

North Carolina Technical Education Center (NC-TEC)

2022/2023 Course Catalog

North Carolina Technical Education Center (NC-TEC)
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The provisions and requirements stated in the NC-TEC catalog are not to be considered as an irrevocable contract between the student and NC-TEC. NC-TEC reserves the right to make changes that it deems necessary at any time, without notification. Alterations may include course and program changes and cancellations. The online version of the catalog will be updated periodically to reflect such alterations. The responsibility for understanding and meeting the completion requirements published in the NC-TEC catalog rests entirely with the student.

Academic calendar

Year-Round Calendar 2022 / 2023

Each term is eight weeks in length. Individual courses are offered one at a time throughout the course of the terms. Contact NC-TEC for an updated list of offerings.

Hours of Operation: Classes are offered Monday – Friday 8:00 AM – 5:00 PM during the week. No classes are scheduled on the weekends.

Academic Year - 2022

Term IJanuary 24, 2022 – March 18, 2022

Term II April 4, 2022 – May 27, 2022

Term IIIJune 20, 2022 – August 12, 2022

Term IV September 26, 2022 – November 18, 2022

Academic Year - 2023

Term IJanuary 23, 2023 – March 17, 2023

Term II April 3, 2023 – May 26, 2023

Term IIIJune 12, 2023 – August 4, 2023

Term IV September 25, 2023 – November 17, 2023

Registration deadline for each term is the day before the scheduled start date pending availability.

No Classes – MLK Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Memorial Day, Thanksgiving, Christmas, New Years.

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About Us

The Southeast Propane Alliance was founded in 1957 in order to promote, protect, and encourage the growth of the LP-Gas industry in the State of North Carolina. The propane industry is rapidly growing into one of the nation's highly used fuels in the home, business, recreation, and industrial settings. Propane is utilized for cooking, water heating, heating, drying, lighting, engine fuel, refrigeration, incineration, cutting and welding. Currently in the United States, over 15 billion gallons of propane are sold and approximately 60 million customers utilize propane annually. SEPA started propane industry instructional operations through NC- TEC on April 14, 2010.

North Carolina Technical Education Center (NC-TEC)

NC-TEC Mission Statement:

To promote and represent the Propane marketing industry for the economic vitality of North Carolina, South Carolina, Georgia, and propane companies in the United States.

Vision Statement:

At North Carolina Technical Education Center, our vision is to be an institution that exceeds the expectations of our stakeholders for effective education, training, and workforce development by providing world-class programs and services.

Description of Space, Facilities, and Equipment

NC-TEC facilities are located in beautiful Graham, North Carolina at 2260 Long Dairy Rd, Graham, NC 27253. This state of the art indoor and outdoor lab / training facility has a large multi-purpose classroom that comfortably seats up to 24 students. Four individual labs provide a unique training environment that enhances student learning. The building is surrounded by a "Propane Village" where visual props and equipment are used for training.

The training center has all the necessary props, equipment, and training aids necessary to train and prepare students to work in the industry. This includes electrical boards, hydrometer, regulators, tanks, cutaways, valves, brass fittings, industry tools, gauges, projectors, white boards, computers, and internet connectivity.



Due Process

NC-TEC affords all persons involved in appeals due process. This includes the right to receive written notice of the alleged violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

Standards of Conduct

NC-TEC expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students are subject to civil authority both on and off campus. NC-TEC files criminal charges in appropriate cases and cooperates with public officials in their prosecution.

