



GENERAL CATALOG

2025-2026

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General Provisions and Institutional Regulations

Compliance and Modifications to this General Catalog

The regulations established in this catalog and in other official publications of the institution are mandatory for all students. ADTEC reserves the right to modify tuition fees, course costs, and other academic provisions when it is necessary. Any such changes will be publicly notified at least 30 days in advance before they come into force. Once published, such changes will be immediately and mandatory.

The provisions contained in this publication should not be considered as an irrevocable contract between an applicant or student and ADTEC. The institution reserves the right to modify this catalogue while it is in force. Any changes made will be notified and published by means of annexes approved by the President.

This catalogue, in whole or in part, may not be reproduced, distributed or modified without the express authorization of the institution. All rights reserved.

Special Measures and Institutional Authority

The contents of this catalog should not be construed as limiting the authority of Advantage Technical College's administration to implement and adopt such measures as it deems necessary in unforeseen situations or situations not contemplated herein. The institution has the power to make administrative, operational, and academic adjustments as necessary to ensure compliance with its educational and regulatory objectives.

Severability of the Provisions of this General Catalog

If any provision of this Catalogue is held to be unconstitutional or unenforceable, this shall not affect the validity or enforceability of the remaining provisions of this Catalogue.

ADTEC Corporate Information

ADTEC is a for-profit corporation registered under the laws of the Commonwealth of Puerto Rico, operating in three Branches: Manatí, San Juan and Aguadilla. The Manatí Branch oversees the San Juan and Aguadilla Branches. ADTEC was founded and is owned by a private individual.

I. MISSION AND VISION

Mission

Advantage Technical College is a post-secondary institution of education committed to the formation of individuals who seek to advance their professional and personal development. Through its academic offerings, the institution contributes to the intellectual and professional growth of its students, preparing them to respond to the demands of the world of work. Advantage Technical College offers short-term, employment-focused training programs designed to equip students with the skills necessary for their job placement in Puerto Rico and abroad. These programs are aligned with industry needs and foster student development through hands-on learning experiences.

Vision

To be an educational institution of excellence in Puerto Rico, facilitating the connection between professionals and educators, and promoting communication, collaboration, and exchange of knowledge in our society.

II. EDUCATIONAL PHILOSOPHY

Advantage Technical College was established to respond to the need to train young people and adults in technical and commercial areas, providing the necessary training for their insertion into the labor market, especially in industrial and service sectors.

The purpose of the institution is to offer practice-oriented educational programs that allow students to develop technical and professional skills in line with market demands. Technical education is a fundamental pillar in the growth of various industries, including electricity, refrigeration and air conditioning, sectors with high demand in Puerto Rico due to the growth of construction and maintenance of infrastructure.

Technological advances and the evolution of the work environment have increased the need for specialized training. In this context, Advantage Technical College offers a structured, practical curriculum focused on the development of applicable competencies in the professional field.

As part of its commitment to education, the institution seeks to guarantee access to quality technical training, preparing students to perform effectively in their respective disciplines and promote their professional development. ADTEC maintains an educational approach based on practice and the direct application of knowledge, promoting accessible education aligned with the needs of the productive sector.

III. EDUCATIONAL OBJECTIVES

In alignment with its educational philosophy, Advantage Technical College aims to:

- To provide students with high-quality training in technical and commercial areas, facilitating their integration into the world of work.
- To offer practical and employment-focused programs that respond to the immediate demands of industry and commerce.
- Provide vocational guidance, helping students explore educational and employment opportunities for professional growth.
- Ensure that students develop a high level of competence in their field of study, emphasizing both technical skills and professional ethics.
- To match students with real industry practices and knowledge, encouraging critical thinking and the effective application of their learning.
- To support students in building a philosophy of professional and personal life, promoting responsible decision-making and ethical conduct.
- Assist graduates in the search for employment within their specialty, offering support in labor insertion for a period of up to 12 months after graduation.

To achieve these goals, Advantage Technical College emphasizes a curriculum based on hands-on training, application of knowledge, and preparation for employment. These programs are designed to provide students with the occupational skills necessary to increase their job opportunities and support their continued professional growth.

IV. INSTITUTIONAL HISTORY

Advantage Technical College (ADTEC) is a post-secondary educational institution with a legacy of more than three

decades in the training of technical and occupational professionals in Puerto Rico. Since its inception in 1987, ADTEC has evolved to become a mainstay in technical education, providing its students with the skills necessary to enter and excel in the world of work.

Foundation and Early Years

The institution opened its doors in Manatí, Puerto Rico, with the aim of meeting the growing demand for trained professionals in the electricity sector. Initially, its academic offer consisted of a training program in Electricity, designed to provide students with technical knowledge immediately applicable in the industry.

As the institution gained prestige in the community and among employers, it expanded its academic offerings to include programs in Electrical Appliance Mechanics and Plumbing, thus providing a more diversified education within the technical trades.

Academic Growth and Expansion

During the 1990s, ADTEC continued to innovate in its curriculum, adding programs in Refrigeration and Air Conditioning to meet the demand for technicians specialized in HVAC systems, a key area for Puerto Rico's residential and commercial infrastructure.

In 1993, ADTEC reached a significant milestone by obtaining accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), cementing its reputation as a trustworthy and quality institution. A year later, it was recognized as an eligible institution to administer funds from the U.S. Department of Education's Title IV Program, thus facilitating access to technical education for more students on the island.

Following its mission to offer a high-quality education relevant to the needs of the labor market, in the following years ADTEC expanded its academic portfolio to include programs in Instrumentation and Advanced Styling, reflecting the diversification of the technical and service industry in Puerto Rico.

Geographic Expansion and New Opportunities

Consolidated as a reference institution in technical education, ADTEC began a process of territorial expansion to take its programs to more communities. In 2018, it inaugurated a new facility in San Juan, designed to offer programs in high-demand sectors such as Cosmetology, Barbering and Styling, Nail Technician and Veterinary Assistant with Pet Grooming.

In 2019, the growth continued with the opening of the Aguadilla Branch, focused on Electricity, Refrigeration and Air Conditioning programs, and Veterinary Assistant with Pet Grooming, thus expanding the accessibility of these programs in the western region of the island.

For 2022, with the support of ACCSC, ADTEC carried out an expansion of its main Branch in Manatí, with new facilities designed to optimize the learning experience and respond to the demands of today's labor market. In 2023, the Aguadilla Branch also received a significant expansion, consolidating its infrastructure to serve a greater number of students. ADTEC San Juan expanded its Branch and its academic offerings as of November 2024.

Commitment to Excellence and the Future

Over the years, ADTEC has maintained a firm commitment to quality technical education, curricular innovation, and the preparation of highly skilled professionals for the labor market. The institution continues to strengthen its mission, adapting to industry trends and ensuring that its graduates have the necessary tools to compete in an increasingly dynamic work environment.

With a vision of sustained growth and educational development, Advantage Technical College continues to expand its programs and facilities to meet industry demands and regulatory standards, offering occupational training in various technical areas in Puerto Rico. ADTEC is accredited by the Accrediting Commission of Career Schools and Colleges and by the Board of Postsecondary Institutions of Puerto Rico.

V. LOCATION AND PHYSICAL FACILITIES

Manatí Main Branch – Calle Ramos Vález #3 & Esquina Baldorioty #4, Manatí PR 00674, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 854-4776: The Manatí Main Branch has adequate facilities for post-secondary education, providing an environment conducive to academic training. Located in the center of the commercial area of Manatí, the institution has spacious classrooms and laboratories, with the capacity to serve approximately three hundred and fifty students in day and night shifts. In addition, it has administrative offices and spaces for student services, guaranteeing an optimal academic environment. The Branch includes five specialized electrical classrooms, equipped with single- and three-phase electric motors, magnetic controls, sodium and mercury luminaires, fluorescent lamps, commercial and residential meter bases, transformer banks, electrical wiring practice modules, single-phase and three-phase distribution panels, and tube benders. It also has a warehouse for the conservation of materials and tools such as pliers, screwdrivers and Allen wrenches. In addition, it has a computer room with capacity for twelve students, equipped with programmable logic controls (PLC), and a refrigeration and air conditioning room that includes commercial refrigeration modules, flow controls, automotive air conditioning systems, mini-split units, residential refrigeration modules, a refrigerant recovery and recycling machine, oxyacetylene equipment, leak detectors, tube presses and vacuum pumps. An additional warehouse allows the safekeeping of materials and tools necessary for technical practices.

Additional Location (Manatí Branch) – Carr. #2 Km 49.9, Manatí PR 00674, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 854-4776: The new Manatí Branch building offers modern facilities for the Pet Grooming, Cosmetology and Nail Technician Veterinary Assistant programs. Located in the commercial area of Manatí, it has spacious and comfortable rooms for theoretical and practical instruction, with the capacity to serve up to three hundred and fifty students in day and night shifts. The laboratories are equipped with specialized tools and materials for teaching beauty techniques, including styling and image care workstations, as well as equipment for nail creation and maintenance. In the area of animal care, there is equipment designed for the teaching of clinical veterinary medicine, grooming and maintenance of pets. Facilities include two rooms for the Cosmetology program and three rooms for the Nail Technician program. The Pet Grooming Veterinary Assistant program features a laboratory room and a veterinary clinic simulation room, both equipped with adequate storage for materials, tools, and files. In addition, the facilities have student service offices, a resource room and a kitchen area for food consumption.

San Juan Branch – Ave. Ponce de León #818, San Juan, PR 00907, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 908-1000: The San Juan Branch, located in Miramar, is distributed over several levels. The first level is intended for administrative offices and student services. On the second level are laboratories and beauty salons. The third level has a computer lab, a reference room, offices, and theory rooms. On the fifth level are located the spaces for students, laboratories and classrooms of the Veterinary Assistant with Pet Grooming program.

Additional Location (San Juan Branch) – Ponce de León Avenue #1207, San Juan, PR 00907, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 908-1000: The San Juan Branch extension is located in Santurce. The Electricity program is currently offered on the third floor of the building. It has a reception area, classrooms and laboratories suitable for the academic and professional development of students.

Aguadilla Branch – #7 José de Jesús Esteves, Aguadilla, PR 00603, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 658-1667: The Aguadilla Branch has an infrastructure organized on three levels. On the first level are the administrative offices, student services, a theory room and a laboratory. The second level has theory rooms and additional laboratories. The third level houses more theoretical classrooms, laboratories and a reference room.

Additional Location (Aguadilla Branch) – Victoria Street, Corner of Degetau, Antiguo Cine Star Plaza de Aguadilla, Aguadilla, PR 00603, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 658-1667: As part of the expansion of the Aguadilla Branch, a new building has been incorporated with adequate facilities for the Veterinary Assistant with Pet Grooming, Cosmetology and Nail Technician programs. The first-floor houses laboratories for these programs, as well as for teaching electricity. It also has student services offices and a resource room. The second floor has additional classrooms, an area for events and a lounge-terrace space for students. These facilities have been designed to guarantee an efficient educational environment, with modern equipment and air conditioning, thus ensuring quality technical training. The laboratories are equipped with specialized workstations and tools necessary for practical instruction in each discipline.

VI. ACADEMIC PROGRAMS AND TEACHING MODALITIES

Advantage Technical College offers programs designed to provide students with theoretical and practical training to successfully integrate into the job market. Each program develops specialized skills and prepares students for

certifications and licenses in their respective industries. The combination of technical knowledge and practical experience ensures that graduates are ready to respond to market demands and function in different work environments. In addition, the programs are structured to encourage applied learning, allowing students to develop confidence in their abilities and skills from the beginning of their training.

Program Descriptions

Veterinary Assistant with Pet Grooming This program combines training in veterinary assistance with pet care. Students will develop skills in animal handling, assisting in basic medical procedures, administering medications, and veterinary first aid. They will also learn professional grooming techniques, including cutting and grooming different breeds. Graduates will be prepared to work in veterinary clinics, animal shelters and pet grooming establishments. In addition, they will acquire knowledge about hygiene and biosecurity in the handling of pets.

Barbering and Styling It prepares students to become Professional Barbers and Stylists, equipping them with competencies to pass the exam of the Examining Board of Beauty Specialists of Puerto Rico and obtain their license. The curriculum covers advanced cutting techniques, styling, chemical application and hair treatments. It also includes training in management and customer service, preparing graduates to work in beauty salons, barbershops, or open their own business. Students will receive training in the most innovative trends in the barbering sector, ensuring their competitiveness in the industry.

Cosmetology This program trains students in personal beautification techniques, including hair care, makeup, and facials. Through theoretical and hands-on instruction, they will learn how to use specialized tools from the industry. The program prepares them to pass the Puerto Rico Beauty Specialist Examining Board exam and obtain their professional license, accessing job opportunities in beauty salons, spas, and makeup studios. In addition, the program emphasizes the importance of personalized customer service and the development of creative skills.

Electricity Trains students in installation, maintenance, and repair of electrical systems in residential, commercial, and industrial structures. They will learn to interpret electrical plans, install wiring, outlets, switches and luminaires, as well as solve faults in electrical systems. This program complies with the requirements of Law 115 of June 2, 1976, allowing graduates to take the revalidation exams to obtain the license of Assistant Electrician and Electrical Expert. Students will gain experience solving electrical problems in various environments, allowing them to work on construction and maintenance projects.

Refrigeration and Air Conditioning Trains students in the installation, maintenance, and repair of refrigeration and air conditioning systems in residential, commercial, and industrial settings. They will learn how to interpret electrical diagrams, diagnose problems, operate measuring tools, and apply refrigerants safely. They will also receive training in environmental and safety regulations. This program covers the requirements established by the Examining Board of Refrigeration and Air Conditioning Technicians of Puerto Rico, preparing students to obtain their certification and work in the air conditioning and refrigeration industry.

Nail Technician Provides comprehensive training in advanced manicure and pedicure techniques, with an emphasis on hand and foot anatomy, natural nail care, and application of extensions. Students will learn about industry trends, proper use of chemicals and specialized tools, as well as permanent sculpting and glazing techniques. The program emphasizes hygiene, biosafety, and professional ethics, preparing graduates to work in beauty salons, spas, or as independent technicians. In addition, artistic nail design techniques and the use of innovative products that allow students to stand out in the job market are addressed.

Aesthetics and Make-up Provides the theoretical concepts, laboratories and supervised practices for the student to develop the necessary skills to offer aesthetic and make-up services, including the following protocols: skin analysis, cleaning, protocol to correct skin conditions and irregularities through the appropriate use of cosmetics and modern methods to stimulate circulation. In addition, the course prepares the student to work as an esthetician, cosmetics salesman, makeup artist, salon manager, among others. Likewise, the student can continue their studies in the educational field to obtain certification as a vocational teacher in aesthetics and makeup.

Structural and Piping Welding Students will be able to join the entry-level industrial workforce in buildings, bridges, tunnels, roads, port docks (over water), and structural component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and welding and pipe assembly. In addition, students could start their own business. Students who complete the learning course with a solid foundation can earn certification in Shielded Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), or Gas Tungsten Arc Welding (GTAW).

Pet Grooming Professional has been designed to train students interested in developing in the area of animal

grooming and hygiene. Graduates of this program will be trained to work as dog groomers in dog grooming salons, in related jobs, or to establish their own pet care and beautification businesses.

To obtain a diploma, students must maintain a minimum GPA of 2.00, have no outstanding balances with the institution, comply with institutional regulations and complete the required credits.

Distance Education Modality

Advantage Technical College offers courses through a hybrid modality (face-to-face and distance). The programs and courses detailed below are part of the academic offer available under this modality:

Programs	Manatí Main Branch	Branch San Juan	Branch Aguadilla
Electricity	Yes (Main Branch)	Yes	Yes
Refrigeration and Air Conditioning	Yes (Main Branch)	No	Yes
Veterinary Assistant with Pet Grooming	Yes (New Building)	Yes	Yes
Pet Grooming Profesional	Yes	Yes	Yes
Barbering & Styling	No	Yes	No
Cosmetology	Yes (New Building)	Yes	Yes
Nail Technician	Yes (New Building)	Yes	Yes
Aesthetics and Makeup	Yes (New Building)	Yes	Yes
Structural and Piping Welding	Yes (Main Branch)	No	Yes

The teaching system for hybrid programs is Canvas, an online platform that allows remote access to courses. There are no prerequisites to enroll in one of the programs offered in this modality.

During the enrollment process, students receive guidance on distance education, including information about the program structure, course requirements, curriculum, and objectives. Face-to-face orientations and tours are also offered for those future students who wish to visit our facilities.

Recruitment and admissions activities include detailed information about distance learning and what students can expect from it. The institution has developed assessment tools to determine the suitability of students for this type of modality. Among them, a Technology Proficiency Survey and a Distance Learning Assessment are administered during orientation to determine if the student has the necessary skills to participate in a hybrid learning environment.

Students with limited technology skills will receive additional support through workshops in coordination with student services. These workshops will include training in Microsoft Office, Excel, Power Point, and Canvas, providing instruction on platform access, module placement, class material, assignments, exams, and participation in virtual classes using Zoom or Big Blue Button.

For those students who do not have technological equipment, the Learning Resource Room is equipped with computers and Internet access. In addition, students facing technical difficulties will receive support in aspects such as password recovery, software downloads, and access to educational platforms.

Finally, students who have minimal technological skills will be able to opt for a personalized curriculum, which will allow them to present work in printed format and receive evaluations in person, ensuring their success in the academic program.

Minimum Technology Requirements

The minimum technology requirements for accessing hybrid programs include specifications for both Windows OS computers and Mac devices. For Windows users, it is recommended to have a Pentium 4 processor of 2 GHz or higher, Windows XP operating system, 7 or 8, at least 2 GB of RAM and a hard drive with a minimum capacity of 80 GB. In addition, an integrated audio and video card, monitor, webcam and headset with microphone are required for participation in live classes and oral presentations. For Mac users, requirements include an Intel processor or higher, Mac OSX 10.6 or newer, at least 2GB of RAM, and a hard drive of 80GB or more. An integrated audio and video card is also needed, along with a monitor, webcam, and headset with microphone for interaction in live classes. If the student wishes to view Canvas on a device with a screen resolution of less than 1024 x 600, the use of the Canvas mobile app is recommended.

Students enrolled in a hybrid program also attend core courses in-person at the institution. Therefore, they have access to the same academic support services, work plans, projects, financial aid, and institutional resources available to the traditional student population. The institution ensures that all students, regardless of their mode of study, receive the support necessary for their academic and professional success

VII. ADMISSIONS AND TUITION

Admissions Policy

Advantage Technical College maintains an open admissions policy, designed to provide educational opportunities to all eligible individuals without discrimination on the basis of religion, ethnicity, social status, disability, race, political beliefs, or any other personal characteristic. The institution is committed to academic excellence, ensuring equitable access to education for all applicants.

To qualify for admission, applicants must have successfully completed the fourth year of high school or its equivalent. High school equivalency is recognized by official certification of exams administered by the Puerto Rico Department of Education. In addition, students participating in government-sponsored educational programs may be admitted under the agreements established between the institution and the appropriate agencies.

While the admission requirements are inclusive, the institution applies rigorous graduation criteria. Students are expected to take responsibility for their academic progress and meet all program requirements. Faculty and administrative staff are committed to providing the guidance, training, and support needed to improve student success.

Admission Requirements

To be considered for admission, applicants must meet the following criteria and submit all required documentation:

1. Submit evidence of completion of the fourth year of high school or its recognized equivalent.
Complete and submit the official application, available at the Office of the Branch Director, the Admissions Office, or online at www.adtec.edu Applications mailed to: Admissions Office P O Box 16262 San Juan, PR 00908 are also accepted
2. Submit the following documents with the application:
 - to. Official evidence of high school completion, either a diploma or an official transcript in a sealed envelope. Applicants who have obtained an equivalency diploma must submit their official diploma or the results of exams issued by the Puerto Rico Department of Education.
 - b. Valid Original Certificate of Immunization (PVAC-3) for applicants under 21 years of age.
 - c. Payment of the \$30.00 admission fee (non-refundable). Please refer to the Refund Policy section of this catalog for more details.
 - d. Students who do not have the required documentation at the time of application will receive a follow-up appointment to submit the missing documents and finalize the enrollment agreement.
 - and. Applicants referred through government programs will be processed in accordance with agreements established between the institution and the appropriate agencies. All students coming from expedited service institutions or private schools must submit an official sealed transcript as part of their admissions process. The Admissions Officer is responsible for verifying that all documentation is complete and ensuring that the issuing institution holds current licenses issued by the Board of Postsecondary Institutions.
 - f. Homeschool Applicants: Students who have completed a homeschool program must submit official documentation verifying completion of a high school equivalent program. This documentation must be issued by a recognized homeschool association, an accredited institution, or meet the legal requirements of the relevant jurisdiction. The institution reserves the right to request additional documentation to verify compliance with educational standards.

Admission and Enrollment Procedure

The admission and enrollment process at Advantage Technical College is designed to ensure that all applicants meet the academic and administrative requirements of the institution, while receiving comprehensive guidance on institutional policies and expectations.

When the applicant submits the required documentation for admission, the following steps will be completed:

- to. The Admissions Office will review the application for admission, and all required supporting documents to verify compliance with institutional admission requirements.
- b. An orientation session will be provided to applicants on the institution's policies, procedures, and regulations, available on the official website www.adtec.edu or upon request.
- c. The institution will evaluate the application for admission and notify the applicant of its decision.

- d. If the applicant is accepted, both he and the institution will sign an enrollment agreement. Once signed, the applicant will be officially recognized as a student of the institution in the selected program. A copy of the signed enrollment agreement will be provided to the student.
- and. Applicants under the age of 18 must be accompanied by a parent or legal guardian at the time of enrollment to sign the enrollment agreement and be considered active students of the institution.

For students referred to through government programs, the enrollment process may be modified based on the terms of the contract between the institution and the sending agency. These applicants must meet all documentation requirements specified in the agreement, and the enrollment process will be carried out in accordance with the stipulations of the contract.

All applicants must read the tuition agreement before signing it. They must also discuss with a representative of the institution the rights, responsibilities, and obligations of both the student and the institution. The enrollment process will be considered complete only after all required documentation has been submitted, reviewed and approved. Applicants who do not provide the necessary documentation may have their admission delayed until all requirements are met.

Procedure for Admission of Students from Accelerated or Virtual Schools

Students from accelerated schools must submit an official transcript of credits, (stamped and punched), accompanied by the diploma or graduation certification, (both documents), as the only evidence of having completed the fourth year of high school in accelerated or virtual mode. For the file to be complete, both documents must be provided. The Office of Admissions during the admissions process shall guide the student and assess the student's faithful compliance with the criteria stipulated in the Board of Postsecondary Institutions Regulations Section 19.7 C which specifies verifying the validity of the high school diploma. In the case of institutions with an accelerated modality, the institution verifies that it complied with the requirements established in Law 212-2018.

VIII. ACADEMIC PROGRAMS

PROGRAM OF STUDY: ELECTRICITY (Manatí, Aguadilla and San Juan)

The Electrical program is designed to train students in the installation, maintenance, and distribution of electrical systems in structures under construction or remodeling. During their training, students will learn how to interpret electrical plans, plan installations efficiently and economically, and coordinate with other professionals in the construction sector for the correct placement of electrical pipes before cement is poured.

Students will develop skills in molding and shaping pipes for wiring, following trajectories through floors, walls, and beams. They will also install and secure boxes for receptacles, switches, and lighting systems. Once the structure is ready, they will be in charge of the distribution and introduction of the wiring using specialized tools such as the "snake" and the "pullers". Subsequently, they will proceed with the installation of electrical circuits for appliances and lighting equipment, ensuring the correct operation of the facilities.

In addition, the program covers the modernization and improvement of electrical systems in existing structures, as well as collaboration with engineers in the estimation and quotation of electrical projects based on the analysis of plans.

This program meets the credit requirements necessary for graduates to be able to take the revalidation exams to obtain the license of Assistant Electrician and Expert Electrician, in accordance with Law 115 of June 2, 1976 – Law of the Board of Examiners of Electrical Experts, as amended. The training provided at Advantage Technical College is designed to provide the necessary competencies to pass both exams with confidence and confidence, ensuring the professional success of students in the electrical industry.

Course Name	Credits
Basic Electricity	4
Lighting	4
Piping Installations	4
Renewable energy	4
Electrical Plans	4
Transformer Connection	4
Motor & Controls Installation	3
Basic Principles of Electric Generator	3

PLC	3
Occupational Practice	3
TOTAL	36

STUDY PROGRAM: REFRIGERATION AND AIR CONDITIONING (Manatí and Aguadilla)

The Refrigeration and Air Conditioning program is designed to train students in the installation, repair, and maintenance of domestic and commercial refrigeration systems. During their training, students will develop skills in the interpretation of electrical and mechanical diagrams, the identification of refrigeration components and the execution of work on electrical circuits applied to refrigeration.

In addition, they will learn how to use specialized gauges and instruments for the evaluation and diagnosis of systems, as well as how to make adjustments to equipment, measure pressures and apply the appropriate refrigerant for each system. The program also covers the rules and regulations that govern the profession of refrigeration and air conditioning technician in Puerto Rico, ensuring that students are prepared to meet the legal and technical requirements of the industry.

This course meets the credit requirements necessary for graduates to take the revalidation exams to obtain the 608 and 609 licenses, as established by law. The training provided at Advantage Technical College is designed for students to develop the necessary skills to pass these exams with confidence and confidence, guaranteeing their professional success in the refrigeration and air conditioning sector.

Course Name	Credits
Basic Principles of Cooling	2
Installation of home refrigeration units	3
General electricity	3
Capacitors / Microchannel	4
Installation & Self-Conditioning Service	4
Refrigeration & Air Conditioning Units & New Practices	2
Industrial and Commercial Refrigeration Units	4
Occupational Practice	2
TOTAL	24

STUDY PROGRAM: VETERINARY ASSISTANT WITH PET GROOMING (Manatí, San Juan and Aguadilla)

The Pet Grooming Veterinary Assistant program is designed to provide students with the theoretical and practical knowledge necessary to perform in various areas within the field of veterinary assistance and aesthetic pet care. The program trains students in fundamental skills to support professionals in veterinary clinics and in the field of Pet Grooming.

Throughout the program, students will develop skills in assisting basic medical procedures, medication administration, safe animal handling, and veterinary first aid techniques. They will also receive specialized training in pet grooming and aesthetics, including cutting techniques, bathing and coat maintenance according to industry standards.

The program is designed to prepare students to respond to the needs of the profession with excellence, both in the veterinary clinical setting and in the Pet Grooming sector. As part of the practical training, students will have the opportunity to carry out external internships in establishments outside the institution, subject to availability. However, the institution does not guarantee specific practice centers, days or times, as these will depend on the availability and needs of the sector.

Course Name	Credits
Introduction to the Veterinary Assistant Profession	2
Anatomy and physiology of domestic animals	4
Introduction to Common Pet Diseases	2
Basic Grooming	4
Technical Veterinary Mathematics	2
Veterinary Pharmacology and Toxicology	2
Common Veterinary Procedures and Introduction to Pathology	4
Introduction to Veterinary Imaging - Radiology	2

Course Name	Credits
Animal nutrition	2
Veterinary Assistant I – Introduction to Veterinary Nursing	3
Veterinary Assistant II	4
Farm animal handling and care	2
Grooming profesional	3
Business Development	2
External practice	4
TOTAL	42

PROGRAM OF STUDY: COSMETOLOGY (Manatí, San Juan and Aguadilla)

The Cosmetology program is designed to prepare students with the skills and knowledge necessary to become highly trained beauty professionals. The curriculum provides comprehensive training in essential techniques and procedures for aesthetic care, preparing students to pass the Puerto Rico Beauty Specialist Examining Board exam and obtain their professional license.

