GENERAL CATALOG
2026-2027

Manatí Main Campus:
Calle Ramos Vélez #3 & Esquina Baldorioty #4,
Manatí PR 00674
P.O. Box 16262 San Juan, PR 00908
Tel. (787) 854-4776

San Juan Campus
Ave. Ponce de León #818,
San Juan, PR 00907
P.O. Box 16262 San Juan, PR 00908
Phone: (787) 908-1000

Aguadilla Campus
#7 José de Jesús Esteves
Aguadilla, PR 00603
P.O. Box 16262 San Juan, PR 00908
Phone: (787) 658-1667

Additional Location (Manatí Campus):
Carr. #2 Km 49.9, Manatí PR 00674
P.O. Box 16262 San Juan, PR 00908
Tel. (787) 854-4776

Additional Location (San Juan Campus):
Ave. Ponce de León #1207,
San Juan, PR 00907
P.O. Box 16262 San Juan, PR 00908
Phone: (787) 908-1000

Additional Location (Aguadilla Campus):
Calle Victoria, Esquina Degetau
Antiguo Cine Star Plaza de Aguadilla, Aguadilla, PR 00603
P.O. Box 16262 San Juan, PR 00908
Tel. (787) 658-1667

Isabela Additional Location (Aguadilla Campus):
Calle Suriman #1059, Ave. Agustín Ramos Calero Interior
Isabela, PR 00662
P.O. Box 16262 San Juan, PR 00908
Tel. (787) 872-1747

REV. 09/2026

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General Provisions and Institutional Regulations

Compliance with and Amendments to This General Catalog

The regulations set forth in this catalog and in other official publications of the institution are binding on all students. ADTEC reserves the right to modify tuition rates, course costs, and other academic provisions whenever it deems necessary. Any such change will be publicly announced at least 30 days before it takes effect. A tuition change takes effect only at the start of a new semester, does not apply to a semester already in progress, and is communicated to enrolled students in writing.

The provisions contained in this publication shall not be construed as an irrevocable contract between an applicant or student and ADTEC. The institution reserves the right to amend this catalog while it remains in effect. Any amendment will be announced and published through addenda approved by the President.

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

Special Measures and Institutional Authority

The content of this catalog shall not be interpreted as limiting the authority of the administration of Advantage Technical College to implement and adopt measures it considers necessary in response to unforeseen circumstances or matters not addressed in this document. The institution is authorized to make administrative, operational, and academic adjustments as necessary to ensure the fulfillment of its educational and regulatory objectives.

Severability of the Provisions of This General Catalog

If any provision of this catalog is found to be unconstitutional or unenforceable, that determination shall not affect the validity or enforceability of the remaining provisions.

ADTEC Corporate Information

ADTEC is a for-profit corporation organized under the laws of the Commonwealth of Puerto Rico and operates three campuses: Manatí, San Juan, and Aguadilla. The Manatí Main Campus oversees the San Juan and Aguadilla campuses and the additional locations. ADTEC was founded in 1987 and is privately owned.

The San Juan Campus and the Aguadilla Campus are branch campuses of the Manatí Main Campus. The additional locations listed on the cover and in Section V (Carr. #2 Km 49.9 in Manatí; Ave. Ponce de León #1207 in San Juan; Calle Victoria, Esquina Degetau, in Aguadilla; and Calle Suriman #1059 in Isabela) are additional locations of the campus named in parentheses with each address. Each operates under the administrative and academic supervision of that campus, offers only programs approved for that campus, and provides its students with the same services, including advising, learning resources, financial aid, and employment assistance.

I. MISSION AND VISION

Mission

Advantage Technical College is a postsecondary educational institution committed to educating individuals who seek to advance their professional and personal development. Through its academic offerings, the institution contributes to students' intellectual and professional growth and prepares them to meet the demands of the workforce. Advantage Technical College offers short-term, employment-focused training programs designed to equip students with the skills needed to enter the workforce 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 that facilitates connections between professionals and educators and promotes communication, collaboration, and the exchange of knowledge throughout our society.

II. EDUCATIONAL PHILOSOPHY

Advantage Technical College was established to address the need to educate youth and adults in technical and business fields by providing the training required for entry into the workforce, particularly in the industrial and service sectors.

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

Technological advances and changes in the workplace have increased the need for specialized training. In response, Advantage Technical College offers a structured, practical curriculum focused on developing competencies that can be applied in professional settings.

As part of its commitment to education, the institution seeks to ensure access to high-quality technical training, preparing students to perform effectively in their respective disciplines and fostering 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 seeks to:

- Provide students with high-quality education in technical and business fields, facilitating their integration into the workforce.
- Offer practical, employment-focused programs that respond to the immediate demands of industry and commerce.
- Provide vocational guidance, helping students explore educational and employment opportunities for their professional growth.
- Ensure that students develop a high level of competence in their field of study, emphasizing both technical skills and professional ethics.
- Connect students with real-world industry practices and knowledge, fostering critical thinking and the effective application of their learning.
- Support students in developing a professional and personal philosophy of life, promoting responsible decision-making and ethical conduct.
- Assist graduates in seeking employment within their field of specialization by providing job-placement support for up to 12 months after graduation.

To achieve these objectives, Advantage Technical College emphasizes a curriculum grounded in hands-on training, the application of knowledge, and preparation for employment. These programs are designed to provide students with the occupational skills needed to expand their employment opportunities and support their ongoing professional growth.

IV. INSTITUTIONAL HISTORY

Advantage Technical College (ADTEC) is a postsecondary educational institution with a legacy of more than three decades in the education of technical and occupational professionals in Puerto Rico. Since its founding in 1987, ADTEC has evolved into a cornerstone of technical education, providing students with the skills needed to enter and excel in the workforce.

Founding and Early Years

The institution opened its doors in Manatí, Puerto Rico, to meet the growing demand for trained professionals in the electrical sector. Its initial academic offering consisted of an Electricity training program designed to equip students with technical knowledge that could be applied immediately in the industry.

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

Academic Growth and Expansion

During the 1990s, ADTEC continued to innovate its curriculum by adding programs in Refrigeration and Air Conditioning to address the demand for technicians specializing in climate-control systems, a key area of Puerto Rico's residential and commercial infrastructure.

In 1993, ADTEC reached a significant milestone by earning accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), further establishing its reputation as a reliable, high-quality institution. One year later, it was recognized as an institution eligible to administer funds under the U.S. Department of Education's Title IV Program, thereby expanding access to technical education for more students across the island.

In keeping with its mission to provide high-quality education relevant to workforce needs, ADTEC expanded its academic portfolio in subsequent years to include programs in Instrumentation and Advanced Styling, reflecting the diversification of Puerto Rico's technical and service industries.

Geographic Expansion and New Opportunities

Having established itself as a leading institution in technical education, ADTEC began a geographic expansion process to bring its programs to more communities. In 2018, it opened a new campus in San Juan, designed to offer programs in high-demand fields such as Cosmetology, Barbering and Hair Styling, Nails Technician, and Veterinary Assistant with Pet Grooming.

In 2019, this growth continued with the opening of the Aguadilla Campus, which focused on programs in Electricity, Refrigeration and Air Conditioning, and Veterinary Assistant with Pet Grooming, thereby expanding access to these programs in the western region of the island.

By 2022, ADTEC expanded its Manatí Main Campus by adding new facilities designed to enhance the learning experience and respond to the demands of the current workforce. In 2023, the Aguadilla Campus also underwent a significant expansion, strengthening its infrastructure to serve a larger number of students. Beginning in November 2024, ADTEC San Juan expanded its campus and academic offerings. In May 2026, the Aguadilla Campus expanded its academic offerings through an additional location in the municipality of Isabela.

Commitment to Excellence and the Future

Throughout the years, ADTEC has maintained a firm commitment to high-quality technical education, curricular innovation, and the preparation of highly skilled professionals for the workforce. The institution continues to strengthen its mission by adapting to industry trends and ensuring that its graduates have the tools needed to compete in an increasingly dynamic employment 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 a variety of technical fields throughout Puerto Rico. ADTEC is accredited by the Accrediting Commission of Career Schools and Colleges and is licensed by the Puerto Rico Board of Postsecondary Institutions.

Accreditation, Licensure, and Approvals

Advantage Technical College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The grant of accreditation includes the Manatí Main Campus (school number M058707), the San Juan Campus (school number B072622), and the Aguadilla Campus (school number B072802). ACCSC may be

contacted at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; telephone (703) 247-4212; website www.accsc.org.

Information about the accreditation status of the school, including any action taken by the Commission, is available from ACCSC and on the Commission's website at www.accsc.org.

Advantage Technical College is licensed to operate in Puerto Rico by the Puerto Rico Board of Postsecondary Institutions (Junta de Instituciones Postsecundarias) of the Puerto Rico Department of State. The license certificate is displayed at each campus and is available for inspection at the Administrative Office. Students may file a complaint with the Board at Junta de Instituciones Postsecundarias, Departamento de Estado de Puerto Rico, P.O. Box 9023271, San Juan, PR 00902-3271; telephone (787) 722-2121; www.estado.pr.gov.

Advantage Technical College is eligible to participate in the federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, and administered by the U.S. Department of Education.

No program requires a separate programmatic approval from a licensing board or other agency. The licensing examinations for which the Cosmetology, Barbering and Hair Styling, Nails Technician, Aesthetics and Makeup, Electricity, and Refrigeration and Air Conditioning programs prepare graduates are described with each program in Section VI.

V. LOCATION AND PHYSICAL FACILITIES

Manatí Main Campus – Calle Ramos Vélez #3 & Esquina Baldorioty #4, Manatí PR 00674, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 854-4776: The Manatí Main Campus has facilities suitable for postsecondary education and provides an environment conducive to academic training. Located in the heart of Manatí's commercial district, the institution features spacious classrooms and laboratories with capacity to serve approximately 350 students in day and evening sessions. It also houses administrative offices and designated student-services areas, ensuring an optimal academic environment. The campus includes five specialized electricity classrooms equipped with single-phase and three-phase electric motors, magnetic controls, sodium and mercury lighting fixtures, fluorescent lamps, commercial and residential meter bases, transformer banks, electrical-wiring practice modules, single-phase and three-phase distribution panels, and conduit benders. It also has a storage area for materials and tools such as pliers, screwdrivers, and Allen wrenches. In addition, there is a computer classroom with capacity for 12 students, equipped with programmable logic controllers (PLCs), and a refrigeration and air-conditioning classroom containing 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 storage area provides secure space for the materials and tools required for technical practice. The campus also has a welding shop for the Structural and Pipe Welding program, with individual welding booths, shielded metal arc, gas metal arc, flux-cored arc, and gas tungsten arc welding machines, oxyacetylene and plasma cutting equipment, an air carbon arc gouging station, plate and pipe positioners for test coupons, grinders, and fume extraction.

