



AWARD EXCELLENCE TRAINING INSTITUTE, INC.  
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## **Institution Catalog 2025-2026**

**Licensed by the Commission for Independent  
Education, Florida Department of Education.**

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## Welcome & Mission Statement

Welcome to Award Excellence Training Institute! We are dedicated to preparing students for meaningful careers through hands-on training, strong academic foundations, and professional development. At AETI, we are dedicated to empowering individuals through quality home education and vocational training. Our mission is to foster a supportive learning environment that nurtures skills development and inspires lifelong learning. We commit to uplifting our community by providing accessible education that equips individuals with the knowledge and expertise needed to thrive in their personal and professional lives. Together, we aim to build a stronger, more skilled community where everyone can achieve their fullest potential.

## Purpose of the Institution

The purpose of Award Excellence Training Institute is to serve as a vital resource for our community by providing affordable, high-quality education in home-based and skilled vocational trades. We strive to prepare individuals for meaningful employment opportunities and empower them to contribute positively to the workforce and society.

Our courses are designed to address the growing demand for skilled professionals in construction, manufacturing, and technical fields by offering hands-on, practical training that aligns with current industry standards. Through a student-centered approach, we support learners at every stage of their journey, from skill development to certification, ensuring that each graduate is equipped with the tools and confidence to succeed.

By fostering personal growth, professional readiness, and a spirit of lifelong learning, Award Excellence Training Institute aims to improve the economic and social well-being of the individuals and communities we serve.

## Admissions Requirements

Award Excellence Training Institute is committed to providing access to education for individuals seeking to develop valuable skills and advance their careers in skilled trades. Our admissions process is designed to be straightforward and supportive, ensuring that every applicant has the information and guidance they need to begin their educational journey with confidence.

To be considered for admission, applicants must:

- Be at least 18 years of age.
- Possess a valid high school diploma or General Educational Development (GED) certificate.
- Complete an application for admission and submit it to the admissions office.
- Attend an admissions interview with an institutional representative to discuss career

goals, course options, and to ensure that the chosen course aligns with the applicant's interests and abilities.

- Provide valid government-issued identification (such as a driver's license or passport).
- Review and sign the Enrollment Agreement, which outlines course details, costs, policies, and student responsibilities.

Applicants who do not meet the minimum educational requirement (high school diploma or GED) may be referred to appropriate community resources to complete their secondary education before reapplying.

All prospective students are encouraged to tour the facility, meet instructors, and ask questions to gain a full understanding of the courses offered and the expectations of enrollment. Our admissions team is dedicated to helping students make informed decisions about their education and future careers.

## **Transfer of Credit Policy**

Award Excellence Training Institute does not guarantee the transferability of credits to or from other institutions. Acceptance of transfer credit into the institution is evaluated on a case-by-case basis and requires official transcripts and documentation demonstrating equivalency in content and clock hours. Credits earned at Award Excellence Training Institute may not be accepted by other postsecondary institutions. Students are encouraged to consult with any receiving institution regarding transferability prior to enrollment.

## **Educational Courses**

### **Course Numbering System**

Award Excellence Training Institute utilizes a structured course numbering system to organize instruction and ensure proper sequencing of learning outcomes. Course numbers are assigned to identify subject matter and progression within each course. Introductory courses are completed prior to intermediate and advanced coursework. Courses incorporate both theory-based instruction and laboratory-based training, with course sequencing designed to ensure students acquire foundational knowledge before advancing to hands-on skill development. Course numbers and clock-hour allocations are consistent with each course's approved course outline and credential requirements.

### **Clock-Hour Courses and Term Structure**

All courses at Award Excellence Training Institute are delivered as clock-hour courses and are organized into instructional terms. The Electrical Course consists of four instructional terms of 324 clock hours each. The HVACR/Mechanical Technician, Carpentry, and Project Management courses each consist of two instructional terms of 324 clock hours each. Term progression is

sequential, and students must successfully complete each term before advancing to the next.