Prohibited Conduct

Prohibited conduct shall include but not be limited to the items listed below:

- Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of NC-TEC staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own (plagiarism); and failure to abide by any other academic regulation established by the instructor that appears on the individual course syllabus addendum (Note: The syllabus serves as a contract between the instructor and the student.)
- Theft, misuse, or damage to NC-TEC property, the property of a member of the NC-TEC community or the property of a visitor on NC-TEC premises or at NC-TEC functions; unauthorized entry upon the property of the NC-TEC or into a NC-TEC facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a NC-TEC facility after closing hours.
- Possession or the use of alcoholic beverages on property owned or controlled by the NC-TEC or at NC-TEC sponsored events is prohibited unless approved in writing by the NC-TEC President. Possession of alcohol in NC-TEC owned vehicles and other places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the NC-TEC campuses or NC-TEC-sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.
- Mental or physical abuse of any person on NC-TEC premises or at sponsored activities, or at NC-TEC supervised functions, including severe and persistent verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice
- Comments of a sexual nature, including innuendoes, suggestive statements, jokes, propositions, threats, and degrading/discriminating/ stereotypical words whether directed at the victim or made in the victim's presence. Nonverbal - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures that are severe, persistent, unreasonably impactful, and outside the scope of academic pursuits.
- Unwanted physical contact, including touching, pinching, grabbing, and stroking, and when sexual penetration occurs may rise to the level of rape.
- Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or at other NC-TEC activities including public service functions, and other duly authorized activities on NC-TEC premises.
- Occupation or seizure in any manner of NC-TEC property, a NC-TEC facility, or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.
- Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of NC-TEC facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the NC-TEC.
- Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- Gambling.
- The use of tobacco products is prohibited except in designated areas.

- Littering which includes disposing of paper, bottles, cans, or any other form of litter on NC-TEC grounds or in any building.
- Violation of NC-TEC regulations regarding the operation and parking of motor vehicles.
- Forgery, alteration, or misuse of NC-TEC documents, records, or instruments of identification.
- Failure to comply with instructions of NC-TEC officials who are acting in performance of their duties.
- Violation of the terms of disciplinary probation or any NC-TEC regulation during the period of probation.
- Fiscal irresponsibility such as failure to pay NC-TEC levied fines and foundation loans or the passing of worthless checks to NC-TEC officials.
- Violation of a local, state, or federal criminal law on NC-TEC premises.
- Furnishing false or incomplete information to the NC-TEC.
- Use of NC-TEC computers or networking resources to engage in any behavior that violates any federal, state, or local laws, or NC-TEC regulations including downloading of copyrighted material or any unauthorized software.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to NC-TEC data.

Procedures for Reporting Violations

When a violation of the student standards of conduct is suspected, the observer should immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the President/CEO for investigation and follow-up action.

Student Dress Code Policy

The purpose of North Carolina Technical Education Center Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an adult professional learning environment and academic success while ensuring the safety of the student body. NC-TEC is a technical learning and training institution therefore, a student's attire will be in good taste and represent the high educational standards set by NC-TEC. It is important to note that the following policy may be supplemented by specific building rules and or training events.

- Worn: All dress attire should be durable as well as protective. Long durable pants, denim jeans or work pants and sleeved shirt will be worn at all times. Shorts, or any type of sporting attire pants such as jogging pants, workout pants, track pants, etc. will not be worn. Long or short sleeved shirts will be worn. Sleeveless shirts are not authorized.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment as determined by any NC-TEC staff member will be required to change.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around or below the midsection.
- Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
- Any clothing containing holes, cuts, tears and/or rips that expose undergarments or skin are not permitted.
- No exposed cleavage will be permitted.
- Skintight and close-fitting clothing is not permitted. Leggings, yoga pants, or similar tight pants worn alone are not permitted.
- No pajamas or sleepwear may be worn.
- Footwear will be worn at all times. Footwear will be closed toe and durable. Sandals, shower shoes, flip

flops, crocs, or any type of soft open or closed toe shoe is not permitted. Safety considerations may dictate the type of footwear worn in specific classes, training, or school settings.

- The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.
- Hair and Jewelry: The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard during training. In both cases, the student may be required to wear some type of protective covering or remove jewelry.
- Personal Protective Gear (PPE) such as safety hard hats, safety glasses, and gloves will be worn while conducting skills assessments, operating machinery or equipment and handling hazardous material. The instructor will dictate when and where PPE must be worn.

Students who do not follow the Dress Code will be required to change clothes or be dismissed from campus. Repeated Dress Code infractions may result in additional consequences in alignment with NC-TEC's discipline standards.