Additional Location (Manatí Campus) – Carr. #2 Km 49.9, Manatí PR 00674, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 854-4776: The new Manatí Campus building offers modern facilities for the Veterinary Assistant with Pet Grooming, Cosmetology, and Nails Technician programs. Located in Manatí's commercial district, it provides spacious and comfortable classrooms for theoretical and practical instruction, with capacity to serve up to 350 students in day and evening sessions. The laboratories are equipped with specialized tools and materials for teaching beauty techniques, including workstations for styling and personal-image care, as well as equipment for creating and maintaining nails. The animal-care area includes equipment designed for instruction in clinical veterinary medicine, grooming, and pet care. The facilities include two classrooms for the Cosmetology program and three classrooms for the Nails Technician program. The Veterinary Assistant with Pet Grooming program has one laboratory classroom and one simulated veterinary clinic classroom, both equipped with appropriate storage for materials, tools, and records. The facilities also include student-service offices, a resource room, and a kitchen area for meals. The beauty laboratories also serve the Aesthetics and Makeup program and are equipped with facial beds, facial steamers, magnifying lamps, high-frequency and galvanic apparatus, wax heaters, makeup stations, and a portable sauna and thermal blanket for body protocols. The animal-care area also serves the Professional Pet Grooming program, with grooming tables, bathing tubs, stand and cage dryers, clippers, and scissor sets.

San Juan Campus – Ave. Ponce de León #818, San Juan, PR 00907, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 908-1000: The San Juan Campus, located in Miramar, occupies several floors. The first level houses administrative offices and student services. The second level contains laboratories and beauty salons. The third level includes a computer laboratory, a reference room, offices, and theory classrooms. The fifth level houses student areas,

laboratories, and classrooms for the Veterinary Assistant with Pet Grooming program. The beauty salons and laboratories on the second level serve the Cosmetology, Nails Technician, Barbering and Hair Styling, and Aesthetics and Makeup programs and are equipped with styling stations and chairs, shampoo bowls, barber chairs, clippers and razors, manicure and pedicure stations, facial beds, facial steamers, magnifying lamps, high-frequency apparatus, and makeup stations. The fifth-level animal-care laboratory also serves the Professional Pet Grooming program, with grooming tables, bathing tubs, dryers, clippers, and scissor sets.

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

Aguadilla Campus – #7 José de Jesús Esteves, Aguadilla, PR 00603, P.O. Box 16262 San Juan, PR 00908, Tel. (787) 658-1667: The Aguadilla Campus occupies three floors. The first level houses administrative offices, student services, one theory classroom, and one laboratory. The second level contains theory classrooms and additional laboratories. The third level includes additional theory classrooms, laboratories, and a reference room. The laboratories are equipped for the Electricity program (wiring practice modules, distribution panels, motors and controls, and conduit benders), the Refrigeration and Air Conditioning program (residential and commercial refrigeration modules, mini-split units, gauges and meters, a refrigerant recovery machine, vacuum pumps, and leak detectors), and the Structural and Pipe Welding program (welding booths, shielded metal arc, gas metal arc, flux-cored arc, and gas tungsten arc welding machines, oxyacetylene and plasma cutting equipment, and fume extraction).

Additional Location (Aguadilla Campus) – Calle Victoria, Esquina 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 Aguadilla Campus expansion, an additional location has been added with facilities suitable for the Veterinary Assistant with Pet Grooming, Cosmetology, and Nails Technician programs. The first floor houses laboratories for these programs, as well as for electricity instruction. It also contains student-services offices and a resource room. The second floor includes additional classrooms, an event area, and a student lounge-terrace space. These facilities were designed to provide an efficient educational environment with modern equipment and climate control, thereby supporting high-quality technical training. The laboratories are equipped with specialized workstations and the tools required for practical instruction in each discipline. The beauty laboratories also serve the Aesthetics and Makeup program, with facial beds, facial steamers, magnifying lamps, high-frequency apparatus, and makeup stations, and the animal-care laboratory also serves the Professional Pet Grooming program, with grooming tables, bathing tubs, dryers, clippers, and scissor sets.

Additional Location (Aguadilla Campus in Isabela) – Calle Suriman #1059, Ave. Agustín Ramos Calero Interior, Isabela, PR 00662, Tel. (787) 872-1747: The Isabela location occupies three buildings. The first building houses the administrative offices and student services, as well as the reference room. The additional buildings contain theory classrooms and laboratories for Electricity, Refrigeration, Structural and Pipe Welding, and Veterinary Assistant with Pet Grooming.

Learning Resource Center: Each campus and additional location has a reference or resource room that serves as its Learning Resource Center. It holds the textbooks, technical manuals, codes and standards, and reference materials for each program offered at that site, and provides computers with internet access to Moodle, the institution's online reference resources, and licensing-board study materials. The Learning Resource Center is open during class hours in the day and evening sessions, and a staff member assists students in locating materials.

VI. ACADEMIC PROGRAMS AND TEACHING MODALITIES

Advantage Technical College offers programs designed to provide students with theoretical and practical training to enter the workforce successfully. Each program develops specialized skills and, where applicable, prepares students for the certification or licensure examinations of their respective industries. All programs prepare graduates for entry-level employment in the occupations described below. The combination of technical knowledge and practical experiences 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 skills and abilities 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, assistance in basic medical procedures, medication administration,

and veterinary first aid. They will also learn professional grooming techniques, including cutting and grooming different breeds. With 42 credits in 15 courses, 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 pet handling. No Puerto Rico license is required for entry-level employment as a veterinary assistant or pet groomer.

Barbering and Hair Styling This program prepares students to become Professional Barbers and Stylists, equipping them with competencies to pass the Puerto Rico Board of Examiners of Barbers and Barber Stylists (Junta Examinadora de Barberos y Estilistas en Barbería) exam 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 or barbershops or to open their own businesses. 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 beauty and personal-care techniques, including hair care, makeup, and facials. Through theoretical and hands-on instruction, they will learn how to use specialized industry tools. The program prepares them to pass the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) exam and obtain their professional license, opening the way to employment in beauty salons, spas, and makeup studios. The program consists of 900 clock hours (36 semester credits) and is completed in 12 months. In addition, the program emphasizes the importance of personalized customer service and the development of creative skills.

Electricity This program trains students in the 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 lighting, as well as troubleshoot faults in electrical systems. This program meets the requirements of Act 115 of June 2, 1976, allowing graduates to take the licensure examinations to obtain the license of Assistant Electrician and Expert Electrician. Students will gain experience in solving electrical problems in various environments, allowing them to work on construction and maintenance projects.

Refrigeration and Air Conditioning This program 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 Puerto Rico Board of Examiners of Refrigeration and Air Conditioning Technicians for the technician license examination and prepares graduates to take the EPA Section 608 and Section 609 technician certification examinations, so that they can work in the HVAC and refrigeration industry.

Nails Technician This program provides training in advanced manicure and pedicure techniques, with an emphasis on hand and foot anatomy, natural nail care, and extension application. Students will learn about industry trends, proper use of chemicals and specialized tools, as well as sculpting and gel (semi-permanent) polish techniques. The program emphasizes hygiene, biosafety, and professional ethics, preparing graduates to work in beauty salons, spas, or as independent technicians. The program also covers artistic nail design techniques and the use of innovative products that help graduates stand out in the job market. In Puerto Rico, nail care services offered to the public for compensation require the Beauty Specialist license issued by the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) of the Department of State; graduates prepare for that Board's theoretical and practical examinations.

Aesthetics and Makeup The Aesthetics and Makeup program provides the theoretical instruction, laboratory experience, and supervised practice students need to develop the skills required to provide aesthetics and makeup services. Training includes skin analysis and cleansing, protocols for addressing skin conditions and irregularities through the appropriate use of cosmetics, and modern methods for stimulating circulation. The program also prepares students for employment as estheticians, cosmetics sales representatives, makeup artists, salon managers, and in other related occupations. Graduates may also continue their studies to pursue certification as vocational teachers in aesthetics and makeup. In Puerto Rico, facial treatments and makeup services offered to the public for compensation require the Beauty Specialist license issued by the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) of the Department of State; graduates prepare for that Board's theoretical and practical examinations.

Structural and Pipe Welding Graduates are prepared for entry-level industrial employment in the construction of buildings, bridges, tunnels, roads, and harbor docks (over water), and in structural

component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and pipe welding and assembly. Graduates may also start their own businesses. Graduates may pursue certification in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), or Gas Tungsten Arc Welding (GTAW). No Puerto Rico license is required for entry-level employment as a welder; welding certification is issued by the American Welding Society (AWS) or the employer upon passing its examination.

Professional Pet Grooming The Professional Pet Grooming program is designed to train students who are interested in developing skills in animal grooming and hygiene. Graduates will be prepared to work as pet groomers in grooming salons or related positions, or to establish their own pet-care and grooming businesses. No Puerto Rico license is required for entry-level employment as a pet groomer.

To obtain a certificate, students must maintain a minimum GPA of 2.00, complete at least ninety percent of the scheduled hours of each course (making up any hours missed), have no outstanding balances with the institution, comply with institutional regulations, and complete the required credits.

Distance Learning and Education Modalities

Advantage Technical College offers courses in a hybrid format (face-to-face and distance). The programs listed below are offered in this format:

Program	Manatí Main Campus	Campus San Juan	Campus Aguadilla
Electricity	Yes (Main Campus)	Yes	Yes
Refrigeration and Air Conditioning	Yes (Main Campus)	No	Yes
Veterinary Assistant with Pet Grooming	Yes (Additional Location)	Yes	Yes
Professional Pet Grooming	Yes	Yes	Yes
Barbering and Hair Styling	No	Yes	No
Cosmetology	Yes (Additional Location)	Yes	Yes
Nails Technician	Yes (Additional Location)	Yes	Yes
Aesthetics and Makeup	Yes (Additional Location)	Yes	Yes
Structural and Pipe Welding	Yes (Main Campus)	No	Yes

The learning management system for the hybrid programs is Moodle, an online platform that gives students remote access to their courses. There are no prerequisites for enrolling in a program offered in this format.

During the enrollment process, students receive orientation about distance education, including information about the program structure, course requirements, curriculum, and objectives. Face-to-face orientations and tours are also offered for prospective students who wish to get to know our facilities.

Recruitment and admission activities include detailed information about distance education and what students can expect from it. The institution uses assessment tools to determine whether this mode of study suits each student. These include a Technology Proficiency Survey and a Distance Education Assessment 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, PowerPoint, and Moodle, providing

instruction on platform access, course modules, class materials, assignments, examinations, and participation in virtual classes using Zoom or BigBlueButton.

