smog Tech Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn at Smog Tech Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at Smog Tech Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Smog Tech Institute will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Smog Tech Institute to determine if your credits will transfer.

## ACADEMIC POLICIES

### Attendance Policy

The faculty and staff of the school consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (20% or more of classroom hours) will be placed on probation without notice. If the student's attendance does not improve, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Director. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Director. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

### Attendance Probation

At least once a week, the Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

### Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each course. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. The grading scale is as follows:

We use a cumulative grade point average system to evaluate academic performance. Grading is based on classroom performance, outside assignment, and periodic examinations.

Grade point average required for certifying completion of each course is a minimum cumulative passing grade of 80%.

### Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received less than 80%. The student will be charged tuition at the appropriate rate.

### Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

### Leave Of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### Make-Up Work

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

### Unofficial Withdrawal

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

### Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice during the one enrollment period

### Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

### STUDENT SERVICES

This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### General Conduct

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Smog Tech Institute defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

### Tools And Equipment

The purchase of tools is not included in the tuition. The school provides enrolled students with all required tools and equipment for laboratory practical application. Although Automotive Repair Dealers (ARD's) normally provide the special tools and test equipment required to analyze vehicle malfunctions, most employers expect professional automotive technicians to possess the required tools of the trade. Tools are an option. Some employers engaged in "Test Only" smog inspections provide some necessary equipment. Entry-level smog technicians are encouraged to have a basic tool set. We suggest that students take advantage of the (Optional) Snap-on Industrial "Student Excellence Program". Smog Tech Institute students have the same opportunity to purchase student sets as those who attend other "Higher Level Institutions" automotive programs nationwide. Only actively enrolled APET students are eligible to purchase tools at substantial savings from Snap-on Tools Industrial Division. Many student sets are up to 50% off retail value. Snap-on Industrial will supply current pricing upon request. Price and part numbers vary. Automotive Training Schools, Inc. is a completely separate entity from Snap-on Tools. As a policy, Smog Tech Institute does not get involved in the purchase of tools. As a courtesy, we will administratively assist students with tool purchases. Those desiring to be "Test Only Technicians" may not be required by their potential employers to have their own tools. Those entering the trade as "Test and Repair Technicians" will be required to have at least a basic tool set and should consider a starter tool box set

### Career Development And Placement

Students and/or their representatives are encouraged to check the local newspaper classified section and internet to get a real-world perspective of the local job market. Students interested in prevailing wages are encouraged to survey (via telephone) local businesses. For example, if someone wants to know the starting wage for a licensed smog technician, they should call a minimum of five smog stations, at random, from the internet or yellow pages. They then get a first hand feel for both the labor market and current wages. For example, on February 15th, 2010, there were two job postings in the San Francisco Chronicle newspaper for licensed smog technician, both entry level and experienced. While we do not profess to promise starting wages, typical employers are stating weekly starting salaries of \$500.00 to \$800.00 a week for a newly licensed technician. The institute has an on-going dialog with its corporate and private retail businesses /customers. They range from nationwide mass merchandisers to local garage owners. Owners are always looking for individuals who have good attitudes with trade knowledge and skills. Although the institute does not offer job placement, because of our dialog with so many shops, we do have job referrals (Job openings from shop owners) that are posted and readily available on campus bulletin boards. Graduates of the APET program will possess a broad base of knowledge that is very attractive to the automotive industry. In addition to possessing the knowledge and credentials to pass the State smog technician examination, they will be eligible to take the national ASE automotive A6-Electrical, A8-Engine Performance and L1-Advanced Engine Performance certification examinations.

Liability

Smog Tech Institute assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

Retention of Records

Smog Tech Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained for **permanently**. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education or Agency for Veterans Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education,  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel (916) 431-6959,  
Toll Free (888) 370-7589  
Fax (916) 263-1897**

**By e-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Mailing address:  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

## Schedule of Student Charges

	Clock Hours	Registration Non- Refundable	Training Fee Refundable	STRF Non- Refundable	Total Cost
<b><i>Program Name</i></b>					
Automotive Performance & Emissions Technology (APET)	516	\$50.00	\$5850.00	\$15.00	\$5915.00
<b><i>Individuals Seminar Courses</i></b>					
Electrical Workshop	4		\$75.00		\$75.00
(CAN) Control Area Network Workshop	4		\$75.00		\$75.00
EVAP Workshop	4		\$75.00		\$75.00
Brake and Lamp Certification Workshop	4		\$75.00		\$75.00
Hybrid Safety Workshop	4		\$75.00		\$75.00
Mode 6 Diagnostics Workshop	4		\$75.00		\$75.00
DSO Workshop	4		\$75.00		\$75.00
5 gas Analysis and Fuel Trim Workshop	4		\$75.00		\$75.00
A/C certification Workshop	4		\$75.00		\$75.00

### Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.*

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation

need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$50.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$50) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the *daily charge* for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 10 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 10 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Smog Tech Institute reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

#### Payment Policy

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Smog Tech Institute accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

## PROGRAM DESCRIPTION

### Automotive Performance & Emissions Technology (APET)

The Automotive Performance & Emissions Technology (APET) course curriculum consists of fourteen modules. Most modules have laboratory demonstrations as well as classroom presentation. Some modules cover single subject matter and some cover multiple subjects. Certificates are awarded for each module successfully completed.

*Program objectives: The graduate will be able to:*

- Demonstrate proficiency in the equipment skills and safety regulations relating to the automotive industry.
- Demonstrate proficiency in appropriate math skills.
- Demonstrate proficiency in appropriate understanding of basic sciences.
- Demonstrate proficiency in employability skills.
- Demonstrate proficiency in appropriate communication skills.
- Demonstrate proficiency in understanding of entrepreneurship.
- Demonstrate proficiency in acceptable employee behavior in the automotive industry.
- Demonstrate proficiency in routine maintenance and consumer services.

Model 1	AUTOMOTIVE SAFETY & INFORMATION	12-hours
Model 2	ENGINE TECHNOLOGY	32-hours
Model 3	ELECTRICAL SYSTEMS TECHNOLOGY	40-hours
Model 4	FUEL MANAGEMENT TECHNOLOGY	40-hours
Model 5	DIAGNOSTIC TOOLS & TEST EQUIPMENT OPERATION	28-hours
Model 6	AUTOMOTIVE SERVICE and ADMINISTRATION	16-hours
Model 7	PRACTICAL APPLICATIONS	140-hours
Model 8	AUTOMOTIVE ELECTRICAL	20-hours
Model 9	ENGINE PERFORMANCE	24-hours
Model 10	ADVANCED ENGINE PERFORMANCE	28-hours
Model 11	CALIFORNIA "CLEAN AIR CAR" COURSE (CACC)	68-hours
Model 12	ADVANCED CLEAN AIR CAR COURSE	28-hours
Model 13	BAR 2009 SMOG UPDATE	16-hours
Model 14	SMOG EXAMINATION TEST-PREP	24-hours

*Graduation requirements:*

*Satisfactory completion of modules 1-7 and 14 satisfy the California Bureau of Automotive Repair's prerequisite of prior education in the "engine performance" area to become eligible to qualify for taking the CA State Emissions Technician examination.*

*Modules 8-13 are designed by the Bureau of Automotive Repair as advanced level courses and should only be taken after successful completion of modules 1-7 (or prior automotive industry experience in electrical and computer diagnostic systems). Each course includes lectures and a "hands-on" lab requirement with a written final examination that must be passed with a minimum score of 70%. Satisfactory completion of modules 8-13 are the prerequisites for smog certification course curriculum to qualify for taking the CA State ADVANCED Level Emissions Technician examination.*

## Course Descriptions

### **Module 01**

#### **AUTOMOTIVE SAFETY & INFORMATION**

12-hours

This is an entry-level module that discusses shop and tool safety, and principles of vehicle configurations.

Subjects covered in this module are:

- Occupational health & safety • Hand & Power Tools
- Vehicle Information & configurations • Workshop Equipment

### **Module 02**

#### **ENGINE TECHNOLOGY**

32-hours

This module provides students with an understanding of the physics employed by the modern engine. It covers engine systems theory and prepares students for advanced training.

Subjects covered in this module are:

- Motive Power Types • Engine Cooling
- Engine Components • Engine Lubrication

### **Module 03**

#### **ELECTRICAL SYSTEMS TECHNOLOGY**

40-hours

This module begins with the fundamental elements of electrical theory and then continues with how it applies to automotive systems. It also covers electrical system testing and diagnostics and prepares students for advanced training.

Subjects covered in this module are:

- Electrical Principals • Ignition Systems
- DVOM Experiments • Charging, Starting & Lighting

### **Module 04**

#### **FUEL MANAGEMENT TECHNOLOGY**

40-hours

This module covers computer management systems. It is an in-depth look at how to restore and maintain vehicle drivability, and how drivability affects exhaust emissions. Focus subjects for feed-back carburetors, mechanical and electronic fuel injection, computer-controlled systems, and emission controls.