### **Clock Hour Definition**

A clock hour is defined as a period of no less than 50 minutes of directed learning activity in a 60-minute period, including classroom lecture, laboratory instruction, or other supervised instructional activity, in accordance with Rule 6E-1.003(15), F.A.C.

## **Electrical Course Curriculum (1,296 Clock Hours)**

The Electrical Diploma Course consists of 1,296 clock hours of instruction delivered over four academic years and is structured in accordance with the approved course outline. The curriculum includes a combination of classroom theory and extensive laboratory training. Instruction begins with construction fundamentals, safety practices, construction math, tools, and blueprint reading. Students’ progress into core electrical topics including electrical theory, circuits, National Electrical Code® applications, residential and commercial wiring, grounding and bonding, motors, controls, transformers, and advanced electrical systems. Laboratory instruction reinforces theoretical concepts through hands-on application using industry-standard equipment. The course is designed to prepare students for entry-level employment in the electrical trade and continued advancement through apprenticeship pathways.

All instruction, course materials, lectures, laboratory activities, assessments, and student services are delivered in the English language.

### **Employment Opportunities**

Graduates of the Electrical Diploma Program may qualify for entry-level employment opportunities such as Electrician Helper, Electrical Apprentice, Residential Electrician Trainee, Commercial Electrical Installer, Maintenance Electrician, and Electrical Technician. Employment opportunities may vary based on employer requirements, certifications, and local labor market conditions.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>	<b>Services (If Applicable)</b>
<b>00100</b>	Build Your Future in Construction	6.5	—	—
<b>00101</b>	Basic Safety (Construction Site Safety Orientation)	6.5	—	—
<b>00102</b>	Introduction to Construction Math	6.5	—	—
<b>00103</b>	Introduction to Hand Tools	6.5	—	—
<b>00104</b>	Introduction to Power Tools	6.5	—	—
<b>00105</b>	Introduction to Construction Drawings	6.5	—	—

<b>00106</b>	Introduction to Basic Rigging	6.5	—	—
<b>00107</b>	Basic Communication Skills	6.5	—	—
<b>00108</b>	Basic Employability Skills	6.5	—	—
<b>00109</b>	Introduction to Material Handling	6.5	—	—
<b>26101</b>	Occupational Overview: The Electrical Industry	6.5	—	—
<b>26102</b>	Safety for Electricians	6.5	—	—
<b>26103</b>	Introduction to Electrical Circuits	6.5	—	—
<b>26104</b>	Electrical Theory	6.5	—	—
<b>26105</b>	Introduction to the National Electrical Code®	6.5	—	—
<b>26106</b>	Device Boxes	6.5	—	—
<b>26107</b>	Hand Bending	6.5	—	—
<b>26108</b>	Wireways, Raceways, and Fittings	6.5	—	—
<b>26109</b>	Conductors and Cables	6.5	—	—
<b>26110</b>	Basic Electrical Construction Drawings	6.5	—	—
<b>26111</b>	Residential Wiring	6.5	—	—
<b>26112</b>	Electrical Test Equipment Level 2	6.5	—	—
<b>26201</b>	Alternating Current	13	—	—
<b>26202</b>	Motors: Theory and Application	13	—	—
<b>26203</b>	Electric Lighting	13	—	—
<b>26204</b>	Conduit Bending	13	—	—
<b>26205</b>	Pull and Junction Boxes	13	—	—
<b>26206</b>	Conductor Installations	13	—	—
<b>26207</b>	Cable Tray	13	—	—
<b>26208</b>	Conductor Terminations and Splices	13	—	—
<b>26209</b>	Grounding and Bonding	13	—	—
<b>26210</b>	Circuit Breakers and Fuses	13	—	—
<b>26211</b>	Control Systems and Fundamental Concepts Level 3	13	—	—
<b>26301</b>	Load Calculations – Branch and Feeder Circuits	13	—	—
<b>26302</b>	Conductor Selection and Calculations	13	—	—
<b>26303</b>	Practical Applications of Lighting	12	—	—
<b>26304</b>	Hazardous Locations	12	—	—
<b>26305</b>	Overcurrent Protection	12	—	—
<b>26306</b>	Distribution Equipment	12	—	—