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

Students with minimal technology skills may choose a personalized plan that allows them to submit work in printed form and receive evaluations in person, so that they can succeed in the program.

Minimum Technology Requirements

The minimum technology requirements to access hybrid programs include specifications for both Windows OS computers and Mac devices. For Windows users, it is recommended to have a dual-core processor or better, Windows 10 or later, at least 8 GB of RAM, and 128 GB of available storage. 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 or Apple silicon processor, macOS 12 or later, at least 8 GB of RAM, and 128 GB of available storage. 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 Moodle on a device with a screen resolution of less than 1024 x 600, the use of the Moodle mobile app is recommended.

Students enrolled in a hybrid program also attend core courses face-to-face 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 necessary support for their academic and professional success.

The institution verifies the identity of each student who participates in hybrid coursework through a unique institutional email account and login and does not charge students any additional fee for identity verification.

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 race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin, ethnicity, social status, political beliefs, or any other personal characteristic protected by law. The institution is committed to academic excellence, ensuring equitable access to education for all applicants.

To qualify for admission, applicants must have completed the fourth year of high school (twelfth grade) or its equivalent. A high school equivalency diploma issued by the Puerto Rico Department of Education is accepted. In addition, students participating in government-sponsored educational programs may be admitted under agreements established between the institution and the appropriate agencies.

While 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 necessary to enhance 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 high school (twelfth grade) or its recognized equivalent.
2. Complete and submit the official application, available at the Office of the Campus Director, the Office of Admissions, or online at www.adtecpr.com. Applications may also be mailed to the Office of Admissions, P.O. Box 16262, San Juan, PR 00908.
3. Submit the following documents with the application:
   a. Official evidence of high school completion, either a diploma or an official transcript in a sealed envelope. Applicants who hold a high school equivalency diploma must submit their official diploma or the results of exams issued by the Puerto Rico Department of Education.
   b. Valid Certificate of Immunization (PVAC-3) for applicants under 21 years of age.
   c. Payment of the $30.00 admission fee (refundable only as described in the Refund and Contract Cancellation Policies).
   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.

e. Applicants referred through government programs will be processed in accordance with agreements established between the institution and the appropriate agencies. All students coming from accelerated-study 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 appropriate 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:

a. The Admissions Office will review the application for admission and all required supporting documents to verify compliance with institutional admission requirements.
b. Applicants receive an orientation on the institution's policies, procedures, and regulations, which are also available at www.adtecpr.com 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 the applicant 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.
e. 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 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 conducted in accordance with the stipulations of the contract.

All applicants must read the enrollment 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 coming from accelerated or virtual schools must submit an official credit transcript bearing the school's stamp and embossed seal, together with the diploma or certification of graduation; both documents are required as evidence of completion of the fourth year of high school at an accelerated or virtual school. During the admissions process, the Office of Admissions guides the student and verifies compliance with the criteria in Section 19.7(C) of the Regulations of the Board of Postsecondary Institutions, which requires verification of the validity of the high school diploma. For accelerated-study institutions, the Office of Admissions verifies that the institution complied with the requirements of Act 212-2018.

VIII. ACADEMIC PROGRAMS

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

The Electricity 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 construction professionals so that conduit is correctly placed before concrete is poured. The program consists of 945 clock hours (36 semester credits).

Students will develop skills in bending and installing conduit and routing it 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

pull and distribute the wiring using specialized tools such as fish tapes and wire pullers. They will then install the electrical circuits for appliances and lighting equipment and verify that the installation operates correctly.

In addition, the program covers the modernization and improvement of electrical systems in existing structures, as well as collaboration with engineers in estimating and bidding electrical projects from the analysis of plans.

This program meets the credit requirements necessary for graduates to take the licensure examinations to obtain the license of Assistant Electrician and Expert Electrician, pursuant to Act 115 of June 2, 1976 (the Act of the Board of Examiners of Expert Electricians, Junta Examinadora de Peritos Electricistas), as amended. The training provided at Advantage Technical College is designed to provide the necessary competencies to prepare for both examinations.

Course Name	Credits
Basic Electricity	4
Lighting	4
Conduit Installations	4
Renewable Energy	4
Electrical Plans	4
Transformer Connection	4
Motor and Controls Installation	3
Basic Principles of Electric Generators	3
PLC	3
Occupational Practice	3
TOTAL	**36**

PROGRAM OF STUDY: 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 residential and commercial refrigeration systems. During their training, students will develop skills in interpreting electrical and mechanical diagrams, identifying refrigeration components, and working on electrical circuits applied to refrigeration. The program consists of 615 clock hours (24 semester credits).

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 comply with the legal and technical requirements of the industry.

This program meets the instructional requirements that prepare graduates to take the EPA Section 608 and Section 609 certification examinations, as applicable. It also covers the requirements of the Puerto Rico Board of Examiners of Refrigeration and Air Conditioning Technicians for the technician license examination. The training provided at Advantage Technical College is designed to help students develop the competencies needed to approach these examinations confidently and pursue professional opportunities in the refrigeration and air-conditioning industry.

Course Name	Credits
Basic Principles of Refrigeration	2
Installation of Residential Refrigeration Units	3
General Electricity	3
Condensers and Microchannel Coils	4
Automotive Air Conditioning Installation and Service	4
Refrigeration and Air Conditioning Units and New Practices	2
Industrial and Commercial Refrigeration Units	4
Occupational Practice	2
TOTAL	**24**

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

The Veterinary Assistant with Pet Grooming 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 pet grooming. With a duration of 1,095 clock hours (42 semester credits) and 15 courses, 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, bathing, and coat maintenance techniques 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 environment and in the pet grooming sector. As part of the practical training, students may complete an external internship at an establishment outside the institution, subject to availability. The institution does not guarantee a specific internship site, days, or hours, because these depend on the availability and needs of the industry.

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
Animal Nutrition	2
Veterinary Assistant I – Introduction to Veterinary Nursing	3
Veterinary Assistant II	4
Farm Animal Handling and Care	2
Professional Grooming	3
Business Development	2
External Internship	4
TOTAL	**42**

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

The Cosmetology program is designed to equip students with the skills and knowledge needed to become highly trained beauty professionals. The curriculum provides training in the essential techniques and procedures of beauty care, preparing students to pass the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) exam and obtain their professional license. The program consists of 900 clock hours (36 semester credits), as approved by ACCSC, and is completed in 12 months.

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

Upon completion of the program, graduates will be prepared to work as professional cosmetologists in beauty salons, spas, and other industry-related environments. However, to practice the profession in Puerto Rico, graduates will need to pass the Board of Examiners of Beauty Specialists exam and meet the established licensing requirements.

Course Name	Credits
The Cosmetology Profession	4
Skin Care, Facial and Makeup Techniques	3
Makeup I	3
Manicure and Pedicure	3
Hair Conditioning, Care and Disorders	3
Drying and Styling Techniques	3
Color Trends	3
Chemical Processes of Hair	3
Hair Cutting and Styling I	3
Hair Cutting and Styling II	3
Salon Management	2
Licensing Examination Review	1
Occupational Practice	2
TOTAL	**36**

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

The Nails Technician program is designed to provide students with the knowledge and skills needed to work as professional nail technicians. The training takes a thorough 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, gel (semi-permanent) 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 stand out 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, providing high-quality services in the beauty and wellness sector. The program consists of 900 clock hours (30 semester credits).

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 Polish)	3
Gel Nails	2
Sculptured Nails	2
Design II (Brush, Fantasy, Mosaic and 3D Relief)	2
Innovative Techniques and Trends	3
Fancy Nails	2
Salon Management	1
Occupational Practice	3
TOTAL	**30**

PROGRAM OF STUDY: BARBERING AND HAIR STYLING (San Juan)

The Barbering and Hair Styling program is designed to equip students with the knowledge and skills needed to pass the Puerto Rico Board of Examiners of Barbers and Barber Stylists (Junta Examinadora de Barberos y Estilistas en Barbería) 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. The program consists of 915 clock hours (36 semester credits).

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 managing their own business or barbershop.

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 Board of Examiners' examinations, 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, and Mustache Care	3
Manicure and Massage	3
Hair Conditioning, Care and Disorders	3
Blow-drying and Hairstyles for Men	3
Color Trends	3
Chemical Processes	3
Scissor Haircut and Design	3
Machine Haircut and Design	3
Innovative Hairstyling Techniques for Men	4
Salon Management	2
Licensing Examination Review	1
Barbering Occupational Practice	2
TOTAL	**36**

PROGRAM OF STUDY: AESTHETICS AND MAKEUP (Manatí, San Juan and Aguadilla)

The *Aesthetics and Makeup program* provides the theoretical instruction, laboratory experience, and supervised practice students need to develop the skills required to provide aesthetics and makeup services, including skin analysis and cleansing, protocols for addressing skin conditions and irregularities through the appropriate use of cosmetics, and modern methods for stimulating circulation. The program also prepares students for employment as estheticians, cosmetics sales representatives, makeup artists, and salon managers, among other occupations. Graduates may continue their studies to become certified vocational teachers in aesthetics and makeup. This program consists of 1,080 clock hours (36 semester credits), distributed as follows:

Course Name	Credits
Introduction to the Principles of Aesthetics and the Treatment Room; Ethics and Professional Image	3
Facial and Body Anatomy and Physiology; 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

Course Name	Credits
Body Protocols and Manipulations	5
Manicure and Pedicure Protocols and Manipulations	2
Supervised Lab and Room Management	3
TOTAL	**36**

PROGRAM OF STUDY: STRUCTURAL AND PIPE WELDING (Manatí and Aguadilla)

Course Name	Credits
Welding Techniques, Welding Defects, Industrial Safety, and Blueprint Reading	1
Theory of Oxyacetylene Welding and Cutting; Principles of SMAW Welding in Basic Joints	2
Shielded Metal Arc Welding in Fillet and Groove Joints; Air Carbon Arc Gouging and Plasma Arc Cutting	3
Shielded Metal Arc 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**

Graduates of the Structural and Pipe Welding program are prepared for entry-level industrial employment in the construction of buildings, bridges, tunnels, highways, and harbor docks (over water), and in structural component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and pipe welding and assembly. Graduates may also start their own businesses. Graduates may pursue certification in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), or gas tungsten arc welding (GTAW). This program consists of 720 clock hours (24 semester credits).