Note: A student locker will be provided to store PPE and additional clothing necessary for inclement weather conditions

Student Cell Phone/Electronic Signaling Devices Policy

The purpose of North Carolina Technical Education Center Student Cell Phone and Electronic Signaling Devices Policy is to clearly define acceptable student usage of such devices. The objective of the policy is to promote an atmosphere for academic success and prevent distractions from any instruction or training. It is important to note that the following policy may be supplemented by specific building rules and or training events.

- Devices Covered: The devices covered in this Policy include all cellular phones/ devices, smart watches, text pagers, personal laptops, and provided student laptops. This list is not all inclusive and is not intended to exclude any similar devices.
- Students will conduct themselves in manner that contributes to the safe learning environment of NC-TEC. As such, cellular phones and other communication device usage during class detract from that learning environment for themselves and others. Therefore, the only authorized communication device is the student laptop provided by NC-TEC. These laptops are authorized for the purpose of accessing the curriculum, classroom participation, and academic testing only. The use of or the physical possession of any other communication device is not permitted during any classroom instruction, laboratory training, academic testing, or technical skills assessment.
- Students may utilize any communication device before and after class, during break periods, and during their lunch break so long as that the use of such device does not distract any other student from learning.
- Students that anticipate emergency or other important calls should notify their instructor in order to work out a feasible solution. The instructors and/or Director of Education are the only persons that will authorize any student to utilize any such device during instruction/ training times.

During classroom instructions and training, all communication devices will be secured in a student's vehicle or locker.

Admissions

Open Door Policy

NC-TEC operates under the “open door” admissions policy of the State Board of Community Colleges. Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to NC-TEC. Individuals under 18 years of age who have not attained graduation from high school can attend NC-TEC as stipulated by the policies of the State Board of Community Colleges. Admission to NC-TEC, however, does not ensure admission to any individual program or course or continued enrollment at NC-TEC. NC-TEC is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. NC-TEC may refuse admission to an applicant who poses a safety threat.

Application

For admission, applicants must provide a completed application for admission, a copy of high school transcript or high school equivalency certificate, and a \$25 application fee. NC-TEC reserves the right to ask for additional supporting materials.

Application deadlines

Applications will be reviewed on a continuous basis as they are completed; however, registration deadline for each term is the day before the scheduled start date pending availability.

Prerequisites: Certificate Programs

Certificate Programs: Applicants must be high school graduates or possess high school equivalency certificates.

Enrollment limitations

Class enrollment limitations will be set for each term based on space requirements and availability as well as the availability of instructors to maintain appropriate instructor- student ratios determined by specific course of instruction. Maximum student enrollment will be no greater than 24 students per term.

Written record (transcript) of previous education and training

Prior to enrollment, eligible students, veterans, and active-duty military are **required** to submit certified and official copies of high school transcripts including previous higher learning education and training for evaluation by NC-TEC for the purpose of determining whether appropriate credit should be awarded for previous education and training. For the purposes of evaluating military training, DD Form 295, Application For the Evaluation of Learning Experiences During Military Service will be used as the template for assessing submitted documented training whether or not a signed form is submitted by the student.

Granting appropriate credit for previous education and training

Previous high school education, higher learning education and training will be assessed by NC-TEC and on a case-by-case basis training may be shortened proportionately where prior proficiency has been documented. Students will be notified in writing when previous training and education has been found to meet the standards to shorten the normal course of instruction. In addition, for eligible veteran and military students, NC-TEC will notify the Department of Veterans Affairs in writing of this determination.

STUDENT RECORD PROCEDURES

Mandatory student record procedures for all veterans, participants, military, and other eligible persons:

NC-TEC maintains Records of Progress on all students, veteran, and non-veteran alike. Grade reports are furnished all students at the end of each scheduled school term. Student records for DVA students are maintained for a minimum of three years after last date of enrollment.

