



PERRY TECHNICAL
INSTITUTE

COURSE CATALOG
2026-2027

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2026-27 Course Catalog

2011 West Washington Avenue
Yakima, WA 98903-1296
509.453.0374 • 888.528.8586
perrytech.edu

**Accredited by the Accrediting Commission of
Career Schools and Colleges
(ACCSC)**

**Date of Publication
April 2026**

Perry Technical Institute (PTI) is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Perry Technical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

This school is licensed under chapter 28C.10 RCW. Inquiries, concerns, or complaints regarding this school can be made to the:
Workforce Training and Education Coordinating Board • 128 Tenth Ave. SW • Olympia, WA 98501 • wtb.wa.gov • 360.709.4600 •
workforce@wtb.wa.gov.

Perry Technical Institute does not discriminate on the basis of race, creed, color, religion, national origin, age, ancestry, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator | Perry Technical Institute | 2011 W. Washington Ave. | Yakima, WA 98903 • 509.453.0374 or 888.528.8586 | titleix@perrytech.edu.

Message from the President

Greetings,

On behalf of the Board of Trustees, faculty, staff, and the Perry Technical Foundation, I am excited to welcome you to Perry Tech. From the moment you first arrive on campus to graduation and beyond, our mission is to educate, empower, and equip our students for lifelong careers in industry. At Perry Tech, we take a direct approach to higher education centered around student success.

Perry Tech is currently undertaking a strategic Campus Expansion Project on its Yakima campus, making education more accessible at Perry Tech and helping students pursue their dream careers. At the same time, we continue to focus on increasing scholarships and financial support for those who qualify through private donors, corporate sponsors, and government grants to help better serve the financial needs of our students.

Through continuous development of our Program Advisory Committees (PACs), industry leaders help shape our course curriculum, ensuring students receive training for the real world and are prepared for employment after graduation. We believe this training approach leads to dependable, safety-oriented, and responsible individuals who will benefit and positively impact the communities they serve.

Thank you for trusting Perry Tech to provide you with the knowledge and resources to help turn your dreams into reality. I look forward to seeing you on campus.

Sincerely,

Jason Lamiquiz

President
Perry Technical Institute

Catalog certified as true and correct for content and policy.

April 2026

About Perry Technical Institute

MISSION STATEMENT

Educate, empower, and equip students for lifelong careers in industry.

VISION STATEMENT

To fulfill the demand for highly skilled professionals as a nationally recognized institution known for our unique and relevant career training.

PURPOSE OF THE HARRIET I. PERRY TRUST

"The purpose of this trust is the creation, establishment, erection, equipment, maintenance, and endowment of an educational institution to be located on or near the vicinity of Yakima, Washington, to be known as THE J.M. PERRY INSTITUTE OF TRADE, INDUSTRIES AND AGRICULTURE, to provide courses of instruction and training of a practical nature and confined to the technical area of such trades, industries, and branches of agriculture as shall qualify and prepare the students to enter a gainful occupation and fill working positions in respective fields of trade, industry, and agriculture in which courses of instruction and training shall be given by the Institute. All applicants for admission to the Institute shall be not less than sixteen (16) years of age, and shall possess a high school education or the equivalent thereof, and shall be admitted upon such terms or payment, not to be prescribed with a view to profit, as may be determined by the trustees in the case of each applicant for admission, depending on the merits, fitness, and qualifications to benefit by the courses of instruction given by the Institute, PROVIDED, HOWEVER, that said Institute shall be open to all persons upon equal terms who possess the qualifications established for admission thereto." (Trust Deed dated December 20, 1939)

HISTORY OF PERRY TECHNICAL INSTITUTE

As a gift to the Yakima community and a lasting memorial to her late husband, Harriet I. Perry founded Perry Technical Institute in 1939. The school was designed to train ambitious people in skilled occupations. Curriculum was streamlined to eliminate non-essentials, ensuring that students left with the knowledge, attitudes, and beliefs necessary to go directly into industrial positions. The school opened to 211 students in January 1941 and has operated continuously for over 80 years.

Perry Technical Institute is housed in the same location that it was in 1939. It has built upon its rich history to continue to meet the needs of employers throughout the area. Perry now offers 13 programs and serves more than 800 students.

Over the years, Perry Technical Institute has tailored its programs to meet the needs of industry. While the course offerings have changed in response to these needs, the mission of the school has remained the same. Perry Technical Institute serves industry by preparing workers with both technical skills and positive work habits.

FACILITIES

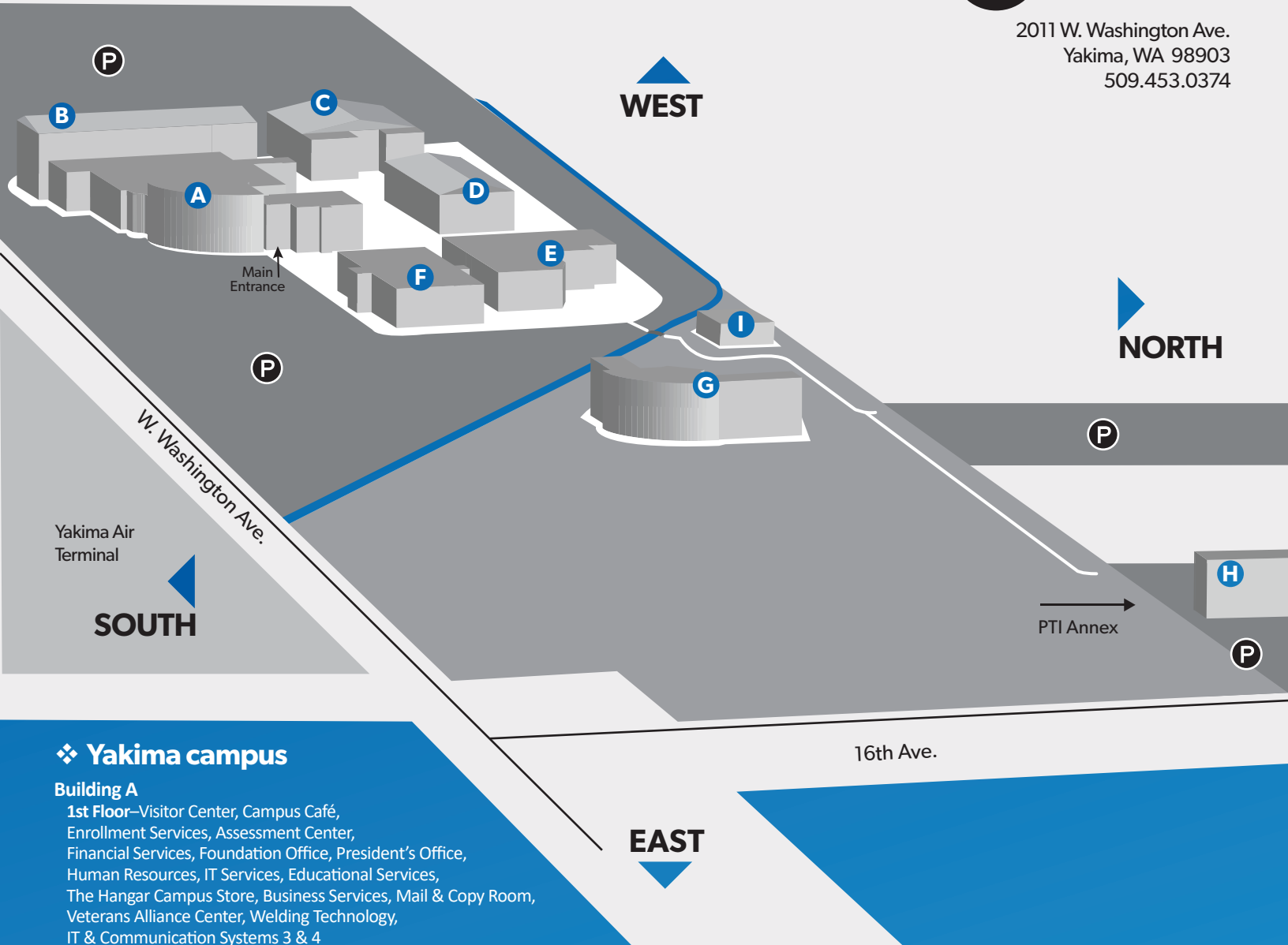
The Perry Technical Institute main campus is located at 2011 W. Washington Ave., on approximately 35 acres of land on the southwest edge of Yakima, Washington, across the street from the Yakima Air Terminal. The Construction & Carpentry Technology program and Medical Technology program at Perry Tech Sunnyside is situated at 437 Barnard Blvd, Sunnyside, WA 98944, approximately 38 miles away from the main campus.

Perry Technical Institute boasts a range of facilities such as classrooms, labs, study zones, a student center, a learning resource center, and communal areas designed to foster connections among students, faculty, and local community members. Classrooms and computer labs are equipped with interactive whiteboards and Wi-Fi connectivity. Additionally, the campus offers various amenities to cater to student needs, including outdoor seating areas, open fields for recreational activities, and convenient food such as vending machines. Administrative offices and support staff, covering enrollment, financial aid, registrar services, foundation, academic support, facilities & safety, veteran support, human resources, IT services, and career services, are also located on-site.



PERRY TECHNICAL
INSTITUTE

2011 W. Washington Ave.
Yakima, WA 98903
509.453.0374



❖ Yakima campus

Building A

1st Floor—Visitor Center, Campus Café, Enrollment Services, Assessment Center, Financial Services, Foundation Office, President's Office, Human Resources, IT Services, Educational Services, The Hangar Campus Store, Business Services, Mail & Copy Room, Veterans Alliance Center, Welding Technology, IT & Communication Systems 3 & 4

2nd Floor—Career Services, Student Success, Presentation Room, Perry Pantry, Learning Resource Center, Library, Interview Room, Registrar, Title IX, Facilities & Safety

Building B

1st Floor—Heating, Ventilation, Air Conditioning, & Refrigeration Technology
2nd Floor—Business Technology & Accounting, IT & Communication Systems 1 & 2, Overflow Classroom

Building C

Automotive Technology

Building D

Agricultural & Diesel Equipment Technology, Construction & Carpentry Technology, Plumbing Technician

Building E

Electrical Technology, Precision Machining & Manufacturing

Building F

Electrical Technology

Building G

Instrumentation, Automation & Robotics Technology

Building H

Medical Assistant, Medical Office Administration & Coding, Marketing, Public Relations, Enrollment Outreach Services

Building I

Agricultural & Diesel Equipment Technology, Maintenance

Perry Technical Institute Yakima Campus

ALL VISITORS MUST CHECK-IN AT THE VISITOR CENTER

-  Agricultural & Diesel Equipment Technology
-  Automotive Technology
-  Business Technology & Accounting • 2nd Floor
-  Construction & Carpentry Technology
-  Campus Café
-  Electrical Technology
-  Heating, Ventilation, Air Conditioning & Refrigeration Technology
-  Human Resources
-  Information Technology & Communication Systems 1 & 2 • 2nd Floor
-  Information Technology & Communication Systems 3 & 4
-  IT Services Department
-  Multipurpose Room
-  Maintenance
-  Main Office

Boardroom • 2nd Floor

Business Services

Facilities & Safety • 2nd Floor

Finance

Financial Aid

Foundation

President's Office

Registrar • 2nd Floor

Title IX • 2nd Floor

Student Accounts

Visitor Center

 Matson Hall

 Overflow Classroom • 2nd Floor

 Plath Hall - Instrumentation, Automation & Robotics Technology

 Plumbing Technician

External Lab

 Precision Machining & Manufacturing

 PTI Annex

Enrollment Outreach Services

Marketing

Medical Assistant

Medical Office Administration & Coding

Public Relations

 Senator Jim Honeyford Student Center • 2nd Floor

Career Services

Interview Room

Learning Resource Center

Library

Perry Pantry

Presentation Room

Student Success

 Educational Services

Assessment Center

Attendance

Education Office

Education Training Center

Veterans Alliance Center

 The Hangar Campus Store

Enrollment Services

Mail Room & Copy Center

 Welding Technology

-  All-Gender Restroom
-  Bike Rack
-  Designated Smoking Area
-  Elevator
-  Men's Restroom
-  Parking
-  Women's Restroom
-  Visitor Center / Check-In
-  Yakima Transit

S. 24th Ave.

west

W. Washington Ave.

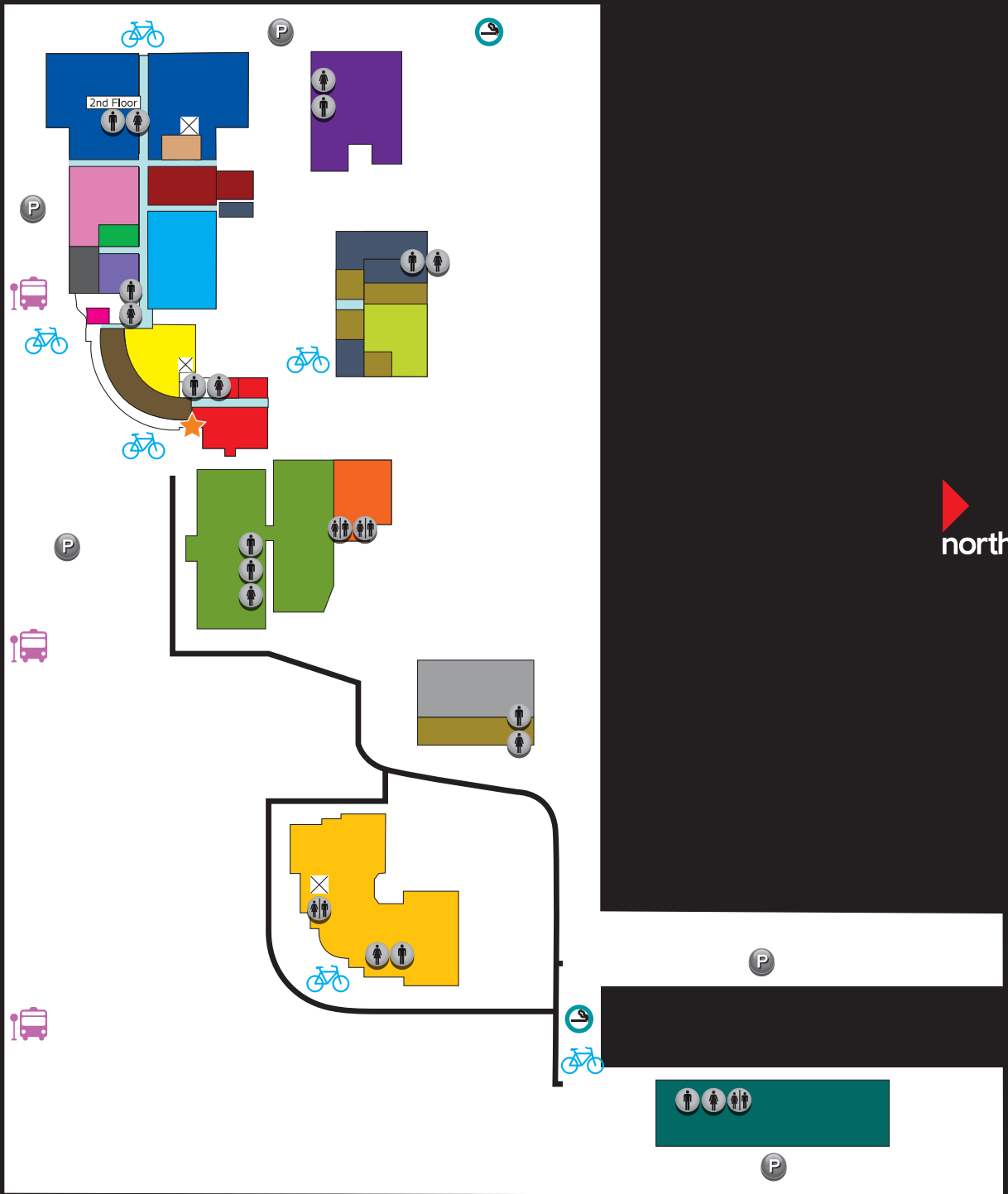
south

north

Perry Street

S. 16th Ave.

east



Yakima Valley Hwy.



**PERRY TECH
SUNNYSIDE**

437 Barnard Blvd,
Sunnyside, WA 98944
509.453.0374

WEST

NORTH

SOUTH

Barnard Blvd.

EAST

E Edison Ave.

P

P

↑
Main
Entrance

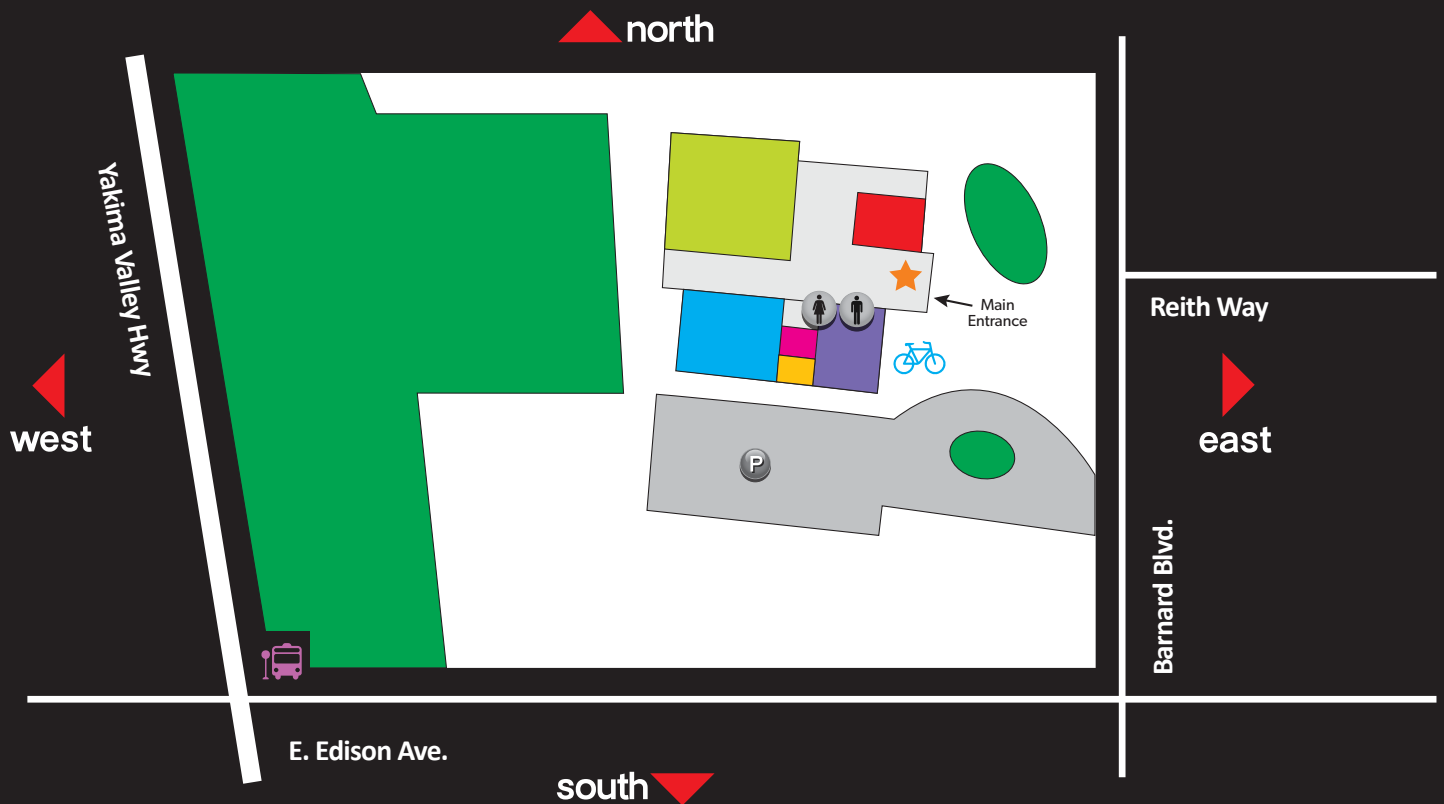
❖ Sunnyside campus

Building P

Construction & Carpentry Technology
Medical Assistant
Enrollment/Site Administrator
Financial Aid
Institutional Effectiveness
Visitor Center

Perry Technical Institute Sunnyside Campus

ALL VISITORS MUST CHECK-IN AT THE VISITOR CENTER



- Construction & Carpentry Technology
- Enrollment/Site Administrator
- Main Office
 - Financial Aid
 - Visitor Center
- Medical Assistant
- Institutional Effectiveness
- Campus Café

- Bike Rack
- Men's Restroom
- Parking
- Women's Restroom
- Visitor Center / Check-In
- People for People Transportation

HOURS OF AVAILABILITY

Perry Technical Institute is open Monday through Thursday from 6:30 a.m. to 5:00 p.m., excluding school closures and holidays. See the academic calendar for a complete list of scheduled school closures.

The Learning Resource Center is open Monday through Thursday from 6:30 a.m. to 5:00 p.m.

ACADEMIC CALENDAR 2026-27

Summer Quarter 2026	June 22	Juneteenth Observed, No Classes
	June 24	Summer Quarter Begins
	July 2 - 3	Independence Day Observed, No Classes
	August 3 - 14	Summer Break, No Classes
	September 7	Labor Day, No Classes
	September 24	Summer Quarter Ends, Graduation
Fall Quarter 2026	September 29	Fall Quarter Begins
	November 11	Veterans Day, No Classes
	November 26 - 27	Thanksgiving, No Classes
	December 16	Fall Quarter Ends, Graduation
	December 21 - January 1	Winter Break, No Classes
Winter Quarter 2027	January 4	Winter Quarter Begins
	January 18	Martin Luther King, Jr. Day No Classes
	February 15	Presidents' Day, No Classes
	March 24	Winter Quarter Ends, Graduation
Spring Quarter 2027	March 29	Spring Quarter Begins
	April 5 - 9	Spring Break, No Classes
	May 24	Memorial Day, No Classes
	June 17	Spring Quarter Ends, Graduation

CHANGES DISCLAIMER

This catalog was published in April 2026 and will take effect starting June 2025. This is current as of the date of publication. Perry Technical Institute reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees; academic programs and courses; Perry Technical Institute policies and procedures; faculty and administrative staff; academic calendar; and other dates and provisions. Perry Technical Institute also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

From time to time, it may be necessary for Perry Technical Institute to make changes to this catalog due to the requirements and standards of Perry Technical Institute's accrediting body, state authorization agency or the United States Department of Education, or due to the market conditions, employer needs or for other reasons.

To see the most current version of the catalog, please visit perrytech.edu/catalog.

Enrollment

Perry Technical Institute welcomes prospective applicants who are seeking education in one of the school's training programs. All applicants must have earned a high school diploma, General Education Development Certificate (GED), or a recognized equivalent education, and be at least 16 years old. Perry Technical Institute programs are considered full-time and run year-round.

Perry Technical Institute admits students of any race, color, sex, gender, sexual orientation, creed, marital status, national origin, age, ancestry, veteran or military status, and disability to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Perry Technical Institute does not discriminate on the basis of race, color, religion, national origin, age, ancestry, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator | Perry Technical Institute | 2011 W. Washington Ave. | Yakima, WA 98903 | 509.453.0374 | titleix@perrytech.edu.

Some programs may have student lift heavy objects throughout the day or sit for prolonged periods of time. Please see the Disability Accommodations Policy for more information.

ENROLLMENT PROCEDURES

To start the enrollment process, potential students should contact an Enrollment Services representative at Perry Technical Institute through written communication, phone, or electronic methods to request program information and schedule a tour of the school's offerings.

Perry Technical Institute
2011 W. Washington Ave.
Yakima, WA 98903
509.453.0374
Toll-free 888.528.8586
enrollment.services@perrytech.edu
perrytech.edu

After completing a program tour and deciding to apply, prospective students should contact Enrollment Services to complete the requirements for their chosen program. Enrollment Services will review the application and provide written updates to the applicant's enrollment status.

For more information regarding enrollment requirements and policies, contact enrollment.services@perrytech.edu.

ENROLLMENT REQUIREMENTS

1. Complete a program tour.
2. Submit a Perry Technical Institute application for enrollment.
3. Provide a copy of an approved form of photo identification.
4. Provide proof of high school completion or equivalent education.
5. Schedule and pass your entrance assessment, if required for your program. Please see the Enrollment Assessment Requirements section below.
6. Provide proof of additional program specific requirements. Please see section below for program specific requirements.
7. Schedule an appointment to meet with Perry's Financial Aid Team and complete a Financial Planning Session.
8. Pay a \$100 registration fee to secure a seat in an available start date.
9. Attend mandatory new student orientation.
10. Sign an enrollment agreement.