Subjects covered in this module are:

- Intake & Exhaust systems (carburetor & EFI) • Computer Management Controls
- Emission Control systems • On-board Diagnostics

### **Module 05**

#### **DIAGNOSTIC TOOLS & TEST EQUIPMENT OPERATION**

28-hours

Students learn how to diagnose the automobile using engine analyzers, scanners, dynamometers, and other diagnostic tools. Diagnostic equipment functions are discussed and operational procedures practiced.

Subjects covered in this module are:

- Engine analyzer • Scanner & digital graphing multi-meter
- Digital storage oscilloscope (DSO)

### **Module 06**

#### **AUTOMOTIVE SERVICE and ADMINISTRATION**

16-hours

Students learn how to understand a repair order, how to obtain diagnostic information through repair manuals and computer data sources, and how to write information properly as it pertains to the Bureau of Automotive Repair's administrative requirements.

Subjects covered in this module are:

- Repair orders • Text and electronic repair manuals
- Obligations to the consumer • Supporting science & Technical publications
- Communicating with customers

### **Module 07**

#### **PRACTICAL APPLICATIONS**

140-hours

This is a self-paced module that applies to all of the modules. In an open laboratory (with instructor supervision), students apply classroom learning to solve real world problems. Laboratory time consists of both demonstrations (SEE) and practical applications (DO). The emphasis of the APET program is on "see and do". It is essential that students take advantage of the

practical applications module by finding vehicles with poor drivability, and then using open lab time to diagnose the problems. Students will perform a minimum of five training Acceleration Simulation Mode (ASM) BAR97 emissions inspections and diagnose a minimum of five ASM failures. Additionally, students will demonstrate their competencies by using diagnostic equipment to determine vehicle component serviceability. Students must document completion of each required task by submitting simulated repair orders and/or worksheets.

**Module 08**

AUTOMOTIVE ELECTRICAL 20-hours

This is a BAR certified alternative to ASE A6 Electrical certification; it is an advanced course of study in automotive electrical/electronics.

**Module 09**

ENGINE PERFORMANCE 24-hours

This is a BAR certified alternative to ASE A8 Engine Performance certification; it is an intermediate course of study in automotive engine performance.

**Module 10**

ADVANCED ENGINE PERFORMANCE 28-hours

This is a BAR certified alternative to ASE L1 Advanced Engine Performance certification; it is an advanced course of study in automotive engine performance.

**Module 09**

CALIFORNIA "CLEAN AIR CAR" COURSE (CACC) 68-hours

This is the combination of three sub-modules of study. It includes:

- 1) Information on basic smog inspection, laws and regulations pertaining to smog inspections, and how to perform a proper smog inspection using the BAR-97 smog machine in basic mode.
- 2) OBD-II diagnostics; which covers training on how to diagnose and repair OBD-II type vehicles using high-tech diagnostic test equipment.
- 3) BAR 2007 smog update; which covers diagnostic and testing procedures on late-model vehicles.

**Module 12**

ADVANCED CLEAN AIR CAR COURSE 28-hours

This is advanced training on how to perform loaded-mode smog inspections using a dynamometer as well as how to use 5-gas analysis to increase engine performance and reduce emissions.

**Module 13**

BAR 2009 SMOG UPDATE 16-hours

This course will cover the latest diagnostic and testing procedures on today's computerized vehicles.

**Module 14**

SMOG EXAMINATION TEST-PREP 24-hours

(CA State smog-technician certification exam preparation)

This correspondence course is designed to prepare the technician to take the State Emissions Technician examination. It reviews the laws, regulations, and emissions testing procedures, as well as technical and diagnostic information contained in the exam. This course not required by the BAR to take the state exam.

## Individuals Seminar Courses

### *Electrical Workshop*

You will learn how to properly test for opens in shorts and perform resistance checks. To understand Ohms Law and what your meter is telling you and you will learn how to read schematics and how to identify power and ground in a circuit as well as how to properly perform voltage drops. You will learn how specific circuits work and how to diagnose them like power windows, Wipers, Headlights and how to diagnose complex computer circuits

### *(CAN) Control Area Network Workshop*

With CAN now being made mandatory for all vehicles sold in California for 2008 it is imperative to understand how this system works and how to diagnose it when it doesn't. You will learn the fundamentals of Control Area Networks and to understand the complexity and full system integration. You will learn how to diagnose complex network codes and the use of scanner to access the Network