Financial aid

Types of financial aid available:

Institutional Grants

* All NC-TEC applicants will be eligible to apply for needs based third party grants from the NC Propane Education & Research Foundation and the Georgia Agricultural Commodity Commission for Propane.

Financial information

Tuition and fees for 2022/ 2023

Full Term Tuition	\$4,500
*Tool Kit (optional)	\$1,255.72
*Books (optional)	\$371

Tuition and fees for Short Course (Bobtail Driver/ Delivery)

* The Short Course (Bobtail Driver/ Delivery) program is not an approved program by the Department of Veteran Affairs.

Note: Short course is specifically designed for Delivery Drivers

Total.....	\$6,300
Commercial Driver's License (CDL-B)	\$3,300
CETP 1.0 Basic Principles and Practices of Propane	
CETP 2.2 Bobtail Delivery Operations	
Book (optional).....	\$185.50

"The Commercial Driver's License (CDL-B) program offered to North Carolina Technical Education Center students by and through a partnered truck driving institution has been declared exempt from the requirements for licensure under provisions of Article 8, §115D of the North Carolina General Statutes. Exemption from licensure is not based upon any assessment of program quality under established licensing standards."

2022/ 2023 Took Kit

Service Tool Kit		
QTY	ITEM	COST
1	ADJ Wrench 12"	\$47.89
1	ADJ Wrench 10"	\$30.36
1	ADJ Wrench 8"	\$20.44
2	Pipe Wrench Aluminum 14"	\$52.20 ea
1	Combo Wrench Set (piece, 1/4 - 3/4)	\$70.45
1	Allen Wrench SAE	\$5.29
1	Alen Wrench Metric	\$7.19
1	6 n 1 Screwdriver	\$4.00
1	7 Piece Comb Screwdriver Set	\$37.87
1	Torx Bit Set for Drill, 32 Piece	\$21.94
1	10" Pump Pliers	\$31.56
1	7" Pump Pliers	\$21.03
1	Needle Nose Pliers 7"	\$18.09
1	Wire Stripper- Multi Tool	\$16.68
1	Claw Hammer	\$24.99
1	274 Imperial Tubing Cutter	\$28.90
1	945 TH Flare Tool	\$91.95
1	Utility Knife	\$15.97
1	Gloves Bully Tough	\$3.24
1	ME-SQTG-4B Leak Check Kit	\$156.45
1	METL051 Serviceman's Friend	\$4.55
1	ELECTRIC TEST KIT	\$40.87
1	ME-LD02 2 OZ Leak Detector Fluid	\$1.85
1	Tape HD Yellow	\$3.85
1	JOHN CRANE (PLC2)	\$13.41
1	GM 3X Gas Match, 15" Flex	\$35.47
1	Protective Glasses	\$3.50
1	Torpedo Level, Magnetic	\$14.50
1	Inspection Pen Light	\$16.00
1	Flashlight with Work Light	\$19.00
1	Telescoping Magnetic LED Pickup Tool	\$17.50
1	Tape Measure 25 Ft	\$13.99
1	Brush top bottle	\$4.81
1	55431 Lighted Tool Bag	\$99.94
1	Hard Hat	\$10.00

Processing\$	\$20.00
Total:	\$ 1,057.93

***Books**

*NFPA 54 ISBN 978-1-4559-2584-1	\$185.50
*NFPA 58 ISBN 978-1-4559-2286-4.....	\$185.50

Payment Information

<i>Payment due dates</i>	<u>2022</u>	<u>2023</u>
Term I.....	Jan 24*	Jan 23*
Term II.....	Apr 4*	Apr 3*
Term III.....	Jun 20*	Jun 12*
Term IV.....	Sept 26*	Sep 25*

***NC-TEC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to NC-TEC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of Title 38 USC.

NC-TEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to NC-TEC due to the delayed disbursement of a payment to be provided by the Veterans Administration under chapter 31 or 33 of Title 38 USC.

For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of Title 38 USC

Refund procedures

If a student withdraws before the first day of class or if the class is canceled, they will receive a 100% refund and a 75% refund if the student withdraws within the first 25% of the period of enrollment for which the student is charged.