Automotive Technology program applicants must provide a three-year driving abstract and have a valid driver's license. Driving abstracts expire after six months. Construction & Carpentry Technology and Heating, Ventilation, Air Conditioning & Refrigeration Technology program applicants must have a valid driver's license. Medical Assistant program applicants must successfully pass a criminal background check.

Perry Technical Institute enrolls students based on the date their registration fee is paid. Students will be contacted according to their enrollment date when a seat becomes available for an earlier start date. Students who request a change in enrollment date after paying the

registration fee will be charged a \$50 term change fee. Candidates will confirm that they have already received a copy of the course catalog or will receive one upon acceptance from Perry Technical Institute.

For more information regarding enrollment requirements and policies, contact Enrollment Services at 509.453.0374.

ENROLLMENT CAPACITY

The stated capacity for each program refers to both the classroom and laboratory settings.

Agricultural & Diesel Equipment Technology	17 per section, total 34
Automotive Technology	18 per section (day), 18 per section (night), total 54
Business Technology & Accounting	26 per section, total 78
Construction & Carpentry Technology	18 per section, total 36
Electrical Technology	24 per section, total 192
Heating, Ventilation, Air Conditioning & Refrigeration Technology	24 per section (day), 18 per section (night), total 114
Information Technology & Communication Systems	24 per section, total 96
Instrumentation, Automation & Robotics Technology	24 per section, total 192
Medical Assistant	16 per section, total 32
Medical Office Administration & Coding	15 per section, total 30
Plumbing Technician	17 per section, total 34
Precision Machining & Manufacturing	12 per section, total 12
Welding Technology	22 per section (day), 18 per section (night), total 62

ENROLLMENT ASSESSMENT REQUIREMENTS

Perry Technical Institute requires prospective students to pass an enrollment assessment in the Construction & Carpentry Technology, Electrical Technology, Information Technology & Communication Systems, Instrumentation, Automation & Robotics Technology, and Medical Office Administration & Coding programs to enroll. Assessment requirements vary by program. Assessment preparation resources, minimum passing scores, and policies can be found at my.perrytech.edu/ICS/Future_Students/Assessment_Resources/.

HOUSING

The school does not provide housing for students. Subject to availability, dorm accommodations are available on the Yakima Valley College campus for eligible students. Additional information regarding housing may be obtained from Student Success or at perrytech.edu/students/resources/housing/.

TRANSFER OF CREDIT POLICY

Due to the unique occupational nature of the courses offered at Perry Technical Institute, transfer credits from other post-secondary institutions are not accepted.

The transferability of credits earned at Perry Technical Institute is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Perry Technical Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Perry Technical Institute to satisfy an enrollment requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Perry Technical Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

ARTICULATION AGREEMENTS

A partnership between Perry Technical Institute and Lower Columbia College will provide graduates from articulated programs with the opportunity to earn a Bachelor of Applied Science – Organizational Leadership & Technical Management (BAS-OLTM) degree. For complete

details, please visit <https://lowercolumbia.edu/bachelors-degrees/bas-oltm/perry-tech/>.

A partnership between Perry Technical Institute and Central Washington University will provide graduates from articulated programs with the opportunity to earn a Bachelor of Applied Science – Information Technology Management. For complete details, contact CWU's Department of IT Management at (509) 963-2611 or visit <https://www.cwu.edu/academics/it-management/>.

A partnership between Perry Technical Institute and Yakima Valley College will provide graduates from articulated programs with the opportunity to earn a Bachelor of Applied Science in Business Management degree. For complete details, contact YVC Bachelor of Applied Science programs at 509-834-4522 or visit <https://www.yvcc.edu/academics/basm>.

*Please Note: Requirements may differ for each intaking institution and Perry Technical Institute makes no guarantees of acceptance.

Financial Assistance

FINANCIAL AID

Perry Technical Institute offers a variety of financial assistance to eligible students. Aid in the form of grants, loans, jobs, and scholarships help offset the cost of educational expenses. Financial aid is administered in accordance with established state and federal policies and philosophies. The basis of these policies is the belief that financing a student's education is the responsibility of the student and family.

For more information regarding financial assistance, contact a financial aid representative at 509.453.0374 or email financialaid@perrytech.edu.

COST OF ATTENDANCE

Cost of Attendance (COA) is an estimate of a student's average cost for an academic year. Cost of attendance is made up of two different types of costs:

Direct Costs are items that will be billed to you by PTI.

Indirect costs are estimated costs associated with attending PTI and will not appear on your bill.

Examples of indirect costs are as follows:

Books & Supplies – estimated costs for books, supplies, laptop tools, etc.

Living Expenses – estimated rent, utilities, and food.

Transportation – vehicle costs, parking, etc.

Miscellaneous – personal hygiene, laundry and other.

Cost of Attendance for the 2026-2027 academic year

	Students Living with a Parent	Students Not Living with a Parent
Direct Costs		
Tuition and Fees	\$24,558	\$24,558
Indirect Costs		
Books & Supplies	\$3,264	\$3,264
Living Expenses	\$12,592	\$24,344
Transportation	\$3,440	\$3,728
Miscellaneous	\$2,624	\$2,624
Federal Loan Fees	\$76	\$76

Tuition and fees, and Books and Supply costs will vary by program. Estimated costs for living expenses, transportation, and miscellaneous expenses were established using the Washington Association of Student Financial Aid 2026-2027 approved budget. These costs will vary by individual student situations.

ELIGIBILITY

A student's eligibility for federal and state aid is determined through the submission of the Free Application for Federal Student Aid (FAFSA) form. Alternatively, students who do not have access to federal funding due to immigration status (including undocumented students) can complete the Washington Application for State Financial Aid (WASFA).

Financial Aid funds are offered based on demonstrated financial need. Financial need is the difference between the Cost of Attendance (COA) for an academic year and the Student Aid Index (SAI) minus Other Financial Assistance. $COA - SAI - OFA = \text{Remaining Need}$.

Financial Aid applications should be completed annually and typically open on October 1st each year. Funds are offered on a first-come-first-serve basis. Priority is given to applications received by January 1 each year.

Contact the Financial Aid office for assistance, financialaid@perrytech.edu or 509.453.0374.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID RECIPIENTS

Satisfactory Academic Progress (SAP) holds students accountable for meeting the minimum academic standards in an eligible program of study per federal and state financial aid regulations. The Director of Financial Aid reviews SAP before financial aid is awarded and at the end of every term that aid is received. If at the end of the term, the student has an incomplete, no financial aid is disbursed for the following term until the term is completed and SAP can be determined.

Students must be making SAP to remain eligible for financial aid. To fulfill SAP requirements, students must:

1. Complete each term with a minimum GPA of 2.0 and have a minimum cumulative GPA of 2.0.
2. Quantitative/credit completion rules: All students at Perry Technical Institute (PTI) attend full time in programs exceeding 12 credit hours per term. Students must successfully complete 100% of the credits associated with the full-time awards (meeting the minimum GPA 2.0) or aid will be terminated.
3. Progress in a program of study at a pace that allows completion within the maximum time frame of 150% (federal funds) and 125% (state funds) of program length.
4. Courses must be completed on time.

If a student withdraws or is dismissed, the Vice President of Academic Affairs or Associate Dean will notify the Director of Financial Aid who will then calculate the return of Title IV funding (if applicable) and financial aid for future terms is terminated. If at the end of any term a student is not making SAP, the Registrar notifies the Director of Financial aid and financial aid funds for future terms are terminated. If possible, a financial aid representative meets with the student to discuss termination of eligibility. If not, they will be notified regarding eligibility by email. If a student does not make SAP at the end of the payment period and they wish to continue in the program of study, the student will need to repeat all the coursework in that payment period based on the school's academic policies.

If a student re-enrolls, he or she will be placed on a financial aid warning for the incoming term and will be notified via email. The warning period lasts for one term. During this time, the student will remain eligible for financial aid.

If a student fails to make SAP for a second consecutive quarter while under warning status, the student's financial aid will be suspended, and the student will be notified via email.

Student's financial aid may be reinstated in one of two ways:

1. By having a financial aid appeal form approved
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA (qualitative) and attendance (quantitative) standards

If the student re-enrolls, he or she may appeal the suspension of financial aid due to extenuating circumstances. Appeals are completed by submitting a financial aid appeal request form along with supporting documentation to the financial aid office. Appeals are reviewed based on a documentable extenuating circumstance impacting academic performance. Extenuating circumstances are past events that are no longer barriers to academic progress. Academic reinstatement by PTI does not constitute reinstatement of financial aid eligibility.

A financial aid appeal must meet one or more of the following conditions:

1. Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
2. Death of an immediate family member
3. Drug/alcohol treatment
4. Medical/significant trauma in student's life that impaired the student's emotional and/or physical health
5. Withdrawal due to military service
6. Other unexpected circumstances beyond the control of the student

Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, and car maintenance/travel to campus are not considered extenuating for purposes of appealing financial aid suspension.

The appeal must include a statement from the student as to why he or she failed to make satisfactory academic progress and how the student is now able to be academically successful.

An appeal committee reviews appeals, and all decisions are final. Students will be notified in writing of appeal decision within 10 business days. Appeals may be submitted to the Financial Aid Office, mailed to PTI, faxed to 509.453.0458 or emailed to financialaid@perrytech.edu.

After a successful appeal, the student will be on probation for one quarter followed by an academic plan for up to three quarters for pace of

completion. If the student does not meet both the minimum 2.0 GPA SAP standards by the end of the repeated quarter and be on pace for completion after three terms following the failed term, the student's financial aid will be suspended. Students can appeal a suspended financial aid status a maximum of two times for different extenuating circumstances.

REINSTATEMENT OF AID

Students' financial aid may be reinstated in one of two ways:

1. By having the financial aid appeal form approved
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA (qualitative) and attendance (quantitative) standards

WITHDRAWALS (REFUNDS)

Perry Technical Institute uses the student's last date of attendance as the official withdrawal date. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much Financial Student Aid (FSA) program funds the student has earned at the time of withdrawal. The Return of Title IV Fund calculation is used to determine the amount that must be returned by the student and school. The amount of financial aid earned is the percentage of aid earned multiplied by the total amount of aid that was disbursed for the payment period or period of enrollment as of the day the student withdrew.

1. If the day the student withdrew occurs on or before the student completed 60% of the payment period or period of enrollment for which the assistance was awarded, the percentage earned is equal to the percentage of the payment period for which assistance was awarded that was completed.
2. If the day the student withdrew occurs after the student has completed greater than 60 percent of the payment period or period of enrollment, the percentage earned is 100%. Following federal policy using the Title IV Fund Calculation, the percentage of the payment period or period of enrollment completed is determined by calculating the total number of calendar days in the payment period divided into the number of calendar days completed in that period as of the day the student withdrew.

The percentage of the payment period or period of enrollment completed is determined by calculating the total number of calendar days in the payment period divided into the number of calendar days completed in that period as of the day the student withdrew.

Funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Direct Parent Plus Loans
4. Federal Pell Grants
5. FSEOG

REFUNDING WASHINGTON STATE AID FUNDS

Washington Student Achievement Counsel (WSAC) Grants

Grants offered through WSAC are offered based on full-time enrollment. Changes in enrollment status prior to the start of the term or failure to commence attendance in all courses for the term will result in a recalculation of the award amount. Students who received funding based on fraudulent information will be required to repay 100% of the funds received.

Withdrawal after a student has attended at least one day in each course will not result in an award recalculation.

State Board of Community and Technical Colleges (SBCTC) Grants

For refunds/repayment of grants offered through the SBCTC, the Perry Technical Institute Tuition Refund Policy will be followed.

Percentage of student's attendance for term	Refund due to state
0% - first 10%	90%
11% - 25%	75%
26% - 60%	50%
More than 60%	0%

STUDENT LOAN ADVOCATE

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

FOUNDATION SCHOLARSHIPS

The mission of the Perry Technical Foundation is to secure resources that support student scholarships, instructional equipment, and capital improvements that enhance learning across the Perry Tech campus.

With generous support from alumni, community members, foundations, and industry partners, the Foundation has built a strong scholarship program to help students pursue and achieve their career goals. Perry Technical Foundation scholarships are available to currently enrolled Perry Technical Institute students during the spring and fall terms each year. The number of awards varies annually based on available funding.

The Foundation also provides information about external scholarship opportunities and offers application support. Scholarship information is accessible in the Foundation Office, Student Services, the Financial Aid Office, and at perrytech.edu/students/finance/scholarships. For more information about scholarships, please contact the Foundation Office at 509.453.0374 or email foundation@perrytech.edu.

Industry certifications can help you stand out to employers, and the Perry Technical Foundation wants to support you in your pursuit of these credentials. Current students may be eligible for up to \$500 reimbursement towards exam fees that are not a requirement of the respective program.

Disciplinary actions may affect student eligibility for Foundation scholarship awards & certification reimbursements.

Tuition and Fees

TUITION PAYMENT REQUIREMENTS

Tuition is billed on a quarterly basis. Tuition is generally due at the start of each program quarter. An optional Tuition Payment Plan (TPP) is available which may be subject to a fee and late charges. For all programs, the TPP allows a maximum of three payments over the term. Failure to comply with the TPP may result in removal from class. A student with a balance owing on his/her account may not be allowed to continue to the next term.

DELINQUENT ACCOUNTS

In the event the student account becomes delinquent PTI may refer a delinquent account to a collection agency. If PTI refers the student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 33.3% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, the student is responsible for any costs associated with the lawsuit, such as court costs or other applicable costs. The delinquent student account may be reported to one or more of the national credit bureaus. Any delinquent institutional debt must be cleared prior to re-enrollment.

RETURNED CHECK PROCESSING FEE

A charge of \$32 is assessed each time a student’s check is returned by a bank withholding payment. In addition, the student may not be permitted to pay by check for any future payments.

CANCELLATION AND REFUND POLICY

The school will refund all money paid if the applicant is not enrolled. The school will refund all money paid in instances where a starting class is cancelled by the school.

If the applicant cancels after the fifth business day subsequent to signing the enrollment agreement, but prior to attending class, the school will retain the registration fee not to exceed \$100 and all other money paid will be refunded.

If the student withdraws after entering class, the school will refund a pro-rated portion of tuition, lab fees, and technology fees based on the following schedule:

If the student completes training through:	The school refunds this amount to student:
0% - first 10%	90%
11% - 25%	75%
26% - 60%	50%
More than 60%	0%

The training completion percentage is calculated by dividing the number of calendar days through the date of student’s termination by the total number of calendar days in the term. When calculating refunds, the official date of a student’s termination is the last actual date of recorded attendance. All refunds will be paid within thirty calendar days of the student’s official termination date.

Any student receiving military, federal or state financial aid who officially or unofficially withdraws from Perry Technical Institute will have funds returned to the appropriate financial aid program based on the regulations governing the program.

Washington Student Achievement Counsel (WSAC) Grants

Grants offered through WSAC are offered based on full-time enrollment. Changes in enrollment status prior to the start of the term or failure to commence attendance in all courses for the term will result in a recalculation of the award amount. Students who received funding based on fraudulent information will be required to repay 100% of the funds received.

Withdrawal after a student has attended at least one day in each course will not result in an award recalculation.

State Board of Community and Technical Colleges (SBCTC) Grants

For refunds/repayment of grants offered through the SBCTC, the Perry Technical Institute Tuition Refund Policy will be followed.

Percentage of student's attendance for term (% of OG)	Refund due to state
0% - first 10%	90%
11% - 25%	75%
26% - 60%	50%
More than 60%	0%

PROGRAM COST BREAKDOWN

All fees listed are mandatory and required for the completion of the program. Additional certifications and field trips are optional and costs are assessed separately. Programs may have additional continuing education costs that are required for licensing and/or job placement. The State of Washington does not allow for tax-exemption of items purchased for use in the state, such as books and tools for instruction received in the State of Washington. Book prices do not include shipping costs.

*Amounts listed are estimates and subject to change.

COSTS OF ENROLLMENT FOR 9-MONTH PROGRAM

(Summer 2026)

MD

Tuition	\$16,800
Lab Fees	\$495
Technology Fees	\$150
Tool/Material Fees*	\$330
Total Tuition and Fees	\$17,775

Additional Estimated Costs*

Books	\$780
Other Tools/Materials	\$900
WA DOH/RMA/HIV Course	\$325
Total Additional Estimated Costs	\$2,005

Total Estimated Cost of Enrollment	\$19,780
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COSTS-OF-ENROLLMENT-FOR-12-MONTH-PROGRAMS

	(Fall 2026)	(Fall 2026)	(Fall 2026)	(Fall 2026)	(Fall 2026)	(Fall 2026)	(Fall 2026)
	AET	AU	CST	PM	MOA	PL	WLD
Tuition	\$22,565	\$23,535	\$22,565	\$22,405	\$21,920	\$22,405	\$22,565
Lab Fees	\$800	\$800	\$960	\$552	\$120	\$1,600	\$4,000
Technology Fees	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Tool/Material Fees*	\$300	\$300	\$310	–	–	\$360	\$220
Industry Certification Fees	\$24	\$24	–	–	–	\$35	–
Total Tuition and Fees	\$23,889	\$24,859	\$24,035	\$23,157	\$22,240	\$24,600	\$26,985
Additional Estimated Costs*							
Books	–	–	\$310	\$1,370	\$810	\$660	\$310
Other Tools/Materials	\$4,200	\$4,215	\$2,575	\$3,730	\$1,438	\$1,965	\$1,540
Trainee Card/Renewal Fee	–	–	–	–	–	\$120	–
AAPC Exam	–	–	–	–	\$475	–	–
Total Additional Estimated Costs	\$4,200	\$4,215	\$2,885	\$5,100	\$2,723	\$2,745	\$1,850
Total Estimated Cost of Enrollment	\$28,089	\$29,074	\$26,920	\$28,257	\$24,963	\$27,345	\$28,835

COSTS OF ENROLLMENT FOR 18-MONTH PROGRAM

(Summer 2026)

BTA

Tuition	\$32,960
Lab Fees	\$150
Technology Fees	\$300
Total Tuition and Fees	\$33,410

Additional Estimated Cost*

Books	\$4,060
Other Tools/Materials	\$900
Total Additional Estimated Costs	\$4,960

Total Estimated Cost of Enrollment	\$38,370
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COSTS OF ENROLLMENT FOR 24-MONTH PROGRAMS

	(Summer 2026)	(Summer 2026)	(Summer 2026)	(Summer 2026)
	ET	RE	IN	IT
Tuition	\$53,920	\$48,848	\$51,800	\$48,848
Lab Fees	\$680	\$1,600	\$176	\$360
Technology Fees	\$400	\$400	\$400	\$400
Tool/Material Fees*	-	\$650	\$110	\$1,030
Industry Certification Fees	-	\$35	-	\$70
Total Tuition and Fees	\$55,000	\$51,533	\$52,486	\$50,708
Additional Estimated Costs*				
Books	\$1,260	\$280	\$1,430	\$1,890
Other Tools/Materials	\$2,845	\$2,290	\$3,150	\$860
Trainee Card/Trainee Renewal Fee	\$100	\$100	-	\$85
Total Additional Estimated Costs	\$4,205	\$2,670	\$4,580	\$2,835
Total Estimated Cost of Enrollment	\$59,205	\$54,203	\$57,066	\$53,543

COST OF ATTENDANCE

Cost of attendance for the 2026-2027 award year

	Students Living with a Parent	Students Not Living with a Parent
Direct Costs		
Tuition and Fees	\$24,560	\$24,560
Indirect Costs		
Books & Supplies	\$3,264	\$3,264
Living Expenses	\$12,592	\$24,344
Transportation	\$3,440	\$3,728
Miscellaneous	\$2,624	\$2,624
Federal Loan Fees	\$76	\$76

Tuition and fees, and Books and Supply costs will vary by program. Estimated costs for living expenses, transportation, and miscellaneous expenses were established using the Washington Association of Student Financial Aid 2026-2027 approved budget. These costs will vary by individual student situations.

Academic Policies

ACADEMIC HONESTY POLICY

Students caught in the act of plagiarism or cheating will be placed on probation until the end of the program and will be required to complete a student success plan. Unless expressly allowed by the instructor, using generative AI tools to complete an assignment, lab, or exam is not permitted and is also a violation of this policy. Repeat offenses may result in immediate dismissal.

CLOCK HOUR/CREDIT HOUR CONVERSION SYSTEM

A clock hour is defined as 50 minutes of instruction in a 60-minute period. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment, supervised laboratory setting of instruction, externship, and out-of-class work/preparation.

One quarter credit hour equals 30 units comprised of the following activities:

1. One clock hour in a didactic learning environment = 2 units
2. One clock hour in a supervised laboratory setting of instruction = 1.5 units
3. One hour of externship = 1 unit
4. One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 units

For financial aid purposes, the above conversion factors do not apply.

ATTENDANCE POLICY

Attendance is mandatory. Students should refer to their enrollment agreement for class start and end times.

Instructor Notification

Students are required to notify the instructor before the scheduled start time each day they are absent or late. Failure to notify the instructor on the day of a tardy will result in a written advising (1st occurrence), and probation (2nd occurrence). Failure to notify the instructor on the day of an absence will result in immediate probation.

If a student fails to notify the instructor of an absence or tardy, the instructor is responsible to reach out to the student by the first scheduled break time via phone and/or email. Once the instructor has tried to contact the student, the instructor notifies the attendance coordinator and the assigned dean. If the student has not shown up for class or contacted the instructor by the scheduled lunch time, the associate dean or vice president of academic affairs contacts the emergency contact. The student will be dismissed after three consecutive days of unexcused absences without notification.

Clocking In

Students are required to clock in each day when arriving and clock out when leaving, at any time of the day other than at stated break periods. Student attendance is recorded using an electronic time management system. The time displayed on the time clock is the time that will be recorded. Students are provided an ID scan card on the first day of class. The cost to replace the ID scan card is \$5.

Points

A student will accrue one point per occurrence for missing under three hours of scheduled class time in a day. For example, missing one hour in the morning equals one point and missing an additional hour in the afternoon on the same day equals two points (one point for the morning, one point for the afternoon). If a student misses more than three hours of scheduled class time in a day, the student will accrue three points. Once a student has accrued eight or more points in a term, the student is placed on attendance probation for the remainder of the term. If a student accrues additional points while on attendance probation, the student may be subject to immediate dismissal.

Students are limited to two one-point occurrences in a month. For example, if a student misses one hour of scheduled class time (accruing one point) on the 16th day of a given month, the student will only be allowed one more one-point occurrence until the 16th day of the following month. At the third one-point occurrence in a month, the student will be placed on probation for one month or until the end of the term, whichever comes first, and may not accrue any points during the probation period. If additional points are accrued during that month, the student's probation will be extended to the end of the term. Any points accumulated after the probation has been extended may result in immediate dismissal.

If a student misses scheduled class time without clocking out, the student's instructor will notify the attendance coordinator, who will

document the missed time.

Class Cut

A class cut is defined as not being present during scheduled class time at other than stated break periods or leaving class prior to the end of the scheduled instruction period without instructor permission.

Scanning another student's card will result in dismissal of all parties involved. Grades, financial aid, and other agencies sponsoring students depend on accurate records of attendance.

Emergency Absence

An emergency absence is defined as an officially excused period, while maintaining the status of student. An emergency absence request must consist of two (2) or more school days and must meet one of the following conditions:

1. Medical restriction
2. Funeral for immediate family member
3. ER visit for student or immediate family member

Requests for other reasons may be granted in extraordinary circumstances with approval from the vice president of academic affairs or associate dean of education. An emergency absence request will not be granted for failure to make satisfactory academic progress.

A request for emergency absence must be made to the vice president of academic affairs or associate dean of education. Time away from school for an emergency absence will not be subject to point accrual. The written request to the vice president of academic affairs or associate dean must include dated third-party verification of the reason for the emergency absence as well as a typed letter outlining the reason for the request. The Financial Aid Office will be notified immediately when the student is granted an emergency absence. An emergency absence will be for a maximum of 16 school days. Failure to return to class following the emergency absence may result in dismissal. Emergency absence requests must be submitted within five school days of returning to class. Only one emergency absence may be granted per term for each student.

Military Service

Active military service members may apply for excused leave while maintaining the status of student. A military leave request must consist of one (1) or more school days. A military leave request must be submitted to the education department, including third-party documentation (orders to report) as well as a typed letter outlining the reason for the request. The Financial Aid Office will be notified immediately when the student is granted military leave. Military leave will be for a maximum of 16 school days. Failure to return to class following military leave may result in dismissal.

Make-Up Work

Make-up work will be available for the following reasons: medical emergency, military leave, or other approved family crisis. To request make-up work, the student must provide the instructor with third-party verification of the reason for the absence.

The following types of make-up work are allowed: textbook assignments, quizzes, tests, projects, and lab work.

PREGNANT STUDENT POLICY

Perry Technical Institute is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination based on sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX).