PROGRAM OF STUDY: PROFESSIONAL PET GROOMING (Manatí, San Juan and Aguadilla)

The Professional Pet Grooming program is designed to train students who wish to develop skills in animal grooming and hygiene. Graduates are prepared to work as pet groomers in grooming salons or related positions, or to establish

their own pet-care and grooming businesses. This program consists of 990 clock hours (30 semester credits), distributed as follows:

Course Name	Credits
Introduction to Pet Grooming	2
Recognition of Dog and Cat Breeds	2
Handling and Restraint of Domestic Animals	2
Basic Grooming	2
Use and Handling of Scissors	2
Cutting and Styling of Dog and Cat Breeds I	2
Cutting and Styling of Dog and Cat 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

Program Length

ADTEC offers the following programs:

Program	Length (clock hours)
Refrigeration and Air Conditioning	12 months (615 clock hours)
Electricity	12 months (945 clock hours)
Cosmetology	12 months (900 clock hours)
Barbering and Hair Styling	12 months (915 clock hours)
Nails Technician	10 months (900 clock hours)
Veterinary Assistant with Pet Grooming	14 months (1,095 clock hours)
Aesthetics and Makeup	12 months (1,080 clock hours)
Structural and Pipe Welding	8 months (720 clock hours)
Professional Pet Grooming	10 months (990 clock hours)

These programs are designed to give students the skills and knowledge needed to enter the job market at a professional level in their respective industries. ADTEC is committed to providing training that enables graduates to meet industry standards and deliver excellent service throughout their careers.

Program Start and End Dates

Advantage Technical College (ADTEC) offers multiple program start dates throughout the year to serve students' educational needs. Typically, the institution establishes three official start dates each year. The dates are listed in the Academic Calendar in Section XVI. 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 for graduation. The end date may vary for those students who need to repeat courses, request a leave of absence for personal or academic reasons, or extend their period of study.

Grading System

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

The following scale is used to assess student performance:

Each letter grade corresponds to a numeric score range and carries quality points. The grade point average is the sum of the quality points earned divided by the credits attempted with a letter grade; P and NP grades do not count in the grade point average.

A (Excellent): 90-100, 4.00 quality points – Demonstrates exceptional mastery of the subject matter and its application.
B (Good): 80-89, 3.00 quality points – Reflects solid, above-average command of the subject matter.
C (Satisfactory): 70-79, 2.00 quality points – Meets minimum course requirements.
D (Poor): 60-69, 1.00 quality points – Has limited content understanding and needs improvement.
F (Failed): below 60, 0.00 quality points – Does not meet the minimum requirements to pass the course.

In addition to letter grades, the institution assigns the following special designations:

P (Pass): 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): Assigned when a student has attended classes, but has not met the minimum number of hours or academic requirements to pass the course. An Incomplete must be resolved within 30 days after the end of the course; an unresolved Incomplete becomes an F.
W (Official Withdrawal): Assigned when a student formally withdraws from the program in which they are enrolled.
WF (Administrative Withdrawal): Assigned to students who stop attending classes without completing the formal withdrawal process.

If a student receives a grade of F, W, or WF, or an Incomplete that becomes an F, they will need to repeat the course to meet graduation requirements. This could affect the estimated completion date of their program. When a repeated course changes the expected completion date, the Registrar's Office notifies the student in writing of the revised expected completion date.

Definition of a Credit Hour

ADTEC awards semester credit hours. 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 delivered in classes where students receive instruction, participate in discussions, and apply fundamental concepts. The second component is Supervised Laboratory Instruction, which consists of hands-on training in a controlled environment under the supervision of an instructor, reinforcing essential technical skills and competencies. Finally, the third component is 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 a 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 standards set forth in this Official Catalog. Requests regarding academic matters, courses, or institutional procedures must be submitted to the Office of the Administrative Director.

Behavior

Advantage Technical College requires all students to maintain appropriate conduct based on the principles of order, ethics, 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:

- Complete all academic assignments.
- Attend classes with the materials required for 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 permitted.
- Keep the work area clean and tidy.
- Be responsible for the equipment and materials used.

- Use appropriate vocabulary and tone of voice.
- Foster collegiality and mutual respect.
- Do not commit acts of verbal or physical aggression against classmates, instructors, or administrative staff.
- Do not congregate near classrooms and offices.
- Request permission from the administration before leaving the premises during class hours.
- Do not bring children or other persons who are not students to the institution during class hours.
- Deposit waste in the appropriate containers.
- Do not smoke in classrooms, restrooms, offices, or any enclosed area.
- Do not come to the institution under the influence of alcohol or illicit substances.
- Do not discriminate against classmates, instructors, or staff on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin, ethnicity, social status, political beliefs, 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. This does not apply to an official transcript covering any payment period in which the student received federal student aid and for which all institutional charges were paid or included in an agreement to pay, and the institution will not withhold a transcript because of a balance that resulted from its own error in administering federal student aid or from its fraud or misconduct.

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

Academic Integrity

Advantage Technical College expects honesty in all academic work. Academic dishonesty includes cheating on examinations or practical evaluations, plagiarism (presenting another person's work, including material generated by software, as one's own), falsifying attendance, clinical, or practice records, submitting the same work for more than one course without permission, and giving or receiving unauthorized assistance, in person or online. An instructor who identifies a violation documents it in writing, discusses it with the student, and reports it to the Administrative Director, who keeps the record in the student's file. A first violation results in a grade of zero for the work involved and a written warning; a second violation results in failure of the course; a third violation results in dismissal from the institution. A student may appeal a finding of academic dishonesty through the Appeals Process described in Section XI.

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. Approval of the change depends on the availability of the requested program, and the change must be processed 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. If the start date is postponed by more than 30 days, the student may accept the new start date, transfer to another start date or schedule, or cancel the enrollment and receive a refund of all monies paid.

Group Sizes in Classrooms and Labs

Classes are limited to a maximum of 25 students in a typical classroom setting and 25 students in a typical laboratory or shop setting, thus ensuring an environment conducive to learning and effective instruction.

Attendance Standards

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

- It is the student's responsibility to attend all scheduled classes. A student who is absent must make up the material as directed by the instructor.
- Students must complete at least ninety percent of the scheduled hours of each course and make up the hours missed, as described under Make-Up Hour Charges in Section XII; students who do not will not 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, the additional hours will be at the student's expense.

- A student who is absent for three (3) consecutive days must provide a written excuse; if the absence is for medical reasons, a medical certificate is required.
- If a student accumulates 14 consecutive days of absence without excuse, the institution will cancel their enrollment and terminate their academic contract. The institution warns the student in writing after 7 consecutive days of unexcused absence and before terminating the enrollment.
- 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. Punctuality is essential to the effective conduct of classes. Each student must sign the attendance sheet daily at the indicated times; attendance that is not properly recorded is not credited.

A student who arrives late must obtain a pass from the Administrative Director or an authorized person before entering the classroom. Daily attendance is an essential requirement; a student who is absent must make up the material covered, in consultation with classmates and the instructor. If an examination was given during the absence, the student must arrange with the instructor to take it as soon as possible, whatever the reason for the absence. The instructor sets the date and time of the make-up examination.

A student is considered tardy when arriving ten minutes or more after the start time of the class. A student who accumulates three or more consecutive tardies must present a written excuse to the instructor; if the situation persists, the instructor refers the case to the Administrative Director. Minutes of tardiness are added together and converted to clock hours, which may affect compliance with the attendance requirements.

This policy promotes punctuality and responsibility, which are essential to academic and professional training.

Make-Up Examinations and Assignments

Instructors are responsible for setting the rules for making up classes, examinations, assignments, and other graded work in their courses. Each instructor determines the conditions under which a student may make up a class, examination, or assignment and submits these rules to the Academic Director.

At the beginning of each course, the instructor informs students of the rules and conditions for making up classes, examinations, and assignments, so that everyone understands the procedure to follow in case of absence or an unforeseen situation.

Any dispute about a make-up examination is decided by the Academic Director, whose decision is final.

Total Withdrawals

Students who wish to withdraw from the Institution should notify the Registrar's Office orally or in writing. A written request is not required for the withdrawal or for any refund due.

The Registrar's Office may ask the student to complete the withdrawal form and to meet with the Administrative Director. The date of determination is the date the student notifies the institution or, for a student who stops attending without notice, no later than 14 days after the last date of attendance; this date is the effective date of withdrawal used in the Refund and Contract Cancellation Policies. Refunds and the return of federal student aid are calculated from the last date of attendance. Any outstanding balance is handled separately and does not delay the withdrawal or any refund due.

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. A leave allows the student to resolve the situation and resume studies without affecting academic progress.

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

Leaves may be approved for medical conditions affecting the student or their 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 leave is approved or once the impact on graduation can be determined.
If a student does not return at the end of the approved leave, 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.

These standards apply to every student, regardless of how the student pays for the program. A student who does not meet them is placed on academic probation and may be suspended or terminated as described in this section, and a student who receives financial aid is also subject to the financial aid consequences described below.

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 the cumulative grade point average. It is reviewed against the standards established for each program in the academic progress table.
- **Quantitative Element**: Measures the student's pace through the program by the minimum percentage of credits passed in each period of study, as shown in the academic progress table.
- **Maximum Time Frame**: The credits a student attempts may not exceed 1.5 times the credits required to complete the program (for example, 54 credits attempted for a 36-credit program). A student who cannot complete the program within the maximum time frame loses eligibility for financial aid and is terminated from the program.

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

Definitions

- **Credits Enrolled:** Number of credits in which a student enrolls in an academic period.
- **Credits Passed:** Credits completed with grades A, B, C, D, or P, in each period of study and cumulatively throughout the program.
- **Maximum Time Frame:** The maximum number of credits a student may attempt, equal to 1.5 times the credits required for the program.
- **Academic Load:** Number of credits enrolled in a period of study, classified as follows:

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

- **Grade Point Average:** The cumulative grade point average is computed from grades A, B, C, D, and F.
- **Credits Attempted:** Total credits in which the student has enrolled since entering Advantage Technical College, including courses graded W, WF, or I.
- **Readmitted Student:** A student who re-enters the Institution after interrupting his or her studies for one or more academic periods.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR STUDENTS

Qualitative Element

The qualitative element requires that a student have a minimum cumulative grade point average, 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 Percentage of Credits Passed	Minimum Cumulative GPA
1	1	67% (8 credits)	1.59
1	2	67% (16 credits)	2.00
1	3	67% (24 credits)	2.00

Compliance with this standard is evaluated at the end of each period of study using the cumulative grade point average at that time. For readmitted students, the qualitative element is evaluated using the academic record accumulated through the last period of study. The grade point average is computed from the grades A, B, C, D, and F; the designations I (Incomplete), W (Official Withdrawal), and WF (Administrative Withdrawal) are not included in the calculation.