Voluntary withdrawal: Students wishing to withdraw completely from the NC-TEC initiate the process by notifying their instructor. The instructor will notify NC-TEC administration to complete the withdrawal process including all necessary official notifications and refunds processed accordingly.

Involuntary withdrawal: The last date of attendance for students will be established and documented for students who stop attending classes and do not follow withdrawal procedures. A W or I will be recorded based on the date of Involuntary withdrawal and refunds processed accordingly.

Withdrawal and refund policy for reservists called to active duty: Any student called to active duty in the U.S. military may withdraw from courses up until the last day of the semester. The student will have a W or I recorded in their records and refunds will be processed accordingly.

STUDENT PRO RATA REFUND POLICY

Mandatory refund policy for all veterans, participants, military, and other eligible persons:

The following refund policy will be applicable to persons enrolled under provisions of Title 38 United States Code.

NC-TEC has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges. This policy covers situations when the eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion.

The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to the total length of the course.

Attendance regulations

Regular class attendance is a student obligation; regular attendance at class and laboratory sessions is expected. Attendance will be monitored and recorded and if the attendance requirement is not maintained for each course the student will be subject to dismissal.

Due to the level of technical instruction and hands on training each CETP course requires, students should make every attempt to attend class daily. If students miss any instruction, they will work with instructors to make up the missed content. This must be completed before students can continue to the next CETP course.

Students are responsible for all their work, including assessments, tests, and written work, and for all class meetings. Class cuts, tardiness, absences, and completion of missed class work are issues for the instructor and student to resolve to ensure the attendance obligation is met.

Students are encouraged to communicate with their instructors early about potential absences.

Tardiness

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will coordinate with the instructors to ensure any missed lesson or training is executed

Grading and Evaluation

NC-TEC's system of evaluation is based on a pass or fail standard. A passing grade is meeting a standard of 70% in any evaluation.

NR	Grade not reported (temporary grade)
I	Incomplete (temporary grade)
W	Withdrew
P	Passing; 70% or 75% (VA Supported Students) or higher
F	Fail; less than 70%, 75% (VA Supported Students)

Incomplete grades

A grade of I (incomplete) may be given for illness, accident, or other unusual hardship beyond the student's control. This grade may be granted with the intent to resume classes once the hardship has been resolved.

Graduation requirements

All work and assessments must be completed with a standard passing grade of 70% as outlined in the class syllabi. NC-TEC will proctor and administer the test at the end of each certification block of instruction. Certification records are maintained by ITS. Students have access to their on-board Learning Management System indefinitely.

www.ITS-Training.com. Phone 270-753-2150

Certificates of completed training will be presented on the final day of class to students that met attendance requirements and completed the required hours for course completion. ITS will update the portal that they have passed and mail a certificate of completion to the students when they passed the course in 7-10 business days. If a student fails an exam, the student will be allowed to retake the exam two additional times. All exams must be completed within 48 hours following the initial failed attempt.

Student Standards for Academic Progress

Students must show Satisfactory Academic Progress (SAP) toward completing course objectives. All periods of enrollment count toward SAP. In order to meet SAP, students must achieve at least a 70% passing grade in each course. Students who fail to make satisfactory progress will be subject to dismissal from NC-TEC. If a student fails to meet the 70% pass standard in a given course, they will be placed in a probationary status for a period of 48 hours in order to retest and meet the 70% standard. At the end of the probationary period, if the student fails to meet the 70% standard, the student will be dropped from enrollment at NC-TEC.

VA Student Standards for Academic Progress

Students must show Satisfactory Academic Progress (SAP) toward completing each course objective. All periods of enrollment count toward SAP. In order to meet SAP, students using VA educational benefits must achieve at least a 75% passing grade in each course module. If a student fails to meet the 75% passing requirement within a course module, they will be placed in a probationary status for a period of 48 hours in order to retest and meet the 75% standard. During the probationary period, a student is awarded the opportunity to retest two times. At the end of the probationary period, if the student fails to obtain the 75% passing requirement, the student will be terminated from VA educational benefit usage.

Leave of absence policy

Students whose enrollment is interrupted may apply for a leave of absence at the time of their withdrawal. Formal requests for leaves should be made to NC-TEC administration via the course instructor. Justifiable reasons for a leave may include medical or financial difficulties or church-related service assignments. Students must provide justifiable proof of difficulty, assignment, etc. in order for leave to be granted.

Conditions for re-entrance for students dismissed for unsatisfactory progress

Students can request to meet with school administration to develop a plan for achieving satisfactory progress. Students must wait for the next class to begin unless given approval by NC-TEC Staff to re-join current class.

Teach out and record retention

Mandatory teach-out provisions & record retention requirements for veterans, participants, military and other eligible persons:

NC-TEC has and maintains the following policy with regard to student's academic and other critical records. In the event that the institution, for any reason, is unable to continue operation as an education entity, provision has been made with the North Carolina Division of Cultural Resources (Archives) to assume control of all students' academic and other critical student records.

NC-TEC has and maintains the following policy with regard to continuation of current educational classes (a teach-out). In the event that the institution, for any reason, is unable to continue operation as an educational entity, sufficient bonding is in place to refund tuition and fees for currently enrolled classes as well as the refund of any unearned tuition and fees for educational programs (pre-paid tuition and fees) that cannot be completed through the awarding of terminal certificates, diploma, and/or degrees.

Academic integrity

NC-TEC expects all students and faculty members to practice academic integrity. Honesty, trust, fairness, respect, and responsibility are essential building blocks in creating a vital learning community. They are also the foundation for lifelong integrity. Academic dishonesty at NC-TEC is considered a serious breach of the "NC-TEC Commitment to Community Standards." Academic dishonesty is any act that misrepresents academic work or interferes with the academic work of others. It includes:

- Plagiarism (giving the impression that another person's work is your own)
- Cheating on assignments or exams
- Falsification of data
- Submission of the same (or substantially the same) paper in more than one course without the prior consent of all instructors concerned
- Depriving others of necessary academic sources
- Sabotaging another student's work

Violation of academic integrity standards may result in dismissal from NC-TEC.

Academic grievance policy

The academic grievance policy seeks to provide a fair and expeditious process that allows for both informal and formal resolution of conflicts. Students of NC-TEC who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures or other incidents related to academic affairs. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or test was too difficult is not grounds for a complaint. A student must have evidence that specific policy was violated or

that he or she was treated in a prejudicial or capricious manner. This policy does not limit NC-TEC's right to change rules, policies, or practices.

Informal resolution

1. An NC-TEC student must first contact the faculty member who allegedly violated his/her rights to determine if there can be an informal resolution. The contact should be made by the student within ten business days (Monday-Friday, excluding observed holidays) of when the alleged violation occurred. The student must provide written documentation to the faculty member which includes:
 - A statement concerning the nature of the complaint
 - Any evidence on which the complaint is based
 - The outcome that the student seeks
2. The faculty member will respond in writing within ten business days to the student's written document. The student and faculty member will then meet to determine if an informal resolution can be reached.

Formal resolution

1. If the student is not satisfied with the outcome of the meeting in #2 above, the student may contact, within five business days, the President/CEO to appeal the outcome.

Privacy rights of students

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at NC-TEC are hereby notified of their rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the NC-TEC receives a request for access. Students should submit to the registrar, dean of students, or other appropriate official, written requests that identify the record(s) they wish to inspect. The NC-TEC official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the NC-TEC Director of Education to amend a record that they believe is inaccurate or misleading. They should write to the Dir. of Ed. official responsible for the record, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the Dir. of Ed. decides not to amend the record as requested by the student, the Dir of Ed. will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to prohibit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the NC-TEC in an administrative, supervisory, academic, research or support staff position (including security personnel); a person or company with whom the NC-TEC has contracted (such as an attorney, auditor or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the NC-TEC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NC-TEC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department

of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605. FERPA further provides that certain information concerning the student, designated as “directory information,” may be released by the NC-TEC unless the student has informed the NC-TEC that such information should not be released. “Directory information” includes:

- Student’s Name
- Permanent address
- Local address
- Telephone number
- E-mail address
- ID photo
- Verification of birth date supplied by inquirer
- Dates of attendance
- Classification and enrollment status (full- or part-time)
- Date of graduation and degree received
- Major field(s) of study
- Awards and honors received
- Most recent previous educational institution attended by the student
- Participation in officially recognized activities and sports
- Height and weight of athlete

NC-TEC does not provide student e-mail lists to public or private entities. Any student who desires that any or all of the above-listed information not be released may contact the NC-TEC administration office. Questions about this policy may be directed to the NC-TEC administration offices.

Privacy rights of deceased students

FERPA rights of an individual expire with that individual’s death. However, it is NC-TEC’s policy not to release educational records of deceased individuals, unless required to do so by law or authorized to do so by either the executor of the deceased’s estate or the deceased’s spouse, parents or children. NC-TEC may request proof of death.

Certified Employee Training (CETP)

1.0-4.2 Certified Employee Training (CETP)

319 clock hours (191 Lab hours) (128 Lecture)

CETP 1.0 Basic Principles and Practices of Propane	24 hours
.....	(10 classroom & 14 Lab)
CETP 2.2 Bobtail Delivery Operations	35 hours
.....	(20 Classroom & 15 Lab)
CETP 2.4 Cylinder Delivery Operations	12 hours
.....	(4 classroom & 8 Lab)
CETP 3.1 – 3.5 Basic Plant Operations	84 hours
.....	(32 Classroom & 52 Lab)
CETP 4.1 Designing and Installing Exterior Vapor Distribution Systems	84 hours
.....	(32 Classroom & 52 Lab)
CETP 4.2 Placing Vapor Distribution Systems and Appliances into Operation	80 hours
.....	(30 Classroom & 50 Lab)
Commercial Driver’s License – B (CDL-B)	(80 hours)
.....	(25 Classroom, 55 Lab)

Student learning outcomes

Graduates will:

1. Learn the physical, chemical, and combustion properties of fuel gases.
2. Gain knowledge of sizing and installing house piping and placing in service propane gas operated equipment.
3. Learn the proper design, placement, and installation of vapor distribution systems and appliances into operation, principles and practices of propane.

CETP 1.0 Basic Principles and Practices of Propane 24 clock hours CETP Basic Principles and Practices of Propane offers an entry level course that provides pre-requisite instruction about propane's physical and combustion properties, how propane is produced and transported, and will aid in preparing for NPGA's CETP certification.

CETP 2.2 Bobtail Delivery Operations 35 clock hours Train employees who work in propane bulk plants. This course provides information, practices, and procedures that support general plant operations tasks.

CETP 2.4 Cylinder Delivery Operations 12 clock hours This course is designed for cylinder delivery drivers. This course provides current information, practices and procedures for safely and efficiently delivering propane to customers.

CETP 3.1 – 3.5 Basic Plant Operations 84 clock hours The Basic Plant Operations course provides information, practices, and procedures to perform bulk plant operations tasks safely and efficiently, main cylinder inspection, filling and requalification, and plant and equipment maintenance.

CETP 4.1 Designing and Installing Exterior Vapor Distribution Systems 84 clock hours. The training program provides current information, practices, and procedures to design and install exterior components for residential and small commercial propane vapor distribution systems safely and efficiently.

CETP 4.2 Placing Vapor Distribution Systems and Appliances into Operation 80 clock hours. The training program focuses primarily on the procedure for placing a vapor distribution system into operation.

Commercial Driver's License – B (CDL-B). Students will conduct 80 clock hours of CDL driver's training in order to receive a CDL-B endorsement. Note: Students must have a valid state Driver's license, a current Department of Transportation (DOT) physical, and a state issued CDL permit to qualify for entry into the CDL-B program.