Perry Technical Institute will not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. In accordance with Title IX, Perry Technical Institute will grant a pregnant student leave for the length of time deemed medically necessary by the student's physician.

To the extent possible, Perry Technical Institute will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same educational status the student held prior to withdrawing. Given the nature of our cohort-style programs, medically necessary leaves are sufficient cause to permit the student to join a subsequent cohort when returning from leave, depending on the circumstances. Nothing in this policy requires modification to the essential elements of any academic program.

Pregnant students are encouraged to discuss their circumstances with their department head by the sixth month of pregnancy or sooner to explore options for academic success, which may include make-up work, or emergency absence (as outlined below). The Title IX coordinator will assist with plan development and implementation as needed.

Make-Up Work

Make-up work will be available to pregnant and postpartum/parenting students. The following types of make-up work are allowed: textbook assignments, quizzes, tests, projects, and lab work. The specifics of the make-up work assignments and related due dates will be left to the instructor and department head to determine.

Accommodations

Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their program of study. Students who wish to discuss their need for such accommodations should seek assistance from the Title IX coordinator. Pregnancy related accommodations shall be based on the pregnant student's request, and shall not be initiated by Perry Technical Institute.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff shall regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX coordinator, who will maintain all appropriate documentation related to accommodations.

Reasonable accommodations may include, but are not limited to:

- Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)
- Making modifications to the physical environment
- Providing mobility support
- Extending deadlines and/or allowing the student to make up tests and assignments missed for pregnancy-related absences
- Offering remote learning options (where possible)
- Excusing medically-necessary absences
- Granting leave per Perry Technical Institute's emergency absence policy or implementing incomplete grades for classes that will be resumed at a future date
- Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible

Attendance and Enrollment Options

The following attendance and enrollment options are available to pregnant students or those facing pregnancy related conditions. As long as students can maintain satisfactory academic progress (maintain 2.0 GPA), faculty, staff or other PTI employees will not require them to take an emergency absence or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions.

Requesting Excused Absences

Absences related to prenatal medical care and other pregnancy related absences may be excused with a doctor's note. Perry Technical Institute requires that an emergency absence request form be completed each quarter and documentation must be submitted for each related absence. A letter to the associate dean or vice president of academic affairs describing your need for excused absences must be provided, along with documentation from your medical provider. Please see the Education Department for the emergency absence request form.

Student Medical Leave

Students who desire to take leave under this policy for pregnancy related reasons must notify their department head of intent to take leave at least 30 calendar days prior to the initiation of leave. Perry Technical Institute strongly encourages students to notify their department head by the sixth month of pregnancy so that the school can work with the student to address their needs to the greatest extent possible.

Previous absences will not be counted towards the medical leave. For example, you may miss two days at the beginning of the quarter and still take medical leave. In the case of pregnancy and postpartum related leave alone, medical leave may last as long as your medical provider deems necessary (documentation from your provider will be required).

Students are expected to submit make-up work upon return (see below). Note that longer periods of leave may interfere with your ability to maintain satisfactory academic progress.

Medical Withdrawal

A medical withdrawal occurs when a student determines that they must pause their education for medical reasons by taking a quarter or more off from their program of study. If a pregnant student wishes to withdraw for pregnancy and postpartum/parenting reasons and re-enroll later, Perry Technical Institute will work to help reinstate the student to the same educational status the student held prior to withdrawing. After a medical withdrawal, a student seeking re-enrollment will need to join the next available cohort. Perry Technical

Institute reserves the right to require a student to restart a program if more than two years have passed between their withdrawal and re-enrollment, or if there has been a significant curriculum revision.

Students who wish to re-enroll to complete their program of study should know that Perry Technical Institute generally restricts the use of financial aid for the first quarter of re-enrollment, but students have the option to appeal for hardship and medically documented reasons. A financial aid specialist will provide more information about existing options or any financial aid questions in general.

RELIGIOUS ACCOMMODATIONS POLICY

Perry Technical Institute will make good faith efforts to provide reasonable religious accommodations for students to observe religious holidays. This policy will apply to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting religious accommodation should submit a written request directly to their department head within the first two weeks of the beginning of the quarter.

Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining any materials and information provided during their absence. The student shall work with the instructor and department head to determine a schedule for making up missed work.

Examples of religious accommodations may include rescheduling of an exam or giving a make-up exam for the student in question, altering the time of a student's presentation, and allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates.

COURSE IDENTIFICATION SYSTEM

Courses have titles represented by letters and numbers. The first few letters refer to the program, and the first number of the following three numbers represents the year. Note: Course crossover may occur in some programs.

LETTERING SYSTEM

AET	Agricultural & Diesel Equipment Technology
AU	Automotive Technology
BTA	Business Technology & Accounting
CST	Construction & Carpentry Technology
ET	Electrical Technology
IN	Instrumentation, Automation & Robotics Technology
IT	Information Technology & Communication Systems
MD	Medical Assistant
MOA	Medical Office Administration & Coding
PL	Plumbing Technician
PM	Precision Machining & Manufacturing
RE	Heating, Ventilation, Air Conditioning & Refrigeration Technology
WLD	Welding Technology

STANDARDS OF PROGRESS POLICY

GRADING

The progress or grading system by which a student will be evaluated is as follows:

Grade	GPA	Grade	GPA
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0
P/F	Pass/Fail	R	Repeated
I	Incomplete	CT	Credit Awarded by Testing
W	Withdrawal		
AW	Administrative Withdrawal		

An incomplete “I” grade is a temporary grade which may be assigned due to extenuating circumstances beyond the student’s control, and with prior approval from the student’s instructor, department head, and vice president of academic affairs/associate dean of education. An incomplete may only be assigned if the student has completed at least 60% of the course and is passing at the time of the request. An incomplete may not be assigned due to failure to make satisfactory academic progress or to allow a student additional time to raise a grade. Students will not be permitted to begin the next quarter of the program until all incomplete grades for previous quarters have been resolved. Before an incomplete grade is given, an incomplete contract must be signed by the student, instructor, and vice president of academic affairs/associate dean of education. Students must resolve incompletes by the date listed in the incomplete contract, which will be no later than one year from the end date of the term in which the incomplete was assigned. Students who do not resolve their incompletes before that date will be assigned the grade they would have earned with no credit given for missing assignments.

Students may view their grades or print an unofficial transcript through my.perrytech.edu at any time. A copy is sent to the student’s counselor (if applicable) at the end of each term and the documentation is maintained in the school’s database.

GRADE APPEAL POLICY

A student who wishes to appeal a grade must submit a letter to the vice president of academic affairs within 10 business days of the completed term. The letter must describe all circumstances deserving further consideration. The burden of proof in an appeal lies with the student. The vice president of academic affairs will convene an appeal committee consisting of the department head, instructor, and a designated representative of the school to review the appeal. The student will be notified within one week of the official appeal decision.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is defined as completing each quarter with a minimum term GPA of 2.0, and the minimum grades established for each subject within the department. The student must make SAP to remain eligible for continuous enrollment under regular student status. Students who are at risk of failing to make SAP will be placed on advising and/or probation. A student is graded not only on test scores and homework, but also on participation in class, attendance, performance in lab, and conduct. With instructor discretion, students will be allowed to make up work for extenuating circumstances.

Students must complete each quarter with a minimum GPA of 2.0, and the minimum grades established for each subject within the department.

REPEATING QUARTERS

A student failing to successfully complete the quarter may petition to repeat the quarter. Upon successful completion of the repeated quarter, the student will be granted the grade for the quarter successfully completed in lieu of the previous grade.

No student will be allowed to repeat quarters that result in a total time of enrollment exceeding 1.5 times the specified time for the

program. Repeating quarters may affect financial aid eligibility.

All failures requiring the retake of courses will be charged the current academic year quarterly rate.

ACADEMIC FORGIVENESS

Students who have interrupted their attendance at Perry Technical Institute and changed academic programs may petition for Academic Forgiveness. Students must complete one quarter of their new program with a minimum cumulative GPA of 3.0 to be eligible. Grades previously earned will still appear on the transcript but will no longer be included in the grade point average calculation. Students who wish to petition for Academic Forgiveness should submit an Academic Forgiveness Request form to the Registrar's Office.

TRANSFER/CHANGE OF PROGRAM

Students wishing to change the program they are enrolled in must complete a new enrollment application and may be required to retest and meet with the vice president of academic affairs or associate dean. Enrollment requirements for the new program the student wishes to pursue will apply. Transfer students will not be given preferred status, and enrollment in a different program is available on a first-come, first-served basis.

Please see the transfer of credit policy regarding transferring credits outside the institution.

DISCIPLINARY HIERARCHY

Faculty members will regularly monitor the performance of students in class and provide advising as necessary or requested. If a student has not met the criteria of satisfactory progress in the areas of conduct, attendance, or academics at any point during the term, the following hierarchy will be observed when applicable:

1. Verbal warning
2. Advising
3. Probation
4. Last chance agreement

A student is encouraged to meet regularly with their instructor while on probation. A copy of the signed document will be given to the program counselor (if applicable) and the original will be filed in the student's file. While on probation, a student remains eligible to receive Title IV funding. If the student has not achieved satisfactory academic progress by the end of the probation term, he/she may be dismissed.

The school reserves the right to dismiss students who have exceeded three probations.

Receiving three probations during the duration of a training program will result in a last chance agreement. Once a student is placed on a last chance agreement, any subsequent probation may result in immediate dismissal from the program. Should the student pursue re-enrollment, the last chance agreement will remain in effect (unless restarting a program from quarter one).

GRADUATION REQUIREMENTS

1. Completion of:
 - 74.0 credit hours for Agricultural & Diesel Equipment Technology
 - 76.5 credit hours for Automotive Technology
 - 116.0 credit hours for Business Technology & Accounting
 - 72.0 credit hours for Construction & Carpentry Technology
 - 176.5 credit hours for Electrical Technology
 - 169.0 credit hours for Heating, Ventilation, Air Conditioning & Refrigeration Technology
 - 134.5 credit hours for Information Technology & Communication Systems
 - 159.0 credit hours for Instrumentation, Automation & Robotics Technology
 - 37.0 credit hours for Medical Assistant
 - 77.0 credit hours for Medical Office Administration & Coding
 - 72.5 credit hours for Plumbing Technician
 - 75.0 credit hours for Precision Machining & Manufacturing
 - 77.0 credit hours for Welding Technology
2. Maintain satisfactory progress with a minimum grade point average of 2.0
3. Maintain satisfactory attendance record
4. Maintain proper student conduct
5. Full payment or satisfactory arrangement to fulfill all financial obligations

CREDENTIALS AWARDED

Business Technology & Accounting and Information Technology & Communication Systems students who satisfactorily complete their course of training are granted Associate of Applied Science degrees. Students in all other programs who satisfactorily complete training are granted Certificates of Completion.

TRANSCRIPTS

Currently enrolled students may request copies of their transcripts at any time at no charge by emailing registration@perrytech.edu from their school email account.

Former students are charged \$4.15 for each electronic transcript and \$8.40 for each official transcript. Official transcripts are ordered online through the National Student Clearinghouse at www.getmytranscript.org.

Current and former students may access their unofficial transcript at no charge at any time through my.perrytech.edu.

Conduct and Disciplinary Procedures and Policies

ANTI-HARASSMENT POLICY

As a part of continuing efforts by Perry Technical Institute to prevent unlawful discrimination, and pursuant to guidelines issued by the Equal Employment Opportunity Commission and the Washington Human Rights Commission, the school endorses the following policy:

All are reminded that each student is always to be treated courteously by fellow students, so that he or she is free from harassment or interference.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. Examples of what may be considered harassment, depending on the circumstances, are (but not limited to):

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group based on race, color, age (40 and over), sex, sexual orientation, pregnancy (including perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender or gender identity, creed, disability, religion, national origin, ethnic background, military service, use of a trained dog guide or service animal or citizenship
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, electronic mail, or gestures
- Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action
- Tampering with another student's work, lab, or workspace
- Hazing, on and off campus

PTI will promptly investigate all charges of violation of this policy. The confidentiality of the person reporting violations will be respected so far as practical in investigating such claims. Retaliation against persons involved in such complaints is strictly prohibited.

CONDUCT STANDARDS

Admission to Perry Technical Institute carries with it the expectation that students will conduct themselves as responsible members of the school community, that they will comply with the rules and regulations of the institution, maintain high standards of integrity and honesty, respect the rights, privileges, and property of other members of the school community, and will not interfere with legitimate Perry Technical Institute affairs.

Perry Technical Institute maintains the right to make and enforce rules for conduct. This includes the right to dismiss at any time a student whose conduct, academic standing, or health is such that the administration believes it undesirable for that student to continue at Perry Technical Institute.

In all instances of student conduct policy violations, Perry Technical Institute adheres to the preponderance of evidence standard. Under a preponderance of evidence standard, a decision of responsibility is based on whether it is "more likely than not" that the alleged policy violation occurred. Determining responsibility under a preponderance of evidence standard requires that more than 50% of the evidence points toward an individual responsible for the policy violation in question.

DISABILITY ACCOMMODATIONS

It is the policy of Perry Technical Institute (PTI) to comply with all federal and state laws concerning facility access and the education of qualified individuals with disabilities. PTI will provide reasonable accommodations to students if the school is notified that a student with a disability requires an accommodation to pursue or continue training at Perry Technical Institute. An accommodation is not intended to lower or to substantially modify a course of study or its standards or expectations. PTI will work with the student to reasonably accommodate him or her so that he or she can learn in the classroom and lab settings, unless the accommodation causes undue hardship, fundamentally alters the program or course of study, or causes undue financial burdens.

Contact the Education Department with any questions or requests for accommodation, by email ada@perrytech.edu, or by phone 509.453.0374. Information related to an accommodation request will be treated as confidential, except that: a) faculty and department heads may be informed, on a need-to-know basis, regarding necessary restrictions on the work or assignments of the student and any necessary accommodations, b) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment, and c) government officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request. The Education Department may require professional documentation to support a request for certain accommodations.

ADA GRIEVANCE PROCEDURE

Perry Technical Institute prohibits discrimination based on disability by faculty, staff, students, and visitors. Perry Technical Institute has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints by any member of the Perry Technical Institute community.

The procedure can be viewed at perrytech.edu/diversity/disabilities.html. Any applicant, student, staff, faculty, or visitor who believes they have been the subject of discrimination based on disability (or is unsatisfied with accommodations provided) may submit a grievance under this procedure.

The Human Resources Director has been designated to coordinate the efforts of Perry Technical Institute to comply with Section 504 and the ADA for students. They can be reached by phone at 509.453.0374 x5774, and by email at benefits@perrytech.edu.

SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY

Service animals, as defined by the Americans with Disabilities Act (ADA), are dogs or miniature horses individually trained to do work or perform specific tasks for the benefit of a person with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, responding to, and protecting a person who is having a seizure, or performing other duties.

Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA guidelines and are not permitted on Perry Tech's campus.

Service animals must be housebroken, must be clean and well cared for, and must remain on-leash and under the control of the handler at all times. If the service animal is out of control or demonstrates a direct threat to the safety and health of any member of the campus community or PTI property, the school reserves the right to remove the service animal. The handler will be held responsible for any damage to Perry Technical Institute property or facilities.

Any questions or concerns regarding service animals on campus should be raised with the Associate Dean of Education or Human Resources Director.

DRUG-FREE AND ALCOHOL-FREE CAMPUS AND WORKPLACE

In accordance with federal law, Perry Technical Institute has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. Perry Technical Institute recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, Perry Technical Institute recognizes that employers who hire students from its programs demand employees who are drug free. PTI has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

Standards of Conduct Regarding Drugs and Alcohol

The unlawful manufacturing, distribution, dispensing, possession, or use of any federally banned substance; prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used; drug-related paraphernalia; or being under-the-influence of controlled substances are prohibited at Perry Technical Institute, in the workplace, on campus, while engaging in school business, and at any activities sponsored by Perry Technical Institute. Returning or arriving to school after consuming drugs or alcohol is prohibited and will result in immediate dismissal.

Any student who is taking a drug or medication, whether prescribed by the student's physician, which may adversely affect that student's ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor or department head. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor, dentist, or druggist will determine whether the student can remain at school and whether any work restrictions are necessary. The instructor may request such assistance as he/she desires in making the determination.

Health Risks

Short-term and long-term effects of drug use vary for specific drugs, but the following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: confusion, lack of coordination, memory loss, depression, fetal alcohol syndrome, problem pregnancies, sclerosis, circulatory problems, insomnia, heart failure, respiratory arrest, cardiac arrest, seizures, coma, anxiety, paranoia, irritability, fatigue, mental illness, and death.

Institute Sanctions

Perry Technical Institute will conduct drug and/or alcohol testing under any of the following circumstances:

Random Testing

Students may be selected at random for drug and/or alcohol testing at any interval determined by Perry Technical Institute. Any student who enrolls at Perry Technical Institute gives consent to random drug tests as an express condition of his or her enrollment and continued enrollment.

For-Cause Testing

Perry Technical Institute may ask a student to submit to a drug and/or alcohol test at any time it believes that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Post-Accident and Post-Incident Testing

Any student involved in an accident or incident on PTI property or in the field during a training-related activity, that results in injury or property damage, under circumstances that suggest possible use or influence of drugs or alcohol will be asked to submit to a drug and/or alcohol test. "Involved in an accident or incident" means not only the individual who was or could have been injured or who caused the property damage, but also any student who may have contributed to the event in any way.

A student will be presumed under-the-influence upon any positive finding from a random drug test or reasonable cause drug test given under this policy. Drug testing will be by liquid chromatography-mass spectrometry (LC-MS) on Perry Technical Institute time and expense by a certified, creditable laboratory or medical facility prescribed by Perry Technical Institute. Random drug test collection will be conducted on the Perry Technical Institute campus with minimal disruption to class time. Failure to take a drug test, producing a cold sample, producing a dilute test, or tampering with a test will result in a positive test result. A positive test result may result in the imposition of sanctions up to and including, but not limited to, suspension and/or dismissal. A student who has been deemed to be under-the-influence may not operate any vehicle on company property or a public roadway. If the student insists on driving, Perry Technical Institute administration will contact law enforcement and report the infraction.

If a student has violated the Drug-Free and Alcohol-Free Campus and Workplace Policy, Perry Technical Institute may take any of the following actions:

- Disciplinary action including, but not limited to, suspension and/or dismissal, and/or
- Require the student to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health, law enforcement, or other appropriate agency.

If the student is on a last chance agreement when the drug and alcohol policy is violated, the student will be dismissed.

Any student convicted of any criminal drug statute violation occurring in the workplace, during school hours, or while engaged in Perry Technical Institute business, must notify the president or vice president of academic affairs no later than five days after such conviction.

Legal Sanctions

In addition to sanctions imposed by Perry Technical Institute, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Violations as specified above may result in penalties ranging from fines to imprisonment.

Available Assistance Treatment Programs

Alcoholism and drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Community resources include:

Barth Clinic	509.457.5653	barthclinic.com
Comprehensive Healthcare	509.575.4084	comphc.org
Department of Social & Health Services, Behavioral Health	509.575.4200	dshs.wa.gov/bha
Merit Resources	509.469.9366	meritresources.org

Neighborhood Health Services	509.454.4143	ynhs.org
Sundown M Ranch	509.457.0990	sundown.org
Triumph Treatment Services	509.248.1800	triumphtx.org
WA Recovery Help Line	866.789.1511	warecoveryhelpline.org
Yakima Valley Farm Workers Clinic – Behavioral Health Services	509.575.8457	yvfwc.com/locations/behavioral-health-services
Yakima Valley Vet Center	509.457.2736	va.gov/yakima-valley-vet-center/

NON-DISCRIMINATION POLICY

Perry Technical Institute does not discriminate or permit discrimination by any member of its community against any individual based on race, color, religion, religious creed, national origin, age, ancestry, sex (including pregnancy or gender identity), veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator
Perry Technical Institute
2011 W. Washington Ave. Yakima, WA 98903
509.453.0374 or 888.528.8586
Email: titleix@perrytech.edu

Seattle Office for Civil Rights
U.S. Department of Education
915 Second Ave., Room 3310
Seattle, WA 98174-1099
206.220.7900
Fax: 206.220.7887
TDD: 877.521.2172
OCR.Seattle@ed.gov

NON-FRATERNIZATION POLICY

Students should be assured that the relationships they develop with the PTI community will be built upon the highest ethical precepts of the workplace and educational profession.

To promote the efficient and fair operation of Perry Technical Institute and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment, students are strictly prohibited from fraternizing with employees, including but not limited to:

- Dating
- Pursuit to date
- Romantic or sexual relationships with PTI employees (staff or faculty)
- Monetary transactions of any kind

SEXUAL MISCONDUCT POLICY

Members of the Perry Technical Institute community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

All students at Perry Technical Institute shall have the right to learn in an environment free from any form of unlawful discrimination. We

expect all members of the campus community to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the school's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

Perry Technical Institute's Sexual Harassment Policies and Procedures are available online in their entirety. These Policies and Procedures include our process for looking into and remedying allegations of harassment, sexual misconduct, and other forms of discrimination.

Sexual Harassment

Sexual harassment is constituted as discrimination and is prohibited by state and federal laws. Sexual harassment is a form of sexual misconduct. Therefore, it is the position of Perry Technical Institute that sexual harassment will not be tolerated. It is a violation of PTI policy for any supervisor, employee, or student to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

Sexual harassment is:

- Unwelcome
- Sexual, sex-based and/or gender-based
- Verbal, written, online and/or physical conduct

Sexual harassment may be disciplined when it takes the form of quid pro quo (this for that) harassment, retaliatory harassment, and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Severe, or
- Persistent or pervasive, and
- Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from PTI's education program or employment

Quid Pro Quo Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made (either explicitly or implicitly) a term or condition of rating or evaluating an individual's educational development or performance.

Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters, or electronic mail
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual's body, dress, gender, sexual orientation or gender identity, sexual innuendo, or gossip about sexual relations
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, invitations, notes, e-mails, or text messages.
- Physical conduct such as touching, assault, or impeding or blocking movement
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent
- Retaliation for reporting harassment or threatening to report harassment
- Sexual assault, domestic violence, dating violence, and stalking

Any student who believes he/she has experienced such conduct by anyone should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to an instructor or to the Title IX Coordinator.

Sexual Misconduct

Perry Technical Institute views sex or gender-based discrimination as sexual misconduct, and violations of this policy may result in sanctions. Perry Technical Institute considers non-consensual sexual intercourse violations to be the most serious of the offenses and the most severe penalties may be imposed, including suspension or expulsion for students and termination for employees.

Consent defined by Washington State law means that at the time of the act of sexual intercourse or sexual contact there are actual words

or conduct indicating freely given agreement to have sexual intercourse or sexual contact (RCW 9A.44.010). Sexual intercourse or sexual contact without consent is considered sexual assault and will be treated by PTI as sexual misconduct, treated with all seriousness by the school, and may be subject to criminal proceedings. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

Violations include:

- Sexual harassment as defined above
- Non-consensual sexual Intercourse defined as: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.
- Non-consensual sexual contact defined as: Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes intentional contact with the breasts, groin or genitals, or mouth; touching another with any of these body parts or making another touch you or themselves with or on any of these body parts or any other bodily contact in a sexual manner.

Reporting

Perry Technical Institute encourages reports of unwelcome conduct of a sexual nature. PTI wants to resolve all problems, but it can only do so if it is aware of them. All Perry Technical Institute employees are considered mandatory reporters and must share information they have related to any Title IX or sexual misconduct policy violations. Furthermore, we encourage any student who believes he/she is being harassed or has been subject to sexual misconduct to report all incidents of perceived harassment or sexual misconduct. If at any time you observe harassment or feel you are being harassed or if you observe sexual misconduct or feel you are a victim, you should immediately contact the Title IX Coordinator.

The school's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The coordinator reports to the Vice President of Finance & Administration and is housed in the main building. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the PTI Title IX Coordinator:

Title IX Coordinator
Perry Technical Institute
509.895.5758
titleix@perrytech.edu

Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at perrytech.edu/safety/incident-report.html. Note that these anonymous reports may prompt a need for the institution to investigate. In cases of alleged sexual assault, harassment, etc., victims who come forward to report the incident, and who may have consumed alcohol or drugs will not be subject to the PTI Drug-Free and Alcohol-Free Campus and Workplace Policy for that consumption.

Privacy

Perry Technical Institute has a legal obligation to investigate complaints and to take reasonable steps to prevent ongoing harassment, discrimination, sexual misconduct, and related retaliation. While we cannot guarantee complete confidentiality, all aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a strict need-to-know basis. Students who wish to maintain confidentiality are encouraged to access support through the resources below:

Aspen Victim Advocacy Services Hotline	509.452.9675
Comprehensive Healthcare	509.575.4084 or
Crisis Phone Line	509.575.4200 or
24/7 Hotline	800.572.8122
Lower Valley Crisis and Support	509.837.6689
Neighborhood Health Services	509.454.4143
YWCA	509.248.7796

Retaliation

PTI prohibits retaliation against any student who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. All

incidents of prohibited harassment that are reported will be investigated. The Title IX Coordinator will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practical and a determination regarding the reported harassment will be made and communicated to the student who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including dismissal, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

SMOKING/TOBACCO PRODUCTS

Recognizing the acknowledged risks associated with exposure to environmental tobacco smoke, Perry Technical Institute has implemented a policy ensuring a tobacco-free environment for all students, employees, and visitors. Smoking and other forms of tobacco usage are strictly confined to designated areas. These designated zones are positioned at the northwest end of the main campus and northeast end of campus, close to Plath Hall. The policy encompasses the smoking of any tobacco product, the use of electronic cigarettes, and the consumption of smokeless or "spit" tobacco. Please note that smoking areas may be subject to modification at any given time.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Perry Technical Institute utilizes policies and procedures for handling student complaints and informs the students in writing of them. When a student has a complaint, he/she is encouraged to follow the chain of command and communicate informally first with the instructor, then the department head, and then the dean/associate dean of education. If the student is still unsatisfied, he/she is asked to file a PTI complaint form at the President's Office, and then encouraged to make an appointment with the president for further discussion and action.

A student may consider contacting the Workforce Training and Education Coordinating Board. Contact information for the Workforce Training and Education Coordinating Board is as follows:

Workforce Training and Education Coordinating Board
128 Tenth Ave. SW
PO Box 43105
Olympia, WA 98504-3105
360.709.4600
workforce@wtb.wa.gov

More information can be obtained by referencing RCW's Title 28C > Chapter 28C.10 or 28C.10.084 (10) and 28C.10.120 or WACs > Title 490 > Chapter 490-105 > Section 490-105-180.

A student may also consider contacting the Washington Student Achievement Council (WSAC). WSAC has the authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Perry Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges and uses the process described above 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 and 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 the President's Office, complaints@accsc.org, or online at accsc.org/student-corner/complaints.aspx.

The Perry Technical Institute staff person responsible for handling student complaints is Jason Lamiquiz, President. He can be reached at 509.453.0374, jason.lamiquiz@perrytech.edu, or at 2011 W. Washington Ave., Yakima WA 98903.

TERMINATION OF ENROLLMENT

WITHDRAWAL

Students who wish to voluntarily withdraw from school must contact the vice president of academic affairs or associate dean to initiate the withdrawal process to officially close their records.

ADMINISTRATIVE WITHDRAWAL

A student withdrawing from Perry Technical Institute due to circumstances outside their control may be eligible for an administrative withdrawal. Grades for administrative withdrawals will not be included in calculating the student's term or career grade point average. A student's eligibility for an administrative withdrawal will be determined by the vice president of academic affairs at the time of the student's termination of enrollment. A student approved for an administrative withdrawal will be assigned a grade of AW.

DISMISSAL

Perry Technical Institute reserves the right to dismiss students for any of the following reasons:

1. Violation of probation
2. Violation of a last chance agreement (exceeding three probations)
3. Three consecutive days of unexcused absences without notification
4. Scanning another student's card for attendance
5. Aggressive, harassing, or discriminatory acts against other students or employees
6. Failure to pay tuition, fees, books, or tools
7. Failure to meet Satisfactory Academic Progress (SAP)
8. Failure to follow school procedures and policies
9. Acts of theft or dishonesty
10. Failure to comply with safety regulations
11. Malicious damage to school property
12. Insubordinate acts against Perry Technical Institute employees
13. Drug/alcohol abuse
14. Disruption of the learning environment

The vice president of academic affairs or associate dean of education will conduct a full hearing of the facts and make a recommendation to the president. The authority to dismiss a student is vested in the president and the president's decision following a review of the facts is final. In the event of the president's absence, the authority to dismiss a student is vested in the vice president of academic affairs.

After terminating enrollment, students will not be allowed back into the classroom or lab area for forgotten items without permission from the vice president of academic affairs.

APPEAL PROCEDURE

A student who has been dismissed and wishes to appeal that decision must submit a letter to the school president within three business days of the dismissal. The letter must describe all circumstances deserving of further consideration. The president will convene an appeal committee consisting of the department head, instructor, and designated representatives of the school to review the appeal. The student will be notified within one week of the official appeal decision.

RE-ENROLLMENT

Students intending to re-enroll after withdrawing or being dismissed from Perry Technical Institute are required to write a letter addressed to the appropriate dean that clearly states the following:

1. The reason for termination
2. The actions taken during the termination period to resolve the problem
3. His/her plan to successfully complete the program

After submitting the letter, the student must meet with the dean to discuss the re-enrollment request. The decision to permit a student to

re-enroll will be based on the dean's evaluation of the letter and meeting, the reason for termination of enrollment, and the student's likelihood to successfully complete the program after re-enrolling. The authority to approve or deny a re-enrollment request lies with the dean of education, and re-enrollment decisions are final.

WEAPONS AND VIOLENCE POLICY

In order to uphold campus safety and security, the possession, use, or threat of use of firearms, hazardous chemicals, explosives, or any other weapons—including, but not limited to, martial arts equipment, ammunition, BB guns, air guns, and paint guns—is strictly prohibited while on school premises, as well as during involvement in school-related tasks or events either on or off campus. Any breach of these safety protocols will result in disciplinary measures.

Fixed-blade knives are not permitted. Folding knives with a blade of three inches or less are allowed only as a tool in keeping with the industry standards of the training being pursued. Blades longer than three inches are not allowed under any circumstances.

The misuse of personal defense devices, such as pepper spray, is not allowed. Owners bear responsibility and will be held accountable for any improper usage of such devices.

Acts of violence or threats of violence are expressly forbidden. Any instance of violence or threats of harm directed towards students or employees must be promptly reported to an instructor, the Vice President of Academic Affairs, an Associate Dean of Education, or the Vice President of Facilities & Safety. Reporting is mandatory, even if the threat is perceived as a joke. Any occurrence of violence or threat will result in disciplinary measures and may lead to legal action.

Authorized personnel carry firearms to protect our campus. Perry Technical Institute is in compliance with Washington state law RCW 9A.16.020, RCW 9A.16.050, and RCW 9.41.280.

Student Services

ADVISING AND COUNSELING

Career advising is available through instructors or Career Services. Career Services may be reached by phone at 509.453.0374 or in the Student Center.

Academic, attendance, and conduct advising is provided in tandem by the instructor, department head, and assigned program dean. Students in need of personal counseling may request services through the Associate Dean or Vice President of Academic Affairs. Counseling services are outsourced and will not be provided on campus.

FIRST AID/CPR TRAINING

Students are required to obtain a two-year First Aid, CPR, Blood Borne Pathogens, and Automated External Defibrillator certification. Perry Technical Institute offers the certification class on campus. The cost of the training is included in the students' quarterly tuition payment.

GRADUATE EMPLOYMENT

As a student or graduate, Perry Technical Institute offers continuous career services to assist with:

1. Job search strategies
2. Resume and cover letter construction
3. Company and employment opportunity research
4. Job application completion
5. Mock interviews

While the school cannot guarantee employment upon completion of a training program, you may contact Career Services at career.services@perrytech.edu or 509.453.0374 for more information or to schedule an appointment.

STUDENT ACCIDENT INSURANCE

Perry Technical Institute mandates that every enrolled student must be covered by the school's student accident insurance, which provides coverage for accidents happening during on-campus training activities, off-campus fieldwork related to training, and unpaid externships. The cost of insurance is included in the students' quarterly tuition payment. Details regarding student accident insurance and access to claim forms can be obtained through the Facilities & Safety Department.

LEARNING RESOURCE SYSTEM

The school's Learning Resource System materials are integrated into the school's curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students. Perry Technical Institute provides learning resource materials that are commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program. Perry Technical Institute has a partnership with the Yakima Valley Libraries which provides Perry students with 24/7 access to a complete collection of online libraries and databases. In addition, the library offers computers, books, internet access, and research assistance. Students will be required to obtain a Yakima Valley Library Card upon enrollment. Students will be trained to locate and use information through the learning resource system.

The PTI Learning Resource Center is located adjacent to the Student Center. The hours of operation are Monday through Thursday, 6:30 a.m. to 5:00 p.m. (excluding school closures and holidays).

Veterans Affairs

VETERAN EDUCATION BENEFITS

Perry Technical Institute qualifies for all chapters of veterans' aid. Selected programs of study at Perry Technical Institute are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Perry Technical Institute does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting activities or in making decisions regarding the awarding of student financial assistance.

To apply for benefits, students should apply online at va.gov and return their Certificate of Eligibility to the School Certifying Official. Each student must provide copies of transcripts from any other post-secondary institutions attended and obtain a copy of the Joint Services Military transcript or Air Force transcript. All transcripts are reviewed for prior credit by the Registration Department. Upon completing the enrollment requirements, authorizing the use of benefits and furnishing required documents for VA files, the school certifying official will certify school enrollment to the VA.

In accordance with Title 38 US Code 3679 subsection (e), Perry Technical Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require student secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

MILITARY ACTIVE DUTY POLICY

1. A student or military dependent leaving for active duty or due to relocation related to military service during an academic term will receive an Incomplete.
2. The student should request to resume academic work within six months, but no more than three years, of returning from active duty or relocating back to the area.
3. The school will place the student in the earliest possible enrollment period.
4. Upon returning and finishing the academic work for the class section, the Incomplete will be removed and a final grade for that section will be given.

REFUND POLICY FOR ACTIVE DUTY

1. Refunds will be processed in accordance with the Title IV refund policy when applicable.
2. Upon returning, Military Active-Duty students or military dependents whose training was interrupted due to military service will receive a waiver equal to the amount of prior tuition unless financial aid funds were used.

EXTERNSHIPS FOR STUDENTS WITH VA FUNDING

All students who receive funding through Veterans Administration should limit their externship search to sites located in Washington State. Externship sites out of state may not be approved, and the Veterans Administration may not pay tuition. All externships are directly supervised by Perry Technical Institute.

85/15 RULE

The Veterans Administration requires that Perry Technical Institute limit student enrollment to 85% veteran enrollment per cohort. If a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do so but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

VA POINT OF CONTACT

To contact Perry Technical Institute's school certifying official, email varep@perrytech.edu, or call 509.895.5757.

DOD TUITION ASSISTANCE PROGRAM

The Department of Defense requires Perry Technical Institute to disclose the cost per credit as referenced below. These rates vary depending on the program of interest. Please note these rates include tuition only. For specifics on cost of books, training materials, uniforms, and other associated costs, please refer to Tuition and Fees.

Cost per Credit of 9-Month Program

MD	\$480.00
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Cost per Credit of 12-Month Programs

AET	\$341.27
AUTO	\$324.95
CST	\$333.82
MOAC	\$288.83
PLMB	\$339.31
PMM	\$308.76
WLD	\$350.45

Cost per Credit of 18-Month Program

BTA	\$288.02
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Cost per Credit of 24-Month Programs

ELEC	\$311.61
HVAC/R	\$304.93
INSTRU	\$330.10
ITCS	\$377.01

If the student completes training through:

0% - first 10% (weeks 1 - 2)
 11% - 25% (weeks 3 - 4)
 26% - 60% (weeks 5 - 8)
 More than 60% (weeks 9 - 12)

The school refunds this amount military branch of Service:

90%
 75%
 50% (60% completion at 7.2 week)
 0%

General Information

PROGRAM ADVISORY COMMITTEE

Perry Technical Institute maintains independent program advisory committees for the purpose of structuring and improving programs. The committees meet a minimum of one time per year to provide a meaningful review of the school's program materials, equipment, facilities, and student achievement outcomes. Program advisory committee members are made up of qualified representatives including employers representing major occupations for which training is provided, representatives from other educational institutions, and graduates with professional experience.

COMPARABLE PROGRAMS

Information about comparable programs, tuition, and length of programs may be obtained by contacting:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org

STUDENT RECORDS

Perry Technical Institute maintains a permanent educational record for all currently and formerly enrolled students that consists of all enrollment, academic, and financial information upon which a student's enrollment is based. These records (physical and electronic) are securely maintained and protected against damage or loss (fire, water, theft, tampering, etc.).

Perry Technical Institute maintains an official transcript for all currently and formerly enrolled students (graduates and terminated or withdrawn students). The transcript includes the program of study; the date of program entry; the date of graduation, termination, or withdrawal; graduation status; and the clock or credit hours and grades earned. An official transcript is available to students upon request and in accordance with the school's policies. More information can be found in the transcripts section of the course catalog.

LIABILITY POLICY

Perry Technical Institute is not responsible for any loss or damage incurred by a student's personal property while on campus premises, during off-campus participation in training-related fieldwork, or while on field trips.

CLASS/PROGRAM CANCELLATIONS

Perry Technical Institute makes every effort to meet the needs of its students; however, special circumstances may require the school to cancel classes or programs due to the changing needs of industry, insufficient enrollment, or funding. The school reserves the right to make such decisions, as warranted.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Perry Technical Institute receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will plan for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The amendment process may not be used to appeal a grade, dismissal, disciplinary action, or other administrative decision. A student who wishes to ask the school to amend a record should submit a letter to the registrar clearly identifying the part of the record the student wants changed and specifying why it should be changed.
3. If Perry Technical Institute decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before Perry Technical Institute discloses personally identifiable information (PII) from the

student's education records, except to the extent that FERPA authorizes disclosure without consent.

Perry Technical Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official includes a person employed by Perry Technical Institute in an administrative, supervisory, academic, research, or support staff; a person serving on the Board of Trustees; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent) who is under the direct control of Perry Technical Institute with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

VACCINATION POLICY

Perry Technical Institute complies with mandates from regulatory agencies. In the interest of public health, Perry encourages students, faculty, and staff members to voluntarily participate in routine vaccinations as recommended by and according to the guidance of local public health care agencies. In addition, because of potential career-related exposure, students enrolled in the Medical Assistant program can expect to be required to have vaccinations as a condition of their externship placement and future employment in a health care setting.

DISTANCE LEARNING POLICY

Perry Technical Institute offers three distance education courses through the Information Technology and Communications program: IT 112 Math for Technical Applications, IT 144 Communications and, IT 234 Human Relations.

The Medical Office Administration & Coding program is a hybrid program that blends online and on-campus training. The online training may be self-paced or live with faculty instruction in real time. The on-campus requirement will be three days a week for a block of four hours.

DISTANCE LEARNING PROCEDURE

Two learning management systems are used in conjunction to offer the most well-rounded experience to our students. The first is Jenzabar's eLearning platform (myPerryTech) which hosts student discussions and allows access to student grades. The second is McGraw-Hill's eLearning platform (Connect & ALEKS) which allows students to watch audio-visual presentations hosted by the instructor, read relevant assigned material and complete independent work related to the topic. Assignments can also be corrected with feedback to encourage students to improve their work.

To attend distance education courses offered by Perry Technical Institute, students must access Perry Technical Institute's learning management systems using a secure username and password. The username and password provide secure login credentials and are assigned to the student as part of the student registration process. Perry Technical Institute ensures student privacy rights are strictly protected. In the event a student requests an account password reset; photo identification is required.

Online courses may also require proctored exams. The use of proctored exams is determined by the instructor as indicated by the course syllabus. Proctored exams are taken on-site in Perry Technical Institute's Exam Center. Upon arrival, students will present photo identification to verify identity.

EMERGENCY PREPAREDNESS PLAN

Perry Technical Institute Emergency Procedures folders are available in every department. The Emergency Procedures folder outlines expected responses during various types of crises. For additional information regarding these procedures, contact the Facilities & Safety Department.

Program Outlines

Agricultural & Diesel Equipment Technology

The objective of the Agricultural & Diesel Equipment Technology (AET) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the agriculture and diesel equipment industries. Students are taught to diagnose, repair, modify, and overhaul a wide variety of equipment. Training will include instruction on diesel fuel systems, drive trains, hydraulics, electrical systems, and professional development.

The Agricultural & Diesel Equipment Technology program is 12 months in length (four quarters). Students earn 74 credit hours, which equals 1,344 clock hours. Tuition is payable on a quarterly basis. There are four quarters in an academic year. The student-to-instructor ratio for the program is 17:1.

PROGRAM OUTLINE

Quarter 1

AET 110	Intro to Agricultural Equipment	5.5
AET 111	Electrical Systems I	6.5
AET 114	Hydraulic Systems I	7.5
		Subtotal: 19.5

Quarter 2

AET 120	Engine Theory & Repair	7.0
AET 121	Fuel Systems	6.5
AET 122	Electrical Systems II	5.5
		Subtotal: 19.0

Quarter 3

AET 130	Electronics & Accessories	8.0
AET 131	Powertrain Theory I	11.5
		Subtotal: 19.5

Quarter 4

AET 141	Powertrain Theory II	6.5
AET 142 E	Externship	4.0
AET 143	Hydraulic Systems II	5.5
		Subtotal: 16.0

Total Credit Hours: 74

Agricultural & Diesel Equipment Technology Book and Tool List

The book and tool list for students in the Agricultural & Diesel Equipment Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Agricultural & Diesel Equipment Technology Equipment List

Students in the Agricultural & Diesel Equipment Technology program utilize the following equipment:

Shop Equipment
 Power Tools
 Oxyacetylene Torch
 Welding Equipment
 Tractors and Equipment
 Service Repair Information
 Web-based Information Systems
 Laptop-based Diagnostic Software

Automotive Technology

The objective of the Automotive Technology (AUTO) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the automotive field. The nine recognized areas of automotive repair are addressed in the program: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, engine performance, and light vehicle diesel engines.

The AUTO program is accredited by the ASE Education Foundation. The program prepares students to obtain Section 609 Certification through the Mobile Air Conditioning Society.

The AUTO program is 12 months in length (four quarters). The student will earn 76.5 credit hours which are 1,344 clock hours.

This training program concludes with an externship off campus, or with the completion of a capstone project on campus. The AUTO student to instructor ratio is no greater than 18:1.

PROGRAM OUTLINE

Quarter 1		
AU 110	Intro to Automotive Technology	6.5
AU 111	Automotive Engine Repair	7.0
AU 112	Basic Automotive Electrical Systems	6.5
		Subtotal: 20.0
Quarter 2		
AU 120	Automotive Chassis Systems	12.0
AU 121	Advanced Automotive Electrical Systems	8.0
		Subtotal: 20.0
Quarter 3		
AU 131	Automotive Climate Control Systems	5.5
AU 133	Gasoline and Diesel Engine Management Systems	14.5
		Subtotal: 20.0
Quarter 4		
AU 140	Automotive Drivetrain Systems	12.5
AU 141 E	Externship	4.0
		Subtotal: 16.5
		Total Credit Hours: 76.5

Automotive Technology Book and Tool List

The book and tool list for students in the Automotive Technology program are intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Automotive Technology Equipment List

Students in the Automotive Technology program utilize the following software and equipment:

- ShopKey Pro online repair and estimating software
- Identifix
- Pro-cut on car brake lathe
- Automotive fluid service equipment
- Rotary vehicle hoists
- Engine and transmission lifting equipment
- Hunter undercar service equipment
- Factory diagnostic tools
- Snap-on diagnostic equipment

Business Technology & Accounting

The objective of the Business Technology & Accounting (BTA) program is to provide students with a broad base of knowledge and skills for employment in entry-level business, accounting, and office support positions. Students gain an understanding of computers including file maintenance and effective electronic storage practices with a heavy emphasis on mastering Microsoft Office Suite products for reporting and communication. The curriculum reviews business math concepts, 10-key skills, and important business concepts including economics, marketing, entrepreneurship, and human resources, all with a focus on developing analytical skills.

The program prepares students to take the Microsoft Office Specialist (MOS) certification examination in Microsoft Word, Excel, Access, and PowerPoint. In addition, students are taught the knowledge and skills needed to become certified in QuickBooks, Payroll, and Bookkeeping through the National Association of Certified Public Bookkeepers.

The Business Technology & Accounting program is 18 months in length (six quarters). The student will earn 116.0 credit hours which are 2,016 clock hours.

This training program concludes with an externship off campus or with the completion of a capstone project on campus. The BTA student to instructor ratio is 26:1.

PROGRAM OUTLINE

Quarter 1

BTA 110	Computer Applications	3.5
BTA 111	Keyboarding I	1.5
BTA 112	Word Processing	3.5
BTA 113	Spreadsheets	3.5
BTA 114	Business English I	3.5
BTA 115	Business Math	4.0
Subtotal:		19.5

Quarter 2

BTA 120	Database & Integration	5.5
BTA 121	Keyboarding II	1.5
BTA 122	Business Presentation	5.0
BTA 123	Career Planning	1.5
BTA 124	Business Etiquette	2.5
BTA 125	Business English II	3.5
Subtotal:		19.5

Quarter 3

BTA 130	Fundamentals of Accounting	4.5
BTA 131	Office Administration	3.0
BTA 132	Introduction to Business	3.5
BTA 133	Introduction to Marketing	3.5
BTA 134	Business Communications	3.0
BTA 135	Human Relations	2.0
Subtotal:		19.5

Quarter 4

BTA 140	Principles of Accounting I	4.5
BTA 141	Entrepreneurship	4.0
BTA 142	Business Ethics	3.5
BTA 143	Economics	4.0
BTA 144	Business Law	4.0
Subtotal:		20.0

Quarter 5

BTA 210	Principles of Accounting II	5.5
BTA 212	Human Resources	4.5
BTA 213	Computerized Accounting Concepts (QuickBooks)	5.0
BTA 214	Federal Tax Accounting	5.5
Subtotal:		20.5

Quarter 6			
BTA 220	Payroll Accounting Concepts		3.5
BTA 221	Accounting Integration (project-based using QuickBooks)		5.0
BTA 224	Introduction to Data Analytics		4.5
BTA 223 E	Externship		4.0
Subtotal:			17.0
Total Credit Hours: 116.0			

Business Technology & Accounting Book and Tool List

The book and tool list for students in the Business Technology & Accounting program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Business Technology & Accounting Equipment List

Students in the Business Technology & Accounting program utilize the following equipment:

- Computers
- Copy machines
- Fax machines
- Scanners
- 10-key calculators
- Telephone

Construction & Carpentry Technology

The objective of the Construction & Carpentry Technology (CST) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the construction industry. Students are taught about layouts, blueprints, framing, tool usage, safety, concrete, and finishing. Training will include exposure to drywall, power saws and drills, site surveying, scaffolding, and professional development in the construction industry.

The CST program is 12 months in length (four quarters). The student will earn 72.0 credit hours which are 1,344 clock hours.

This training program will conclude with an externship off campus or with the completion of a capstone project on campus.

The student to instructor ratio for the CST program is no greater than 17:1.

PROGRAM OUTLINE

Quarter 1

CST 110	Introduction to Construction & Carpentry	7.5
CST 112	Construction & Carpentry Fundamentals I	9.0
CST 113	Construction Blueprint Reading I	3.0
Subtotal: 19.5		

Quarter 2

CST 120	Construction Concrete	8.0
CST 121	Construction & Carpentry Fundamentals II	8.0
CST 122	Construction Blueprint Reading II	3.0
Subtotal: 19.0		

Quarter 3

CST 130	Exterior Finishing	7.0
CST 131	Construction & Carpentry Fundamentals III	7.0
CST 132 E	Externship	2.5
Subtotal: 16.5		

Quarter 4

CST 140	Interior Finishing	12.5
CST 141	Professional Development	2.0
CST 142 E	Externship	2.5
Subtotal: 17.0		

Total Credit Hours: 72.0

Construction & Carpentry Technology Book and Tool List

The book and tool list for students in the Construction & Carpentry Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Construction & Carpentry Technology Equipment List

Students in the Construction & Carpentry Technology program utilize the following equipment in addition to a variety of industry trainings and certification opportunities:

- Scaffolding
- Table saw
- Chop saw
- Carpentry Tools
- OSHA 10 Certification
- Fall Restraint Certification
- Ladder Safety Certification
- Powder Actuated Tool Certification

Electrical Technology

The objective of the Electrical Technology (ELEC) program is to provide students with curriculum that guides them through the process of becoming electricians. Students are introduced to the generation and distribution of AC/, residential and commercial wiring methods, industrial motor controls and electronics, as well as utilizing green technologies such as solar. During classroom, lab and fieldwork experiences, students gain valuable theory while incorporating current NEC codes and WAC/RCW rules, laws, and procedures with hands-on applications. This training program concludes with an externship off campus or with the completion of a capstone project on campus.

The ELEC program is 24 months in length (eight quarters). The student will earn 176.5 credit hours which are 3,000 clock hours.

The student to instructor ratio for the ELEC program is no greater than 24:1. The student to (01) journey level electrician ratio when performing fieldwork for the school is 4:1.

PROGRAM OUTLINE

Quarter 1

ET 110	Safety	2.5
ET 111	NEC/WAC/RCW	7.5
ET 112	Electrical Theory I	8.5
ET 113 L	Lab & Shop Projects	5.5
Subtotal:		24.0

Quarter 2

ET 120	Safety	0.5
ET 121	NEC	3.0
ET 122	Electrical Theory II	14.5
ET 123 L	Lab & Shop Projects	5.5
Subtotal:		23.5

Quarter 3

ET 130	Safety	0.5
ET 131	NEC	3.5
ET 132	Industrial I	10.5
ET 133 L	Lab & Shop Projects	8.0
Subtotal:		22.5

Quarter 4

ET 140	Safety	0.5
ET 141	NEC	0.5
ET 142	Industrial II	13.0
ET 143 L	Lab & Shop Projects	8.0
Subtotal:		22.0

Quarter 5

ET 210	Safety	0.5
ET 211	NEC/WAC/RCW	11.5
ET 212	Industrial III	7.5
ET 213 L	Lab & Shop Projects	4.5
Subtotal:		24.0

Quarter 6

ET 220	Safety	0.5
ET 221	Professional Development	4.0
ET 222	Electrical Theory III	11.0
ET 223 L	Lab & Shop Projects	7.0
Subtotal:		22.5

Quarter 7

ET 230	Safety	0.5
ET 231	NEC/Utility	7.0
ET 232	Construction I	9.0
ET 233 L	Lab & Shop Projects	6.5

Subtotal: 23.0

Quarter 8

ET 240 L	Construction II	6.0
ET 241 E	Externship	9.0

Subtotal: 15.0

Total Credit Hours: 176.5**Electrical Technology Book and Tool List**

The book and tool list for students in the Electrical Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Electrical Technology Equipment List

Students in the Electrical Technology program utilize the following equipment:

Computers

Electrical hand tools

Motor control labs

Single- and three-phase motors

PLC simulators

PLC labs

Electronic workstations

Variable Frequency Drives

Steel and wood framed structures

Power factor correction labs

Conduit bending equipment

Oscilloscopes and related electronic equipment

Thermal imaging devices

Photovoltaic Systems

Heating, Ventilation, Air Conditioning & Refrigeration Technology

The objective of the Heating, Ventilation, Air Conditioning & Refrigeration Technology (HVAC/R) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the HVAC/R industry. Students are taught various aspects of the field, from refrigeration fundamentals to direct digital control and energy management systems. The program prepares students to gain industry certifications in several areas, which can be beneficial in the employment market. Some of the technician certifications offered include Universal EPA 608 Universal Technical Certification, R-410A Safety, OSHA Safety, Green Mechanical Systems and North American Technician Excellence (NATE) certifications. This training program will conclude with an externship off campus or with the completion of a capstone project on campus.

HVAC/R program is approved by the Washington State Department of Labor & Industries as a 06A HVAC/R Specialty Electrical Training program. Graduates may be credited with up to one year (or 2,000 hours) towards the two years (or 4,000 hours) required by the State of Washington to be eligible to take the certification exam for the 06A HVAC/R Specialty Electrical License.

The HVAC/R Technology program is 24 months in length (eight quarters). The student will earn 169 credit hours, which are 2,872 clock hours.

The student to instructor ratio for the HVAC/R program is no greater than 24:1.

PROGRAM OUTLINE

Quarter 1		
RE 110	Refrigeration Fundamentals	18.0
RE 111 L	Lab & Shop Projects	5.0
		Subtotal: 23.0
Quarter 2		
RE 120	Refrigeration & Electric Forced Air Heating	15.5
RE 121 L	Lab & Shop Projects	7.0
		Subtotal: 22.5
Quarter 3		
RE 130	Resident & Light Commercial HVAC I	16.0
RE 131 L	Lab & Shop Projects	6.5
		Subtotal: 22.5
Quarter 4		
RE 140	Resident & Light Commercial HVAC II	14.5
RE 141 L	Lab & Shop Projects	7.5
		Subtotal: 22.0
Quarter 5		
RE 210	Commercial Refrigeration I	15.0
RE 211 L	Lab & Shop Projects	7.0
		Subtotal: 22.0
Quarter 6		
RE 220	Commercial Refrigeration II	16.0
RE 221 L	Lab & Shop Projects	6.5
		Subtotal: 22.5
Quarter 7		
RE 230	Industrial Heating & Cooling Systems I	18.0
RE 231 L	Lab & Shop Projects	4.5
		Subtotal: 22.5
Quarter 8		
RE 243 E	Externship	12.0
		Subtotal: 12.0

Total Credit Hours: 169.0

Heating, Ventilation, Air Conditioning, & Refrigeration Technology Book and Tool List

The book and tool list for students in the Heating, Ventilation, Air Conditioning & Refrigeration Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Heating, Ventilation, Air Conditioning, & Refrigeration Technology Equipment List

Students in the HVAC/R program utilize the following equipment:

- Basic hand tools
- Computers
- Digital multi-meter
- Digital clamp-on ammeter
- Digital temperature meter
- Thermistor vacuum gauge
- Digital refrigerant scale
- Oxyacetylene torch set
- Vacuum pump
- Pipe hydraulic press tools
- Refrigerant recovery equipment
- Refrigerant gauge manifold
- Wire feed welder
- Digital manometer

Information Technology & Communication Systems

The objective of the Information Technology & Communication Systems (ITCS) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the communications and information technology industries. Students are trained in electronics theory, personal computers, wireless communications, telephone systems, transmission equipment, alarm systems, and data networking and administration. This training program concludes with an externship off campus, or with the completion of a capstone project on campus. Students graduate with an Associate of Applied Science degree in Information Technology & Communication Systems.

The program is approved by the State of Washington as a two-year Limited Energy (06) Specialty Electrical training program and graduates may be credited with training hours towards their eligibility for the Limited Energy (06) Specialty Electrical License.

The ITCS program is 24 months in length (eight quarters). The student will earn 134.5 credit hours which are 2,520 clock hours.

The student to instructor ratio for the ITCS program is no greater than 24:1.

PROGRAM OUTLINE

Quarter 1

IT 110	Electronics Fundamentals I	5.0
IT 111	Electronics Fundamentals I Lab	6.5
IT 112	Math for Technical Applications	6.0
Subtotal:		17.5

Quarter 2

IT 120	Electronics Fundamentals II	3.0
IT 121	Electronics Fundamentals II Lab	5.0
IT 122	Wireless Technology	3.0
IT 123	Wireless Technology Lab	5.5
Subtotal:		16.5

Quarter 3

IT 130	Computer Hardware Fundamentals	3.5
IT 131	Computer Hardware Fundamentals Lab	5.0
IT 132	Computer Software Fundamentals	3.5
IT 133	Computer Software Fundamentals Lab	5.0
Subtotal:		17.0

Quarter 4

IT 140	Network Server OS Configuration	3.0
IT 141	Network Server OS Configuration Lab	5.5
IT 142	Network Server OS Services	1.0
IT 143	Network Server OS Services Lab	4.0
IT 144	Communications	3.5
Subtotal:		17.0

Quarter 5

IT 210	Cisco Networking I A	5.0
IT 211	Cisco Networking I A Lab	3.5
IT 212	Cisco Networking I B	5.0
IT 213	Cisco Networking I B Lab	4.0
Subtotal:		17.5

Quarter 6

IT 220	Cisco Networking II	4.5
IT 221	Cisco Network II Lab	6.0
IT 222	Cisco Networking III	2.5
IT 223	Cisco Networking III Lab	4.0
Subtotal:		17.0

Quarter 7

IT 230	Infrastructure & Cabling Standards	3.0
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IT 231	Infrastructure & Cabling Standards Lab	5.0
IT 232	Low Voltage Systems I	2.0
IT 233	Low Voltage Systems I Lab	3.5
IT 234	Human Relations	4.0
		Subtotal: 17.5
Quarter 8		
IT 240	Low Voltage Systems II	4.5
IT 241	Low Voltage Systems II Lab	6.0
IT 244 E	Externship	4.0
		Subtotal: 14.5
		Total Credit Hours: 134.5

Information Technology & Communication Systems Book and Tool List

The book and tool list for students in the Information Technology & Communication Systems program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Information Technology & Communication Systems Equipment List

Students in the Information Technology & Communication Systems program utilize the following equipment:

Personal computers and servers
 Cisco routers
 Network switches
 Wireless access points
 Fluke EtherScope
 Fluke network analyzer, cable certifiers, and testers
 Digital multi-meters
 Oscilloscopes, signal generator, and power supplies
 Spectrum analyzers
 Cell site test sets
 AM/FM signal generators/modulators
 Antenna system testers
 In-line watt meters
 PBX and VoIP system
 Voice mail system
 PA systems 24V and 70V
 Fire alarm system
 Camera and door access systems

Instrumentation, Automation & Robotics Technology

The objective of the Instrumentation, Automation & Robotics Technology (INDUS) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the industrial and automation industries. The curriculum includes Training includes instruction in programmable logic controllers, transmitters, transducers, recorders, and controllers. This training program concludes with an externship off campus or with the completion of a capstone project on campus.

Graduates of the Instrumentation, Automation & Robotics Technology program find career opportunities in fields such as Aerospace, Agriculture, Energy, Manufacturing, Mining and Refining, Pharmaceuticals, Semi-Conductor Technology, and much more. From retro-fitting and maintaining industrial equipment to installing and upgrading controls systems, your skills and knowledge may help define your key role within the organization.

The INDUS program is 24 months in length (eight quarters). The student will earn 159.0 credit hours which are 2,688 clock hours.

The student to instructor ratio for the INDUS program is no greater than 24:1.

PROGRAM-OUTLINE

Quarter 1

IN 110	Math for Electronics	9.5
IN 111	Electrical Fundamentals I	6.5
IN 112 L	Lab & Shop Projects	5.0
		Subtotal: 21.0

Quarter 2

IN 120	Solid State Devices	5.0
IN 121	Electrical Fundamentals II	7.5
IN 122 L	Lab & Shop Projects	7.5
		Subtotal: 20.0

Quarter 3

IN 130	Advanced Electronics	5.5
IN 131	Physics I	3.5
IN 132	Instrumentation I	3.0
IN 133 L	Lab & Shop Projects	7.5
		Subtotal: 19.5

Quarter 4

IN 140	Physics II	7.5
IN 141	Calculus I	3.0
IN 142	Instrumentation II	4.5
IN 143 L	Lab & Shop Projects	5.5
		Subtotal: 20.5

Quarter 5

IN 210	Calculus II	5.0
IN 211	Instrumentation III	4.5
IN 212	Motor Control	1.5
IN 213 L	Lab & Shop Projects	8.5
		Subtotal: 19.5

Quarter 6

IN 220	Industrial Computing I	6.5
IN 221	Instrumentation IV	7.0
IN 222 L	Lab & Shop Projects	7.0
		Subtotal: 20.5

Quarter 7

IN 230	Programmable Logic Controllers	6.0
IN 231	Digital Fundamentals	6.0
IN 232	Networking Fundamentals	2.0
IN 233 L	Lab & Shop Projects	6.0

		Subtotal: 20.0
Quarter 8		
IN 240	Analytical Instruments	4.5
IN 241	Industrial Computing II	2.0
IN 242	Employment Preparation	5.0
IN 243 L	Lab & Shop Projects	2.5
IN 244 E	Externship	4.0
		Subtotal: 18.0
		Total Credit Hours: 159.0

Instrumentation, Automation & Robotics Technology Book, and Tool List

The book and tool list for students in the Instrumentation, Automation & Robotics Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Instrumentation, Automation & Robotics Technology Equipment List

Students in the Instrumentation, Automation & Robotics Technology program utilize the following equipment:

- Computers
- Signal generators
- Oscilloscopes and related electronic equipment
- Digital multi-meter
- Analog/digital transmitter
- Control valves
- Recorders
- Variable frequency drives
- Motor control stations
- Pumps
- PLC labs
- HMI labs
- Hydraulic labs
- Smart communication devices
- Distributed control system

Medical Assistant

The objective of the Medical Assistant (MD) program is to prepare students for entry-level positions in medical offices, hospitals, and other healthcare settings. The program covers a range of clinical tasks, including measuring vital signs, performing phlebotomy, conducting electrocardiograms (ECG/EKG), and completing basic laboratory procedures. Students learn to build communication skills to support patient interaction and education, as well as administrative functions such as medical records management, billing, coding, and scheduling. Emphasis is placed on understanding and adhering to ethical and legal standards in healthcare practice. Training also includes how to assist healthcare providers during examinations and minor surgical procedures while demonstrating professionalism and a patient-centered approach. The program concludes with an off-campus externship, providing practical experience in a healthcare setting.

The Medical Assistant program is nine months in length (three quarters) and combines classroom instruction with clinical practice. Students earn (37) credit hours (equivalent to 720 clock hours), with tuition payable on a quarterly basis. The student-to-teacher ratio for the Medical Assistant program is no greater than 16:1.

The program concludes with an off-campus externship, providing practical experience in a healthcare setting.

PROGRAM OUTLINE

Quarter 1		
MAC 116	Medical Assistant Foundations I	10
MAC 117	Medical Assistant Clinical Applications I	4.0
		Subtotal: 14.0
Quarter 2		
MAC 126	Medical Assistant Foundations II	10.0
MAC 127	Medical Assistant Clinical Applications II	4.0
		Subtotal: 14.0
Quarter 3		
MAC 136	Medical Assistant Foundations III	3.0
MAC 137	Medical Assistant Clinical Applications III	1.0
MAC 138 E	Externship	5.0
		Subtotal: 9
		Total Credit Hours: 37

Medical Assistant Program Book and Tool List

The book and tool list for students in the Medical Assistant program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Medical Assistant Program Equipment List

Students in the Medical Assistant program utilize the following equipment:

- Computers
- Exam tables
- ECG/EKG unit
- Autoclave
- Microscopes
- Venipuncture and injection simulators

Medical Office Administration & Coding Program

The objective of the Medical Office Administration & Coding (MOAC) program is to provide students with a broad base of knowledge and skills for entry-level positions in the healthcare field. The program offers comprehensive training in traditional office skills, interpersonal skills, and specialized medical office billing and coding procedures. The program begins with instruction in keyboarding and 10-key proficiency, Microsoft Office applications, and email communication to develop foundational computer and administrative skills. Instruction in diagnostic and procedural coding, covering both basic and advanced techniques, prepares students for medical billing and coding tasks. The program concludes with an externship at a healthcare organization or an on-campus capstone project, allowing students to apply their knowledge in practical settings.

Graduates are prepared to take the AAPC's Certified Professional Coder (CPC) exam, a recognized industry certification.

The program is a hybrid format that combines both in-person and online learning experiences. Students are required to attend classes on campus while completing other coursework online or remotely. On-campus sessions take place three days a week with each session lasting four hours.

The MOAC program is 12 months in length (four quarters) with a student-to-teacher ratio of 15:1.

The students will earn 77 credit hours which are 1,344 clock hours.

PROGRAM OUTLINE

Quarter 1		
MOA 110	Computer Applications	4.0
MOA 111	Business English	3.0
MOA 112	Keyboarding	3.5
MOA 117	Human Body in Health & Disease	5.0
MOA 132	Medical Terminology	5.0
		Subtotal: 20.5
Quarter 2		
MOA 126	Intro to CPT & ICD-10 Coding	4.5
MOA 128	Electronic Health Care Records	5.0
MOA 131	Health Care Law & Ethics	3.0
MOA 133	Medical Career Planning	2.5
MOA 135	Computers in Health Care	5.0
		Subtotal: 20.0
Quarter 3		
MOA 136	Intermediate CPT & ICD-10 Coding	5.0
MOA 137	Medical Reimbursement I	5.0
MOA 143	Medical Office Procedures	5.5
MOA 212	Health Care Delivery Systems	4.5
		Subtotal: 20.0
Quarter 4		
MOA 144	Advanced CPT & ICD-10 Coding	3.0
MOA 145	Medical Reimbursement II	5.0
MOA 210	Business Communication	4.5
MOA 223 E	Medical Office Practicum Externship	4.0
		Subtotal: 16.5
		Total Credit Hours: 77.0

Medical Office Administration & Coding Book and Tool List

The book and tool list for students in the Medical Office Administration & Coding program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Medical Office Administration & Coding Equipment List

Students in the Medical Office Administration & Coding program utilize the following equipment:

- Computers
- Copy machines
- Scanners
- Fax machines
- 10-key calculator

Plumbing Technician

The objective of the Plumbing Technician (PLMB) program is to provide students with a broad base of knowledge and skills for employment as entry-level technicians in the plumbing industry. Students are taught about safety, fittings, power tools, drains, backflow, venting, and water distribution systems. Training will include the installation of piping, fixtures, valves, water heaters, and professional development. The Uniform Plumbing Code (UPC) will be used and applied throughout the program. This training program will conclude with an externship off campus or with the completion of a capstone project on campus.

The Washington State Department of Labor & Industries may recognize up to one year of training received from Perry's PLMB program toward the (01) journey level certification. Graduates must accumulate additional hours of industrial/commercial plumbing work before applying to take their (01) journey level examination with the State of Washington.

The PLMB program is 12 months in length (four quarters). The student will earn 72.50 credit hours which are 1,344 clock hours.

The student to instructor ratio for the PLMB program is no greater than 17:1.

PROGRAM OUTLINE

Quarter 1

PL 110	Introduction to Plumbing	7.5
PL 111	Plumbing Fundamentals I	9.0
PL 112	Math & Blueprint Reading I	3.0
Subtotal:		19.5

Quarter 2

PL 120	Waste Systems	8.0
PL 121	Plumbing Fundamentals II	8.0
PL 122	Math & Blueprint Reading II	3.0
Subtotal:		19.0

Quarter 3

PL 130	Water Supply Systems	7.0
PL 131	Plumbing Fundamentals III	7.0
PL 132	Finish and Advanced Plumbing (5.0)	5.0
Subtotal:		19.0

Quarter 4

PL 140	Finish and Advanced Plumbing II	7.5
PL 141	Professional Development	2.0
PL 142 E	Externship	5.5
Subtotal:		15.0

Total Credit Hours: 72.5

Plumbing Technician Book and Tool List

The book and tool list for students in the Plumbing Technician program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Plumbing Technician Equipment List

Students in the Plumbing Technician program utilize the following equipment in addition to a variety of hand and power tools:

- Tripod pipe vise
- Pipe threading set
- Pipe cutting equipment
- Drain cleaning snakes (large, medium, small)
- Water jetter
- PEX tools
- Crimp tools

Clamp tools
PEX pipe cutters
Basic pipe soldering kit
ProPress tool set
Plumbing camera snake
Plumbing locator kit
Cordless power tool set
Multimeter
Right angle drill
Shovel
Tile probe

Precision Machining & Manufacturing

The objective of the Precision Machining & Manufacturing (PRMA) program is to provide students with a broad base of knowledge and skills for employment in the machining and manufacturing industry. Students are taught through the integration of machining theory and practical application in the machine shop. Students use the skills they learn to plan and carry out the operations needed to make machined products that meet precise specifications. The working properties of metals, applied mathematics, blueprint reading, computer numerical control (CNC) programming, and computer-aided manufacturing (CAM) using Mastercam are some of the areas of study. Students train using CNC and additive manufacturing (3-D printing) technology. This training program concludes with an externship off campus or with the completion of a capstone project on campus.

Graduates find career opportunities in industries such as manufacturing, prototyping, job shops, power generation, aerospace, food processing, medical equipment, and other specialty machining industries.

The PRMA program is 12 months in length (four quarters). The student will earn 75 credit hours which are 1,344 clock hours.

The student to instructor ratio for the PRMA program is no greater than 12:1.

PROGRAM OUTLINE

Quarter 1		
PM 110	Industrial Mathematics I	4.0
PM 111	Elementary Blueprint Reading I	2.0
PM 112	Machine Tool Practices I	2.0
PM 113 L	Machine Lab	11.5
		Subtotal: 19.5
Quarter 2		
PM 120	Industrial Mathematics II	4.0
PM 121	Elementary Blueprint Reading II	2.0
PM 122	Machine Tool Practices II	2.0
PM 123 L	Machine Lab	11.5
		Subtotal: 19.5
Quarter 3		
PM 130	GD&T I	2.0
PM 131	CNC Machine Tool Operation I	4.0
PM 132	Mastercam Mill Level One I	2.0
PM 133 L	Machine Lab	11.5
		Subtotal: 19.5
Quarter 4		
PM 140	GD&T II	2.0
PM 141	CNC Machine Tool Operation II	4.0
PM 142	Mastercam Mill Level One II	2.0
PM 143 L	Machine Lab	4.0
PM 144 E	Machine Externship	4.5
		Subtotal: 16.5
		Total Credit Hours: 75.0

Precision Machining & Manufacturing Book and Tool List

The book and tool list for students in the Precision Machining & Manufacturing program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Precision Machining & Manufacturing Equipment List

Students in the Precision Machining & Manufacturing program utilize the following equipment:

Drill presses

Arbor and hydraulic presses
Precision measuring tools
Tool and cutter grinding machines
Band saws
Vertical milling machines
Horizontal milling machines
Engine lathes
Surface grinders
Computers
Gear hob
CNC milling machines
CNC turning centers
CNC wire EDM machines

Welding Technology

The objective of the Welding Technology (WLD) program is to provide students with a broad base of knowledge and skills for employment as entry-level welders. Students are taught to apply safe work practices and perform a variety of welding and metal fabrication processes. The program stresses safe practices for the welding industry. Students are immersed in classroom theory and hands-on lab instruction in welding, fitting, and related metalworking processes. The program provides students with a foundation that includes print reading and fabrication plans for welders. Coursework covers oxyfuel cutting and welding, carbon arc cutting and gouging, shielded metal arc welding, gas metal arc welding, flux core arc welding, gas tungsten arc welding, and pipe welding. This training program concludes with an externship off campus, or with the completion of a capstone project on campus.

The program prepares students to sit for the American Welding Society (AWS) and Washington Association of Building Officials (WABO) certification tests.

The WLD program is 12 months in length (four quarters). The student will earn 77 credit hours which are 1,344 clock hours.

The student to instructor ratio for the WLD program is no greater than 22:1.

PROGRAM OUTLINE

Quarter 1		
WLD 110	Introduction to Welding	6.0
WLD 112	Introduction to Print Reading	6.5
WLD 114	Cutting, Gouging & Torch Techniques	8.0
		Subtotal: 20.5
Quarter 2		
WLD 121	Gas Metal Arc Welding	10.0
WLD 122	Shielded Metal Arc & Pipe Welding	10.0
		Subtotal: 20.0
Quarter 3		
WLD 130	Flux Cored Arc Welding	10.0
WLD 131	Gas Tungsten Arc Welding	10.0
		Subtotal: 20.0
Quarter 4		
WLD 140	Fabrication Techniques	8.0
WLD 142 E	Externship	4.0
WLD 143	AWS/WABO Certification Prep Course	4.5
		Subtotal: 16.5
		Total Credit Hours: 77.0

Welding Technology Book and Tool List

The book and tool list for students in the Welding Technology program is intended to be a minimum requirement to complete the program. The book and tool list will be provided no later than the first day of class. For specifics on cost of books, training materials, uniforms, and tools, please refer to Tuition and Fees.

Welding Technology Equipment List

Students in the Welding Technology program utilize the following equipment:

- Computers
- Shielded metal arc welding (stick)
- Gas tungsten arc welding (TIG/Heliarc)
- Gas metal arc welding (MIG)
- Flux cored arc welding
- Plasma arc cutting and gouging
- Carbon arc cutting and gouging

Oxygen acetylene cutting, brazing, and soldering apparatus
Variety of hand tools

Course Descriptions

AET - AGRICULTURAL & DIESEL EQUIPMENT TECHNOLOGY

AET 110 - Intro to Agricultural Equipment (5.5)

This course covers workplace safety, hazardous materials and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of agricultural equipment technology. Topics include familiarization with equipment systems along with identification and proper use of various hand and power tools, shop equipment, and lifting procedures. Students are also introduced to equipment repair orders, parts ordering, and repair estimating. Upon completion, students should be able to describe safety and environmental procedures, terms associated with agricultural & diesel equipment, document repair orders, order parts, and know how to use basic tools and shop equipment. Completion of the PTI 101 workshops.

AET 111 - Electrical Systems I (6.5)

This course introduces electrical theory, wiring diagrams, test equipment, and procedures for diagnosing, repairing, and replacing batteries, starters, and alternators. Instruction covers Ohm's Law, circuit construction, wiring diagrams, circuit testing, and troubleshooting, emphasizing the principles and practices of electrical systems.