### *EVAP Workshop*

When a vehicle comes with a leak dtc or fails the new low pressure evap test you need to know how to repair the vehicle fast to keep your profits up. Learn how the EVAP system works both Enhanced and non Enhanced Learn how to identify the different EVAP systems. Learn how a leak detection pump works. Learn how to perform a manual EVAP test using an EVAP tester and with out an EVAP tester and learn how to identify leaks in the EVAP system and how to check if you have repaired the leak

### *Brake and Lamp Certification Workshop*

This class will prepare you for the state BAR brake and Lamp Certification test. You will learn how to properly adjust headlights and how to properly diagnose lighting circuits. You will learn about the different braking systems electrical and mechanical and the rules and regulations associated with the brake & lamp certification test

### *Hybrid Safety Workshop*

When a Hybrid vehicle comes into your shop for a service, do you know how to protect yourself? Learn the basics of hybrid technology. Learn the does and don't s when servicing hybrid vehicles and understand the different types of hybrid vehicles

### *Mode 6 Diagnostics Workshop*

Learn what the monitors are telling you. Learn how to use raw data to repair vehicle. Understand the TID'S. Understand CID'S. Learn the Hexadecimal programming format. Understand the Test value readings. Learn how to apply conversion factor to raw data to get a physical reading of Amps, Res, Volts, Time, Inches of water. Learn how to access factory web site for mode 6 data. Learn how to apply mode 6 data to vehicle repair

### *DSO Workshop*

You will learn how to how to make that tool sitting on your shelf collecting dust make you money. You will learn basic fundamentals of oscilloscope operation. You will learn how to hook DSO to most automotive circuits and how to set up the DSO for the proper application. You will learn how to look at sample good and bad DSO patterns

### *5 gas Analysis and Fuel Trim Workshop*

You will gain a better understanding of the readings received from the tail pipe. You will learn how to read and interpret the 5 gasses and the causes of HC, CO, NOX. You will learn how to interpret Fuel Trim and how to use fuel trim to diagnose rich, lean and misfire conditions as well as load speed cell and about PCM adaptive strategy.

### *A/C certification Workshop*

This class will prepare you for MACS A/C certification You will learn all information needed to pass the MACS A/C certification test

*Staff and Faculty Listing*

School Director  
Mark Keiser

Student Services and Placement  
Liz Arias

Director of Education  
Greg Ramirez

Faculty  
*Mark Keiser*

Mark is an ASE Master Technician who has been working in the automotive industry since 1982 and has had a smog license since 1984. Diagnostics and trouble shooting are his areas of specialty with twenty years experience working on technical support hotlines for national companies including Automotive Data Systems, Snap-On, and Kia Motors America. Mark is excited to bring his fifteen years of experience of teaching BAR certified courses to the Smog Tech Institute. Mark enjoys instructing, and his effectiveness can be seen in his students' high success rates on tests. Students frequently return to take more classes with Mark because of his teaching style that makes the information easier to understand.

*Greg Ramirez*

Greg is an ASE Master Technician who has been working in the automotive field since 1980. Greg has been involved with the Smog Check program since 1984. Greg brings to Smog Tech Institute years of experience and education. He has an Automotive AA Degree from Fullerton College and a Bachelor Of Arts Degree from Alberdeen University. In the field of automotive he holds a California automotive Teaching credential and is a BAR certified Instructor for the state of California. Greg brings experience as a prior owner of a repair shop, and in instructional development for automotive classes as an adjunct instructor for Fullerton College. He previously taught in the same location (We Teach U) and is a member of the California Automotive Teachers and North America Automotive Teachers Counsel Association and member of Fullerton Automotive Advisory Committee. Greg is also a referee for the California state smog program.

*David Haerle*

Dave is an ASE technician that started repairing cars in 1952 and has had a smog license since 1974. He has worked in several local dealerships since 1974 specializing in driveability diagnostics, electrical, and smog certification and repair as a Ford Master technician. Dave started his teaching career in 1967 while in the U.S. Air Force, as a Master Instructor. Since 1979 he has taught automotive classes for Sun Electric Corp., ARCO, Snap-On Tools, AC Delco, Auto Tech, We Teach U, and now STI. With many returning students he is now training the children of his former students. Having enjoyed teaching for these many years, Dave looks forward to continuing for many more to come.

Academic Calendar

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

Holidays 2012

New Year's Day	January 1
Martin Luther King Day	January 16
President's Day	February 20
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 11
Thanksgiving Day	November 22

Winter Holidays will last from December 21, 2012 until January 2, 2013

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

***Statement for monitoring compliance with BPPE changing policies and procedures:***

In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, The School Director is responsible to monitor new policies and procedures.

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Social Security or Student number: