

CENTRAL MASS TECHNICAL SCHOOL
68 CENTRAL STREET, AUBURN MA 01501
CENTRALMASSTECHSCHOOL.COM

School Policies

Office Hours:

Office hours will be by appointment only, to schedule please call or email Mike O'Connor.

Course Availability:

There will be a 10-student minimum in each tier, and classes will be held 2 nights a week, from 6 pm to 10:30pm for 13 weeks. Classes will be offered online only, with the exception of Tiers 3 and 5, that have a hybrid option, and students may attend class in-person. Classes are also subject to schools' discretion with instructor availability.

Attendance:

- Students must show up at the designated times for each class.
 - For online classes this means students must be present in their on-line classroom with their camera and microphone fully functioning
 - For students attending hybrid classes in-person, they must be in the classroom with their required materials
- For all classes, the instructor shall keep attendance and will note any missed time.
- In case of a family emergency or illness that would cause a student to take a leave of absence from the course:
 - They can be credited for that time during the next semester.
 - All refunds as per the refund policy stated in the enrollment contract, as per M.G.L chapter 255, section 13K (**NOTE: a physician's note is required for all emergencies.**)
- If a student is given an excused absence, for example, if the student is on call from his/her employer and is contacted during the class, they will need to make up the hours, but there will be no charge for the makeup time, on a case-by-case basis
- If a student appears to be under the influence of any substance upon entering the classroom they will be dismissed and will need to make up the hours.
- If a student is more than 15 minutes late to class they will not be allowed into class, unless they have received prior approval from the teacher, and they will need to make up the class.
- If a student leaves class early, without prior approval from the teacher, they will need to make up any missed hours
- Students must complete all 110 clock hours per tier course to be issued a certificate of completion at the end of the course
- If a student misses more than 5 classes, without prior discussion and approval by Mike, they will not be permitted to continue with the course and receive a failing grade for the program and will need to re-take the course at their own expense during its next offered session

Make-Up Hours Policy:

- If a student misses a class, a makeup class will be required
- Makeup classes will be taken online, or in-person (for hybrid classes only)
- All make-up classes will be taken at the end of the current course semester, and to be arranged between the student and Mike.
- Each make up class will cost \$60 per class.

Grading:

- The school shall record all the results of all the examinations and evaluations for students enrolled in courses.
- Pursuant per 230 CMR 15.01(10) A written progress report will be emailed or handed to each student halfway through the course. These shall be signed and dated by both, the instructor and student and returned to the instructor or mailed to the school office at 68 central St. Auburn, Ma. 01501
- Students will be encouraged to participate by asking questions, answering questions, and reviewing their homework that will be assigned to them.
- Tests will be given by the instructors, with a final test at the end. Students will need a 70% average to pass the program.
- If students do not pass the program, i.e. do not have at least a 70% average, they will need to retake the program at their own expense

Guidance and Counseling:

- The school will provide guidance in preparing the students for their future exams.
- The school will help students in organizing and filling out their applications to take the state exams

Job Placement:

- Central Mass Technical School does not offer job placement.

Break Policies:

- Breaks will be determined by the teacher in the class, Students must follow the designation of the break time assigned by the teacher.
- If a student goes over the break time, he or she will make up the time after their class.

Discrimination Policy:

- The school will not tolerate any discrimination of a student or teacher in regard to race, gender, sexual orientation, or religious beliefs.

Student records:

- If a student requests proof of course hours, the school will provide them with written documentation

- All student records shall be digitized, per state requirements

Cellular Phones Policy:

- Cellular phones may be present, provided the student is on call from his/her employer, and that the cellular phone is in silent mode.
- Texting is not permitted.
- Phone calls can be made during break times.

Technology Requirements and Supplies:

Students are required to have the following items for class:

- The provided Tier Workbook
- #2 Pencil
- Calculator
- Architectural Ruler
- Notepad
- The current edition of Massachusetts Fuel gas and Plumbing Codebook
- For students taking their classes online, they will need a computer, that must have a working internet connection, microphone and camera

Homework Policy:

- Homework will be determined by the teacher who is teaching the class.
- Assignments will be out on the board before the end of the class.
- The teacher will go over the assigned homework to make it clear to the students what is required of them.
- Students will be given 30 minutes to review their homework before it is reviewed by the teacher

Payment Policy:

1. Students are expected to pay in full at the time of signing the Enrollment Agreement, or
2. If the student chooses, they can take part in the School's payment plan:
 - \$100 due at signing of enrollment contract, this will be applied to the total cost of the course
 - 50% of the balance will be due by the 12th class
 - The remaining balance will be due on or before the last class
3. Credit cards, checks, or cash are all accepted.

Inclement Weather/Weather Emergencies:

- All on-line classes will be held at their normal times
- For students attending Hybrid classes in-person at the Auburn location, in the case of inclement weather and they are unable to attend in-person, they should make every attempt to attend class on-line.

- If students are unable to attend their class on-line they will need to request an excused absence from their instructor and make up the class, at no charge

Student Complaint Resolution:

If a student wishes to file a complaint, they must first speak with their program instructor via email or telephone. These complaints will be brought to the attention of the school director, Mike O'Connor. If they do not feel as though their complaint was resolved or they would prefer not to discuss with their instructor, they can email or call Mike O'Connor directly at centralmasstech@gmail.com or (508) 304-3290, to verbally file their complaint. The student or director may request a written complaint to be filed, if necessary. All complaints will be handled on a case-by-case basis, with a fair investigation and resolution.

- Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.
- Students may contact the Division of Occupational Licensure at any time. Their contact information is as follows:
occupational.schools@mass.gov or 617-701-8719.
Office of Private Occupational Schools, Division of Occupational Licensure (DOL),
One Federal Street, Suite 600, Boston, MA 02110-2012

Withdrawal Policy: Per 230 CMR 15.04(7) and (8)

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

treat the withdrawal as a termination of the enrollment contract, effective immediately; complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and

provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity; determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest; complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Disciplinary Policy:

If Students do not adhere to these policies, the student will be spoken to and receive a verbal warning. In some cases, the student will be dismissed from that class and may receive a written warning. In more serious cases of behavior or attendance, they will be dismissed from the program.

2025 Fall Schedule

Tier-1 and Tier-3 Monday and Wednesday Nights 6pm-10:30pm

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
							No Classes Labor Day														No Classes Veteran's Day						

Tier-2 and Tier-5 Tuesday and Thursday Nights 6pm-10:30pm

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
							No Classes Labor Day														No Classes Veteran's Day						

Tier-4 Monday and Tuesday Nights 6pm-10:30pm

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
							No Classes Labor Day														No Classes Veteran's Day						

****Dates and times subject to change****

2026 Spring Schedule

Tier-1 and Tier-3
Monday and Wednesday Nights
6pm.-10:30pm

FEBRUARY							MARCH							APRIL							MAY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Tier-2 and Tier-5
Tuesday and Thursday Nights
6pm-10:30pm

FEBRUARY							MARCH							APRIL							MAY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Tier-4
Monday and Tuesday Nights
6pm-10:30pm

FEBRUARY							MARCH							APRIL							MAY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

****Dates and times subject to change****