AET 114 - Hydraulic Systems I (7.5)

This course introduces the theory and fundamentals of hydraulic systems. Students study hydraulic application safety, plumbing schematics, hydraulic fluid composition, and component identification. Instruction covers the principles of how pumps, valves, cylinders, and motors operate.

AET 120 - Engine Theory & Repair (7.0)

This course covers the theory, construction, inspection, diagnosis, and repair of diesel engines. Instruction includes operating principles, procedures for diagnosis, inspection, adjustment, and repair of diesel engines using service information. Students learn to perform diagnostics, measurements, and repairs on diesel engines using appropriate tools, equipment, procedures, and service information.

AET 121 - Fuel Systems (6.5)

This course covers fuel system theory, design, maintenance, diagnosis, and repair of mechanical and electronic fuel systems, and introduces common rail systems used on diesel engines. Instruction emphasizes procedures for diagnosing and repairing diesel fuel systems using appropriate tools and equipment.

AET 122 - Electrical Systems II (5.5)

This course covers advanced electronic theory, wiring diagrams, testing, diagnosis, repair, and replacement of electronic components. Instruction covers networking, circuit construction, and troubleshooting. Students learn to diagnose and repair wiring, lighting, gauges, modules, and electronic systems using wiring diagrams and diagnostic test equipment.

AET 130 - Electronics & Accessories (8.0)

This course covers the theory of refrigeration and heating, including manual and electronic climate control systems. Students learn to use laptops and handheld devices to diagnose and repair electronic components. Instruction also addresses modern common rail fuel systems, their role in emission control technologies, and after-treatment systems. Students develop the ability to diagnose system malfunctions, interpret test results, and perform component repairs and replacements to restore proper operation.

AET 131 - Powertrain Theory I (11.5)

This course introduces the principles of operation and fundamentals of hydraulic and air brake systems, including major components, their functions, and maintenance procedures. Instruction covers the operation of air systems and component identification. Students gain skills to check parts, find problems, run tests, and make repairs to keep systems working properly.

AET 141 - Powertrain Theory II (6.5)

This advanced course covers the operation, diagnosis, service, and repair of automatic transmissions, manual transmissions, hydrostatic transmissions, clutches, drive shafts, axles, and final drives. Instruction includes the theory of torque, power flow, and procedures for maintenance and repair. Students develop the ability to inspect components, identify malfunctions, perform diagnostic procedures, and carry out repairs and adjustments to ensure proper system operation.

AET 142 E - Externship (4.0)

This course provides students with field experience through an externship arranged between Perry Technical Institute, the employer, and the student. Students are required to complete all components of the externship packet. If externship placement is not secured, students will complete a capstone project that applies program knowledge and skills to demonstrate competency.

AET 143 - Hydraulic Systems II (5.5)

This advanced course builds on the principles introduced in Hydraulic Systems I. It covers detailed diagnostic procedures for identifying hydraulic system failures. Instruction includes methods for measuring pressure and flow on live applications, analyzing hydraulic control systems, and applying techniques for component repair and system adjustments. Students develop the ability to diagnose complex hydraulic issues, interpret test results, and perform repairs and adjustments to restore proper system function.

AU - AUTOMOTIVE TECHNOLOGY

AU 110 - Intro to Automotive Technology (6.5)

This course covers workplace safety, hazardous materials and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles and know how to use basic tools and shop equipment. Completion of the PTI 101 Workshop is encouraged.

AU 111 - Automotive Engine Repair (7.0)

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement, and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AU 112 - Basic Automotive Electrical Systems (6.5)

This course covers basic electrical theory, wiring diagrams, test equipment, diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to use wiring diagrams, and diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AU 120 - Automotive Chassis Systems (12.0)

This course covers principles of operation and diagnosis/repair of manually and electronically controlled suspension and steering systems. Also included are the diagnosis and repair of hydraulic brake, drum brake, disc brake, and anti-lock brake systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires and balance wheels, and demonstrate skills in hydraulic brake, drum brake, disc brake, and anti-lock brake systems.

AU 121 - Advanced Automotive Electrical Systems (8.0)

This course covers electronic theory, wiring diagrams, test equipment, diagnosis, repair and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, and diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic components.

AU 131 - Automotive Climate Control Systems (5.5)

This course covers the theory of refrigeration and heating, including manual and electronic climate control systems. Students are taught the importance of recovery and recycling refrigerant as well as adhering to safety and environmental regulations. Upon completion, students should be able to diagnose and safely service climate control systems using appropriate tools, equipment, and service information.

AU 133 - Gasoline and Diesel Engine Management Systems (14.5)

This course covers introduction, theory of operation, service, and repair, as well as diagnostic procedures on today's modern engines. Topics include computerized ignition systems, gasoline fuel injection systems, emission control systems, and on-board diagnostics. This training course also covers diesel fuels, diesel fuel injection systems, exhaust filtering and after-treatment systems. Related electrical and electronic systems such as module communication, Mode 6, and diagnostic procedures will be taught. Students are taught how to work with laptop-driven scan tools and lab scopes. Upon completion of this course students should be able to service, diagnose and repair components related to gasoline and diesel engine management systems.

AU 140 - Automotive Drivetrain Systems (12.5)

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drivetrains and the use of appropriate service tools and equipment. This course will also cover manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic and manual drivetrains.

AU 141 E - Externship (4.0)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

BTA - BUSINESS TECHNOLOGY & ACCOUNTING

BTA 110 - Computer Applications (3.5)

This course introduces the basics of computer usage and provides training for Microsoft Outlook, OneDrive, and Publisher, along with Adobe Acrobat Reader. The objective is to allow students to be comfortable working with personal computers daily. Completion of the PTI 101 Workshop is encouraged.

BTA 111 - Keyboarding I (1.5)

In this course students learn beginning typing and 10-key skills. The objectives are for students to learn how to type by touch and how to take a timed keyboarding/10-key test for accuracy and speed.

BTA 112 - Word Processing (3.5)

Students learn how to use Microsoft Word for basic and advanced word processing including performing Mail Merge, organizing long documents, creating macros, and creating fillable surveys using Developer.

BTA 113 - Spreadsheets (3.5)

Students learn how to use Microsoft Excel for basic and more advanced spreadsheet creation including tables, charts, PivotTables, and PivotCharts. Students will practice creating formulas using absolute and relative cell references and using functions like COUNTIF and VLOOKUP to answer questions and solve problems using business scenarios.

BTA 114 - Business English I (3.5)

This course emphasizes basic punctuation and grammar rules and covers sentence structure. The focus is on writing sentences which demonstrate a grasp of basic syntax and usage and writing sound paragraphs which express a main idea clearly and develop it fully with a minimum of errors in sentence structure, punctuation, and spelling.

BTA 115 - Business Math (4.0)

This course covers math functions applied to business scenarios and concepts including calculating interest; solving for portion, base, and rate; and calculating discounts and invoice terms. The math skills will be covered in a step-by-step format.

BTA 120 - Database & Integration (5.5)

Students learn how to create and use databases in Microsoft Access. They learn to organize, format, and manipulate data for business purposes.

BTA 121 - Keyboarding II (1.5)

In this course, students learn how to improve their accuracy and typing/10-key speed. Students also learn formatting for personal and business letters, memoranda, simple tabulation techniques, proofreading, and editing.

BTA 122 - Business Presentation (5.0)

This course provides instruction in delivering business presentations and developing presentation materials. Students will create charts, graphs, and presentations with the primary use of PowerPoint. Students may complete the MOS certification in PowerPoint.

BTA 123 - Career Planning (1.5)

This course is designed to teach students how to write a cover letter and resume, participate in career networking, search for positions, apply for positions, and negotiate a position in an administrative field.

BTA 124 - Business Etiquette (2.5)

This course covers the of etiquette relevant to business and professional relationships inside and outside the office.

BTA 125 - Business English II (3.5)

This course is a continuation from Business English I and punctuation and grammar rules and covers sentence structure. The focus is on writing sentences, which demonstrate syntax and usage and writing paragraphs which express a main idea.

BTA 130 - Fundamentals of Accounting (4.5)

In an introduction to accounting, students are taught accounting concepts and procedures to include debits and credits, the general journal, general ledger, accounting cycle, banking and cash handling procedures, and payroll entries.

BTA 131 - Office Administration (3.0)

This course is designed to prepare students to manage an office and provides office-related situations including decision-making and critical thinking activities.

BTA 132 - Introduction to Business (3.5)

Students are taught how to apply business concepts. Topics include the business environment, business formation, financing a business, management motivation and leadership, and operations management.

BTA 133 - Introduction to Marketing (3.5)

Students are taught how to apply marketing concepts. Subjects included are an overview of marketing, analyzing market opportunities, product decisions, promotion and communication strategies, and pricing decisions.

BTA 134 - Business Communications (3.0)

Students learn forms of written and verbal business communication including emails, memos, and letters using real life scenarios and case studies, and working effectively in teams.

BTA 135 - Human Relations (2.0)

Topics including job satisfaction, motivation, learning and decision making, and personality and cultural values will be covered as they relate to job performance and organizational commitment, a focus on scientific evidence.

BTA 140 - Principles of Accounting I (4.5)

Students learn accounting concepts and procedures by learning how to account for sales and cash receipts, purchases and cash payments, the worksheet for a merchandise company, bad debts, notes, merchandise inventory and accounting for property, plant, and equipment. The objective of this course is to familiarize students with accounting procedures that are found in various companies.

BTA 141 - Entrepreneurship (4.0)

This course focuses on developing and writing a business plan. Students will develop a business idea and learn how to bring their idea to market. Students are taught how companies finance, choose employees, purchase assets, develop and define a market, set a pricing structure, create a marketing plan, and then present the idea to industry experts for review.

BTA 142 - Business Ethics (3.5)

This course examines the ethical challenges facing individuals and businesses in society. The course utilizes case studies of professionals working in areas of business and provides opportunities for students to learn through discussion.

BTA 143 - Economics (4.0)

This course is designed to help students understand economics such as demand, supply, opportunity cost, and key economic indicators. Students will develop an understanding of how economics affects their daily life, how to analyze economic data, and how to use economics to make business decisions.

BTA 144 - Business Law (4.0)

Business Law will focus on legal issues in the workplace and the legal system as it pertains to business transactions. Topics include contract formation and performance, real property, product liability, and employer/employee relations.

BTA 210 - Principles of Accounting II (5.5)

Students continue to build their accounting skills by learning how to account for partnership equity, corporation stock, corporate dividends, treasury stocks and retained earnings, bonds, the statement of cash flows, financial statement analysis, and cost accounting. The objective of this course is to help students develop the analytical and problem-solving skills used in accounting and bookkeeping positions.

BTA 212 - Human Resources (4.5)

This course will introduce students to aspects of human resource management. Topics will include human resource planning, legal requirements, employee motivation and training, hiring, and assessing performance.

BTA 213 - Computerized Accounting Concepts (QuickBooks) (5.0)

This course will provide a hands-on approach to learning QuickBooks while applying knowledge of the accounting cycle.

BTA 214 - Federal Tax Accounting (5.5)

This course will introduce students to tax accounting. Coursework will focus on individual returns, income and exclusions, business income and expenses, deductions and credits, capital gains and losses, corporate tax, and tax administration and planning.

BTA 220 - Payroll Accounting Concepts (3.5)

This course will provide students with experience in calculating payroll, completing payroll taxes, and preparing payroll records and reports. Students are taught through application with practice exercises.

BTA 221 - Accounting Integration (project-based using QuickBooks) (5.0)

This is a project-based course that will provide a simulation project. The project is designed to incorporate the accounting and QuickBooks knowledge gained in previous courses, through practice.

BTA 223 E - Externship (4.0)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

BTA 224 - Introduction to Data Analytics (4.5)

This course helps students review MOS, analyze data to conclude findings and make decisions and recommendations, and move from raw data to business insights. The students will be introduced to PowerBI and Tableau software programs.

CST - CONSTRUCTION & CARPENTRY TECHNOLOGY

CST 110 - Introduction to Construction & Carpentry (7.5)

This course covers workplace safety, hazardous materials and environmental regulations, use of hand tools, service information resources, systems, and terms of the construction industry. Topics include the building process, materials, building systems, and construction components.

CST 112 - Construction & Carpentry Fundamentals I (9.0)

This course introduces students to framing, estimating, material selection, construction math, power tool usage, and pneumatic nail gun usage. Students will receive training on power tool handling. In addition, students will study compaction and backing.

CST 113 - Construction Blueprint Reading I (3.0)

This course introduces reading, interpreting, and applying construction blueprints. Topics will include symbols, terminology, floor plans, elevation, and mechanical plans.

CST 120 - Construction Concrete (8.0)

Students will be forming methods, footings, foundation walls, slabs, and the handling and curing of concrete. Students will study placing procedures and mix designs.

CST 121 - Construction & Carpentry Fundamentals II (8.0)

This course covers roof framing methods for residential construction, including layout, floor and wall framing concepts building codes, rafter nomenclature, ceiling joists, collar ties, framing of residential roofs and rolling of trusses.

CST 122 - Construction Blueprint Reading II (3.0)

This course will introduce reading foundation plans, section views, roof framing plans and plot/site plans. Students will learn about types of residential and commercial blueprints.

CST 130 - Exterior Finishing (7.0)

This course includes the installation, finishing of wall coverings (siding installation), and exterior trim. Students will install windows, doors, waterproofing, and utilize tools for exterior finishing. Students will practice using ladders and scaffolds.

CST 131 - Construction & Carpentry Fundamentals III (7.0)

In this course, students will learn construction techniques and focus on precision cutting installation of products. In addition, students will learn about developing a building envelope. Students will learn construction techniques. This course also covers drywall installation methods, no taping and texturing.

CST 132 E - Externship (2.5)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

CST 140 - Interior Finishing (12.5)

This course covers trim installation and estimate trim quantities and costs. Instructions include base, casing, crown, and wainscot panel molding as well as interior door and window surrounds. Cabinetry installation will also be taught.

CST 141 - Professional Development (2.0)

This course focuses on professional development, including soft skills, career planning, and future growth. Topics will include verbal communication with co-workers and written communication such as filling out a timecard or a work order. Upon completion, students should be prepared to interview for positions, develop future training plans, and career goal setting.

CST 142 E - Externship (2.5)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

ET - ELECTRICAL TECHNOLOGY

ET 110 - Safety (2.5)

This course covers electricity concepts related to preventing electrical and workplace hazards. Instruction includes safety requirements for campus, classroom, lab, and shop environments including the use of tools/equipment, and safety procedures. Weekly safety meetings include demonstrations of tools, ladders, and other equipment needed in the electrical trade. A first aid and CPR certificate is awarded after successful completion of the CPR class.

ET 111 - NEC/WAC/RCW (7.5)

While learning the National Electrical Code (NEC), students will be introduced to standards for safe installation, maintenance, and repair of electrical systems. This course will also cover the Washington Administrative Codes (WAC) that the NEC and Revised Code of Washington (RCW) pertaining to electricians.

ET 112 - Electrical Theory I (8.5)

Beginning with atomic structures, this course will introduce the basic theory of electricity along with solving for voltage, current, resistance and wattage in different circuit configurations using Ohm's and Watt's laws. Students will also identify and draw single-phase and three-phase systems used in industry.

ET 113 L - Lab & Shop Projects (5.5)

This course applies classroom instruction through drawing schematics and wiring residential switch and receptacles. Instruction includes use of personal protective equipment and tools to install and troubleshoot conductors, switches, receptacles, and fixture wiring.

ET 120 - Safety (0.5)

This course covers safety-related energy and test equipment. The Electrical Department holds weekly safety meetings that include safety demonstrations showing the way to use tools, ladders, and other equipment needed in the electrical trade.

ET 121 - NEC (3.0)

This course will review the code previously covered in the program with the addition of articles relating to such as capacitors and inductors.

ET 122 - Electrical Theory II (14.5)

This course covers direct current motors and generators, including magnetic fields surrounding conductors and coils. Students are taught the conversions of power and semiconductor components.

ET 123 L - Lab & Shop Projects (5.5)

Students will use electrical components and breadboards to assemble circuits and verify electrical quantities determined in classroom calculations.

ET 130 - Safety (0.5)

Students will explore safety in an industrial setting, covering topics such as meter use, personal protective equipment and lock-out, tag-out, try-out. Weekly safety meetings are held and include safety demonstrations showing the way to use tools, ladders, and other equipment needed in the electrical trade.

ET 131 - NEC (3.5)

This course will cover NEC requirements for motor circuits. Students will determine sizes of conductors, overloads, overcurrent protection and disconnecting means for motor circuits. Previously covered NEC will be added to these calculations such as proper grounding and bonding.

ET 132 - Industrial I (10.5)

Industrial I introduces the principles of two- and three-wire control for motor control circuits. The course will identify various control components such as relays, mag-starters, timers, and sensors, along with the symbols and ladder diagrams needed to make a successful control installation. Students are taught the theory and operation of AC motors along with proper wiring connections for different voltages and troubleshooting of motors and motor control circuits.

ET 133 L - Lab & Shop Projects (8.0)

Using ladder diagrams designed in class, students install the wiring to motor control lab stations for various applications and processes. After completion of the lab, the instructor will bug the station and students will apply troubleshooting skills learned in the classroom to locate and repair the malfunctioning process.

ET 140 - Safety (0.5)

This course covers safety in an industrial setting such as meter use, personal protective equipment and lock-out, tag-out, try-out. Weekly safety meetings are held and include safety demonstrations showing the correct way to use tools, ladders, and other equipment needed in the electrical trade.

ET 141 - NEC (0.5)

This course reviews previously covered NEC articles.

ET 142 - Industrial II (13.0)

This course covers programmable logic controllers (PLCs). Students are taught the parts of a PLC and how to set up communication with the computer along with constructing programs in the PLC software. Students will also examine several digital numbering systems and conversions along with troubleshooting.

ET 143 L - Lab & Shop Projects (8.0)

Students will develop, use, and create programs. Students will also use logical diagrams to control the desired process by analyzing inputs and updating outputs by monitoring devices and troubleshooting the written program.

ET 210 - Safety (0.5)

Students will explore safety in an industrial setting such as meter use, personal protective equipment, and lock-out, tag-out, try-out. The Electrical Department holds weekly safety meetings that include a safety demonstration to show the correct way to use tools, ladders, and other equipment needed in the electrical trade.

ET 211 - NEC/WAC/RCW (11.5)

This course will cover how to calculate the ampacity of service, feeder and branch circuit conductors, and the ampacity rating of the panels they supply. Students will also revisit the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) requirements for the electrical industry including, but not limited to electrical industry scopes of work, licensing qualifications, exams, fees, penalties, types of certifications, and continuing education requirements.

ET 212 - Industrial III (7.5)

This course will outline the fundamentals and functions of variable frequency drives (VFDs) and interpreting manufacturer manuals. Students will troubleshoot poor power quality and harmonics along with learning skills to correct these symptoms using power quality analyzers.

ET 213 L - Lab & Shop Projects (4.5)

Students will use technical manuals to wire variable frequency drives to change the speed of AC motors using analog components. They will also monitor the power quality on various circuits using analyzers and size capacitors to correct poor power factors.

ET 220 - Safety (0.5)

Students will distinguish safety hazards on a construction site. The Electrical Department holds weekly safety meetings that include a safety demonstration indicating the way to use tools, ladders, and other equipment needed in the electrical trade.

ET 221 - Professional Development (4.0)

Students will prepare for an effective career search by learning to create a This course covers resume creation, interview skills, the job application process, and NFPA 70E standards.

ET 222 - Electrical Theory III (11.0)

This course covers transformer theory, solid state electronics, printed circuit boards, soldering, and troubleshooting electronics.

ET 223 L - Lab & Shop Projects (7.0)

Students will practice wiring transformers and generating electricity with photovoltaic systems. Students will also utilize thermal imaging technology to diagnose potential issues and develop plans for remedy and repair.

ET 230 - Safety (0.5)

This course covers identification of safety hazards on a construction site. Weekly safety meetings that include demonstrations of tools, ladders, and other equipment needed in the electrical trade.

ET 231 - NEC/Utility (7.0)

This course code requirements for wiring a dwelling unit, photovoltaic systems and commercial wiring methods, including outdoor branch circuits, feeders, services, grounding, bonding, hazardous locations, and pools will also be covered. Students are taught local utility requirements.

ET 232 - Construction I (9.0)

This course covers terms, symbols, layout, organization, and structure. Students are taught to interpret prints for identification of code violations, conflicts of space, and safety issues. Students will be trained to use hand, hydraulic, and PVC conduit benders. Also covered are solar photovoltaic systems including the array circuit, inverter, and controller.

ET 233 L - Lab & Shop Projects (6.5)

This course applies wiring techniques including conduit bending, switch connections, non-metallic and metallic cable, wire pulling, panel, box, and device connections.

ET 240 L - Construction II (6.0)

This course includes supervised electrical wiring installations in residential and commercial settings. While working for the school, all trainee electrical installations are supervised by a (01) journey level electrician, and the work is inspected by the Department of Labor & Industries as required.

ET 241 E - Externship (9.0)

Students are eligible to accept a position as an electrician and work in the field under a training externship agreement between Perry Technical Institute, the employer, and the student. Completion of an externship packet is required. For students who wish to meet the requirements of the Department of Labor & Industries and qualify for credit towards (01) certification, completion of the WAC and RCW compliance form is required in addition to the externship packet. This form ensures students are supervised within the appropriate supervision ratios, as defined by the Department of Labor & Industries. If a student does not obtain an externship, the student will complete hands-on field installations under proper supervision and related lab/employability activities.

IN - INSTRUMENTATION, AUTOMATION & ROBOTICS TECHNOLOGY

IN 110 - Math for Electronics (9.5)

This course covers numbers, addition, subtraction, multiplication, and division of polynomials, equations, powers of 10, units and dimensions, special products and factoring, algebraic fractions, fractional equations, graphs, simultaneous equations, exponents and radicals, and quadratic equations. Completion of the PTI 101 Workshop is encouraged.

IN 111 - Electrical Fundamentals I (6.5)

Introduces electric circuits, starting with the nature of electricity, Ohm's Law and electrical calculations, conductors, insulators, and resistors, series resistive circuits, parallel resistive circuits, voltage cells, and batteries. Network analysis techniques and network theorems are also covered.

IN 112 L - Lab & Shop Projects (5.0)

School rules, conduct and dress code, including proper clothing requirements and the use of safety glasses, general safety practices concerning the usage and maintenance procedures for electrical and general shop equipment. First aid and CPR training for two-year certification, tool and book purchases, explanation of ISA, overview of basic personal computer operation including the Windows environment focusing on desktop and Explorer. Microsoft Word will be incorporated into technical report writing skills, use of word processor for lab assignments, and applying classroom theory to practical lab assignments.

IN 120 - Solid State Devices (5.0)

The curriculum covers basic definitions, semiconductor diodes, rectifier diode circuits, basic DC power supply, and transformer usage. DC power supplies – single phase, transistor as DC switch, transistor as an AC amplifier, silicon-controlled rectifiers, triac, diac, and unijunction transistor, and solid-state transducers.

IN 121 - Electrical Fundamentals II (7.5)

Electrical fundamentals are expanded. Magnetism, magnetic circuits, inductance, capacitance, series and parallel AC circuits, and power in AC circuits. Angles, trigonometric functions, trigonometric tables, solution of right triangles, trigonometric identities and equations, elementary plane vectors, periodic functions, and phasor algebra.

IN 122 L - Lab & Shop Projects (7.5)

Apply classroom skills to lab assignments, with requirement to document labs in Microsoft Word and use of Turnitin.com for electronic grading. Training and use of AutoCAD to draw Schematics and wiring diagrams for labs, and drawing to scale. Further development of technical writing skills. Emphasis is placed on following industry safety practices with the requirement for safety glasses in lab.

IN 130 - Advanced Electronics (5.5)

Students are introduced to Operational Amplifiers, Microelectronic Devices, and Arduino Microcontrollers. Students will learn about electronics in relation to control systems and robotics concepts.

IN 131 - Physics I (3.5)

Physical relationships including technical mathematics, uncertainties in measurement, friction, equilibrium, torque, uniformly accelerated motion, projectile motion, trajectories, weight, force, and mass relationships are covered in this section of physics.

IN 132 - Instrumentation I (3.0)

Introduction to instrumentation and control provides an overview of industrial instrumentation including instrumentation diagrams, calibration standards, loops, calibration procedures and documentation. Topics will also include temperature measurement, conversions, sensing elements and transmitter fundamentals.

IN 133 L - Lab & Shop Projects (7.5)

Design and build operational amplifier circuits, measure electronic circuit parameters. Learn calibration, and industrial applications for temperature transmitters, Arduino micro controllers, and robotics concepts. Understand, explain, and document labs while adhering to defined safety standards.