During the program, students will learn about hair cutting and styling, makeup application, hairstyling, facials, chemical application, manicures and pedicures, among other fundamental techniques in the beauty industry. The training combines theoretical instruction with practice in a controlled environment, allowing students to develop confidence and skills in the application of aesthetic treatments.

Upon completion of the program, graduates will be prepared to serve as Professional Cosmetologists in beauty salons, spas, and other industry-related settings. However, to practice the profession in Puerto Rico, graduates must pass the Examining Board of Beauty Specialists exam and meet the established licensing requirements.

Course Name	Credits
The Cosmetology Profession	4
Skincare, facial and makeup techniques	3
Makeup I	3
Manicure and pedicure	3
Hair conditioning, care and disorders	3
Drying and styling technique	3
Color trends	3
Chemical processes of hair	3
Hair Cutting & Styling I	3
Hair Cutting & Styling II	3
Salon Management	2
Revalidation review	2
Occupational Practice	2
TOTAL	37

STUDY PROGRAM: NAIL TECHNICIAN (Manatí, San Juan and Aguadilla)

The Nail Technician program is designed to provide students with the knowledge and skills necessary to perform as professionals in nail care and beautification. Training includes a comprehensive approach to professional manicure and pedicure, with an emphasis on the anatomical and physiological foundations of the hands and feet. Throughout the program, students will learn advanced techniques in natural nail care, application of extensions, permanent nail polish, artistic design, sculpting, and use of specialized products in the beauty industry. In addition, the curriculum reinforces the importance of hygiene, biosecurity, and professional ethics, ensuring that graduates can excel in the job market and meet industry standards. This program prepares students to work in beauty salons, spas, beauty centers or as independent nail technicians, offering high-quality services in the beauty and wellness sector.

Course Name	Credits
Introduction to the profession and professional ethics	1
Anatomy and physiology of hands and feet	1
Nail and foot disorders	2
Hygiene and Asepsis	2

Manicure and pedicure	3
Acrylic with extensions	3
Design I (lines, dots and enamels)	3
Gel nails	2
Sculptural nails	2
Design II (brush, fantasy, mosaic and reliefs)	2
Innovative techniques and trends	3
Fancy nails	2
Salon Management	1
Occupational Practice	3
TOTAL	30

SYLLABUS: BARBERING AND STYLING (San Juan)

The Barbering and Styling program is designed to prepare students with the knowledge and skills necessary to pass the Barber and Stylist Examining Board exam in Barbering and obtain their professional license. In addition, it provides the necessary training to perform successfully in the beauty and personal care sector, either in commercial establishments or independently.

Throughout the program, students will become familiar with advanced haircutting techniques, hairstyling, chemical application, facials, and traditional and modern barbering. They will also receive training in the area of business administration, enabling them to develop managerial skills for running their own business or barbershop salon.

The program combines theoretical training with significant practical experience, ensuring that students develop skills and confidence in their work. Upon completion of the program and passing the Examining Board exam, graduates will be prepared to enter the job market as professional barbers and stylists in barbershops, beauty salons, or by starting their own business in the industry.

Course Name	Credits
The Barber Profession and Professional Ethics	3
Skin Care, Shaving & Mustache	4
Manicure & Massage	3
Hair Conditioning, Care & Disorders	3
Blow-drying and Hairstyles for Men	3
Color Trends	3
Chemical Processes	3
Scissor Haircut and Design	3
Machine Haircut & Design	3
Innovative Hairstyling Techniques for Men	4
Salon Management	2
Revalidation Review	1
Barbering Occupational Practice	2
TOTAL	37

STUDY PROGRAM: Aesthetics and Makeup (Manatí, San Juan and Aguadilla)

The *Aesthetics and Makeup* program provides the theoretical concepts, laboratories, and supervised practices for the student to develop the skills necessary to offer aesthetic and makeup services, including the following protocols: skin analysis, cleaning, protocol to correct skin conditions and irregularities through the proper use of cosmetics, and modern methods to stimulate circulation. In addition, the course prepares the student to work as an esthetician, cosmetics salesman, makeup artist, salon manager, among others. Likewise, the student can continue their studies in the educational field to obtain certification as a vocational teacher in aesthetics and makeup.

Course Name	Credits
Introduction to the Principles of Aesthetics and Cabin; and Ethics and	3

Course Name	Credits
Professional Image	
Physiology and Body-Facial Anatomy; and Pathology and Skin Analysis	3
Chemistry and Composition of Facial and Body Aesthetic Cosmetics	3
Safety, Electricity and Appliances for Facial and Body Protocols	3
Facial Care and Cleansing Protocols with Manipulations I	3
Facial Care and Cleansing Protocols with Manipulations II	3
Color Theory and Makeup I	3
Color Theory and Makeup II	3
Facial and Body Hair Removal Protocols	2
Protocols and Body Manipulations	5
Manicure and Pedicure Protocols and Manipulations	2
Supervised Lab and Room Management	3
TOTAL	36

STUDY PROGRAM: Structural and Pipe Welding (Manatí and Aguadilla)

Upon completion of the Structural and Piping Welding program, students will be able to join the entry-level industrial workforce in buildings, bridges, tunnels, highways, harbor docks (over water), and structural component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and welding and pipe assembly. In addition, students could start their own business. Students who complete the learning course with a solid foundation can earn certification in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), or Gas Tungsten Arc Welding (GTAW). This program consists of completing **24 credits** of study and is composed as follows:

Course Name	Credits
Welding Techniques, Welding Defects; Industrial Safety; and Blueprint Reading	1
Theory of Welding and Cutting of Oxyacetylene; and, SMAW Welding Principles in Basic Joints	2
Metal and Arc Protected Welding in Cross Joints – *AAC & **PAC	3
Metal and Arc Protected Welding; and Structural Steel Testing	3
Arc Welding on Metal Pipes	3
GMAW, FCAW and GTAW Welding Principles in Structural Steel	2
GMAW and FCAW Welding with Backing and Ceramic (Welding Tests)	3
SMAW and GTAW Pipe Welding Principles	3
SMAW and GTAW Pipe Welding Tests	4
TOTAL	24

STUDY PROGRAM: Professional Pet Grooming (Manatí, San Juan, Aguadilla)

The Professional Pet Grooming Program has been designed to train students interested in developing in animal grooming and hygiene. Graduates of this program will be trained to work as dog groomers in dog grooming salons, in related jobs, or to establish their own pet care and beautification businesses.

Course Name	Credits
Introduction Pet Grooming	2
Recognition of dog and feline breeds	2
Handling and Restraint of Domestic Animals	2
Basic Grooming	2
Use and handling of scissors	2
Cut and style of dog and feline breeds I	2
Cut and style of dog and feline breeds II	2
Advanced techniques in Pet Grooming I	2
Modern trends in Pet Grooming I	2
Advanced techniques in Pet Grooming II	2
Modern trends in Pet Grooming II	2
Ethics and Administration	2
Occupational Practice	6
TOTAL	30

IX. ACADEMIC PROGRAM POLICIES AND PROCEDURES

ADTEC offers the following programs:

Program
1. Refrigeration and Air Conditioning
2. Electricity
3. Cosmetology
4. Barbering and Styling
5. Nail Technician
6. Veterinary Assistant with Pet Grooming
7. Aesthetics and Makeup
8. Structural and Piping Welding
9. Pet Grooming Profesional

These programs are designed to provide students with the skills and knowledge necessary to enter the job market at a professional level within their respective industries. ADTEC is committed to providing comprehensive training so that graduates meet industry standards and can offer an excellent service in their professional career.

Program Start and End Dates

Advantage Technical College (ADTEC) offers multiple programs start dates throughout the year to serve students' educational needs. Typically, the institution sets four official start dates each year. However, these dates may be subject to change, and any modifications will be notified to students in advance.

The expected end date for each program is determined by the official start date and duration assigned to the program. Students are encouraged to review their program's specific timeline to ensure they stay on track toward graduation. The end date may vary for those students who need to repeat courses, apply for a leave of absence for personal or academic reasons, or extend their period of study.

Rating System

The student's academic performance is evaluated based on the quality of the work done in the courses, practical applications and evaluations. Instructors assign grades based on the institution's grading scale, ensuring a fair and transparent evaluation process. The grading system reflects mastery of course content and the student's ability to apply the concepts learned effectively.

The following scale is used to assess student performance:

- A** (Excellent): 3.50 – 4.00 GPA – Demonstrates exceptional mastery of the subject matter and its application.
- B** (Good): 2.50 – 3.49 GPA – Reflects solid and above-average dominance.

C (Satisfactory): 2.00 – 2.49 GPA – Meets minimum course requirements.

D (Poor): 1.59 – 1.99 GPA – Has limited content understanding and needs improvement.

F (Failed): 0.00 – 1.58 GPA – Does not meet the minimum requirements to pass the course.

In addition to standard qualifications, the institution assigns special designations in specific circumstances:

P (Approved): Awarded **when** the student satisfactorily meets the course requirements.

NP (Not Passed): Assigned to students who do not meet the necessary requirements to pass.

I (Incomplete): Applied when a student has attended classes but has not met the minimum number of hours or academic requirements to graduate.

W (Official Withdrawal): Awarded when a student formally withdraws from the program in which they are enrolled.

WF (Administrative Leave): Assigned to students who stop attending classes without completing the formal withdrawal process.

If a student receives a grade of F, I, W, or WF, they will need to repeat the course to meet the graduation requirements. This could affect the estimated completion date of your program.

Definition of a Credit Hour

A credit-hour is a standard unit of academic measurement based on expected learning outcomes, which are verified by evidence of student performance. The institution follows a structured credit-hour system to ensure compliance with accreditation requirements and consistency in the quality of instruction. At ADTEC, credit hours are allocated considering three main academic components. The first is Didactic Instruction, which corresponds to theoretical learning taught in classes where students receive instruction, participate in debates and apply fundamental concepts. The second component is Supervised Laboratory Instruction, which consists of practical training in a controlled environment under the supervision of an instructor, reinforcing essential technical skills and competencies. Finally, the third component is the External Internship and Field Training, in which students gain experience in approved training facilities, applying their skills in a real professional context. Each program combines these teaching methods to provide comprehensive learning experience, ensuring that students develop both theoretical knowledge and practical experience, enabling them to perform successfully in their field of study.

X. ACADEMIC STANDARDS

General Rules

Students must be aware of and comply with the admission requirements for specific courses, graduation requirements, and all the rules set forth in this Official Catalog. Any requests regarding academic matters, courses, or institutional procedures must be submitted to the Office of the Director.

Behavior

Advantage Technical College requires all students to maintain appropriate conduct based on the principles of order, morals, and respect. Discipline within the institution is critical to the student's professional and personal development. Students must adhere to the following standards of behavior:

- Fulfill academic assignments and assignments.
- Attend classes with the necessary material for the development of the course.
- Make proper use of the institution's equipment and facilities.
- Maintain appropriate attire; Shorts, tank tops, low-cut tops, sandals or flip-flops are not allowed.
- Keep the work area clean and tidy.
- Be responsible for the equipment and materials used.
- Use appropriate vocabulary and tone of voice.
- Foster companionship and mutual respect.
- Not to commit acts of verbal or physical aggression against classmates, teachers or administrative staff.
- Avoid gatherings in areas near classrooms and offices.
- Request permission from the administration if you need to leave the premises during class hours.
- Do not bring children or other people outside the institution during class hours.
- Deposit waste in the appropriate containers.
- No smoking in the living rooms, bathrooms, offices or closed facilities.
- Not to attend the institution in a state of drunkenness or under the influence of illicit substances.
- Not to discriminate against classmates, teachers, or staff on the basis of race, color, religion, gender, national

origin, social status, disability, age, or any other status protected by law.

- Students who do not complete their admission, financial aid, or contract payment requirements will not receive transcripts or report cards.

Failure to comply with these policies may result in disciplinary sanctions, including warnings, suspensions, or expulsion of the student, as determined by the administration.

Change of Program or Schedule

Students who wish to make changes to their academic program or schedule must complete the appropriate form at the Registrar's Office. The approval of the change will be subject to the availability of the requested program and must be managed before the start of the new academic term.

Cancellation or Modification of Courses

Advantage Technical College strives to offer all programs as advertised. However, the institution reserves the right to modify schedules, adjust academic calendars or cancel courses if necessary. In the event that a program's start date is postponed, the institution will promptly notify students of the new date.

Group Sizes in Classrooms and Labs

Class groups and labs are limited to an average of 25 students per group, thus ensuring an environment conducive to learning and effective instruction.

Attendance Standards

Attendance and punctuality are fundamental requirements for students' academic success. The institution establishes the following rules for class attendance:

- It is the student's responsibility to attend all scheduled classes. In case of absence, you must catch up on the material as directed by your teacher.
- Students must complete the required hours within the period set for their program. If they don't, they won't be able to graduate. An additional period of up to 50% of the scheduled time will be granted for them to complete the missing hours. However, additional hours will be at the student's expense.
- If a student is absent for three (3) consecutive days, they must submit a written justification. If the absence is for medical reasons, you will need to provide a medical certificate.
- If a student accumulates 14 consecutive days of absence without excuse, the institution will cancel their enrollment and terminate their academic contract.
- The institution reserves the right to review individual cases and determine corrective actions as it deems necessary.

These standards are intended to maintain academic quality and ensure that students meet graduation requirements within the stipulated time.

Tardiness Policy

All students must report to classes at the time established in their academic program, both at the beginning of the day and after breaks. It is essential that they comply with punctuality to guarantee the effective development of classes. In addition, each student has the responsibility of signing the attendance sheet daily at the indicated times, since no credit will be given for attendance if it is not properly recorded.

In case of late arrival, the student must obtain an excuse from the Director or an authorized person before entering the classroom. Daily attendance is an essential requirement, and, in case of absence, the student must replace the academic material in consultation with their classmates and their teacher. If the absence includes an exam, regardless of the reason, the student should coordinate with the professor to take it as soon as possible. It will be the teacher who determines the date and time in which the exam will be replaced.

It will be considered late when the student arrives ten minutes after the entry time stipulated in their academic program. If a student accumulates three or more consecutive tardies, they must present a written excuse to the teacher. If the situation persists, the teacher will refer the case to the Administrative Director for further evaluation. In addition, the minutes accumulated due to tardiness will be added and converted to their equivalent in clock hours, which may affect compliance with attendance requirements.

This policy seeks to promote punctuality and responsibility among students, essential elements for their academic and professional training.

Replacement of classes

The Institution gives professors the responsibility of establishing the rules for the recovery of classes, exams, assignments, and other evaluation criteria in their respective courses. Each professor will determine the criteria under

which a student can request the recovery of a class, exam or work, among other evaluation criteria, and will present these standards to the Academic Director.

At the beginning of each course, the teacher must inform students about the rules and conditions for the recovery of classes, exams or assignments, among other evaluation criteria, making sure that everyone understands the procedure to be followed in case of absences or unforeseen circumstances.

In the event of any dispute or complaint related to the taking of an exam, the Academic Director will assess the situation and make a final decision, ensuring a fair and equitable process for the student.

Total Casualties

Students who wish to withdraw from the Institution must contact the Registrar's Office to request the withdrawal form. Once obtained, they must complete the process by following the established steps.

The student must fill out the withdrawal form and then will be interviewed by the Administrative Director. If you have no outstanding debts with the Institution, the discharge will be approved immediately. In the event that there is any outstanding balance, the Administrative Director will evaluate the situation and determine the action to be taken.

If a student stops attending without completing the withdrawal process according to the rules established by the Institution, they will receive a grade of "WF" (Administrative Withdrawal) in their permanent file.

Leave of absence

The Institution may grant a leave of absence to students who are unable to regularly attend classes due to specific circumstances. This license allows students to resolve their situation and resume their studies without affecting their academic progress.

To apply for a license, students must complete the required form and submit it to the Registrar's Office for evaluation and approval. Leaves cannot exceed 180 days within a 12-month period. Multiple leaves of absence may be granted within the same period, but the total number of days may not exceed 180.

Leave may be approved for medical conditions affecting the student or his or her immediate family, military service, personal problems, or other justified circumstances. If the student's leave will affect their expected graduation date, the Registrar's Office will provide written notice detailing the new projected completion date and any necessary adjustments to their academic plan. This notification will be provided when the license is approved or once the impact on graduation can be determined.

If a student does not return at the end of the approved license, the Institution will process a Full Administrative Withdrawal, per federal regulations.

XI. Satisfactory Academic Progress Standards

Title IV Program regulations require that all eligible students meet the Satisfactory Academic Progress Standards established by the Institution. The purpose of these standards is to ensure that students who receive financial aid make proper use of these funds and demonstrate consistent academic progress toward completion of their program of study.

Students who do not meet these standards will be referred to the Office of Academic Retention, where they may receive additional support or special assignments to improve their performance.

Student Responsibility

It is the responsibility of each student to know their academic status and ensure that they meet the requirements set for their progress.

Criteria for Evaluating Academic Progress

Academic progress is measured through three fundamental components:

- **Qualitative Element:** Evaluates the student's academic performance through their average or cumulative academic index. It will be reviewed according to the standards established for each program in the academic progress table.
- **Quantitative Element:** Determines the student's gradual progress in their program by passing a minimum percentage of credits in each period of study, as indicated in the academic progress table.
- **Maximum Time to Complete Program:** Students have up to 1.5 times the normal program length to complete the program, as stipulated in the academic progress chart.

Academic progress will be measured at the end of each study period, in accordance with established policies.

Definitions

- **Credits Attempted:** Number of credits in which a student enrolls in an academic period.

- **Approved Credits:** Number of credits approved by the student in each period of study and their accumulation throughout the program.
- **Maximum Time to Complete Program:** Limit of time allowed to complete a program while receiving assistance from Title IV Programs.
- **Academic Load:** Number of credits enrolled in a period of study, classified as follows:

Academic Load	Credits in Study Period
Complete	12 credits or more
3/4	9 to 11 credits
Halftime	From 6 to 8 credits
Less than half-time	1 to 5 credits

- **Evaluation of the Academic Index:** To determine the student's cumulative average, grades A, B, C, D, and F are considered.
- **Credits Attempted:** Total credits taken by a student since entering Advantage Technical College with grades A, B, C, D, or F.
- **Approved Credits:** Total credits completed with grades A, B, C or D.
- **Readmitted Student:** A student who re-enters the Institution after having interrupted his or her studies during one or more academic periods.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR STUDENTS

Qualitative Element

The qualitative element requires that a student has accumulated a minimum academic index according to the total credits accumulated at the end of each period of study, as specified in the table below:

Year of Study	Study Period	% Minimum Credits Approved	Minimum Cumulative Index
1	1	67% (8 credits)	1.59
1	2	67% (16 credits)	2.00
1	3	100% (36 credits)	2.00

Compliance with this standard will be evaluated each period of study, using the latest average available at the end of the period. In cases of readmissions, the qualitative element will be evaluated using the academic data accumulated from the last period of study. In determining the Academic Index, the following grades will be taken into consideration: A, B, C, D and F. The following entries will not be taken into consideration in the calculation of the academic index: I = Incomplete, W = Official Withdrawal, and WF = Administrative Withdrawal.

Quantitative Element

Quantitative academic progress measures the student's progress based on the number of credits passed in relation to those attempted. This assessment is done at the end of each study period to ensure that the student is progressing appropriately in their academic programme. For readmitted students, the quantitative assessment will be based on the academic information accumulated up to the last period of study.

Requirements for Full-Time Students

At the conclusion of each academic term, students must have accumulated a minimum of required hours to remain in compliance with academic progress standards.

SATISFACTORY ACADEMIC PROGRESS TABLES

Type of Program	Study Period 1	Study Period 2	Study Period 3	Study Period 4	Study Period 5	Study Period 6
Credit Program						
Credits Attempted	12	24	36	-	-	-
Minimum Approved Credits	8	16	24	-	-	-
Minimum Academic Index	1.59	2.00	2.00	-	-	-
Credit Program						
Credits Attempted	12	24	30	42	45	-

Type of Program	Study Period 1	Study Period 2	Study Period 3	Study Period 4	Study Period 5	Study Period 6
Minimum Approved Credits	8	16	20	28	30	-
Minimum Academic Index	1.59	2.00	2.00	2.00	2.00	-
Credit Program						
Credits Attempted	12	24	36	48	54	-
Minimum Approved Credits	8	16	24	32	36	-
Minimum Academic Index	1.59	2.00	2.00	2.00	2.00	-
Credit Program						
Credits Attempted	12	24	36	42	54	63
Minimum Approved Credits	8	16	24	28	36	42
Minimum Academic Index	1.59	2.00	2.00	2.00	2.00	2.00

New Student Standards

Students entering directly from high school are considered to be in satisfactory academic progress at the beginning of their studies. No pre-screening is required, as it is assumed that they meet the basic requirements for their program.

For transfer and blended students, their eligibility in the first period of study will be determined under the same premise, considering them in satisfactory academic progress at the time of admission. However, grades earned at other institutions will not be included in the determination of satisfactory academic progress, as the institution does not accept transfer credits. Except for this consideration, the academic progress of transfer and combined students will be evaluated according to the same standards applicable to other students in their category.

Rules for Repeated Courses

Students who receive financial aid and do not pass a course have the right to repeat it. If a student passes a class, they can only repeat it once. In the case of failed courses, the student may repeat them until the required grade is reached.

Probation, Suspension, Restitution, and Appeal Process

A student who does not meet one or more of the Satisfactory Academic Progress Standards will be classified under suspension status, making them ineligible for financial aid, including student loans. However, there is a chance that you will regain your eligibility through **probationary** classification.

Notice of Breach

When a student does not meet the minimum academic progress requirements, they may receive a Notice of Noncompliance for one academic term. During this time, you will continue to be eligible for financial assistance. At the end of this period, you must have overcome your deficiencies and meet the established academic and progress criteria.

Students in this condition must regularly attend the Retention Office and follow academic recommendations to improve their performance. Those who have been readmitted will be eligible for financial assistance as long as they meet federal eligibility requirements and have not been suspended in their last enrollment.

If a student was on suspension at the time of abandonment, he or she will not be considered to be in satisfactory academic progress when applying for readmission. In this case, you will need to file an appeal process to determine your eligibility for financial assistance.

Suspension

If a student fails to meet the minimum requirements set forth in the Satisfactory Academic Progress Standards for the second time, they will lose their eligibility for financial aid. Likewise, if you have exhausted the maximum amount of financial aid without completing your degree, you will be considered out of academic progress and therefore ineligible for further financial aid.

Appeals Process

A student who has been suspended from financial aid has the right to file an appeal explaining the circumstances that affected his or her academic performance and attaching documentation that supports his or her case.

Situations that may be considered as extenuating circumstances include prolonged illnesses certified by a doctor, accidents, death of a close family member, military service, loss of employment, changes in family structure such as divorce or death, and any other situation of force majeure with proper documentation.

Under special conditions and at the discretion of the Evaluation Committee, a change in the academic objective, such

as a change of grade or concentration, could be considered a mitigating circumstance. However, a student will not be able to file consecutive appeals for the same reason.

Appeal requests must be filed with the Financial Assistance Office within 14 business days of receiving the suspension notice. The Appeals Committee will review the case and notify its decision before the start of the next academic term. Appeal requests received after the stated deadline will be evaluated over the course of the semester, but applications will not be accepted after the first day of school of the term in which the student seeks readmission.

Until the appeal is approved, the student will **not** be eligible for federal financial aid and will need to make payment arrangements with the Office of Finance to cover their tuition costs. Acceptance of an appeal request **does not** guarantee that the decision will be favorable.

Restitution of Financial Assistance

Financial aid will be reinstated at the time the student demonstrates compliance with all the requirements of the Academic Progress Standards or when the Evaluation Committee accepts their appeal.

Notification

The Financial Aid Office will notify the student of their academic status, either by Notice of Default, suspension, or reinstatement of their financial aid.

Handling Unforeseen Situations

Situations that are not covered by the academic progress standards will be evaluated and resolved directly by the Financial Assistance Officer, who will make the decision in consultation with the Administrative Director. The determination made by these bodies will be final.

Amendments

The Satisfactory Academic Progress Standards may be amended by a formal request addressed to the Administrative Director. Any proposal for modification must be supported by sufficient and convincing information, not only in terms of the institutional or social benefit to be achieved, but also in accordance with the laws that regulate economic assistance programs.

Any amendments approved by the relevant institutional bodies will be effective immediately.

Effective Date

The Satisfactory Academic Progress Policy was revised and updated in July 2023, and its modifications will be effective for the 2024-2025 academic year.

Course Validation Policy at Advantage Technical College

Advantage Technical College does not validate courses from other institutions, except for those courses that have been approved at Advantage Technical College in the framework of readmission cases, where the student seeks to complete the program of study from which he or she withdrew.

In case there are substantial changes in the curriculum, the student must retake the corresponding courses. These courses will be subject to modifications in terms of schedules, duration and costs.

Courses are not validated between different programs for students who have been reclassified. Likewise, work experiences are not validated as external practice.

Graduation Requirements

To successfully complete an academic program and earn the appropriate certification, students must meet the following requirements:

- Maintain a minimum grade point average of 2.00 at the end of the course.
- Have complied with all the rules and regulations established by the Institution.
- Complete all required credits for the program in which they are enrolled.

Graduation with Honors

Students with outstanding academic performance will be recognized with Certificates of Honor, according to the following scale:

High Honor: 3.80 - 4.00 cumulative GPA

Honor: Cumulative GPA of 3.50 - 3.79

Graduation Certification

Upon completion of all program requirements, Advantage Technical College will award a Certificate in the relevant

area of study.

XII. FINANCIAL INFORMATION

A. Tuition and Fees

The cost of tuition and fees varies depending on the number of credits required for each program. The total cost of a program is determined by adding up all tuition charges and fees assigned to the program.

Program	Enrollment	Admission Fee	Graduation Fee
Refrigeration and Air Conditioning	\$ 8,700.00	\$ 30.00	\$ 100.00
Electricity	\$ 12,600.00	\$ 30.00	\$ 100.00
Veterinary Assistant with Pet Grooming	\$ 14,700.00	\$ 30.00	\$ 100.00
Barbering and Styling	\$ 12,600.00	\$ 30.00	\$ 100.00
Cosmetology	\$ 12,600.00	\$ 30.00	\$ 100.00
Nail technique	\$ 10,500.00	\$ 30.00	\$ 100.00
Aesthetics and Makeup	\$12,600.00	\$ 30.00	\$ 100.00
Structural and Piping Welding	\$ 8,700.00	\$ 30.00	\$ 100.00
Pet Grooming Profesional	\$10,500.00	\$ 30.00	\$ 100.00

Students who enroll in a second program after completing one at our institution will receive a \$300.00 credit in tuition, as long as they successfully complete the second program.

Other Applicable Charges:

Readmission fee	\$15.00
Graduation Fee	\$100.00
Credit Transcript	\$10.00

Make-Up Hour Charges

Students who do not complete at least ninety percent of the total scheduled hours within the authorized time will be required to cover the cost of the additional hours at the rate established for their program. They will be granted an additional period of up to fifty percent of the original program time to complete the required hours. If students do not complete the hours within this period, they will not be eligible to graduate.