Southeast Propane Alliance - 2022 Officers

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Scott Prewitt, Blossman Gas, Swannanoa, NC

SEPA Exec. Committee Vice-Chairman

Tyler Misel, Georgia Gas Distributors, Sandy Springs, GA

SEPA Exec. Committee Secretary

Angi Harris, Gardner-Marsh Gas Equip Co., Raleigh, NC

SEPA Exec. Committee Treasurer

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For the past 9 years, **John Jessup** has served as the President/CEO of the Southeast Propane Alliance (SEPA). He is a registered lobbyist for the propane industry and is the chief administrator of the NC PERF which is responsible for marketing, training, and workforce development for the propane dealers in NC. He is also a member of the following organizations: the Triangle Clean Cities Coalition; the NC State Engineering Clean Fuel Advanced Technology Team; and the PERC Marketing Development and Outreach Committee.

Before joining the SEPA John lived in Richmond, Virginia where he worked for 6 years at the Virginia Automobile Dealers Association. He was the Automotive Youth Education Systems regional director responsible for inspecting and developing Career and Technical Automotive Education centers in nine states. John has 9 years of propane industry experience which began as a “working” district manager for Ferrellgas. He eventually became the Regional Manager for the state of Virginia.

John served as a Captain in the US Army as a logistics officer and combat engineer. John has a Bachelor of Science degree in Criminal Justice and his Master of Business Administration.

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Beverly Dodd is the Office Manager for the Southeast Propane Alliance. Beverly rejoined the Propane Industry in September 2016. Before rejoining the Propane Industry, Beverly’s Propane experience began when she was employed by McCracken Propane as an Accounting Assistant. She currently has over 30 years of Office/Accounting experience. Beverly’s duties within the company consist of Financial Services, Billing, Accounts Receivable, Member Services, and the planning of events. She is currently staff liaison for the Convention & Meetings Committee, the Member Services Committee, and a member of the WIP (Women in Propane Council).

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Juan Peña became a member of NC-TEC in 2021 and serves as the Director of Education. Juan served 30 years in the U.S. Army and retired at the rank of Command Sergeant Major. As the Director of Education, Juan serves as NC-TEC’s school administrator, student liaison, facilities manager, and ensures that all activities and requirements regarding NC-TEC’s education and certification programs are met. Additionally, Juan ensures that progress reports and teaching methodologies are met including adjusting learning approach as needed. Juan is a graduate of Excelsior College with a Bachelor of Science degree in Administration and Management.

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David C. Donahue is the Director of Code Compliance and Education for the Southeast Propane Alliance. Mr. Donahue has been the lead instructor for NC-TEC since 2012. He is a lifelong member of the propane industry. Prior to moving to North Carolina, he was Director of Marketing and Education for Donahue Gas, Inc., a third-generation propane gas marketer in Indiana.

David was President of the Indiana Propane Gas Association as well as serving on the National Propane Gas Association’s (NPGA) Governmental Affairs Committee and SEPA’s Technology, Standards and Safety Committee (TS&S), a position he still holds. Mr. Donahue was also a member of the Propane Education and Research Council’s Consumer Education Advisory Committee (CEAC) Committee. David was an active member in the Indiana Builder Association, serving as Executive Officers of the Muncie Home Builders Association. David Donahue is a

graduate of Ball State University with a Bachelor of Science degree in Business Administration.

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Kenneth Melton became a member of NC-TEC as an instructor in 2021. Kenneth served in the United States Army at Fort Drum, NY. He achieved the rank of Staff Sergeant in the Army and was an instructor for the Basic Leader Course and was a master fitness trainer. Prior to serving in the U.S. Army, Kenneth served as a construction foreman with Monti Construction in Klamath Falls, OR for nine years.
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Robert (Bob) Moore become a member of NC-TEC as an instructor 2022. Bob has been in the propane industry for over 30 years. During his years of service, he has been a Bobtail driver and service tech trainer for over 15 years in addition to other propane related responsibilities. Bob started his career in upstate New York in fuel oil, then moved into the propane field soon after moved south to further his career.
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