IN 140 - Physics II (7.5)

Uniformly accelerated motion is covered in this section of physics. Covered topics include Newton's second law; work, energy, and power; impulse and momentum; simple machines; elasticity; fluids at rest; fluids in motion; temperature and expansion; quantity of heat; transfer of heat; and thermal properties of matter.

IN 141 - Calculus I (3.0)

Students learn analytic geometry, equations of curves, curve sketching, functions, and derivatives.

IN 142 - Instrumentation II (4.5)

This course covers instrumentation concepts, calibration, analog and smart transmitters, transducers, and process variables.

IN 143 L - Lab & Shop Projects (5.5)

Temperature, Pressure, Level and Flow measuring instruments are studied in this section. Analog and Intelligent Transmitters and Transducers are covered in this section to include industry practiced calibrations and documentation standards. Students will apply time management, written communication and troubleshooting skills with classroom learned concepts. Safety is stressed at all times.

IN 210 - Calculus II (5.0)

Students are taught formulas for calculating derivatives, applications of derivatives, anti-differentiation, trigonometric functions, and definite integral calculus.

IN 211 - Instrumentation III (4.5)

This course covers process and instrumentation diagramming, loop sheets, electrical diagramming, proportional, integral and derivative controls, and tuning controllers.

IN 212 - Motor Control (1.5)

Students learn about lock-out tag-out, electric symbols, ladder diagramming, contactors, single-phase, three-phase, DC motors, and variable speed devices.

IN 213 L - Lab & Shop Projects (8.5)

Process control theories learned in class including Proportional, Integral and Derivative actions are applied to live process control loops including flow and level labs. A variety of developed lab diagrams including Piping and Instrument Diagrams (P&ID's) and Ladder Diagrams are designed following industry standards. Safety standards are learned and applied to all laboratory activities with emphasis on Lockout/Tagout workplace safety.

IN 220 - Industrial Computing I (6.5)

Curriculum explores configurations of distributive process control, hardware implementations, and plant loop communications all utilizing control simulators.

IN 221 - Instrumentation IV (7.0)

Instrumentation IV covers advanced control concepts such as configurations of distributive process control, hardware implementations, and plant loop communications all utilizing control simulators, fluid power systems, control valves, and valve positioners.

IN 222 L - Lab & Shop Projects (7.0)

Classroom theory is applied to practical lab assignments utilizing variable frequency drives (VFD's), 3-phase induction motors, hydraulic and pneumatic systems and components, control valves and positioners, control panels and panel equipment. Physical construction and installation of labs include all equipment listed above. Safety is stressed at all times.

IN 230 - Programmable Logic Controllers (6.0)

The course provides an overview of PLCs, PLC hardware components, fundamentals of logic, basics of PLC programming, developing PLC ladder and wiring diagrams, and basic PLC functions.

IN 231 - Digital Fundamentals (6.0)

Introductory digital concepts, number systems, operations, and codes, logic gates are covered along with Boolean algebra and logic simplification, combinational logic, functions of combinational logic, flip-flops, and related devices.

IN 232 - Networking Fundamentals (2.0)

The course introduces networks, network components, and real-world networks.

IN 233 L - Lab & Shop Projects (6.0)

Students will have the opportunity to design, build and integrate lab projects using a variety of Programmable Logic Controllers (PLC's) and a Distributed Control System (DCS). Labs will be created using both discrete and analog input signals while applying learned programming languages to further develop understanding of digital communications and controls.

IN 240 - Analytical Instruments (4.5)

Students will explore applications and implementation of process analyzer systems and study chemistry as it pertains to process analyzers. Theory and operation of electrochemical and compositional process analyzers will be covered.

IN 241 - Industrial Computing II (2.0)

Industrial Computing II expands upon hardware and software configurations and implementation utilizing software packaged for personal computers that provides interfaces between operator and controller. HMI software configurations on PLC-controlled simulators are also explored.

IN 242 - Employment Preparation (5.0)

Students will create a resume to be used in the job search and develop a list of potential employers for setting interview schedules.

Interviewing techniques will be discussed and feedback will be given from practice interviews. Students will also review material from previous sections.

IN 243 L - Lab & Shop Projects (2.5)

Students will use hand tools, DMM's, and process documenting calibrators to verify proper operation and calibration of lab equipment. Students will download and install industry specific SCADA software to create graphic screens in order to visualize and capture live lab data analytics for process optimization.

IN 244 E - Externship (4.0)

Students are given the opportunity to gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

IT - INFORMATION TECHNOLOGY & COMMUNICATION SYSTEMS

IT 110 - Electronics Fundamentals I (5.0)

Basic electronic components and DC circuit operation are introduced including test equipment and tools. DC network analysis, AC circuits, and their effect on reactive components are covered as well. The concepts of teamwork, analytical problem solving, and troubleshooting are introduced. The students begin preparing a portfolio, documenting their experiences, and training through the program. Completion of the PTI 101 Workshop is encouraged.

IT 111 - Electronics Fundamentals I Lab (6.5)

Application of the technical knowledge acquired in the classroom is applied to practical electronic circuits in a lab environment. Students will use electronic components (resistors, capacitors) to construct circuits and use application/test equipment (power supplies, DMM) to verify operation (voltage, current, resistance, capacitance) and prove theory.

IT 112 - Math for Technical Applications (6.0)

This course will focus on the basic technical applications of mathematics to include solving and applying algebraic expressions including factoring & graphing, as well as order of operations, exponents, significant numbers, addition/subtraction of positive and negative numbers, fractions, multiplication/division of polynomials, exponents, geometry, units, and introduction to statistical analysis.

IT 120 - Electronics Fundamentals II (3.0)

Advanced DC and AC electronics, transistors, solid state, and integrated circuit operational amplifiers are introduced. Boolean algebra and binary arithmetic provide the basis for the understanding of digital logic circuits utilizing logic gates and combinational logic. Practical power supplies, diodes, transistors, and digital circuits are also introduced.

IT 121 - Electronics Fundamentals II Lab (5.0)

Application of the technical knowledge acquired in the classroom is applied to practical advanced electronic circuits in a lab environment. Students will use advanced electronic components (diodes, transistors, integrated circuits, op-amps) to construct digital circuits and use application/test equipment (oscilloscope, audio generator, power supplies) to verify operation (inductance, reactance, amplification) and prove theory.

IT 122 - Wireless Technology (3.0)

Radio frequency theory, noise, bandwidth, analog, and digital modulators are introduced. RF transmission and reception, propagation, transmission lines, and antenna systems are covered.

IT 123 - Wireless Technology Lab (5.5)

Application of the technical knowledge acquired in the classroom is applied to practical electronic circuits in a lab environment. Students will use components to construct RF modulators, antenna systems, radio/RF receivers and transmitters. Wire-less/RF test equipment (audio generator, spectrum analyzer, power meter) are used to verify operation and prove theory.

IT 130 - Computer Hardware Fundamentals (3.5)

Theory, operation, assembly, and maintenance of personal computer hardware and peripheral devices are introduced. Preparation for the CompTIA A+ certification. Computer hardware installation and troubleshooting is demonstrated as students learn the theory of operation.

IT 131 - Computer Hardware Fundamentals Lab (5.0)

Application of the technical knowledge acquired in the classroom is applied to computer hardware in a lab environment. Students will install, configure, and troubleshoot multiple types of computer hardware and devices (cases, power supplies, mainboards, memory, peripheral cards, processors) to verify operation and prove theory.

IT 132 - Computer Software Fundamentals (3.5)

Installation, operation, management and troubleshooting of computer operating systems and software applications are introduced. Preparation for the CompTIA A+ certification. Different operating systems, configurations and virtualization software are demonstrated as students learn the theory of operation.

IT 133 - Computer Software Fundamentals Lab (5.0)

Application of the technical knowledge acquired in the classroom is applied to computer software in a lab environment. Students will install, configure, manage, and troubleshoot multiple types of computer operating systems and software applications to verify operation and prove theory.

IT 140 - Network Server OS Configuration (3.0)

Installation and configuration of a network server operating system is covered. Configuration of virtual machines/networks, DHCP/DNS services, domain controllers, Active Directory, and group/security policies are also introduced. Basic computer/server networking is demonstrated as students learn the theory of operation.

IT 141 - Network Server OS Configuration Lab (5.5)

Application of the technical knowledge acquired in the classroom is applied to network server operating systems in a lab environment. Students will install, configure, manage, and troubleshoot multiple types of network server operating systems and virtual networks to verify operation and prove theory.

IT 142 - Network Server OS Services (1.0)

Continuation of network server operating system implementation. Principles, design, implementation, and administration of the latest industry network architectures and topologies. Virtualized network environments to provide service and applications to end users are covered, as well as network storage and cloud infrastructure.

IT 143 - Network Server OS Services Lab (4.0)

Application of the technical knowledge acquired in the classroom is applied to network server operating system services in a lab environment. Students will demonstrate additional advanced services, utilities and administration of various network architectures/topologies in virtualized environments, network storage and cloud infrastructure to verify operation and prove theory.

IT 144 - Communications (3.5)

This course will focus on the basics of technical writing and documentation, along with verbal communications and working as a team. Students study and apply communication techniques, problem resolution skills, and how to handle difficult situations with an emphasis on customer service. This course will be offered online. Course communication, instruction, materials, and assignments are completed online. Participation in on-site proctored exams may be required.

IT 210 - Cisco Networking I A (5.0)

This Cisco Networking course teaches students the skills pursue entry-level network installer jobs. It also helps students develop some of the skills to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on experience to end devices, switches, and other networking devices commonly found in home and small business environments. This Cisco Networking course teaches students the skills pursue entry-level network installer jobs. It also helps students develop some of the skills to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on experience to end devices, switches, and other networking devices commonly found in home and small business environments. An introduction into the Linux operating system is also covered introducing the student to the directory structure, and command line tools. Students will become proficient in installing, configuring, and securing Linux packages, users, groups, directories and files.

IT 211 - Cisco Networking I A Lab (3.5)

This course introduces the architecture, structure, functions, components and models of the internet and other computer networks. The principles and structure of different media will be covered from Ethernet, wireless, to fiber optics. Media will be covered as it serves to connect different end and intermediary devices that will lead to switching and routing.

IT 212 - Cisco Networking I B (5.0)

This Cisco Networking course teaches students the skills necessary to support networks and the applications riding on them. The students can follow data along the switches and routers focusing on data security and best practices. Students may be eligible to apply for network operations, application support technicians and network technician jobs with this training.

IT 213 - Cisco Networking I B Lab (4.0)

This course continues the basics of networking focusing on IP addressing, transport, and application services. The switching, routing and end devices covered in Networking I now will compromise a separate IP subnet routing different application services across the network. By the end of the course, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

IT 220 - Cisco Networking II (4.5)

This Cisco Networking Academy course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students are taught about the soft skills for help desk and customer service positions, helping them prepare for the CCNA certification exam. Network monitoring and basic troubleshooting skills are acquired as well. An introductory course in Cybersecurity will also be covered in this module. The student will become familiar with cybersecurity trends on proper hardening, monitoring, and incident response using industry standard techniques.

IT 221 - Cisco Network II Lab (6.0)

This course introduces concepts to running an enterprise network. Applied subnetting for VLANs, device hardening, layer 3 routing, supporting wireless devices will be covered. Configuring services like DNS, DHCP, and FTP will also be completed using IPv4 and IPv6 addressing. The student gains knowledge to configure and manage the protocols and devices needed on an Enterprise network.

IT 222 - Cisco Networking III (2.5)

This Cisco Networking Academy course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP telephony requirements, and security. It also introduces routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises, including configuration, installation, and troubleshooting reinforce student learning.

IT 223 - Cisco Networking III Lab (4.0)

This course introduces higher end networking concepts to the CCNA networking students like network design and architecture. Networks running dynamic routing protocols using RIP, EIGRP, and OSPF through a NAT enabled router will be covered. The student will also gain knowledge to configure secure scalable networks and devices using ACLs on their journey to supporting enterprise networks.

IT 230 - Infrastructure & Cabling Standards (3.0)

Equips the student to pursue careers in the network infrastructure industry. Cabling applications, installation and testing are covered. The history of the industry and industry terms are presented. National Electrical Code and industry cabling and equipment standards are covered.

IT 231 - Infrastructure & Cabling Standards Lab (5.0)

Application of the technical knowledge acquired in the classroom is applied to network cabling & infrastructure in a lab environment. Introduction to Power over Ethernet (PoE) cable and device installation will also be covered in accordance with the Washington State Limited Energy System guidelines. Lab exercises allow students hands-on experience with industry standard tools and practice in the installation and testing of copper and fiber optic cable systems for voice and data networks.

IT 232 - Low Voltage Systems I (2.0)

Introduction to low voltage industry and systems are covered. Students are taught theory, operation, installation, and maintenance procedures on various communication systems and peripheral devices. Proper installation practices in accordance with codes and standards are also covered.

IT 233 - Low Voltage Systems I Lab (3.5)

Application of technical knowledge acquired in the classroom is applied to various systems and equipment in a lab environment. Students are provided with hands-on experience and demonstrate comprehension in the installation and programming of several low voltage and communication systems.

IT 234 - Human Relations (4.0)

Human Relations will assist students in developing the personal and professional skills necessary for business success. Topics include confidence building, self-concept, and self-esteem, building positive attitudes, motivation, and effective leadership. This course is also designed to prepare the student for a job search. Resume preparation, interview skills, and the job application process are covered as the portfolio preparation process is completed. This course will be offered online. Course communication, instruction, materials, and assignments are completed online. Participation in on-site proctored exams may be required.

IT 240 - Low Voltage Systems II (4.5)

(continuation of the IT 232 Low Voltage Systems I class) Students receive advanced theory and training in additional low voltage and communication systems and peripheral devices. Proper installation practices in accordance with codes and standards are also covered.

IT 241 - Low Voltage Systems II Lab (6.0)

(continuation of the IT 240 Low Voltage Systems I Lab class) Application of technical knowledge acquired in the classroom is applied to various systems and equipment in a lab environment. Students are provided with hands-on experience and demonstrate comprehension in the installation and programming of several low voltage and communication systems.

IT 244 E - Externship (4.0)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

MD - MEDICAL ASSISTANT

MAC 116 - Medical Assistant Foundations I (10)

This course introduces essential medical office operations while building a strong healthcare science foundation. Students learn scheduling, phone systems, written and electronic communication, supply management, and basic billing and collections. Instruction includes fundamental medical records handling, confidentiality, and EHR use. Human body structure, basic physiology, medical terminology, introductory pharmacology, and infection control principles are integrated to support safe, accurate administrative practice.

MAC 117 - Medical Assistant Clinical Applications I (4.0)

Students develop foundational hands-on clinical skills, including exam room preparation, vital signs, body measurements, and basic noninvasive specimen collection. Coursework connects these skills to major body system functions, helping students understand how anatomy and physiology inform routine assessments. Infection control, PPE use, aseptic technique, and initial medication safety concepts are reinforced as students build competency in core entry level clinical procedures.

MAC 126 - Medical Assistant Foundations II (10.0)

This course advances administrative skills while expanding anatomy and physiology knowledge of the muscular, skeletal, nervous, integumentary, digestive, endocrine, and sensory systems. Students refine documentation accuracy, EHR proficiency, confidentiality standards, and legal/ethical practices, while building foundational knowledge to support accurate clinical records.

MAC 127 - Medical Assistant Clinical Applications II (4.0)

Students build intermediate clinical proficiency through blood collection, venipuncture, urine and stool specimen handling, and quality control processing. Instruction integrates respiratory assessments, vision and hearing screening, and support for urinary and reproductive system examinations. Learners apply anatomy and physiology knowledge to minor procedure assistance, sterile field setup, wound care, and safe instrument processing. Communication and procedural efficiency continue to be advanced.

MAC 136 - Medical Assistant Foundations III (3.0)

This advanced course integrates insurance processing, medical billing, reimbursement, and diagnostic/procedural coding with clinical knowledge to ensure accurate documentation. Students explore pathophysiology, diagnostic imaging, nutrition fundamentals, pediatric growth stages and immunizations, geriatric care, microbiology, specimen collection documentation, CLIA-waived testing guidelines, exam room preparation, and assisting with general exams. Emphasis is placed on integrated administrative decision-making and preparation for professional certification.

MAC 137 - Medical Assistant Clinical Applications III (1.0)

This course advances students' clinical ability across general, pediatric, and geriatric care. Students practice full exam assistance, patient preparation, positioning, communication, and documentation. Applied microbiology, laboratory workflows, contamination prevention, and safe equipment management reinforce strong scientific understanding. Learners refine advanced clinical processes and efficiency in preparation for their supervised externship where they will perform comprehensive administrative and clinical responsibilities.

MAC 138 E - Externship (5.0)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Students are required to complete a minimum of 160 clock hours of hand-on clinical externship training. Completion of the externship packet is required.

MOA - MEDICAL OFFICE ADMINISTRATION & CODING

MOA 110 - Computer Applications (4.0)

This course covers computer hardware and software, networks, the internet, Outlook, Word, and Excel. Completion of the PTI 101 Workshop is encouraged.

MOA 111 - Business English (3.0)

This course reviews sentence writing, with emphasis on sentence combining, basic mechanics, and paragraph development.

MOA 112 - Keyboarding (3.5)

In this course, students learn typing and 10-key skills. Students practice touch typing and complete timed keyboarding tests for accuracy and speed.

MOA 117 - Human Body in Health & Disease (5.0)

An introduction to the structure and function of the human body using a systems approach. Emphasis is placed on human anatomy and the physiology of the skeletal system, muscular system, nervous system, cardiovascular, respiratory, urinary, reproductive, endocrine, digestive, lymphatic, special senses, and integumentary systems. This course will also cover diseases and interventions used within each system.

MOA 126 - Intro to CPT & ICD-10 Coding (4.5)

This course introduces coding concepts. Focus is placed on applying official coding guidelines, and the course includes coding practice exercises.

MOA 128 - Electronic Health Care Records (5.0)

Overview of software tools used in health care. Introduction to the electronic health record process and medical office database management software used in American health care delivery,

MOA 131 - Health Care Law & Ethics (3.0)

This course examines ethical challenges facing individuals and businesses. The course utilizes case studies of professionals working in various areas of business and any may include guest speakers providing industry perspectives. Emphasis is placed on HIPAA and Washington State privacy laws.

MOA 132 - Medical Terminology (5.0)

This course is designed to teach students to accurately spell, pronounce, and define medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

MOA 133 - Medical Career Planning (2.5)

Students learn interviewing skills, how to construct a portfolio of their work, and job-seeking skills. This course will guide students through the elements of career planning, including self-understanding and exploring medical career paths.

MOA 135 - Computers in Health Care (5.0)

Overview of commonly available software tools used in health care. Introduction to the electronic health record process and medical office database management software found in American health care delivery.

MOA 136 - Intermediate CPT & ICD-10 Coding (5.0)

This course will serve as a continuation of basic diagnostic coding and the characteristics and conventions of ICD-10-CM coding. A brief history of ICD-9 and the transition to ICD-10-CM will be covered. Students will analyze and discuss case studies using complex code assignments with ICD-10-CM. This course will also provide review in medical terminology and anatomy.

MOA 137 - Medical Reimbursement I (5.0)

Students will study federal, state, and private health insurance plans including managed care systems. Students are taught the processing cycle of health insurance claims, health insurance terminology, reimbursement methodologies for professional services, and proper completion of the 1500 billing form. Students will have practice with simulated practice management software. An overview of billing system management reports and legal issues related to reimbursement processing. Students are taught math concepts associated with coinsurance, deductibles, allowables, and RVUs.

MOA 143 - Medical Office Procedures (5.5)

This course introduces the tasks of a medical office assistant's career: administrative functions, records management, medical communications, scheduling appointments, patient billing and processing insurance claims. Emphasis is placed on developing concepts, processes, and procedures in the billing cycle from point of service to receipt of payment. The course covers how to recognize components of a compliance plan for physician office billing, filing appeals, and decision making and activities. Students are taught the importance of customer service in the medical industry. Verbal communication and telephone skills are taught. Problem resolution skills and how to handle difficult situations. Students use Medisoft Practice Management to complete applied scenarios.

MOA 144 - Advanced CPT & ICD-10 Coding (3.0)

This course provides students with coding scenarios, with an emphasis on medical coding services such as medical visits, diagnostic testing

and interpretation, treatments, surgeries, and anesthesia. This course covers advanced coding concepts using step-by-step methods that give physician-based medical coding to ensure accurate documents, code selection, and sequencing.

MOA 145 - Medical Reimbursement II (5.0)

This course is a continuation of objectives introduced in Medical Reimbursement I.

MOA 210 - Business Communication (4.5)

Students learn how to establish credibility in the workplace as well as the principles of interpersonal communication. This course will cover team communication, difficult conversations, managing meetings, and creating business messages.

MOA 212 - Health Care Delivery Systems (4.5)

Students will examine health care delivery systems. They analyze the organization of health care delivery in hospitals, mental health and ambulatory care centers, home health agencies, and nursing homes. Students will be introduced to the UBO4. Emphasis is placed on hospital inpatient billing.

MOA 223 E - Medical Office Practicum Externship (4.0)

Students will gain experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

PL - PLUMBING TECHNICIAN

PL 110 - Introduction to Plumbing (7.5)

Students will meet the requirements of the Occupational Safety and Health Administration (OSHA) for workplace safety. In addition, students will review the history, work performed, responsibilities, and safety principles associated with plumbing and pipefitting. Completion of the PTI 101 Workshop is encouraged.

PL 111 - Plumbing Fundamentals I (9.0)

This course introduces students to fittings (plastic, copper, cast iron, and steel) in addition to water distribution systems. Students are taught how to identify and select hand tools, materials, load ratings, and equipment used in basic rigging to move materials and equipment.

PL 112 - Math & Blueprint Reading I (3.0)

In this course, students will be introduced to plumbing math consisting of formulas and equations for determining pipe weights, clearances, fitting allowances, and pipe bends. Students will also read, interpret, and apply blueprints. Topics will include symbols, terminology, floor plans, elevation, and mechanical plans.

PL 120 - Waste Systems (8.0)

Students will study the biological and chemical actions of disposal systems, function and construction of sewer laterals, and determination of drain grades. In addition, students will identify functions, types, and locations of clean outs, fresh air inlets, branches, waste stacks, and vent stacks.

PL 121 - Plumbing Fundamentals II (8.0)

Students will study potable water treatment, tools used on water supply systems, water pressure, hydrostatic pressure, basement water mains, and pressure-reducing valves. Pipe cleaning, hydro jets, and excavation techniques will be studied. Students will also install circulating pipes and troubleshooting water heaters. Students will study the maintenance and repair of existing backflow prevention assemblies within a building.

PL 122 - Math & Blueprint Reading II (3.0)

A continuation of Math & Blueprint Reading I, students will study plumbing math by calculating volumes of cubes and cylinders. Students will expand upon drawing fundamentals, read schematics, and diagram fluid power systems.

PL 130 - Water Supply Systems (7.0)

In this course, students will be introduced to water treatment and well pump systems and the tools utilized on water supply systems. Students will study water pressure, hydrostatic pressure, basement water mains, and pressure-reducing valves.

PL 131 - Plumbing Fundamentals III (7.0)

Students will be introduced to the installation of circulating pipes. In addition, students will troubleshoot electric, gas, and solar water heaters while studying thermostats. Students will study soldering and welds required for plumbing, cameras, video inspection, and locators.

PL 132 - Finish and Advanced Plumbing (5.0) (5.0)

In this course, students will examine the home plumbing system: drain-waste vent, water shut-off, toilets, faucets, drains, dishwashers, food disposers, water heaters, showers/tubs, water softeners, icemakers, water filters, sinks, and gas lines. Students will also study drainage, back siphonage, and sump pumps.

PL 140 - Finish and Advanced Plumbing II (7.5)

This course will study the home plumbing system: drain-waste vent, water shut-off, toilets, faucets, drains, dishwashers, food disposers, water heaters, showers/tubs, water softeners, icemakers, water filters and sinks. Students will also study drainage, sump pumps, conduction, convection, and radiation.

PL 141 - Professional Development (2.0)

This course focuses on soft skills, career planning, and future growth. Students will study communication skills for the plumbing industry. Topics will include verbal communication with co-workers and written communication such as filling out a timecard or a work order. Upon completion, students will be prepared to interview for positions, develop future training plans, and set goals for career advancement.

PL 142 E - Externship (5.5)

Students will participate in an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

PM - PRECISION MACHINING & MANUFACTURING

PM 110 - Industrial Mathematics I (4.0)

Operations with fractions, mixed numbers, and decimals as they relate to the machine trades. The topics covered are the basic math skills of addition, subtraction, multiplication, and division. Calculations involving exponents are also covered as well as the fundamentals of algebra found in the machine trades. Topics include using the principles of equality and rearranging formulas to solve common shop problems. Completion of the PTI 101 Workshop is encouraged.