Student Payment Responsibility

Students are responsible for paying for any additional hours required beyond the scheduled hours. Transcripts, certifications, or grade reports will not be issued to students with outstanding balance sheets. Upon signing the Enrollment Contract, students must pay all established tuition fees and costs. Those who are unable to pay the full cost can apply for a deferred payment plan, subject to the institution's approval and stipulated in their contract. Students who receive financial support from government programs, such as consortia, will have their payments processed according to the agreements established between the institution and such government entities. If a student who receives municipal, state, or federal aid becomes eligible to continue receiving such aid, he or she must personally assume the payment of the remaining cost of his or her program.

Collection of Full Payment in Case of Termination of Contract

If a student has completed at least sixty percent of the contract period prior to withdrawing from the program, the institution will charge the full cost of the program.

Advance Payments

Students have the option of making advance payments corresponding to the payment period stipulated in their tuition contract.

Institutional Withdrawal and Student Termination

The institution reserves the right to withdraw a student prior to completion of its program under certain conditions. A student may be discharged if he or she does not maintain satisfactory academic progress, fails to meet payment

obligations, violates institutional rules of conduct, or fails to attend classes as stipulated in the student regulations.

Voluntary Withdrawal or Cancellation by the Student

If a student wishes to withdraw or cancel their enrollment, they must complete and submit a Total Withdrawal or Cancellation form to the Registrar's Office. The completion date used for the calculation of the refund will be based on the last date the student attended classes.

Refund and Contract Cancellation Policies

The institution's cancellation and refund policy applies to all students, including those with deferred payment plans. The refund amount will be calculated based on the student's last date of class attendance. Refunds will be processed within forty-five days from the effective date of withdrawal, which may not exceed fourteen days from the last date of attendance. If a student is rejected by the institution, they will be entitled to a full refund of all payments made, except for the admission fee, which will not exceed \$30.00. If a student cancels their tuition within three days of signing the contract and making an initial payment, they will be refunded the full amount paid. If a student who has not previously visited the institution decides to cancel their registration within three days of orientation or after having taken a tour of the facilities, no financial penalties will be applied. If a student cancels their tuition after three days of signing the contract, but before the semester begins, they will be refunded all monies paid minus a tuition fee equal to fifteen percent of the total cost of the program, not to exceed \$150.00.

For students who withdraw after they have started their program, the institution will apply a prorated refund based on tuition and fee costs, following applicable state and federal regulations, depending on what is most favorable to the student. The refund will be calculated based on the portion of the contracted period that the student has not completed at the time of withdrawal. If a student withdraws after completing more than sixty percent of the contracted period, the institution may retain the full cost of the tuition period. In cases of prolonged illness, accidents, death of a family member, or other extraordinary circumstances that prevent the student from completing his or her program, the institution may establish an alternative financial arrangement that is reasonable for both parties. All refunds will be issued within forty-five calendar days of the effective date of cancellation or cancellation.

XIII. REIMBURSEMENT OF TITLE IV FUNDS

General Provisions

This cancellation and refund policy is applicable to students who are fully withdrawn and who receive funds from the Federal Department of Education's Title IV Student Financial Aid programs. If a student who is a recipient of these funds withdraws completely from his or her studies before completing the academic term for which he or she was enrolled, the institution must calculate the amount of Title IV funds that the student has earned so far and return any unearned amounts to the appropriate programs. The institution will determine this calculation in accordance with current federal regulations.

The academic year at the institution consists of 24 credits and is divided into two semesters of payments. Although the student hires for the entire program, billing is done for academic periods.

Completion Date

For purposes of calculating the refund, the end date will be defined as the last day the student attended classes. In cases of exceptional circumstances such as prolonged illness, accidents, death of a family member or other situations that prevent the completion of the program, the institution may evaluate and establish reasonable agreements for the benefit of both parties.

Leave of Absence

Students who need to interrupt their studies must request authorization from the Registrar's Office. The interruption of studies may be approved for a maximum period of 180 calendar days and may be granted in cases of jury work or military service. During this period, the student will not be considered as a total withdrawal, and a refund will not be calculated. It is essential that the student formally requests the interruption of studies. If the student does not return at the end of the approved period, the institution shall calculate the applicable refund using the last date of attendance as the end date.

Calculating the Amount of Title IV Funds Accrued

The percentage of Title IV funds accrued is determined as follows: If the student's last day of attendance occurs on or before the student's completion of 60% of the academic term for which he or she received funds, the amount accrued is calculated by multiplying the percentage of the period completed by the total amount of funds disbursed or that could have been disbursed. If the student has completed more than 60% of the term, they are considered to have earned

100% of the Title IV funds allocated for that period.

Percentage of Payment Period or Enrollment Period Completed

Since programs of study are measured in credits, the calculation of the amount of funds earned will be based on the total number of credits enrolled for the semester and the number of credits remaining on the student's last day of attendance.

Differences Between Amount of Money Earned and Received

If a student has received more Title IV aid than he or she is entitled to, the institution, the student, or both, must return the unearned funds in accordance with federal regulations and in the order of priority.

Return of Unearned Title IV Funds

The institution will be required to return the amount of unearned Title IV funds, which is calculated by multiplying the academic term's institutional charges by the percentage of unearned funds. The student, or his/her guardian in the case of PLUS Loans, must repay the loans according to the terms of his/her Promissory Note. For Title IV scholarship programs, the student may be required to repay up to 50% of any aid they received as excess of their earned scholarship.

Order to Return Title IV Funds

Unearned funds must be returned in the following order of priority:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Direct Unsubsidized Stafford Loans (excluding PLUS loans)
4. Direct Subsidized Stafford Loans
5. Perkins Loans
6. Federal PLUS Loans
7. Direct PLUS Loans

If after covering all loans there are still funds to be repaid, the remaining funds will be credited in the following order:

1. Federal Pell Grant for the applicable repayment period.
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for the applicable pay period.

Financial Assistance Programs

The institution is authorized to participate in the following student financial aid programs:

Federal Student Aid (Title IV)

Federal Pell Scholarship

This program, established by the Federal Government, is the foundation of student financial aid programs. Students interested in receiving this aid must complete the Application for Federal Student Aid (FAFSA) and submit it as instructed. Within 2-3 days, they will receive a response via the Student Aid Report (SAR), which will indicate the Eligibility Index (EFC). The institution uses this index combined with other factors to determine the approved amount of financial aid, based on the cost of education and the EFC to calculate the eligible payment amount.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is designed for students who demonstrate exceptional financial need, determined by a low Eligibility Index (EFC). Priority is given to students who receive the Federal Pell Grant. Allocation of funds depends on the student's need, availability of institutional resources, and compliance with federal and institutional eligibility requirements.

Eligibility Requirements:

1. Be enrolled in an eligible program.
2. Complete the FAFSA application and have a valid ISIR (selected students must complete verification).
3. Demonstrate financial need as established by the Federal Department of Education.
4. Maintain satisfactory academic progress according to federal regulations.
5. Priority will be given to students with an EFC of 0.

XIV. STUDENT SERVICES

The institution offers comprehensive support services to enhance students' academic career and career development. Services available include: Academic Support: Tutoring, learning resources, and study assistance through our Learning Resource Center. Career Services: Although employment is not guaranteed after graduation, the institution

actively assists students in their job search during their training. Students receive guidance on job search techniques, resume preparation, application completion and interview skills. Guidance for self-employment is also provided. Job search efforts are facilitated through industry contacts, and letters of recommendation are available upon request. Student Support: Personal counseling, accessibility services, financial counseling, and technology assistance are available through the Office of Student Services.

The institution fosters holistic development through social and cultural activities, including visits to commercial enterprises, factories, and warehouses specializing in equipment and materials relevant to the programs. Students participate in community fairs where they offer services such as hairdressing, cosmetology, and nail care at no cost to attendees. The celebrations of Student Day, Thanksgiving, Christmas, and Easter provide opportunities to participate in meaningful events that combine education with fun. Detailed information on how to access all services is available in the Office of Student Services and through the student portal.

Complaint Procedure

The institution recognizes the right of every student to be heard and treated fairly. To this end, a formal complaints process has been established to address student concerns. Any complaint must be submitted in writing, stating the names of the parties involved, the name of the complainant, the date and time of the incident, and a detailed description of the situation along with the requested remedy. The complaint must be delivered to the Administrative Director, who will summon the parties to a meeting. Following the review, the Managing Director will issue a final written decision. If the complaint involves the Administrative Director, the matter shall be referred to the President of the institution, who shall follow the same procedure.

If a student feels that the institution has not adequately addressed a complaint or concern, they may contact the Accrediting Commission for Career Schools and Colleges (ACCSC). All complaints reviewed by the Commission must be submitted in writing and must include authorization for ACCSC to share the complaint with the institution for response. This process requires completing the ACCSC Complaint Form, and the complainant will be informed of the status and resolution of the complaint. For more information, students can contact:

Accrediting Commission of Career Schools and Colleges 2101 Wilson Blvd. Suite 302 Arlington, VA 22201 Tel: (703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the Grievance Procedure Form is available at the institution and may be obtained from the Chief Administrative Officer or by contacting complaints@accsc.org or by visiting the ACCSC Complaint Portal at [the ACCSC Complaint Portal](#).

Accredited institutions must have an operational plan for student complaint management. If a student feels that their concern has not been properly addressed, they may submit it to ACCSC. Written complaints must include authorization for ACCSC to forward to the appropriate institution. If this authorization is not granted, the Commission will seek the complainant's permission before proceeding with the process. Authorization is not required for advertising-related complaints, as it is considered public information.

Upon receipt of a complaint, ACCSC conducts an initial review to determine whether the complaint indicates a potential non-compliance with accreditation standards. If additional information is required, the complainant will be notified, and if the requested information is not received within 30 days, the complaint may be considered closed. If the initial review does not suggest violations, the complaint will be dismissed. However, if it indicates potential non-compliance, the institution will be formally notified of the allegations, relevant standards, and opportunity to respond. If an on-site assessment is scheduled, both the institution and the assessment team will be able to be informed of the complaint. The institution's response will be taken into account before making a final decision.

In cases of advertising violations, the Commission will notify the institution and request a response within a specified time frame. If a newspaper article or media broadcast reports negatively on an ACCSC-accredited institution, a response from the institution will be required. The Commission will have the opportunity to present its case, and the Commission will assess whether there is a violation of the rules. If it is determined that there has been a breach, corrective action will be taken, and the complainant will be informed of the resolution. If no violation is identified, the complaint will be considered closed. The final decision will be communicated to both the complainant and the institution, and the Commission will keep a record of the case.

A copy of the Grievance Procedure Form is available at the institution and can be obtained from the Administrative Director. The institution's Grievance Policy and Procedure will be provided to the applicant as required.

XV. POLICIES, RESPONSIBILITIES, AND DUTIES OF THE STUDENT BODY AND THE INSTITUTION

The institution has the responsibility to establish and enforce the standards of behavior necessary for the development of academic programs and their essential activities, as well as the obligation to publish the established rules and regulations. It must also ensure that its proceedings are protected against any act that may impede, obstruct or threaten its normal operations. To learn more about behavior policies, students should refer to the Student Handbook. The institution is also responsible for complying with all applicable regulations, in particular the following bylaws:

Protection of Student Information and Privacy

Student Information Privacy and Security

Postsecondary educational institutions that participate in Federal Student Aid (FSA) programs must comply with the security and information protection requirements set forth by the U.S. Federal Trade Commission (FTC) for financial institutions. This regulation imposes an ongoing and affirmative obligation to respect student privacy and ensure the security and confidentiality of non-public information. In compliance with this policy, the institution has implemented security procedures and regulations to protect student information, prevent data security threats, and prevent unauthorized access that could cause significant harm or inconvenience to any student.

The U.S. Congress enacted the Family Educational Rights and Privacy Act of 1974 (FERPA) in compliance with the Buckley Amendments. This law protects students' privacy rights in connection with records maintained by educational institutions. The institution may only disclose information about a student to third parties with their written authorization. This authorization must specify to whom the information may be disclosed and what type of data may be shared. Under the law, the institution cannot provide access to these records without the student's consent. To ensure FERPA compliance, the institution has developed a security system that protects the privacy of academic records.

Students have the right to inspect and review their academic records within 45 days of receiving the request from the institution. To do so, they must submit a written request to the Registrar, Director of the Department, or any other designated official, specifying which part of the file they wish to review. In addition, they may request corrections or amendments to your record if they believe the information is incorrect or inaccurate. If a student believes that the institution has not complied with FERPA requirements, they may file a complaint with the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Prohibition of Use of Social Security Number as Student Identifier

As part of its institutional policy, the institution prohibits the use of the Social Security number as a routine identifier for students. This regulation seeks to ensure the protection of students' personal information and prevent the misuse of sensitive data. The Social Security number will only be used to verify the student's identity and for internal control of academic records. It may not be used as a frequently used student identifier. Access to Social Security numbers will be strictly limited to authorized personnel of the Admissions, Registrar's Office, and Financial Assistance offices, with physical and electronic control measures to prevent unauthorized access.

Equality and Non-Discrimination

Title IX of the Amendments to the Federal Education Act of 1972

This law prohibits discrimination on the basis of gender against students and employees in educational institutions. Its provisions cover areas such as admissions, access to academic programs, physical education, financial assistance, extracurricular activities, and employment. The institution is committed to complying with this law, guaranteeing an environment free of discrimination and providing equal opportunities for all members of the academic community.

Anti-Discrimination Policy

The institution complies with the policy of non-discrimination on the basis of race, sex, origin, color, political or religious beliefs, physical handicaps, age or disabilities. For more information on the general aspects of the institution, students can contact the Administrative Director.

Anti-Harassment and Bullying Policy

In compliance with Law #49 of April 29, 2008, which amends the Organic Law of the Puerto Rico Department of Education, the institution strictly prohibits any act of harassment and intimidation among students. This law defines

harassment and intimidation as any intentional conduct, whether verbal, written, or physical, that creates fear or interferes with education, academic opportunities, and classroom performance.

Any student who believes they are being harassed or intimidated should contact the Branch Director's Office for assistance and guidance.