Quantitative Element

The quantitative element measures the student's progress by the number of credits passed in relation to the credits attempted. It is evaluated at the end of each period of study to confirm that the student is progressing through the program at the required pace. For readmitted students, the quantitative element is evaluated using the academic record accumulated through the last period of study.

Pace Requirement for All Enrollment Statuses

At the end of each payment period, a student must have passed at least 67 percent of the cumulative credits attempted, regardless of enrollment status (full-time, three-quarter-time, half-time, or less than half-time), as shown in the tables below.

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
24-Credit Program						
Credits Attempted	12	24	36	-	-	-
Minimum Credits Passed	8	16	24	-	-	-
Minimum GPA	1.59	2.00	2.00	-	-	-
30 Credit Program						
Credits Attempted	12	24	30	42	45	-
Minimum Credits Passed	8	16	20	28	30	-
Minimum GPA	1.59	2.00	2.00	2.00	2.00	-
36 Credit Program						
Credits Attempted	12	24	36	48	54	-
Minimum Credits Passed	8	16	24	32	36	-
Minimum GPA	1.59	2.00	2.00	2.00	2.00	-
42 Credit Program						
Credits Attempted	12	24	36	42	54	63
Minimum Credits Passed	8	16	24	28	36	42
Minimum GPA	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 start of their studies. No pre-assessment is required, as they are assumed to meet the core requirements for their program.

For transfer and readmitted students, eligibility in the first period of study will be determined on the same premise, considering them to be in satisfactory academic progress at the time of admission. However, grades obtained 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 readmitted students is evaluated according to the same standards applicable to other students in their category.

Standards for Repeated Courses

A student who receives financial aid and does not pass a course may repeat it. A course that has been passed may be repeated only once. A failed course may be repeated until the required grade is achieved. Every attempt counts toward the credits attempted and the maximum time frame.

Probation, Suspension, Reinstatement, and Appeals Process

Academic Probation (Notice of Breach): A student who does not meet the qualitative or the quantitative standard at the end of a payment period is placed on academic probation for the following payment period. While on probation, the student remains enrolled, follows a written academic plan prepared with the Administrative Director, and receives financial aid only as federal regulations permit. A student who meets the standards at the end of the probation period returns to good standing; a student who does not is suspended as described below and may appeal.

A student who does not meet one or more of the Satisfactory Academic Progress Standards for the first time receives a Notice of Breach and is placed on academic probation, as described above and below; a student who does not meet the standards at the end of the probation period is placed under suspension status and becomes ineligible for financial aid, including student loans, until the student again meets the standards or eligibility is regained through the Appeals Process.

Notice of Breach

When a student does not meet the minimum academic progress requirements, the student receives a Notice of Breach and is placed on academic probation for one payment period. During this time, the student remains eligible for financial aid. By the end of the probation period, the student must have corrected the deficiencies and must meet the academic progress standards.

Students on probation must meet regularly with the Office of Academic Retention and follow its academic recommendations to improve their performance. Those who have been readmitted may receive financial aid as long as they meet federal eligibility requirements and have not been suspended in their last enrollment.

A student who was on suspension when leaving the institution is not considered to be making satisfactory academic progress when applying for readmission and must file an appeal to determine eligibility for financial aid.

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. A student who has exhausted the maximum time frame without completing the program is considered not to be making satisfactory academic progress and is 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 documented circumstance beyond the student's control.
At the discretion of the Appeals Committee, a change in academic program may be considered an extenuating circumstance. A student may not file consecutive appeals for the same reason.
Appeal requests must be submitted to the Financial Aid Office no later than 14 business days after receiving the suspension notice. The Appeals Committee will review the case and notify its decision before the start of the next academic term.
An appeal received after the deadline is considered only if it is received before the first day of classes of the term for which the student seeks reinstatement of financial aid.
Until an appeal is approved, the student is not eligible for federal financial aid and must make payment arrangements with the Office of Finance. Acceptance of an appeal for review does not guarantee a favorable decision.

Reinstatement of Financial Aid

Financial aid is reinstated when the student demonstrates compliance with all the Satisfactory Academic Progress Standards or when the Appeals Committee grants the student's appeal.

Notification

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

Handling Unforeseen Situations

Situations not covered by these standards are evaluated and resolved by the Financial Aid Officer in consultation with the Administrative Director. Their determination is final.

Amendments

The Satisfactory Academic Progress Standards may be amended by a formal request to the Administrative Director. A proposed amendment must be supported by sufficient information showing the institutional or student benefit sought and its consistency with the laws governing financial aid programs.

An amendment approved by the institution takes effect on the date stated in the approval.

Effective Date

This Satisfactory Academic Progress Policy is effective for the 2026-2027 academic year.

Transfer of Credit Policy

Advantage Technical College does not accept transfer credit for courses taken at other institutions. Courses previously passed at Advantage Technical College are recognized only for readmitted students who seek to complete the program from which they withdrew.

If the curriculum has changed substantially, the readmitted student must retake the affected courses at the schedule, duration, and cost then in effect.

Credits are not transferred between programs for students who change programs, and work experience is not accepted in place of an external internship.

Prior Learning and Independent Study: ADTEC does not award academic credit for prior learning or experiential learning obtained outside the institution and does not offer independent study courses.

Advantage Technical College has no articulation agreements with other institutions.

Graduation Requirements

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

- Maintain a minimum cumulative grade point average of 2.00 at the end of the program.
- Have complied with all rules and regulations of the institution.
- Complete all required credits for the program in which they are enrolled.
- Have completed at least ninety percent of the scheduled hours of each course and made up the hours missed, as described in Sections X and XII.
- Have settled all financial obligations to the institution; official transcripts are issued as described in Section XII.

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

Certificate

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 the sum of the tuition and fees assigned to the program.

Program	Tuition	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 Hair Styling	$12,600.00	$30.00	$100.00
Cosmetology	$12,600.00	$30.00	$100.00
Nails Technician	$10,500.00	$30.00	$100.00
Aesthetics and Makeup	$12,600.00	$30.00	$100.00
Structural and Pipe Welding	$8,700.00	$30.00	$100.00
Professional Pet Grooming	$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.

Estimated additional costs: Students supply their own books and tools, estimated at $200.00 to $300.00 per program. The estimate covers books, supplies, uniforms, and personal tools for every program; the institution provides the laboratory equipment and, for the online portion of hybrid programs, access to computers in the Learning Resource Center. Transportation is the student's responsibility, and a student who chooses to buy a computer that meets the minimum technology requirements should budget about $600.00.

Other Applicable Charges

Readmission Fee	$15.00
Graduation Fee	$100.00
Official 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. The make-up hour rate is $30.00 per hour. 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. No transcripts, certifications, or report cards will be issued to students with outstanding balances. This does not apply to an official transcript covering any payment period in which the student received federal student aid and for which all institutional charges were paid or included in an agreement to pay, and the institution will not withhold a transcript because of a balance that resulted from its own error in administering federal student aid or from its fraud or misconduct. Tuition and fees are billed by semester and are payable as set forth in the enrollment agreement and, when applicable, the Payment Agreement. A student who is unable to pay the full cost at registration may apply for a deferred payment plan, subject to the institution's approval and set out in the Payment Agreement. 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. A student who receives municipal, state, or federal aid and loses eligibility for it is responsible for paying the remaining cost of the program.

Tuition Retained After Withdrawal

If a student withdraws after completing more than sixty percent of the payment period, the institution may retain the full tuition charged for that payment period, as stated in the Refund and Contract Cancellation Policies.

Advance Payments

Students may make advance payments toward any payment period stated in their enrollment agreement, without penalty.

Institutional Withdrawal and Student Termination

The institution reserves the right to withdraw a student before completion of the program under the following conditions. A student may be withdrawn if he or she does not maintain satisfactory academic progress, fails to meet

payment obligations, violates institutional standards of conduct, or fails to attend classes as stated in the Attendance Standards of this catalog.

Before a student is placed on probation or terminated for unsatisfactory academic progress, attendance, or conduct, the institution notifies the student in writing and documents the notice. A student who has been terminated may request reinstatement by submitting a written request to the Administrative Director, who reviews the request and notifies the student of the decision in writing.

Voluntary Withdrawal or Cancellation by the Student

If a student wishes to withdraw or cancel their enrollment, they should notify the Registrar's Office orally or in writing, and the Registrar's Office will provide a Total Withdrawal or Cancellation form. Written notice is not required for a refund. The termination date used for refund calculation 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 on 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 of 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 enrollment within three business days of signing the enrollment agreement and making an initial payment, the full amount paid is refunded. An applicant who has not visited the institution before enrolling may cancel without penalty within three business days after attending the scheduled orientation or after touring the facilities and inspecting the equipment and training areas. If a student cancels more than three business days after signing the contract, but before the student begins classes, they will be refunded all monies paid minus a registration fee equal to fifteen percent of the contract price of the program, not to exceed $150.00. Information about the refund or return-of-funds policies of third-party funding sources, such as the U.S. Department of Veterans Affairs, workforce development agencies, or consortia, is available from the Financial Aid Office.

For students who withdraw after they have begun their program, the institution will apply a prorated refund based on tuition and fee costs, following applicable state and federal regulations, whichever is most favorable to the student. The refund will be calculated based on the portion of the payment period that the student has not completed at the time of withdrawal. The portion not completed is measured in calendar days: the calendar days remaining in the payment period after the last date of attendance divided by the total calendar days in the payment period. Refunds are paid first to the Title IV programs as required by federal law, then to other sources of financial aid, and then to the student. If a student withdraws after completing more than sixty percent of the payment period, the institution may retain the full tuition charged for that payment 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 after the effective date of withdrawal or cancellation.

XIII. REIMBURSEMENT OF TITLE IV FUNDS

General Provisions

This cancellation and refund policy applies to students who are fully withdrawn and who receive funds from the U.S. Department of Education's Title IV Student Financial Aid programs. If a student who receives these funds withdraws completely from their studies before completing the academic term for which they were enrolled, the institution must calculate the amount of Title IV funds the student has earned so far and return any unearned amounts to the appropriate programs. The institution will determine this calculation in accordance with applicable federal regulations.

The academic year at the institution consists of 24 credits divided into two payment periods (semesters). Although the student enrolls in the entire program, charges are billed by payment period.

Withdrawal Date

For purposes of calculating the return of funds, the withdrawal date is 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 make a reasonable arrangement with the student.

Leave of Absence

A student who needs to interrupt studies must request a leave of absence from the Registrar's Office. A leave may be approved for a maximum of 180 calendar days within any 12-month period and may be granted for the reasons stated

in the leave of absence policy in Section X of this catalog. During an approved leave, the student is not considered withdrawn and no return of funds is calculated. The leave must be requested formally. If the student does not return at the end of the approved leave, the institution calculates the return of funds using the last date of attendance as the withdrawal date.

Calculating the Amount of Title IV Funds Earned

The percentage of Title IV funds earned is determined as follows: if the student's last day of attendance is on or before the point at which 60 percent of the payment period was completed, the amount earned is the percentage of the period completed multiplied by the total Title IV funds disbursed or that could have been disbursed. If the student completed more than 60 percent of the payment period, the student is considered to have earned 100 percent of the Title IV funds for that period.

Percentage of Payment Period or Enrollment Period Completed

The percentage of the payment period completed is the number of calendar days completed in the payment period, up to the withdrawal date, divided by the total number of calendar days in the payment period, excluding scheduled breaks of five or more consecutive days.

Difference Between Funds Earned and Funds Received

If a student received more Title IV aid than was earned, the institution, the student, or both must return the unearned funds in accordance with federal regulations and in the order stated below.

Return of Unearned Title IV Funds

The institution returns the unearned Title IV funds, calculated by multiplying the institutional charges for the payment period by the percentage of unearned funds. The student, or the parent in the case of a PLUS Loan, repays loan funds according to the terms of the promissory note. For Title IV grant programs, the amount the student must repay is limited to the amount by which the student's share of unearned grant funds exceeds 50 percent of the total grant funds the student received for the payment period.

Order of Return of Title IV Funds

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

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS Loans received by a parent on behalf of the student

If funds remain to be returned after all loans are covered, they are returned in the following order:

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

Financial Aid Programs

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

Federal Student Aid (Title IV)

Federal Pell Grant

This federal program is the foundation of student financial aid. Students interested in receiving this aid must complete the Free Application for Federal Student Aid (FAFSA) and submit it as instructed. The applicant receives a FAFSA Submission Summary that states the Student Aid Index (SAI). The institution uses the SAI, together with the cost of attendance and enrollment status, to determine the amount of the award.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is designed for students who demonstrate exceptional financial need, determined by a low Student Aid Index (SAI). Priority is given to students who receive the Federal Pell Grant. Awards depend on the student's need, the funds available, and compliance with federal and institutional eligibility requirements.

Eligibility Requirements:

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

XIV. STUDENT SERVICES

The institution offers support services for students' academic progress and career development. Available services 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 and for up to 12 months after graduation. Students receive guidance on job search techniques, resume preparation, application completion, and interview skills. Self-employment guidance 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 guidance, and technology assistance are available through the Office of Student Services.

The institution fosters well-rounded 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. Student's Day, Thanksgiving, Christmas, and Easter celebrations provide opportunities to take part in events that combine learning with recreation. Detailed information on how to access all services is available from the Office of Student Services and through the student portal. The Office of Student Services also provides information on housing, transportation, and child care resources in the community.

Complaint Procedure

The institution recognizes the right of each student to be heard and treated fairly. To this end, a formal grievance process has been established to address student concerns. All complaints 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 solution. The complaint must be delivered to the Administrative Director, who convenes the parties to a meeting. After reviewing the matter, the Administrative Director issues a final written decision. If the complaint involves the Administrative Director, the matter will be referred to the President of the institution, who will follow the same procedure.

The Administrative Director informs the student in writing of the status of the complaint within 5 business days of receipt and issues the final written decision within 15 business days. The institution does not retaliate against any student who files a complaint. A student is not required to complete the institution's complaint process before contacting ACCSC or any other regulatory or oversight agency.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

The ACCSC complaint page is also available at https://www.accsc.org/student-center/complaints/.

Students may also file a complaint with the Puerto Rico Board of Postsecondary Institutions at Junta de Instituciones Postsecundarias, Departamento de Estado de Puerto Rico, P.O. Box 9023271, San Juan, PR 00902-3271; telephone (787) 722-2121; www.estado.pr.gov.

A copy of the Grievance Procedure Form is available from the institution and may 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 is responsible for establishing and enforcing the standards of conduct necessary for its academic programs and essential activities, and for publishing its rules and regulations. It also protects its operations against any act that may impede, obstruct, or threaten them. To learn more about the behavior policies, students should refer to the Student Handbook. The institution also has the responsibility to comply with all current regulations, especially the following statutes:

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. These rules impose an ongoing obligation to protect student privacy and the security and confidentiality of nonpublic information. The institution has adopted security procedures to protect student information, guard against threats to data security, and prevent unauthorized access that could cause harm or inconvenience to any student.

The United States Congress enacted the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. This law protects students' privacy rights in connection with records maintained by educational institutions. Except as FERPA permits, the institution discloses information about a student to third parties only with the student's written authorization. This authorization must specify to whom the information may be disclosed and what type of data may be shared. FERPA permits certain disclosures without consent, including disclosures to school officials with a legitimate educational interest, to accrediting organizations carrying out their accrediting functions, and in health or safety emergencies. The institution maintains safeguards that protect the privacy of education records in compliance with FERPA.

Students have the right to inspect and review their academic records within 45 days of receipt of the request by the institution. To do so, they must submit a written request to the Registrar, Department Director, or any other designated official, specifying which part of the record they wish to review. In addition, they may request corrections or amendments to their transcript 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:

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

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 policy protects students' personal information and prevents the misuse of sensitive data. The Social Security number is used only to verify the student's identity and for internal control of academic records. Access to Social Security numbers will be strictly limited to authorized personnel in the Admissions, Registrar's Office, and Financial Aid offices, with physical and electronic control measures in place to prevent unauthorized access.

Equality and Non-Discrimination

Title IX of the Education Amendments of 1972

This law prohibits gender-based discrimination 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, ensuring an environment free of discrimination and providing equal opportunities for all members of the academic community.
Title IX Coordinator: the Administrative Director of each campus, who receives and responds to reports of sex-based discrimination and harassment (Manatí Main Campus, Calle Ramos Vélez #3 & Esquina Baldorioty #4, Manatí PR 00674, (787) 854-4776; San Juan Campus, Ave. Ponce de León #818, San Juan PR 00907, (787) 908-1000; Aguadilla Campus, #7 José de Jesús Esteves, Aguadilla PR 00603, (787) 658-1667; email adtecpr.info@gmail.com).

Anti-Discrimination Policy

The institution complies with the policy of non-discrimination on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin, ethnicity, social status, or political beliefs. For more information about this policy, students may contact the Administrative Director.

Anti-Harassment and Bullying Policy

The institution strictly prohibits any act of harassment and intimidation among students, consistent with the public policy of Puerto Rico expressed in Act 49 of April 29, 2008. For purposes of this policy, harassment and intimidation mean any intentional conduct, whether verbal, written, or physical, that generates fear or interferes with education, academic opportunities, and performance in the classroom.

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

Safety, Health, and Well-Being Standards

Drug-Free Schools and Communities Act Amendments of 1989

This law requires educational institutions to maintain programs that provide services and guidance for 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 on its premises. The institution provides every student, at enrollment and once each year afterward, a written notice that states the standards of conduct, the sanctions for violations, the health risks of drug and alcohol abuse, and the counseling and treatment programs available; the notice is also available at the Administrative Office of each campus and at www.adtecpr.com.

Anti-Smoking Policy

In compliance with Act 40 of August 3, 1993, as amended (the Act to Regulate Smoking in Certain Public and Private Places), the institution protects 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.

Campus Safety and Security Policy

The purpose of this policy is to establish basic emergency procedures to safeguard life and property and to respond appropriately to risk situations. These include homicide, sex crimes, robbery, battery, arson, violations of alcohol and controlled substance laws, possession of illegal weapons, and hate crimes. The institution's Annual Security Report, including crime statistics, is available at the Administrative Office of each campus and on the institution's website, www.adtecpr.com.

Constitution Day

In 2004, 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 proper authorization, granting the owner of the content exclusive rights to its use and distribution. Violation of these rights is illegal and subject to penalties.

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 campus 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.

XVI. ACADEMIC CALENDAR 2026-2027

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

Term dates 2026-2027: Term 1, September 8, 2026 to January 15, 2027; Term 2, January 19, 2027 to May 21, 2027; Term 3, June 1, 2027 to September 30, 2027. Each term lasts approximately four months. Official start dates for new students: September 8, 2026; January 19, 2027; and June 1, 2027.
Vacation periods and breaks: Winter break, December 21, 2026 to January 8, 2027; Holy Week break, March 22 to March 26, 2027; term break, May 24 to May 28, 2027; and the holidays listed below. Labor Day, September 6, 2027, is also observed during Term 3.
No classes are held on the following dates, unless class time lost to inclement weather must be made up:

September 7, 2026	Labor Day
October 12, 2026	Columbus Day
November 11, 2026	Veterans Day
November 19, 2026	PR Discovery Day
November 26, 2026	Thanksgiving Day
November 27, 2026	Black Friday
December 25, 2026	Christmas Day
January 1, 2027	New Year's Day
January 6, 2027	Three Kings Day
January 18, 2027	Martin Luther King Jr. Day
February 15, 2027	Presidents' Day
March 2, 2027	U.S. Citizenship Day
March 22, 2027	Emancipation Day (Abolition of Slavery)
March 25, 2027	Maundy Thursday
March 26, 2027	Good Friday
May 31, 2027	Memorial Day
June 19, 2027	Juneteenth
July 4, 2027	U.S. Independence Day
July 25, 2027	PR Constitution Day
July 27, 2027	José Celso Barbosa Day

XVII. COURSE DESCRIPTIONS

Electricity

The Electricity 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, conduit, transformers, motors, electric generators, and automatic control systems. This program complies with the regulations of **Act 115 of June 2, 1976** and allows graduates to be eligible for the licensure examinations that grant the license **of Assistant Electrician and Expert Electrician** in Puerto Rico.

Courses and Descriptions

Basic Electricity

This course introduces the fundamental principles of electricity and their application in the trade. 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, in accordance with the National Electrical Code (NEC) and local electrical regulations.

Conduit Installations

In this course, students learn about the types of conduit and raceways used in residential, commercial, and industrial electrical installations. Emphasis is placed on the planning and design of raceway systems, including material selection

and the bending, cutting, and assembly of metallic and nonmetallic conduit. Electrical conductor installation and protection regulations 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 power sector. Solar photovoltaic and thermal energy systems, wind turbines, hybrid systems, and battery energy storage 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 preparing electrical plans. The types of electrical diagrams, standard symbols, scales, and the estimating 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 types of connections (delta and wye), and power and current calculations in single-phase and three-phase transformers are discussed. 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 variable frequency drives are studied. Students learn to interpret electrical control diagrams and to perform wiring of motor starting and control systems under **NEC** and occupational safety regulations.