PM 111 - Elementary Blueprint Reading I (2.0)

Develops the skills needed to read and interpret industrial drawings. Topics covered include drawing layouts, drawing symbols, and the different drawing views used to describe machined parts.

PM 112 - Machine Tool Practices I (2.0)

This course covers general shop safety as well as procedures for each group of machine tools. Topics include clothing, eye protection, lifting, first aid, and CPR. Also covered are the operation and setup of turning machines, drill presses, sawing machinery, and shop presses along with an introduction to turning machines. Topics include tooling, machine operation, the different types of lathes, including nomenclature, and set-up theories. Other topics include the use of hand tools, the use of measuring instruments such as steel rules, vernier scales, micrometers, and dial indicators. Dimensional measurements will encompass comparison measuring tools, gage blocks, and angular measuring tools. Precision layout techniques, drill bit sharpening, and tapping are also covered.

PM 113 L - Machine Lab (11.5)

Classroom theory on the operation of drill presses, band saws, bench grinders, and hand tools will be applied in the shop. Operations performed will include filing a block square, hacksaw use, precision hole layout, drill bit sharpening, drilling, and tapping. Classroom theory on the operation and setup of engine lathes will be applied in the shop. Operations will include turning, thread cutting, grooving, drilling, tapping, and the setup of four-jaw chucks and collets.

PM 120 - Industrial Mathematics II (4.0)

This course covers the fundamentals of plane geometry. Common shop problems are solved by applying the geometric principles of triangles, common polygons, and circles. Other topics covered include area and volume calculations, trigonometric functions as they apply in the machine trades, calculations of angles and sides of right triangles, the Cartesian coordinate system, and the laws of sines and cosines.

PM 121 - Elementary Blueprint Reading II (2.0)

Further develops the skills learned in Elementary Blueprint Reading I. Topics covered include the dimensions and symbols used to call out common features such as counter bores, countersinks, fillets, and spot faces. Other topics include tapers, chamfers, bevels, and screw threads.

PM 122 - Machine Tool Practices II (2.0)

Covers operation and setup theories of the vertical milling machine. Topics covered include face milling, rough/finish milling, hole layout, offset boring head, drilling, and tapping. Also covered are heat treating of materials, material properties, and material application. Introductions to the horizontal milling machine and surface grinder will include tooling, setups, and operation demonstrations. Milling topics covered include face milling, rough, and finish milling. Surface grinding topics include selection of grinding wheels, coolant, and work-holding options. General shop procedures covered will include countersinking, counter boring, and reaming.

PM 123 L - Machine Lab (11.5)

Classroom theory on the operation and setup of the vertical and horizontal milling machines will be applied in the shop. Operations will include face milling, rough/finish milling, hole layout, drilling, and tapping. Also covered are general machine setups including dialing vises and head tramping. Classroom theory on the operation and setup of the surface grinder will be applied in the shop. Surface grinder operations will include block squaring and angle grinding.

PM 130 - GD&T I (2.0)

This course covers the fundamental geometric dimensioning and tolerancing skills needed to interpret industrial drawings. Topics include basic dimensioning and tolerancing rules, definitions, symbols, form variation, and basic fits of mating parts. Other topics include datums, material conditions, and material boundaries. Baseline, chain, direct and alternate dimensioning methods are also covered.

PM 131 - CNC Machine Tool Operation I (4.0)

This course covers the manual programming of CNC machining centers. Topics include defining numerical control, machine types and layouts, coordinate geometry, basic machine control features, programming codes, program structure, tool function, reference points, work and tool offsets, and rapid positioning. Also covered are linear interpolation, fixed cycles, and hole machining.

PM 132 - Mastercam Mill Level One I (2.0)

This course teaches students how to create two- and three- dimensional models using Mastercam software. Topics include creating geometry, filleting, and trimming. Other topics include the use of mirror image and translation.

PM 133 L - Machine Lab (11.5)

Students will complete a series of projects designed to hone the skills needed in industry. They will machine a series of precision parts on CNC machining and turning centers.

PM 140 - GD&T II (2.0)

A continuation of Geometric Dimensioning & Tolerancing I, this course further develops the geometric dimensioning and tolerancing skills needed to interpret industrial drawings. Topics covered include form tolerances, orientation tolerances, profile, run out, and location tolerances.

PM 141 - CNC Machine Tool Operation II (4.0)

A continuation of CNC Machine Tool Operation I, this course covers the manual programming of CNC machining centers. Topics include cutter diameter compensation, plane selection, circular interpolation contour milling, face milling, and machining slots and pockets. Also covered are turning and boring, lathe fixed cycles, parting off and grooving, threading, facing, and contouring.

PM 142 - Mastercam Mill Level One II (2.0)

Students use Mastercam to create two- and three- dimensional geometry and tool paths. Topics include tool path selection, proper use of stock setup, tool libraries, and tool path verification.

PM 143 L - Machine Lab (4.0)

Students will complete a series of projects designed to hone the skills needed in industry. They will machine a series of precision parts on CNC machining and turning centers.

PM 144 E - Machine Externship (4.5)

Students will gain field experience under an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

RE - HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

RE 110 - Refrigeration Fundamentals (18.0)

In this course, students delve into the core principles of HVAC. They gain an understanding of heat transfer mechanisms, thermodynamics laws, gas laws, BTUs, pressure, and refrigerants. Mathematical concepts are applied to practical electrical theory and the operation of series and parallel electrical circuits commonly encountered in the HVAC/R industry. The course introduces single-phase electricity and magnetism, laying the foundation for advanced topics. Focus is placed on mechanical compression refrigeration systems, where students explore the four key components in-depth, including the associated pressures and temperatures of components. Moreover, students become familiar with relevant regulations, such as RCW 19.28, WAC 296-46B, and articles of the NEC. The course also focuses on training students to use HVAC/R industry tools, following procedures, and operating equipment, all while meeting industry standards. Students will also obtain an OSHA 10 Construction Safety certification. Completion of the PTI 101 Workshop is encouraged.

RE 111 L - Lab & Shop Projects (5.0)

This course bridges theory and practice through hands-on laboratory work. Students develop skills in using electrical and HVAC/R tools and equipment commonly found in the industry. They apply basic electrical theory on trainer boards while improving proficiency. The course introduces techniques for precision copper-to-copper tubing joining using oxyacetylene torches. Practical applications of refrigeration operations and troubleshooting are introduced on residential air conditioning systems and training boards. Recovery, evacuation, and recharging procedures are covered, aligning with industry standards. Students demonstrate their technical abilities and proficiency in various HVAC/R equipment applications while in a controlled lab environment through benchmark testing.

RE 120 - Refrigeration & Electric Forced Air Heating (15.5)

In this course, students explore central forced air electric heating systems and their applications. They employ Ohm's Law theory to calculate CFM by temperature rise in electric heat systems. The curriculum assists with students' understanding of mechanical compression refrigeration systems. Electric motors used in HVAC/R industry are introduced. Students learn theory of refrigeration applied to air conditioning and typical operating conditions found in industry. Automatic controls common in heating and cooling systems are introduced, alongside the basics of residential thermostats with an emphasis on internal operations for a one-heat/one-cool function. Students continue learning regulations, utilizing Chapter 19.28 RCW, Chapter 296-46B WAC, and articles of the NEC. Students continue reading and using schematic and ladder diagrams. Students have the opportunity to earn their EPA 608 Universal certification, a recognized credential in the HVAC/R field.

RE 121 L - Lab & Shop Projects (7.0)

This hands-on laboratory course develops students' electrical troubleshooting skills, equipment wiring, and gives emphasis to the application of key performance indicators for mechanical compression refrigeration systems. Practicality is emphasized through wiring and operating relays, capacitors, motors, heaters, thermostats, compressors, and fan motors. The focus extends to equipment wiring, troubleshooting, and learning basic equipment controls while incorporating elementary hand tool utilization along with system recovery, evacuation, and recharge tools and procedures. Students test equipment, verify control functions, and analyze the operation of air conditioning and electric furnaces. Advanced copper-to-copper and copper-to-steel brazing techniques, including nitrogen brazing, are introduced with a theoretical foundation. The course culminates in students showcasing their technical abilities through benchmark testing on various HVAC/R equipment applications.

RE 130 - Resident & Light Commercial HVAC I (16.0)

In this foundational course, students continue learning the safe handling of refrigerants and proper HVAC system charging, including recovery and applications of refrigerants. The course covers the fundamentals of humidification and air filtration, encompassing various types of air filters, from disposable options to cutting-edge electronic air cleaners. Students study both ladder and pictorial wiring diagrams and gain knowledge of single-phase motors. The course delves into residential and light commercial HVAC equipment, covering both packaged and split systems. Students also gain insight into VRF systems, mini-splits, and the proper servicing and maintenance of all equipment, ensuring a foundation in HVAC systems.

RE 131 L - Lab & Shop Projects (6.5)

This practical laboratory course focuses on applying control strategies to wire and operate HVAC equipment. Students develop a wide range of wiring diagrams, using actual HVAC units. They gain hands-on experience with heat pumps, oil, gas, and electric forced air HVAC systems. Typical lab projects include soldering, wiring, and ensuring proper refrigerant charging of A/C units and heat pumps. The course introduces basic sheet metal fabrication concepts and involves various sheet metal projects using both hand tools and heavier shop fabrication equipment commonly used in the creation of HVAC duct systems.

RE 140 - Resident & Light Commercial HVAC II (14.5)

In this section, students delve into heating systems, including fossil fuel units such as natural gas, LP gas, oil heating systems, electric heating, and heat pump systems. The course covers the combustion and venting process in relation to fossil fuel heating systems and introduces duct design principles. Students apply control strategies learned in the classroom to wire and operate various HVAC equipment

types. They gain knowledge in air distribution and balancing residential and light commercial HVAC air delivery systems. The curriculum introduces airside components such as grilles and registers, to ensure students understand the complexities of HVAC systems.

RE 141 L - Lab & Shop Projects (7.5)

This applied laboratory course enables students to blend theoretical knowledge with practical skills through work on operational HVAC equipment. Laboratory and shop tasks are centered on heating systems, which include natural and LP gas units, oil heating systems, electric heating, heat pump systems, and dual-fuel heat pumps. Students participate in electrical wiring, mechanical operation, and combustion analysis of oil and gas heating systems, using digital analysis tools. The course includes lab projects that involve wiring of heating systems, troubleshooting, conducting combustion analysis on fossil fuel heating systems, assessing system performance and condition, and measuring system airflow.

RE 210 - Commercial Refrigeration I (15.0)

In this course, students begin with the fundamentals of commercial refrigeration. They explore both medium-temperature and low-temperature applications, identifying refrigeration flow problems and delving into the mechanical components of commercial refrigeration systems. Electrically, students study labeling, identifying, creating, and applying all electrical components found in walk-in coolers and freezers, including single and three-phase units and their components. The course equips students with the ability to read electrical schematics of commercial refrigeration systems. Regulatory knowledge is extended to include RCW 19.28, WAC 296-46A, WAC 296-401B, and articles from the NEC.

RE 211 L - Lab & Shop Projects (7.0)

This comprehensive laboratory and shop course provides hands-on evaluation and repair opportunities with a diverse array of operational refrigeration equipment. Students gain practical experience in setting, adjusting, evaluating, programming, and wiring a wide variety of commercial refrigeration equipment under various operating conditions. Installation, setting, and proper wiring methods, as specified by NEC standards, are emphasized, ensuring that students are well-versed in safety measures in lab and shop areas.

RE 220 - Commercial Refrigeration II (16.0)

Building upon the foundation laid in Commercial Refrigeration I, this course delves into advanced commercial refrigeration. Students explore medium temperature and low-temperature applications in greater depth, with a focus on identifying refrigeration flow problems and understanding standard operating procedures for walk-in coolers, freezers, and ice machines. Electrically, students expand their expertise in labeling, identifying, creating, and applying electrical components across a wide range of commercial refrigeration units, including single and three-phase systems. The course includes an introduction to supermarket rack systems with oil management, ensuring students are well-prepared for the complexities of modern commercial refrigeration. Regulatory knowledge is extended to encompass RCW 19.28, WAC 296-46A, WAC 296-401B, and articles from the NEC.

RE 221 L - Lab & Shop Projects (6.5)

This hands-on laboratory and shop project course enables students to further develop by working with a diverse range of operational refrigeration equipment, including walk-in coolers, freezers, ice machines, reach-in units, undercounter units, and supermarket rack systems. Students gain knowledge in identifying oil management systems in supermarket refrigeration. The curriculum tests students' abilities in setting, adjusting, evaluating, programming, and wiring various commercial refrigeration equipment under a wide array of operating conditions. Installation, setting, and proper wiring methods, in accordance with NEC standards, are emphasized, ensuring that students are well-versed in safety measures in lab and shop environments.

RE 230 - Industrial Heating & Cooling Systems I (18.0)

In this advanced course, students are introduced to industrial heating and cooling systems and their various components, including variable air volume (VAV) systems, boilers, chillers, cooling towers, hot water systems, geothermal heat pumps, electrical theory, control circuits, wiring schematics, variable frequency drives (VFDs), pneumatics, and direct digital control (DDC) systems. Students will develop troubleshooting skills for industrial systems, an understanding of control systems, and the ability to interpret control circuits, wiring schematics, and piping diagrams. This course also delves into specific topics related to controlled atmosphere (CA) rooms, including nitrogen scrubbers, liquid nitrogen, nitrogen generators, and the processes involved in creating and exiting a controlled atmosphere. RCW 19.28, WAC 296-401B, and articles from the NEC are addressed for a final time.

RE 231 L - Lab & Shop Projects (4.5)

This course allows students to receive hands-on experience operating, servicing, and repairing industrial heating and cooling systems. It allows students to apply the knowledge and skills they have learned in a practical setting to functioning labs and equipment. The related projects in the course will cover DDC equipment, chillers, brazing, MIG welding, pipe threading, compressor tear-down, VFDs, boilers, hot water systems, campus building maintenance, and off-site service work.

RE 243 E - Externship (12.0)

Students can accept a position as a HVAC/R technician and work in industry under a training externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required as well as some assigned course activities. To be eligible for an externship the student must work under a licensed 06A journeyman with an appropriate electrical license or waive the credited 2000 electrical hours. Students not on an externship will focus on the completion of a required capstone project along with reviewing program curriculum while working on shop and lab projects.

WLD - WELDING TECHNOLOGY

WLD 110 - Introduction to Welding (6.0)

This course offers an introduction to safety practices and procedures that will be followed in the welding industry. Safety considerations will include proper clothing, eye protection, and workplace hazards. Students will be required to complete the OSHA 10 web-based training and web certification course. Students gain a basic understanding of the common welding procedures and terminology used such as oxyfuel, shielded metal arc welding, gas metal arc welding, flux core arc welding, and gas tungsten arc welding. Students learn to identify different metal types, gain a basic understanding of metallurgy, and develop an understanding of mechanical property changes. Completion of the PTI 101 Workshop is encouraged.

WLD 112 - Introduction to Print Reading (6.5)

This course introduces welding symbols and blueprint reading. Students gain the knowledge to interpret lines, dimensions and notes used on blueprints in the welding and fabrication trades. Mathematic fundamentals are applied in such manner that reflects industry standards, angular measurement, geometric computation, and number conversions.

WLD 114 - Cutting, Gouging & Torch Techniques (8.0)

This course covers manual and semi-automatic cutting operations such as oxyfuel, plasma, carbon-arc cutting/gouging and lancing. Students develop skills using band saws, iron workers, and related metal working equipment.

WLD 121 - Gas Metal Arc Welding (10.0)

Students receive instruction regarding the process and theory of gas metal arc welding. Students will study related equipment, setup procedures, and safety requirements. During this course students will also be introduced to the fundamentals and practices of pipe welding.

WLD 122 - Shielded Metal Arc & Pipe Welding (10.0)

Students receive instruction regarding the process and theory of shielded metal arc welding. Students will study the related equipment, setup procedures, and safety requirements. During this course students will also be introduced to the fundamentals and practices of pipe welding.

WLD 130 - Flux Cored Arc Welding (10.0)

In this course, students study the flux cored arc welding process and related variables. Students will demonstrate the ability to make various fillet and groove welds and identify operational differences between flux cored electrodes. During this course students will also be introduced to the fundamentals and practices of pipe welding.

WLD 131 - Gas Tungsten Arc Welding (10.0)

Students gain the knowledge to apply the selection of tungsten, polarity, gas, and proper filler rod. They will perform fillet and groove welds with various electrodes and filler materials on mild steel, stainless steel, and aluminum.

WLD 140 - Fabrication Techniques (8.0)

During this course students will work with all related shop equipment. Students will perform hands-on welding projects using various welding processes learned in earlier quarters. During these projects students will address fit-up problems, control warp age/distortion and other tolerance controls problems.

WLD 142 E - Externship (4.0)

Students will participate in an externship agreement with Perry Technical Institute, the employer, and the student. Completion of the externship packet is required. If the student does not obtain an externship, completion of a capstone project is required.

WLD 143 - AWS/WABO Certification Prep Course (4.5)

This course provides preparation for the American Welding Society (AWS) and Washington Association of Building Officials (WABO) welding certification tests. Students will receive review instruction in the classroom and lab environments pertaining to various welding codes.

Directory

PHONE LIST

Perry Technical Institute Main Office is open Monday through Thursday from 6:30 a.m. to 5:00 p.m.

The Learning Resource Center is open Monday through Thursday from 6:30 a.m. to 5:00 p.m.

To reach the following, please dial 509.453.0374 and ask for the extension:

Campus Store	5773
Career Services	5795
Disability Accommodations	5862
Enrollment Services	5750
Facilities & Safety	5888
Financial Aid	5757
Foundation	5776
Learning Resources/Assessment Center	5745
Program Assistance	5743
Registration	5889
Student Accounts	5796
Student Success	5891
Title IX Coordinator	5892
Veterans Affairs	5887

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ADMINISTRATION

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Raul Luna, Vice President of Enrollment Services & Marketing

A.A.S. Yakima Valley Community College

Certificate - Graphics, Perry Technical Institute

Josh Phillips, Vice President of Information Technology

Certificate - Telecommunications, Perry Technical Institute

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Cathy Sterbenz, Vice President of Finance & Administration

B.S. – Central Washington University
M.B.A. – Western Governors University
Certified Public Accountant

Morgan Birkby, Director of Career Services

Certificate – Office Administration and Computer Applications, Perry Technical Institute

Garet Gasseling, Associate Dean of Education

Certificate - Business Technology & Accounting, Perry Technical Institute

Bailey Hart, Director of Human Resources

B.S. – Western Governor's University

Jens Lee, Director of Marketing & Communications

A.A.S - Big Bend Community College
B.A. - Washington State University

Tressa Lucas, Foundation Director

B.S. – Washington State University

Maria Pulido, Director of Purchasing & Auxiliary Services

B.S. - Central Washington University

Jennifer Snellink, Director of Financial Aid

Certificate – Business Technology & Accounting, Perry Technical Institute
B.S. – Western Governors University

Mario Soto, Enrollment Services Manager & Sunnyside Site Administrator

B.A. - Heritage University

FACULTY

Faculty Qualifications Disclosure

All faculty instructors employed at Perry Technical Institute are required to have a minimum of three years of practical work experience in any of the subject areas they teach. This requirement applies specifically to faculty teaching technical and occupationally related courses in our non-degree programs. Faculty teaching in degree programs must possess an associate degree and meet the same minimum of three years of practical work experience. Faculty teaching academic general education courses in a degree program must have at least a master's degree. Faculty must be certified or licensed where required by law.

AGRICULTURAL & DIESEL EQUIPMENT TECHNOLOGY

Dusty Morrill, Department Head/Instructor

Mike Roy, Instructor

Duane Rundgren, Instructor

Everardo Torres, Construction & Agriculture Technology Lab Coordinator

Certificate – Automotive, Perry Technical Institute

AUTOMOTIVE TECHNOLOGY

Dusty Morrill, Department Head/Instructor

Ron Dexter, Instructor

Certificate – Automotive, Perry Technical Institute

Roy Lopez, Instructor

Certificate – Automotive, Perry Technical Institute

Michael Powell, Instructor

Certificate – Automotive, Perry Technical Institute

Isaac Espinoza, Associate Instructor

BUSINESS TECHNOLOGY & ACCOUNTING

Valerie Ryan, Department Head/Instructor

B.S. – Central Washington University

M.S. – Central Washington University

Tori Bower, Instructor

A.A.S – Perry Technical Institute

B.S. – Western Governors University

M.Ed. - Western Governor's University

Mardell Newhouse, Instructor

B.A. – University of Washington

M.B.A. – Western Governors University

CONSTRUCTION & CARPENTRY TECHNOLOGY

Darin Peters, Department Head/Instructor

Spencer Curtis, Instructor

Certificate - Construction, Perry Technical Institute

Travis Williams, Instructor

Everardo Torres, Construction & Agriculture Technology Lab Coordinator

Certificate - Automotive, Perry Technical Institute

ELECTRICAL TECHNOLOGY

Matthew Boynton, Department Head/Instructor

Certificate – Electrical, Perry Technical Institute
A.A.S. – Yakima Valley Community College

Kyle Allum, Instructor

Certificate – Electrical, Perry Technical Institute
A.A.S. – Yakima Valley Community College

Anthony Altamirano, Instructor

Certificate – Electrical, Perry Technical Institute

Kevin Booze, Instructor

Certificate – Electrical, Perry Technical Institute

Austin Hively, Instructor

Certificate – Electrical, Perry Technical Institute

Joshua Jackson, Instructor

Certificate – Electrical, Perry Technical Institute

Amanda Nesary, Instructor

Certificate – Electrical, Perry Technical Institute

Robert McChesney, Instructor

Certificate – Electrical, Perry Technical Institute

Ron Zike, Instructor

Jerome Cobane, Field Instructor

Certificate – Electrical, Perry Technical Institute

Michael Haggerty, Electrical Field Instructor

Certificate - Electrical, Perry Technical Institute

Dan Lovestrand, Field Instructor

Certificate – Electrical, Perry Technical Institute

Travis Rohn, Associate Electrical Administrator/Instructor

Certificate - Electrical, Perry Technical Institute

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Ryan Hoffert, Department Head/Instructor/Veteran Advisor

Certified Master HVACR Educator (CMHE)
Certificate – HVAC/R, Perry Technical Institute
B.S. – Charter College
M.Ed. - Western Governors University

Juan Godinez, Instructor

Certificate – HVAC/R, Perry Technical Institute

Salvador Rubio, Instructor

Certificate – HVAC/R, Perry Technical Institute

Jonathan Sauve, Instructor

Certificate - HVAC/R, Perry Technical Institute

Jairo Torres, Instructor

Certificate – HVAC/R, Perry Technical Institute

Adrian Verduzco, Part-Time Lab Coordinator

Certificate – HVAC/R, Perry Technical Institute

INFORMATION TECHNOLOGY & COMMUNICATION SYSTEMS

Andy Fischer, Department Head/Instructor

Certificate – Telecommunications, Perry Technical Institute

A.A.S. – Yakima Valley Community College

Joseph Hewitt, Instructor

Francisco Magana, Instructor

Certificate – Telecommunications, Perry Technical Institute

A.A.S. – Yakima Valley Community College

Matt Sund, Instructor

Certificate – Telecommunications, Perry Technical Institute

B.A. – Central Washington University

INSTRUMENTATION, AUTOMATION & ROBOTICS TECHNOLOGY

Tony Nirk, Department Head/Instructor

Certificate – Instrumentation, Perry Technical Institute

A.A.S. – Pierce College Fort Steilacoom

Caleb Clark, Instructor

Certificate – Instrumentation & Industrial Automation Technology, Perry Technical Institute

Casey Floren, Instructor

Certificate – Instrumentation, Perry Technical Institute

Jonathan Hutchinson, Instructor

Certificate – Information Technology & Communication Systems, Perry Technical Institute

Nick O'Dell, Instructor

Certificate – Instrumentation, Perry Technical Institute

Gerry Ries, Instructor

Certificate – Instrumentation, Perry Technical Institute

Pat Wise, Instructor

Certificate – Information Technology & Communication Systems, Perry Technical Institute

Max York, Instructor

Certificate – Instrumentation, Perry Technical Institute

A.A.S. – ITT Technical Institute

MEDICAL TECHNOLOGY

Kindra Heintz, Department Head/MAP Instructor

A.A.S. – Yakima Valley Community College

Adilene Huerta, MAP Instructor

Certificate - Medical Assistant Program, Perry Technical Institute

A.A. - Yakima Valley Community College

B.A. - Central Washington University

Samantha Paradis, MOAC Instructor

Certificate – Medical Office Administration and Coding, Perry Technical Institute

Certificate – Medical Assistant, Highline Community College

PLUMBING TECHNICIAN

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