Safety, Health and Welfare Standards

1989 Drug and Alcohol-Free Schools and Communities Amendment

This regulation requires educational institutions to implement programs that provide services and guidance in the prevention and treatment of drug and alcohol abuse. In compliance with this requirement, the institution has adopted strict measures to prohibit the use of drugs and alcohol in its facilities.

Anti-Smoking Policy

In compliance with Law 40 for the Regulation of the Use of Tobacco in Specific Public and Private Spaces, the institution assumes the responsibility of protecting the health of its students and employees. As part of this commitment, smoking is prohibited in any enclosed space within the institution, including classrooms, laboratories, hallways, offices, resource centers, elevators, and restrooms.

Venue Safety and Security Policy

The main objective of this policy is to establish basic emergency procedures to safeguard life, property and respond appropriately to various risk situations. These include homicide, sex crimes, robbery, assault, arson, violations of alcohol and controlled substance laws, possession of illegal weapons, and hate crimes.

Constitution Day

In 2005, the U.S. Congress passed legislation stating that all educational institutions that receive funding from the U.S. Department of Education must implement an annual educational program in commemoration of U.S. Constitution Day.

Copyright Policy

Copyright laws, as set forth in U.S. Code Title 17, aim to protect the intellectual work of authors in various categories, including literary, artistic, musical, dramatic, graphic, and audiovisual works. This law prohibits the partial or total reproduction of protected materials without due authorization, granting the owner of the content exclusive rights over its use and distribution. Violation of these rights is illegal and subject to sanctions.

The institution is committed to complying with this law and promotes the ethical and legal use of copyrighted materials. The Administrative Director is responsible for educating faculty and students on the proper use of information, audio-visual resources, and the internet for teaching, research, and learning.

Emergency Preparedness

The institution maintains a Comprehensive Emergency Preparedness Plan that addresses procedures for various emergency situations, including fires, natural disasters, medical emergencies, and threats to Branch safety. A copy of this plan is available for review in the Office of the Administrative Director and the Office of Student Services. Emergency evacuation routes are posted in all classrooms, labs, and common areas. Students receive orientation on emergency procedures during new student orientation and through periodic emergency drills conducted throughout the academic year.

ACADEMIC CALENDAR 2025-2026

At the beginning of each school year, students will receive a copy of the Academic Calendar (subject to change).

On the following dates there will be no classes, unless due to inclement weather the class time is interrupted and the time has to be replaced:

July 4, 2025	U.S. Independence Day
July 25, 2025	PR Constitution Day
July 28, 2025	José Celso Barbosa
September 1, 2025	Labor Day
October 13, 2025	Columbus Day
November 11, 2025	Veterans Day
November 19, 2025	PR Discovery Day
November 27, 2025	Thanksgiving Day
November 28, 2025	Black Friday
December 25, 2025	Christmas Day
January 1, 2026	New Year's Day
January 6, 2026	Three Kings Day

January 19, 2026	Birth of Martin Luther King Jr.
February 16, 2026	Presidents' Day
March 2, 2026	U.S. Citizenship Day
March 22, 2026	Day of the Abolition of Slavery
April 2, 2026	Maundy Thursday
April 3, 2026	Good Friday
May 25, 2026	Holiday - Memorial Day
June 19, 2026	Holiday - Juneteenth Day

COURSE DESCRIPTIONS

Electricity

The Electrical program is designed to train students in the installation, maintenance, and repair of electrical systems in residential, commercial, and industrial settings. Throughout the program, students will develop theoretical knowledge and practical skills in electricity, lighting, electrical piping, transformers, motors, electric generators, and automatic control systems. This program complies with the regulations of **Law 115 of June 2, 1976** and allows graduates to be eligible for the revalidation exams that grant the license of **Assistant Electrician and Expert Electrician** in Puerto Rico.

Courses and Descriptions

Basic Electricity

This course provides an introduction to the fundamental principles of electricity and their application in the workplace. Concepts such as electric current, voltage, resistance, power, and the fundamentals of Ohm's Law and Watt's Law are studied. Students will learn about the properties of conductive and insulating materials, as well as safety measures in electrical installations. In addition, the interpretation of basic electrical diagrams and the proper use of measuring tools and equipment are emphasized.

Lighting

This course covers the principles of lighting in residential, commercial, and industrial electrical systems. Students will learn about the different types of light sources, including incandescent, fluorescent, LED, and halogen, as well as their energy efficiency and applications. Competencies are developed in the design, installation and maintenance of lighting systems, taking into account electrical regulations and the regulations of the **National Electrical Code (NEC)**.

Piping Installations

In this course, students gain knowledge about the different types of electrical pipes used in residential, commercial, and industrial electrical installations. Emphasis is placed on the planning and design of pipeline systems, including material selection, bending, cutting, and assembly methods of metallic and non-metallic pipes. Regulations for the installation and protection of electrical conductors are covered, as well as techniques for minimizing electromagnetic interference.

Renewable energy

This course provides an introduction to renewable energy technologies and their application in the electricity sector. Photovoltaic and thermal solar energy systems, wind turbines, hybrid systems and energy storage using batteries are explored. Students learn about the design, sizing, and installation of these systems, in compliance with **NEC** standards and local regulations. The principles of energy efficiency and the environmental impact of renewable energy sources are also studied.

Electrical Plans

Students develop skills in reading, interpreting, and drawing up electrical plans. The different types of electrical diagrams, standardized symbology, scales and quotation of electrical projects are studied. Emphasis is placed on the planning and distribution of electrical loads in residential and commercial structures, as well as on the identification of circuits and components according to applicable electrical regulations.

Transformer Connection

This course covers the operation, selection, and installation of electrical transformers in power distribution systems. The principles of voltage conversion, the different types of connections (delta and star), and the power and current calculations in single-phase and three-phase transformers are analyzed. Students learn how to apply safety standards in

handling high-voltage equipment and how to diagnose problems in electrical transformers.

Motor & Controls Installation

This course explores the operation, installation, and maintenance of electric motors in industrial and commercial applications. The principles of operation of single-phase and three-phase motors, the use of contactors, thermal relays and frequency inverters are studied. Students learn to interpret electrical control diagrams and to make wiring of motor starting and control systems under NEC and occupational safety regulations.

Basic Principles of Electric Generator

This course offers a comprehensive understanding of the operation of electric generators and their application in power backup systems. The types of generators, preventive and corrective maintenance, methods of synchronization with the electrical grid and safety measures in the operation of this equipment are studied. Students learn how to diagnose faults and apply repair procedures to generators of varying capacities.

PLC (Programmable Logic Controllers)

This course introduces students to the world of industrial automation through the use of **Programmable Logic Controllers (PLCs)**. The basic components of a PLC system, the programming of ladder **logic**, and the integration of sensors and actuators in automated processes are studied. Skills are developed in troubleshooting and optimizing electrical processes by programming PLCs in industrial systems.

Occupational Practice

In this course, students have the opportunity to apply the knowledge gained in a real work environment. Through supervised practice, students develop skills in the installation, maintenance, and repair of electrical systems. They also gain experience in handling tools and electrical equipment, following current safety standards and regulations. Occupational practice allows students to become familiar with the work environment and strengthen their preparation for professional certification.

Refrigeration and Air Conditioning

The Refrigeration and Air Conditioning program is designed to train students in the installation, repair, and maintenance of refrigeration systems in domestic and commercial settings. During their training, students will acquire skills in the interpretation of electrical and mechanical diagrams, the identification of refrigeration components and the execution of work on electrical circuits applied to air conditioning.

In addition, students will learn how to use specialized meters and instruments for system evaluation and diagnostics, as well as how to make adjustments to equipment, measure pressures, and apply the appropriate refrigerant for each system. They will also study the rules and regulations in Puerto Rico for the exercise of the profession, ensuring compliance with safety and energy efficiency standards. This program meets the credit requirements necessary for graduates to take the revalidation exams and obtain the 608 and 609 licenses, as established by law. The training provided at Advantage Technical College is aimed at students developing the necessary skills to pass these exams with confidence and confidence, guaranteeing their professional success in the refrigeration and air conditioning sector.

Courses and Descriptions

Basic Principles of Refrigeration

This course introduces the fundamental principles of refrigeration systems. Students learn about the refrigeration cycle, the different types of refrigerants and their applications, the effects of pressure and temperature on systems, and the thermodynamic laws that govern their operation. Basic safety concepts in the handling of refrigeration equipment are also addressed.

Installation of Domestic Refrigeration Units

This course trains students in the installation of refrigeration systems in residential settings. Emphasis is placed on piping management, the installation of compressors and evaporators, and the correct distribution of refrigerators. Students learn how to use specialized tools to ensure the efficient and safe installation of home refrigeration equipment.

General Electricity

Students are trained in the fundamentals of electricity applied to refrigeration and air conditioning. Electrical circuits, connection of components, protection systems and electrical control are studied. Voltage, current and resistance measurements are practiced, ensuring the correct interpretation of electrical diagrams in HVAC systems.

Capacitors / Microchannel

In this course, condensers and their function in refrigeration and air conditioning systems are studied. Different types of capacitors are analyzed, including microchannel capacitors, their thermal efficiency and their maintenance. Students learn how to perform functional tests, fault diagnosis, and preventive and corrective maintenance.

Self-Conditioning Installation and Service

This course teaches students how to install, diagnose, and repair automotive air conditioning systems. The principles of cooling in vehicles, the types of compressors and evaporators used in the industry, and the procedures for maintenance and recharging refrigerant are studied. Environmental regulations related to the handling of refrigerants in automotive systems are also addressed.

Refrigeration and Air Conditioning Units and New Practices

This course covers emerging trends and technologies in refrigeration and air conditioning. New methods of energy efficiency, innovations in HVAC systems and the use of environmentally friendly refrigerants are explored. Students are trained in best practices for the installation, maintenance, and repair of modern equipment.

Industrial and Commercial Refrigeration Units

In this course, students gain knowledge about refrigeration systems used in industrial and commercial settings, such as supermarkets, warehouses, and food processing plants. The different types of compressors, evaporators and condensers used in large installations are studied, and advanced maintenance and fault diagnosis techniques are practiced.

Occupational Practice

This course allows students to apply the knowledge acquired during their training in a real work environment. Through the supervision of specialized instructors and technicians, students will carry out installations, diagnostics and maintenance on refrigeration and air conditioning equipment, reinforcing their technical skills and professional preparation.

Veterinary Assistant with Pet Grooming

The Pet Grooming Veterinary Assistant program is designed to provide students with the theoretical and practical knowledge necessary to perform in various areas within the field of veterinary assistance and aesthetic pet care. This program trains students in the fundamental skills required to assist professionals in veterinary clinics and provide grooming services in animal care facilities.

Throughout the program, students will develop hands-on skills in basic medical procedures, medication administration, safe animal handling, and veterinary first aid techniques. In addition, they will receive specialized training in Pet Grooming, learning bathing techniques, haircuts and coat maintenance according to industry standards.

This program is designed to prepare students to perform successfully in both veterinary clinical settings and Pet Grooming businesses. As part of their practical training, students will have the opportunity to carry out external internships in professional establishments, subject to availability. However, the institution does not guarantee specific practice locations, schedules or work shifts, as these depend on the availability and demand of the sector.

Courses and Descriptions**Introduction to the Veterinary Assistant Profession**

This course introduces students to the field of veterinary assisting, including the essential responsibilities and role they play in veterinary clinics and hospitals. Topics such as professional ethics, communication with clients, safety in the workplace and the role of the veterinary assistant in supporting veterinarians and technicians will be addressed. Students will also learn about professional conduct, patient confidentiality, and industry regulations.

Anatomy and Physiology of Domestic Animals

This course provides a comprehensive study of the anatomical structures and physiological functions of domestic animals, including dogs, cats, and farm animals. Students will explore the skeletal, muscular, circulatory, respiratory, digestive, and nervous systems, understanding how these influence animal health, medical treatments, and grooming practices.

Introduction to Common Diseases in Domestic Animals

Students will learn to identify common infectious, parasitic, and genetic diseases that affect pets, including their causes, symptoms, prevention methods, and treatment options. Zoonotic diseases, diagnostic tests, vaccination

protocols, and disease management strategies in veterinary settings will be studied.

Basic Grooming

This course introduces students to the fundamental techniques of hygiene and coat maintenance in pets, including bathing, brushing, nail trimming, and ear cleaning. Emphasis is placed on breed-specific grooming techniques, safe handling of restless or aggressive animals, and safety standards for groomers. In addition, students will learn how to identify skin and coat problems that require veterinary attention.

Veterinary Technical Mathematics

This course covers the essential mathematical concepts applied in veterinary care, including drug dose calculation, unit conversion, dilutions, and clinical data analysis. Precision is emphasized in calculations related to medical treatments and animal nutrition.

Veterinary Pharmacology and Toxicology

Students will be introduced to the principles of veterinary pharmacology, including drug classification, routes of administration, dose calculations, and possible side effects. In addition, the course covers common toxic substances, symptoms of poisoning, and emergency protocols in case of exposure to hazardous substances.

Common Veterinary Procedures and Introduction to Pathology

This course provides hands-on training in basic veterinary techniques, such as blood sampling, injections, wound care, bandages, and basic diagnostic testing. Concepts of animal pathology and diagnosis of diseases in domestic animals are also introduced.

Introduction to Veterinary Imaging – Radiology

Students will learn the fundamental principles of veterinary radiology, including positioning animals for x-rays, safety protocols, and the basic interpretation of diagnostic images. Other diagnostic imaging techniques, such as ultrasound and MRI scans in veterinary practice, will also be studied.

Animal Nutrition

This course explores the principles of animal feeding and nutrition, emphasizing nutritional requirements, feeding practices, specialized diets, and their impact on health. Diets for specific medical conditions, weight control and nutritional needs will be studied according to the breed and species.