Basic Principles of Electric Generators

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

PLC (Programmable Logic Controllers)

This course introduces students to industrial automation through programmable logic controllers (PLCs). The basic components of a PLC system, ladder logic programming, and the integration of sensors and actuators into automated processes are studied. Skills in troubleshooting and optimizing electrical processes are developed through PLC programming in industrial systems.

Occupational Practice

In this course, students have the opportunity to apply the knowledge acquired in a real work environment. Through supervised practices, students develop skills in the installation, maintenance, and repair of electrical systems. They also gain experience in the operation of electrical tools and equipment, following current safety standards and regulations. The occupational practice familiarizes students with the work environment and strengthens their preparation for licensure.

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 residential and commercial settings. During their training, students will gain skills in interpreting electrical and mechanical diagrams, identifying refrigeration components, and working on electrical circuits applied to HVAC systems.

In addition, students will learn to use specialized meters and instruments for the evaluation and diagnosis of systems, as well as to make adjustments to equipment, measure pressures, and apply the appropriate refrigerant for each system. They will also study the rules and regulations in force in Puerto Rico for the practice of the profession, ensuring compliance with safety and energy efficiency standards. This program prepares graduates to take the technician license examination of the Puerto Rico Board of Examiners of Refrigeration and Air Conditioning Technicians and the EPA

Section 608 and Section 609 certification examinations, as applicable. The training provided at Advantage Technical College is aimed at developing the competencies needed for these examinations.

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 Residential Refrigeration Units

This course trains students in the installation of residential refrigeration systems. Emphasis is placed on tubing and line work, the installation of compressors and evaporators, and proper refrigerant charging. 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, component connections, protection devices, and electrical controls are studied. Students practice voltage, current, and resistance measurements and learn to read the electrical diagrams of HVAC systems.

Condensers and Microchannel Coils

This course studies condensers and their role in refrigeration and air conditioning systems. Different types of condensers are discussed, including microchannel condensers, their thermal efficiency, and maintenance. Students learn how to perform functional tests, fault diagnosis, and preventive and corrective maintenance.

Automotive Air 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 refrigerant maintenance and recharging procedures 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 eco-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 various types of compressors, evaporators, and condensers used in large facilities 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. Under the supervision of instructors and technicians, students carry out installation, diagnosis, and maintenance of refrigeration and air conditioning equipment, reinforcing their technical skills and professional preparation.

Veterinary Assistant with Pet Grooming

The Veterinary Assistant with Pet Grooming 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 pet grooming. With a total duration of 1,095 clock hours (42 semester credits) and 15 specialized courses, 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 practical 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 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 do external internships

in professional establishments, subject to availability. The institution does not guarantee a specific internship site, schedule, or shift, because these depend on the availability and needs of the industry.

Courses and Descriptions

Introduction to the Veterinary Assistant Profession
This course introduces students to the field of veterinary care, including the responsibilities and role of the veterinary assistant in clinics and hospitals. Topics such as professional ethics, communication with clients, workplace safety, 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, and how these systems relate to animal health, medical treatment, and grooming.

Introduction to Common Pet Diseases
Students will learn to identify common infectious, parasitic, and genetic diseases that affect domestic animals, 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 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.

Technical Veterinary Mathematics
This course covers the essential mathematical concepts applied in veterinary care, including drug dose calculation, unit conversion, dilutions, and clinical data analysis. Accuracy 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 practical training in basic veterinary techniques, such as blood sampling, injections, wound care, bandages and basic diagnostic tests. 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 according to breed and species will be studied.

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 covers advanced veterinary nursing techniques, including assisting with minor surgeries, pain management, anesthetic monitoring, patient immobilization, and post-operative care. Students will gain experience in advanced veterinary nursing and emergency care procedures.

Farm Animal Handling 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 skin before each grooming session.

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

External Internship
Students will complete a supervised internship in a veterinary clinic, animal hospital, grooming salon, or related establishment. During this experience, students will apply their technical knowledge and skills in a real-world environment, gaining hands-on experience in patient management, clinical procedure assistance, and customer care. The internship strengthens students' professional competencies through direct work experience in 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 application. The program consists of 900 clock hours (36 semester credits).

The program combines theoretical instruction with supervised practice in a controlled learning environment, allowing students to develop the dexterity and confidence necessary to offer high-quality beauty 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 managing a beauty salon.

Upon completion of the program, graduates will be prepared to take the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) exam and obtain their professional license. 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 field of cosmetology, its history, evolution, and career opportunities in the beauty industry. The responsibilities of the cosmetologist, professional ethics, and the hygiene and safety standards applied in beauty services will be explored. The regulations of the Board of Examiners 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 techniques for cleansing, exfoliating, moisturizing and applying masks. They will also be introduced to the principles of professional makeup and the selection of products suitable for different skin types.

Makeup I
This course focuses on the development of professional makeup application techniques, including day, night, and special event makeup. Students will learn about color theory, the correction of imperfections, contouring, and the proper use of tools and cosmetic 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 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 and Disorders
This course offers an in-depth understanding of the anatomy of hair, its care needs, and 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 client's characteristics and needs.

Drying and Styling Techniques
In this course, students will develop skills in the handling of styling tools, such as blow dryers, flat irons, and curling irons. Drying and styling techniques adapted to different textures and lengths will be taught. Classic and contemporary 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, the formulation of custom colors, color correction, and the most recent hair color trends. Emphasis will be placed on safety in handling chemicals and protecting hair during coloring processes.

Chemical Processes of Hair
This course trains students in the application of chemical treatments such as perming, straightening, and relaxing. The chemistry behind these processes and best practices for achieving optimal results without compromising hair health are studied. Safety protocols for chemical handling and hair repair techniques will also be covered.

Hair Cutting and Styling I
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 clients.

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 learning how to consult professionally with clients to ensure satisfaction in the results.

Salon Management
This course prepares students in 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.

Licensing Examination Review
This course provides a comprehensive review of the key topics evaluated in the Puerto Rico Board of Examiners of Beauty Specialists (Junta Examinadora de Especialistas en Belleza) 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, performance of beauty treatments, and handling of beauty tools and products. This practical experience consolidates their professional preparation and strengthens their confidence in the practice of cosmetology.

Nails Technician

The Nails Technician program is designed to provide students with the knowledge and skills needed to work as professional nail technicians. The curriculum takes a thorough 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, gel (semi-permanent) polish, artistic design, sculpting, and use of specialty products in the beauty industry. In addition, the curriculum reinforces the importance of hygiene, biosafety, 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, providing 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 sector.

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 the 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 covers common nail and foot disorders, including fungal infections, brittleness, 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 are covered to prevent cross-contamination, disinfect tools, and follow health regulations. Special emphasis is placed on biosafety protocols to protect both technicians and customers.

Manicure and Pedicure
This course introduces students to professional nail care techniques, including filing, cuticle treatment, exfoliation, moisturizing, and polish application. 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 forms. 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 Polish)
This course introduces the basic techniques of artistic nail design, including the creation of lines, dots, and 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 accurate and professional results.

Gel Nails
Students will receive specialized training in gel nail application, 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.

Sculptured Nails
This course focuses on advanced nail sculpting techniques, in which students create extensions with acrylic and gel without preformed tips. Students practice shaping, filing, and perfecting sculptured nails to a professional finish.

Design II (Brush, Fantasy, Mosaic and 3D Relief)
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 client 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 client interaction, service delivery, and time management, perfecting their techniques and professionalism.

Barbering and Hair Styling

The Barbering and Hair Styling program is designed to equip students with the knowledge and skills needed to pass the Puerto Rico Board of Examiners of Barbers and Barber Stylists (Junta Examinadora de Barberos y Estilistas en Barbería) 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 managing their own business or barbershop.

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 Board of Examiners' examinations, 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 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 responsibly and professionally.

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

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. They study the different types of hair, their specific needs and the right products for their treatment. 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 Hairstyles for Men
This course trains students in drying and styling techniques using professional tools such as blow dryers, brushes, and styling products. Classic and modern styles are covered, from voluminous styling to polished, structured finishes. Creativity and customization of styles according to the client's preferences are emphasized.

Color Trends
Students will learn the fundamentals of hair color applied to barbering, including color theory, color mixing, and application techniques on men's hair. Current trends in coloring for men will be explored, such as highlights, platinum tones, and extreme bleaching. Aftercare will be covered to maintain color quality and hair 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 the 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. They will work with fading, layering, and texturing techniques, adapting each cut to the shape of the face and the preferences of the client, and will design creative, personalized cuts.

Machine Haircut and Design
This course covers clipper cutting techniques for fades, defined lines, and modern cuts. Precision techniques for outlines, details, and custom hair designs are taught, and students learn to operate clippers professionally to achieve uniform, well-structured results.

Innovative Hairstyling Techniques for Men
This course is designed to help students master advanced styling and finishing techniques. 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
This course provides training in business administration applied to the barbering and styling industry. Students will learn about financial management, marketing, customer service, and strategies for customer retention. The legal requirements for establishing and operating a barbershop will also be explored, including licensing and regulations.

Licensing Examination Review
This course is designed to prepare students for the Puerto Rico Board of Examiners of Barbers and Barber Stylists (Junta Examinadora de Barberos y Estilistas en Barbería) licensure examination. The fundamental concepts, legal regulations, and essential practices that will be evaluated in the exam are reviewed. Practice examinations are given to build students' confidence and improve their preparation.

Barbering Occupational Practice
Students will have the opportunity to apply their knowledge in a professional environment under supervision. They will focus on customer service, haircuts, shaving techniques, and styling in a working barbershop. This experience will allow them to strengthen their skills, develop confidence and prepare to enter the job market.

Aesthetics and Makeup

The Aesthetics and Makeup program provides the theoretical instruction, laboratory experience, and supervised practice students need to develop the skills required to provide aesthetics and makeup services, including skin analysis and cleansing, protocols for addressing skin conditions and irregularities through the appropriate use of cosmetics, and modern methods for stimulating circulation. The program also prepares students for employment as estheticians, cosmetics sales representatives, makeup artists, and salon managers, among other occupations. Graduates may continue their studies to become certified vocational teachers in aesthetics and makeup.

Courses and Descriptions

Introduction to the Principles of Aesthetics and the Treatment Room; Ethics and Professional Image
This course introduces the field of esthetics and its current and future importance, and reviews the historical development of the profession. Students learn about employment opportunities in esthetics and the professional and ethical image expected of an esthetician. Students also learn the layout, furniture, equipment, materials, products, and apparatus of the treatment room and how to prepare it, and study the laws and regulations that govern the profession.

