

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:

Classes are subject to attendance requirements, if these requirements are not met classes may be cancelled. In this case students will be refunded in full with returned unused workbooks and can sign up for the program during its next offered session.

Attendance:

- Students must show up at the designated times for each course.
 - For online classes this means students must be present in their on-line classroom with their camera and microphone fully functioning
- For online 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 drop out of the course:
 - they can be credited for that time during the next semester. All refunds as per the refund policy on page 3 of 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, 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.

Make-Up Hours Policy:

- If a student misses a class, a makeup class can be taken at the current makeup rate, indicated on page 2 of the Enrollment Agreement, during the semester. Makeup classes will be taken online, if the same course is in session at that time or can be taken at the next available session at the current rate.
- The cost of makeup hours will be determined by the current rates of the course at that time.

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
- Tests will be given by the instructors, with a final test at the end. Students will need a 70% average to pass the program.
- Students must also complete all 110 clock hours per tier course to be issued a certificate of completion at the end of the course.
- Student will be encouraged to participate by asking questions, answering questions, and reviewing their homework that will be assigned to them.

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.

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.

Commonwealth of Massachusetts, Division of professional licensure: Office of Private Occupational School Education and the DOL: 1000 Washington Street, Suite 710, Boston MA 02118-6100

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
- As of September 2025 all the 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.

Materials and Supplies:

Students are required to have the following items for class:

- #2 Pencil
- Calculator
- Architectural Ruler
- Notepad
- The current edition of Massachusetts Fuel gas and Plumbing Codebook
- Computer, that must have a working 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.

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).

If Students do not adhere to these policies, the student will be spoken to. In some cases, the student will be dismissed from that class and in more serious cases they will be dismissed from the program.

2025 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	2						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							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	2						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							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	2						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

Dates and times subject to change*

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****