Veterinary Assistant I – Introduction to Veterinary Nursing

Students will develop essential skills in clinical care, patient monitoring, restraint techniques, medical documentation, and assistance with routine procedures. Emphasis is placed on infection prevention, sterilization of medical equipment, and support in veterinary emergencies.

Veterinary Assistant II

This course delves into advanced veterinary nursing techniques, including assistance in minor surgeries, pain management, anesthetic monitoring, patient immobilization, and postoperative care. Students will gain experience in advanced nursing procedures and veterinary emergency care.

Farm Animal Management and Care

This course introduces students to the handling, feeding, and health of farm animals, including horses, cattle, sheep, and goats. Topics such as animal welfare, disease identification, biosecurity protocols and veterinary management in the agricultural sector will be addressed.

Professional Grooming

This advanced course in Pet Grooming teaches specialized cutting and styling techniques, breed-specific grooming, skin and coat treatments, and professional use of grooming tools. Students will also learn about hygiene standards, customer service, and assessing the health of pets' coat and fur before each grooming session.

Business Development for Animal Care Professionals

This course prepares students to become entrepreneurs in the animal care and pet grooming industry, covering topics such as business planning, customer management, marketing strategies, pricing, and legal regulations to establish a successful business in the sector.

Externship – Practicum Experience in Veterinary and Grooming

Students will complete a supervised practicum at a veterinary clinic, animal hospital, grooming salon, or related facility. During this experience, students will apply their technical knowledge and skills in a real-world environment, gaining hands-on experience in patient management, assisting in clinical procedures, and customer care. This practice

strengthens their professional skills and allows them to experience work experience in the field of veterinary assistance and Pet Grooming.

Cosmetology

The Cosmetology program is designed to provide students with the theoretical knowledge and practical skills necessary to develop a successful career in the beauty industry. Through a comprehensive curriculum, students acquire skills in hair cutting and styling, makeup application, facial techniques, manicures and pedicures, hair treatments, and chemical applications.

The program combines classroom instruction with supervised practice in a controlled learning environment, allowing students to develop the skill and confidence necessary to deliver high-quality aesthetic services. Throughout their training, students will also receive preparation in hygiene and safety, anatomy and physiology of skin and hair, trends in the industry, and running a beauty salon.

At the end of the program, graduates will be prepared to take the Puerto Rico Beauty Specialists Examining Board exam and obtain their professional license. Once they graduate, graduates will be able to work in beauty salons, spas, beauty centers or start their own business in the cosmetology industry.

Courses and Descriptions

The Cosmetology Profession introduces students to the world of cosmetology, its history, evolution, and career opportunities in the beauty industry. The responsibilities of cosmetologist, professional ethics, and the hygiene and safety standards applied in aesthetic services will be explored. The regulations of the Examining Board of Beauty Specialists and the legal requirements to practice in Puerto Rico will also be addressed.

Skin Care, Facial and Makeup Techniques

This course provides fundamental knowledge about the structure and functions of the skin, its care needs, and best practices in facial treatments. Students will learn cleansing, exfoliation, moisturizing, and masking application techniques. They will also be introduced to the principles of professional make-up and the selection of products suitable for different skin types.

Make-up

This course focuses on the development of professional make-up application techniques, including day, evening and special event make-up. Students will learn about color theory, imperfection correction, contouring techniques, and the proper use of cosmetic tools and products. Emphasis is placed on creativity and the adaptation of styles according to the needs of the client.

Manicure and Pedicure

Students will be trained in the fundamental techniques of beautifying and caring for the hands and feet. Procedures for cleaning, moisturizing and maintaining nails, as well as the application of polishes and decorations, will be explored. In addition, common nail conditions and hygiene and sterilization protocols in manicure and pedicure services will be studied.

Hair Conditioning, Care & Disorders

This course offers an in-depth understanding of the anatomy of hair, its care needs and the specific treatments to keep it healthy. The most common scalp disorders, such as dandruff, hair loss, and hair sensitivity, will be addressed. Students will learn how to select and apply hair treatment products according to the characteristics and needs of the client.

Blow-Drying and Styling Technique

In this course, students will develop skills in the handling of styling tools, such as blow-dryers, straighteners, and curling irons. Techniques for drying, styling and styling the hair will be taught, adapted to different types of textures and lengths. Classic and contemporary styles of hairstyles for different occasions will also be explored.

Color Trends

This course focuses on color theory and its application in hair coloring. Students will learn about the chemical structure of dyes, custom color formulation, color correction, and the latest trends in colorimetry. Emphasis will be placed on safety in the handling of chemicals and on the protection of hair during the coloring processes.

Chemical Hair Processes

This course trains students in the application of chemical treatments such as perming, straightening, and relaxing. The chemical underpinnings behind these processes and best practices to ensure optimal results without compromising hair

health will be explored. Safety protocols for the handling of chemicals and hair repair techniques will also be covered.

Hair Cutting and Styling

Students will learn basic haircutting techniques, including the proper use of tools, creating styles according to the shape of the face, and implementing texturing techniques. Classic and modern cuts will be practiced, developing the precision and creativity necessary to offer personalized styles to customers.

Hair Cutting and Styling II

This advanced course expands on the knowledge gained in Hair Cutting and Styling I, introducing more complex techniques in precision cuts and contemporary styles. Students will hone their skills in layering, fading and custom styling, as well as learn how to conduct professional consultations with clients to ensure satisfaction in the results.

Salon Management

This course prepares students for the management and administration of a beauty salon. Topics such as customer service, marketing, inventory management, cost structure and strategies for business growth in the beauty industry will be addressed. The importance of professional ethics and customer loyalty in a competitive environment will also be discussed.

Revalidation Review

This course provides a comprehensive review of the key topics evaluated in the Puerto Rico Beauty Specialist Examining Board exam. Students will reinforce their knowledge in the theoretical and practical areas of cosmetology, taking exam simulations to familiarize themselves with the format and requirements of the test.

Occupational Practice

Occupational practice allows students to apply their knowledge and skills in a real work environment. Through supervised experiences in beauty salons or spas, students will develop skills in customer service, execution of aesthetic treatments and handling of beauty tools and products. This hands-on experience is essential to consolidate your professional preparation and strengthen your confidence in the practice of cosmetology.

Nail Technician

The Nail Technician program is designed to provide students with the knowledge and skills necessary to perform as professionals in nail care and beautification. The curriculum offers a comprehensive approach to professional manicure and pedicure, with an emphasis on the anatomical and physiological foundations of the hands and feet.

Throughout the program, students will master advanced techniques in natural nail care, extension application, permanent nail polishing, artistic design, sculpting, and use of specialty products in the beauty industry. In addition, the curriculum reinforces the importance of hygiene, biosecurity, and professional ethics, ensuring that graduates meet industry standards and excel in the job market.

This program prepares students to work in beauty salons, spas, beauty centers or as independent nail technicians, offering high-quality services in the beauty and wellness sector.

Courses and Descriptions

Introduction to the Profession and Professional Ethics

This course provides an overview of the nail technician profession, including career opportunities, industry expectations, and legal requirements. Professional ethics, customer service, and conduct in the workplace are emphasized. Students will explore the responsibilities of the nail technician and the importance of maintaining a professional image within the beauty industry.

Anatomy and Physiology of Hands and Feet

Students will study the structure, function, and health of the hands and feet, with a focus on the components of nails, skin, and muscles. This course covers the biological processes that affect nail growth and health, as well as the conditions that can impact them and proper care to maintain their well-being.

Nail and Foot Disorders

This course offers detailed knowledge of common nail and foot disorders, including fungal infections, frailty, and deformities. Students will learn how to identify symptoms, understand their causes, and apply best practices to prevent and manage these conditions in a professional setting.

Hygiene and Asepsis

Students will learn essential sanitation and sterilization techniques to ensure a safe and hygienic work environment. Best practices for preventing cross-contamination, disinfecting tools, and following health regulations are covered. Special emphasis is placed on biosafety protocols to protect both technicians and customers.

Manicure & Pedicure

This course introduces students to professional nail care techniques, including filing, cuticle treatment, exfoliation, moisturizing and polishing. Students will learn how to perform traditional and spa manicures and pedicures, ensuring client comfort and safety.

Acrylic with Extensions

Students will explore the application of acrylic nails using different extension methods, including tips and molds. Techniques for sculpting, filing, and shaping acrylic nails will be taught, as well as solutions to common problems such as lifting and cracking.

Design I (Lines, Dots and Nail Polishes)

This course introduces the basic techniques of artistic nail design, including the creation of lines, dots and nail polish applications. Students will learn how to create simple yet elegant designs to enhance the appearance of natural and artificial nails, using specialized tools and materials for precise and professional results.

Gel Nails

Students will receive specialized training in the application of gel nails, including soft and hard gel techniques, encapsulation, and gel coatings. Emphasis is placed on curing time, product selection, and troubleshooting common problems in gel nail application.

Sculptural Nails

This course focuses on advanced nail sculpting techniques, where students will create extensions using acrylic and gel without the need for pre-formed tips. Techniques will be practiced to shape, file and perfect sculptural nails with professional finishes.

Design II (Brush, Fantasy, Mosaic, and 3D Reliefs)

This course expands students' artistic skills with advanced nail design techniques, including brush strokes, fantasy designs, mosaics, and 3D relief decorations. Students will develop skills to create unique and personalized styles, following market trends.

Innovative Techniques and Trends

This course explores new trends in nail technology, including innovative materials, application methods, and cutting-edge designs. Students will study industry innovations and learn how to integrate modern techniques into their services to stay competitive in the marketplace.

Fancy Nails

Students will work on creating highly creative and detailed designs, incorporating a variety of decorative elements such as crystals, sculpted figures, and mixed applications. This course encourages artistic expression and helps students develop distinctive styles in nail decoration.

Salon Management

This course provides students with the essential business skills to successfully run a nail salon or work as freelance technicians. Topics such as customer management, marketing strategies, financial management, and industry regulations are covered. Students will learn how to develop and maintain a professional clientele.

Occupational Practice

In this practical experience, students will apply the skills acquired in a real work environment, practicing under supervision in a professional environment. They will gain experience in interacting with clients, executing services and time management, perfecting their techniques and professionalism.

Barbering and Styling

The Barbering and Styling program is designed to prepare students with the knowledge and skills necessary to pass the Barber and Stylist Examining Board exam in Barbering and obtain their professional license. In addition, it provides the necessary training to perform successfully in the beauty and personal care sector, either in commercial establishments or independently.

Throughout the program, students will become familiar with advanced haircutting techniques, hairstyling, chemical

application, facials, and traditional and modern barbering. They will also receive training in the area of business administration, enabling them to develop managerial skills for running their own business or barbershop salon.

The program combines theoretical training with significant practical experience, ensuring that students develop skills and confidence in their work. Upon completion of the program and passing the Examining Board exam, graduates will be prepared to enter the job market as professional barbers and stylists in barbershops, beauty salons, or by starting their own business in the industry.

Courses and Descriptions

The Barber Profession and Professional Ethics

This course introduces students to the world of barbering and styling, addressing its history, evolution and opportunities in the industry. It focuses on professional ethics, customer relations, and the importance of hygiene and biosecurity in the workplace. In addition, the legal and regulatory requirements that govern the profession are covered, preparing students to practice with responsibility and professionalism.

Skin Care, Shaving & Mustache

Students learn about the anatomy and physiology of the skin, as well as the best techniques for facial care in the barbering field. Skills are developed in traditional razor shaving, the maintenance and design of beards and mustaches, and the application of facial treatments. Health precautions and safety protocols are also covered when working with the client's skin.

Manicure and Massage

This course offers training in hand and nail care, teaching basic manicure and spa techniques to complement barbering services. In addition, students learn massage techniques for the scalp, neck and face, promoting relaxation and well-being of the client. The importance of customer service and salon experience is emphasized.

Hair Conditioning, Care and Disorders

Students develop knowledge about the structure, composition and growth cycle of hair. The different types of hair, their specific needs and the appropriate products for their treatment are studied. The most common hair disorders, including dandruff, alopecia and split ends, are also explored, along with best practices for their management in a professional setting.

Blow-Drying and Styling Styles for Gentlemen

This course trains students in blow-drying and styling techniques using professional tools such as blow dryers, brushes, and styling products. Classic and modern styles are addressed, from the voluminous hairstyle to the polished and structured effect. Creativity and customization of styles according to the client's preferences are emphasized.

Color Trends

Students will learn the fundamentals of colorimetry applied to barbering, including color theory, color mixing, and application techniques on men's hair. Current trends in men's coloring, such as highlights, platinum tones, and extreme bleaches, will be explored. Aftercare will be covered to maintain the quality of the hair color and health.

Chemical Processes

This course provides knowledge about the chemical processes applied to hair, including perms, straightening and hair restructuring treatments. The effects of chemicals on hair fiber, the correct application of products and safety measures to prevent damage to the scalp and hair are studied.

Scissor Haircut and Design

Students will perfect their scissor cutting technique, developing precision and dexterity to achieve defined and personalized styles. We will work with various gradient, layering and texturing techniques, adapting the cuts to the characteristics of the face and the client's preferences. The design of creative and personalized cuts will also be explored.

Machine Haircut and Design

This course studies machine cutting techniques to achieve gradients, defined lines and modern cuts. Precision techniques for contours, details, and custom designs in hair are taught. In addition, students will learn how to operate the cutting machine in a professional manner, ensuring uniform and well-structured results.

Innovative Hairstyling Techniques in Gentleman

This course is designed for students to master advanced styles of styling and finishing. Contemporary trends and emerging techniques in men's barbering will be explored, including the use of waxes, pomades, and other products to achieve structured, long-lasting hairstyles.

Salon Management

Business administration training applied to the barbering and styling industry is offered. Students will learn about financial management, marketing, customer service, and strategies for customer retention. The legal requirements for establishing and operating a barbershop salon will also be explored, including licensing and regulations.

Revalidation Review

This course is designed to prepare students for the Barber and Stylist Examination Board of Barbers and Stylists revalidation exam. The fundamental concepts, legal regulations and essential practices that will be evaluated in the exam are reviewed. In addition, mock exams are conducted to bolster students' confidence and increase their chances of success.