Facial and Body Anatomy and Physiology; Pathology and Skin Analysis
This course provides knowledge of general anatomy (bones, muscles, and the nervous system), the muscles and nerves of the face, the blood supply of the face, and the sensitive areas of facial skin. Students learn to identify the structure of the skin (epidermis, dermis, and glands) and the most common skin conditions, including disorders of the skin and sebaceous glands (acne, comedones, papules, and pustules), the microorganisms that normally live on the skin, and the bacteria that most often cause skin infections. Students learn to classify skin by sebaceous secretion (dry, oily or seborrheic, lipid-deficient, congested, and combination skin) and by water content (well-hydrated, dehydrated, and devitalized skin), and to identify face shapes and types.

Chemistry and Composition of Facial and Body Aesthetic Cosmetics
This course provides basic knowledge of organic and inorganic chemistry, matter, atoms, molecules, and the chemical and physical properties of matter. Students learn the function and chemical composition of cosmetics, pH and chemical reactions, product ingredients, the selection of cosmetics according to a skin analysis, and the products recommended for home use.

Safety, Electricity and Appliances for Facial and Body Protocols
In this course, students learn the types of electrical current and the use of the electrical equipment most commonly used in facial and body protocols, including the facial steamer, magnifying lamps, and high-frequency glass electrodes.

The course also covers electricity and safety measures for the use of electrical appliances in esthetics, and develops the skills needed to apply universal principles and standards of infection prevention and decontamination.

Facial Care and Cleansing Protocols with Manipulations I
This course teaches students to identify the benefits, principles, elements, and procedures of the basic facial protocol for different skin types, and develops the theoretical knowledge and practical skills to apply these protocols with correct, precise, and gentle movements.

Facial Care and Cleansing Protocols with Manipulations II
This course teaches students to identify the benefits, principles, elements, and procedures of the advanced facial protocol for different skin types, and develops the theoretical knowledge and practical skills to apply these protocols with correct, precise, and gentle movements and the proper use of appliances.

Color Theory and Makeup I
This course covers the composition of the different types of makeup, color theory applied to makeup, facial contouring, protocols for the care, detection, and prevention of allergies, and basic makeup application and removal protocols: casual makeup, makeup for men, and makeup for mature skin.

Color Theory and Makeup II
This course covers the composition of the different types of makeup, color theory applied to makeup, facial contouring, protocols for the care, detection, and prevention of allergies, and advanced makeup application and removal protocols: evening and gala makeup, bridal makeup, theatrical and artistic makeup, and makeup for mature skin.

Facial and Body Hair Removal Protocols
This course covers the composition of hair removal products and the following hair removal protocols: eyebrow, upper lip, chin, underarm, leg, and bikini waxing.

Body Protocols and Manipulations
In this course, students develop the skills to perform body protocols and sequences of manipulations correctly. Practice includes body scrubs, anti-cellulite and contouring treatments, heat treatments (portable sauna and thermal blanket), and passive muscle-toning treatments.

Manicure and Pedicure Protocols and Manipulations
In this course, students become familiar with the anatomy and structure of the hands and feet and apply that knowledge in practice, beginning with preparation of the work table and sanitary precautions, and continuing with the types of procedures, the identification of nail types, deformities, disorders, and diseases, and the protocol for each. Students develop hand and foot manipulations, nail shaping and polishing, the use of the pumice stone, and the handling of the electric file, and learn how spa manicures and pedicures incorporate aromatherapy and its benefits.

Supervised Lab and Room Management
This course covers the principles of managing an esthetics and makeup salon, including the design and layout of the salon, treatment rooms, and product displays. Students learn about payroll withholdings for employees (income tax and Social Security), the commercial laws, and the Puerto Rico business-hours (closing) law that apply to an esthetics business. Students prepare a resume and cover letter and practice job interviews. Students also complete supervised practice in the institution's treatment room to refine the skills they have learned, under the direct supervision of the instructor.

Structural and Pipe Welding
Graduates of the Structural and Pipe Welding program are prepared for entry-level industrial employment in the construction of buildings, bridges, tunnels, highways, and harbor docks (over water), and in structural component manufacturing. Additional opportunities exist in pharmaceutical plant structures, utility plants, manufacturing, and pipe welding and assembly. Graduates may also start their own businesses. Graduates may pursue certification in Shielded Metal 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
This course provides welding safety information and the terms and definitions of the trade in both Spanish and English. Students become familiar with welding processes, common welding defects, and the welding symbols defined by the American Welding Society (AWS), and learn to read orthographic views and engineering drawings.
Theory of Oxyacetylene Welding and Cutting; Principles of SMAW Welding in Basic Joints

This course covers the theory of oxyacetylene welding and cutting, including gas handling, flame adjustment, and safe operation of the equipment, and the principles of shielded metal arc welding (SMAW) applied to basic joints in the flat and horizontal positions. Students select electrodes, set welding parameters, and produce and inspect basic joints to American Welding Society (AWS) standards.

Shielded Metal Arc Welding in Fillet and Groove Joints; Air Carbon Arc Gouging and Plasma Arc Cutting

This course trains students in shielded metal arc welding of fillet and groove joints in the 1G through 4G positions with multiple-pass welds, and in plasma arc cutting. Students also develop the skills needed to perform air carbon arc gouging to remove weld metal.

Shielded Metal Arc Welding and Structural Steel Testing

This course trains students to perform shielded metal arc welding tests on structural steel and to produce welds with E6010 and E7018 electrodes. The course includes destructive testing of welded test coupons, including bend tests.

Arc Welding on Metal Pipes

This course develops the ability to perform arc welding on steel pipe. Students are trained for the 1G, 2G, 5G, and 6G pipe welding tests.

GMAW, FCAW and GTAW Welding Principles in Structural Steel

This course trains students to perform production and maintenance welding on structural steel with the GMAW process and provides a foundation in the safety practices and testing of GMAW, FCAW, and GTAW welding on structural steel.

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

This course trains students to perform GMAW welding tests with steel backing and with ceramic backing in the 1G, 2G, 3G, and 4G positions, and FCAW welding tests with steel backing and with ceramic backing in the 1G, 2G, 3G, and 4G positions.

SMAW and GTAW Pipe Welding Principles

This course develops the principles of pipe welding. Students are trained in the SMAW pipe welding tests with E6010 and E7018 electrodes in the 1G, 2G, 5G, and 6G positions and in the fundamentals of GTAW root passes on pipe.

SMAW and GTAW Pipe Welding Tests

This course develops the ability to perform pipe welding to test standards. Students perform the SMAW pipe welding tests with E6010 and E7018 electrodes and GTAW root-pass tests in the 1G, 2G, 5G, and 6G positions.

Professional Pet Grooming

The Professional Pet Grooming program is designed to train students who wish to develop skills in animal grooming and hygiene. Graduates are prepared to work as pet groomers in grooming salons or related positions, or to establish their own pet-care and grooming businesses.

Courses and Descriptions

Introduction to Pet Grooming

This course guides students in the use and care of the equipment and tools used in pet grooming, such as the brushes suited to each type of coat, the grooming scissors suited to each task, and manual and electric drying. It presents the tasks carried out in a grooming salon and explains the importance of grooming care and service that protects the well-being and safety of dogs and cats.

Recognition of Dog and Cat Breeds

Students learn the origin, characteristics, and functions of the dog breeds recognized by the American Kennel Club (AKC) and the cat breeds recognized by the Cat Fanciers' Association (CFA) and The International Cat Association (TICA), learn to interpret international breed standards, and study canine and feline anatomy and physiology as they relate to grooming.

Handling and Restraint of Domestic Animals

This course covers the safety, restraint, nutrition, and animal-behavior measures that must be followed when working with dogs and cats in the grooming salon, classroom, and laboratory. It presents the management of common emergencies that require first aid, evaluates the products used to disinfect salon areas and the pesticides used to control external parasites, and teaches restraint techniques for anxious or fearful pets. The course also discusses the nutritional needs of pets by life stage and health condition, the recognition of canine and feline behavior during grooming, and basic relaxing massage suited to the pet's age and temperament.

Basic Grooming

This course demonstrates the tools used in the grooming salon, such as the brushes suited to each breed's coat, and teaches the correct bathing and drying of dogs and cats together with basic grooming: ear care, nail trimming, sanitary trimming, and paw-pad cleaning. Students learn to select and use the appropriate products, including regular and medicated shampoos, shampoos for specific coat and skin conditions, conditioners, texturizers, and dematting

products, and to carry out manual and electric drying in sequence according to the coat. The course concludes with an even all-over trim ("full cut").

Use and Handling of Scissors

Students learn the correct use of grooming scissors through practice exercises with straight, curved, and thinning shears, learn to select shears according to breed, coat, and the cut to be made, perform basic cuts and styling on double-coated and single-coated dogs and mixed breeds, and practice more stylized finishes with the shears suited to each cut and coat.

Cutting and Styling of Dog and Cat Breeds I

This course uses the four types of shears found in a grooming salon (straight, curved, thinning, and blending), together with clippers, blades, and combs. Students learn the cuts of the breeds most common in Puerto Rico from the American Kennel Club (AKC) Terrier Group (Group 4). The theory of feline grooming is also discussed.

Cutting and Styling of Dog and Cat Breeds II

This course uses the four types of shears found in a grooming salon (straight, curved, thinning, and blending), together with clippers, blades, and combs. Students learn the cuts of the breeds most common in Puerto Rico from the American Kennel Club (AKC) Toy Group (Group 5) and practice basic grooming and trimming of cats.

Advanced Techniques in Pet Grooming I

This course covers advanced and creative dog grooming techniques. The course also reviews the requirements of the voluntary professional pet groomer certifications offered by industry associations.

Modern Trends in Pet Grooming I

This course discusses new trends in dog grooming, the electronic systems used in the pet grooming market, the use of equipment and materials, and the use of pet-safe dyes and other new techniques.

Advanced Techniques in Pet Grooming II

This course covers advanced and creative grooming techniques for mixed-breed dogs.

Modern Trends in Pet Grooming II

This course discusses new trends in dog grooming, the use of equipment and materials, and the use of pet-safe dyes and other new techniques.

Ethics and Administration

This course covers the requirements for establishing a pet grooming business in Puerto Rico and the preparation of a business plan, together with the professional ethics of the pet groomer and the practices that lead to success in business.

Occupational Practice

Students demonstrate mastery of the skills and knowledge of the Professional Pet Grooming program through practice in an approved grooming salon, under the supervision of an experienced, certified pet groomer.

XVIII. CERTIFICATION

I, Marisabel Ramos Santiago, President, certify that this document is the official catalog of Advantage Technical College, effective September 1, 2026.

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Marisabel Ramos Santiago
President
Date: _____