Barbering Occupational Practice

Students will have the opportunity to apply their knowledge in a professional environment under supervision. They will focus on customer service, execution of cuts, shaving techniques and styling in a real barbershop environment. This experience will allow them to strengthen their skills, develop confidence and prepare to enter the labor market.

Aesthetics and Makeup

The Aesthetics and Makeup program provides theoretical concepts, laboratories, and supervised practices for the student to develop the skills necessary to offer aesthetic and makeup services, including the following protocols: skin analysis, cleaning, protocols to correct skin conditions and irregularities through the proper use of cosmetics, and modern methods to stimulate circulation. In addition, the course prepares the student to work as an esthetician, cosmetics salesman, makeup artist, salon manager, among others. Likewise, the student can continue their studies in the educational field to obtain certification as a vocational teacher in aesthetics and makeup.

Courses and Descriptions

Introduction to the Principles of Aesthetics and Cabin; and Ethics and Professional Image

This course is designed to define the concept of aesthetics, the importance of aesthetics in the present and future era. The historical development of the profession is discussed. In addition, the student will learn about job opportunities in the field of aesthetics, as well as the professional and ethical image that a professional esthetician should have. Also, the student will learn the presentation, furniture, equipment and materials, products, apparatus; and preparation of the beauty booth. Finally, the student will learn the regulations and laws of the profession.

Physiology and Body-Facial Anatomy; and Pathology and Skin Analysis

The course will provide students with knowledge of general anatomy (bones, muscles, and nervous system). In addition, the muscles and nerves that control the facial regions, the blood supply sources of the face, as well as the vulnerable areas of skin on the face are studied. Also, students are provided with knowledge so that they can develop skills to identify the composition of the skin (dermis, epidermis, glands, etc.), as well as the most frequent skin pathologies. Therefore, skin and sebaceous gland disorders are part of the study (acne, pimples, pimples and pimples), as well as the most common microorganisms that live on the surface of the skin and the most common bacteria that can cause skin infections. Therefore, students will develop skills to classify the skin by its sebaceous secretions into dry, very oily or seborrheic skin, alipic skin, asphyxiated skin and combination skin; and for its aqueous content in: hyperhydrated skin, alipid skin, dehydrated skin, endemic skin and devitalized skin. Finally, on this course students will learn about the different and varied ways to identify shapes and types of faces.

Chemistry and Composition of Facial and Body Aesthetic Cosmetics

This course will allow students to gain basic knowledge of organic chemistry, inorganic chemistry, matter, atoms, molecules, and the chemical and physical properties of matter. In addition, the student will acquire knowledge about the function of cosmetics and their chemical composition. They will learn the chemical applications of cosmetics, pH and its chemical reactions, the ingredients of the products, processes of choosing cosmetics according to a skin analysis; and they will learn about products for use in the home.

Safety, Electricity and Appliances for Facial and Body Protocols

In this course the student is demonstrated and taught to use the different types of currents and the handling of the most

used electrical equipment during a facial and body protocol such as namely: *the vaposon*, magnifying glasses, lamps and glass electrodes that use high frequency. In addition, the course will provide knowledge of electricity and safety measures in the use of electrical appliances applied to aesthetics. Finally, the course facilitates the development of skills to apply the universal principles and standards of infection prevention and decontamination.

Facial Care and Cleansing Protocols with Manipulations I

This course has been designed for the student to know and identify the benefits, principles, elements and procedures of the basic aesthetic facial protocol for different skin types. In addition, practical skills and theoretical knowledge for the application of such protocols using correct movements, with precision and delicacy.

Facial Care and Cleansing Protocols with Manipulations II

This course has been designed for the student to know and identify the benefits, principles, elements and procedures of the advanced aesthetic facial protocol for different skin types. In addition, theoretical knowledge and practical skills for the application of these protocols using correct movements, with precision and delicacy, as well as the appropriate use of devices.

Color Theory and Makeup I

In this course, the composition of the different types of make-up is studied; color theory applied to makeup; facial contours; protocols for care, detection, and prevention of allergies; and makeup protocols and basic makeup removal; namely: (a) casual makeup; (b) gentleman's makeup; and (c) mature skin makeup.

Color Theory and Makeup II

In this course, the composition of the different types of make-up is studied; color theory applied to makeup; facial contours; protocols for care, detection, and prevention of allergies; and, advanced makeup and makeup removal protocols; namely: (a) gala makeup; (b) sepia makeup; (c) theatrical-artistic makeup; and, (d) mature skin.

Facial and Body Hair Removal Protocols

In this course, the compositions of the different hair removal products are studied; and the following hair removal protocols; namely: eyebrow waxing, leg waxing, boso waxing, chin waxing, underarm waxing and bikini waxing.

Protocols and Body Manipulations

In this course, the student intensively develops different skills and abilities to carry out body protocols and sequences of manipulations correctly. Body protocol practices include the following; namely: (a) *Body Scrub*; (b) cellulite and reducers; (c) sweating (portable sauna & thermal blanket); and (d) passive gymnastics.

Manicure and Pedicure Protocols and Manipulations

In this course the student will become familiar with the anatomy, morphology and physiognomy of the hands and feet. They will apply the knowledge acquired in practice starting from the preparation of the table, sanitary precautions, different types of procedures, identification of the different types of nails, deformations, disorders, diseases and their protocol. Manipulation of hands and feet, polishing and shaping of nails, application of pumice stone and handling of electric manicure are developed. In addition, the SPA manicure and pedicure will be related to aromatherapy and its benefits.

Supervised Lab and Room Management

This unit covers the principles of managing an aesthetic and makeup salon. Design and arrangement of the beauty salon, booth and product showcases are part of the presentations. The student will receive pertinent information to make the corresponding discounts for employees in the areas of taxes, social security, commercial and closure laws that apply to the beauty business. The students will develop their own *curriculum vitae* and cover letter and how to conduct a job interview. In addition, in this phase the student carries out internships in the institute's booth to refine the skills learned and developed under the direct supervision of the teacher.

Structural and Piping Welding

Upon completion of the Structural and Piping Welding program, students will be able to join the entry-level industrial workforce in buildings, bridges, tunnels, highways, harbor docks (over water), and structural component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and welding and pipe assembly. In addition, students could start their own business. Students who complete the learning course with a solid foundation can earn certification in Shielded Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), or Gas Tungsten Arc Welding (GTAW).

Courses and Descriptions

Welding Techniques, Welding Defects; Industrial Safety; and Blueprint Reading

The purpose of this course is to provide the students with welding safety information. It allows the student to understand terms and definitions in both Spanish and English. Students are knowledgeable about the welding process

and the symbols of welding practices as defined by the American Welding Society (AWS). Within the timeframe of this course students will be provided with orthographic views and engineering drawing licenses.

Theory of Welding and Cutting of Oxyacetylene; and SMAW Welding Principles in Basic Joints

The purpose of this course is to provide the students with welding safety information. It allows the student to understand terms and definitions in both Spanish and English. Students are knowledgeable about the welding process and the symbols of welding practices as defined by the American Welding Society (AWS). Within the timeframe of this course students will be provided with orthographic views and engineering drawing licenses.

Metal and Arc Protected Welding in Cross Joints – *AAC & **PAC

Upon completion of this course, students will be trained to perform cross-joint welding. This course will provide the student with an in-depth knowledge of 1G – 4G multi-pass plasma cutting *by* seam. This course also provides them with training to develop the skills needed to perform *Gauchin* to remove or detach weld.

Metal and Arc Protected Welding, and Structural Steel Testing

Upon completion of this course, students will be trained to perform welding tests with metal and shielded arc. Also, it will be trained to carry out tests on structural steel. In addition, this course will provide students with training to develop the skills needed to produce E-6010 and E-7018 welds. Finally, the course includes test jack welding and destructive testing training.

Arc Welding on Metal Pipes

By the end of this course, students will have developed the capabilities to perform arc welding on metal pipes. The students will be trained in the following tests; namely: (a) 1-G; (b) 2-G; (c) 5-G; and 6-G.

GMAW, FCAW and GTAW Welding Principles in Structural Steel

Upon completion of this course, students will be trained to perform GMAW welding production and maintenance on structural steel. The course is also designed to provide the student with a thorough foundation and technical knowledge of safety and testing in GMAW, FCAW and GMAW welding on structural steel.

GMAW and FCAW Welding with Backing and Ceramic (Welding Tests)

Upon completion of this course, students will be trained to perform the following tests. GMAW2 with backrest and ceramic; namely: (a) 1G; (b) 2G; (c) 3G; and (d) 4G. In addition, students will be trained to perform the following Weld tests. FCAW3 with backing and with ceramic; namely: (a) 1G; (b) 2G; (c) 3G; and (d) 4G.

SMAW and GTAW Pipe Welding Principles

By the end of this course, students will have developed concepts for welding metal pipes. The student will be trained in the following welding tests of E-6010 and E-7018; namely: (a) 1-G; (b) 2-G; (c) 5-G; and 6-G.

SMAW and GTAW Pipe Welding Tests

By the end of this course, students will have developed the skills to perform welding on metal pipes. The student will be trained in the following welding tests of E-6010 and E-7018; namely: (a) 1-G; (b) 2-G; (c) 5-G; and 6-G.

Pet Grooming Professional

The Professional Pet Grooming Program has been designed to train students interested in developing in the area of animal grooming and hygiene. Graduates of this program will be trained to work as dog groomers in dog grooming salons, in related jobs, or to establish their own pet care and beautification businesses.

Courses and Descriptions

Introduction Pet Grooming

Guide the student on the use and care of the equipment and tools used during the Pet Grooming process; for example, the brushes to be used according to the pet's coat, the grooming scissors according to the function to be practiced, the manual and electric drying process, among others. Present the tasks that are carried out in the grooming salon. Explain the importance of providing good care and grooming services that ensure the well-being and safety of domestic animals (dogs and felines).

Recognition of dog and feline breeds

To know the origin, characteristics and functions of dog breeds; and those that are approved by the American Kennel Club (AKC). Know the feline breeds, and those that are recognized by the Cat Fanciers' Association (CFA) on (TICA). Interpret the International standard of dog breeds. Present canine and feline anatomy and physiology to understand how they influence the grooming process.

Handling and Restraint of Domestic Animals

This course is aimed at the importance and application of canine/feline safety, restraint, nutrition and psychology measures that must be followed in the Pet Grooming salon, classroom and in the laboratory when working with pets. It includes presenting the management of common emergencies that require first aid knowledge. Products to disinfect the classroom areas and pesticides to control ectoparasite infestation are evaluated. Restraint techniques to be put into practice with anxious or insecure pets are also discussed. The course discusses the nutritional needs of pets according

to their life stage or health conditions; in addition to recognizing canine and feline behavior to be able to handle the pet when receiving Pet Grooming services. Basic relaxing massages are introduced to provide pets according to their age or behavior.

Basic Grooming

Demonstrate and explain the tools used in the Pet Grooming salon; for example, the appropriate brushes to work on the brushing process *according* to the breed's coat. Explain, demonstrate and evaluate the correct bathing and drying process in dogs and cats; in addition to basic grooming that consists of working ears, nails, sanitary cutting and cleaning pads. Explain and use the appropriate products when working on the bathing and drying process such as shampoo for regular use and medicated shampoos, specialized shampoos according to the coat and skin conditions, products that provide specific effects such as conditioners, texturizers and to remove knots. Review the drying process in sequence, both manual and electric, according to the pet's coat. The course concludes with an even cut or "full cut".

Use and handling of scissors

Know the correct use of the scissors used in the Pet Grooming salon. Practice exercises to handle straight, curved, and thinning scissors. Learn how to classify scissors according to breed, coat, and cut to be made to the pet. Make basic cuts and style the coat of dogs with double coat/coat and mixed breeds. Practice making more stylized finishes to the pet using the scissors required according to the cut and coat.

Cut and style of dog and feline breeds I

The course requires the use of the 4 scissors that are used in a dog grooming salon (straight, curved, thinning to refine and thinning are the cutting machine, razors and comb, basic metal student will learn the cuts of the most common breeds in Puerto Rico of the canine groups #4 Terriers according to the American Kennel Club (AKC). In this course, the theory of feline grooming will be discussed.

Cut and style of dog and feline breeds II

The course requires the use of the 4 scissors used in a grooming salon (straight, curved, thinning to refine and thinning cutting machine, pocketknives, basic metal grooming comb equipment. The student will learn the cuts of the most common breeds in Puerto Rico from the canine group #5 Toy (Lap/companion) according to the American Kennel Club (AKC). In the course, basic grooming and cutouts with felines will be practiced.

Advanced techniques in Pet Grooming I

Advanced and creative dog grooming techniques. Guidance on exam requirements for the *Pet Groomer Professional Certification degree*.

Modern trends in Pet Grooming I

The course discusses new trends in dog grooming, electronic systems that facilitate the Pet Grooming market, use of equipment and materials. Use of dyes and new alternatives or trends.

Advanced techniques in Pet Grooming II

Advanced and creative dog grooming techniques in mixed dog breeds.

Modern trends in Pet Grooming II

The course discusses new trends in dog grooming and the use of equipment and materials. Use of dyes and new alternatives or trends.

Ethics and Administration

Requirements needed to start establishing a dog grooming business in Puerto Rico and how to establish a Business Plan. Ethics that the Pet Grooming professional entails, their personal experiences and successful performance in the modern business world.

Occupational Practice

Demonstrate mastery of the skills, abilities and knowledge included in the Professional Pet Grooming course, through practice in an authorized dog grooming salon. The occupational practice will be duly supervised by an expert dog groomer certified in Pet Grooming.

I, Marisabel Ramos Santiago, President, certify that this document is the official catalog of Advantage Technical College, effective July 1, 2025.

Marisabel Ramos Santiago

Marisabel Ramos Santiago
President