26307	Transformers	12	—	—
26308	Commercial Electrical Services	12	—	—
26309	Motor Calculations	12	—	—
26310	Voice, Data, and Video	12	—	—
26311	Motor Controls Level 4	12	—	—
26401	Load Calculations – Feeders and Services	12	—	—
26402	Health Care Facilities	12	—	—
26403	Standby and Emergency Systems	12	—	—
26404	Basic Electronic Theory	12	—	—
26405	Fire Alarm Systems	12	—	—
26406	Specialty Transformers	12	—	—
26407	Advanced Controls	12	—	—
26408	HVAC Controls	12	—	—
26409	Heat Tracing and Freeze Protection	12	—	—
26410	Motor Operation and Maintenance	12	—	—
26411	Medium-Voltage Terminations/Splices	12	—	—
26412	Special Locations	12	—	—
46101	Fundamentals of Crew Leadership (6th Edition)	12	—	—
—	<b>LABS</b>	<b>720</b>	—	—
—	<b>TOTAL</b>	<b>1,296</b>	—	—

## Course Descriptions – Electrical Diploma Program

### Core Construction Courses

#### 00100 Build Your Future in Construction

This course introduces students to the construction industry, including career pathways, industry expectations, and the foundational knowledge required for success in skilled trades.

#### 00101 Basic Safety (Construction Site Safety Orientation)

This course provides an overview of construction site safety, including OSHA standards, hazard recognition, personal protective equipment (PPE), and safe work practices.

#### 00102 Introduction to Construction Math

This course covers fundamental math skills used in construction, including measurements, fractions, decimals, and basic calculations relevant to the trade.

#### 00103 Introduction to Hand Tools

This course introduces common hand tools used in construction and electrical work, including proper use, maintenance, and safety procedures.

#### 00104 Introduction to Power Tools

This course provides instruction on the safe and effective use of power tools commonly used in construction and electrical applications.

**00105 Introduction to Construction Drawings**

This course teaches students how to read and interpret construction drawings, blueprints, and basic symbols used in the industry.

**00106 Introduction to Basic Rigging**

This course introduces rigging fundamentals, including equipment, safety practices, and basic lifting techniques used on job sites.

**00107 Basic Communication Skills**

This course develops communication skills necessary for the workplace, including verbal communication, teamwork, and following instructions.

**00108 Basic Employability Skills**

This course focuses on workplace readiness, including professionalism, time management, problem-solving, and job retention skills.

**00109 Introduction to Material Handling**

This course covers safe material handling practices, including storage, movement, and proper lifting techniques.

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## **Electrical Core Courses**

**26101 Occupational Overview: The Electrical Industry**

This course introduces the electrical trade, career opportunities, industry standards, and the role of electricians in construction and maintenance.

**26102 Safety for Electricians**

This course focuses on electrical safety practices, including lockout/tagout procedures, electrical hazards, and safe work methods.

**26103 Introduction to Electrical Circuits**

This course covers basic electrical circuits, including current, voltage, resistance, and circuit components.

**26104 Electrical Theory**

This course introduces electrical theory concepts, including Ohm's Law, series and parallel circuits, and electrical relationships.

**26105 Introduction to the National Electrical Code®**

This course provides an overview of the NEC®, including its purpose, structure, and application in electrical installations.

**26106 Device Boxes**

This course covers the selection, installation, and use of electrical boxes and enclosures.

**26107 Hand Bending**

This course teaches conduit bending techniques using hand tools and proper measurements.

**26108 Wireways, Raceways, and Fittings**

This course introduces different types of raceways and fittings used to route and protect electrical wiring.

**26109 Conductors and Cables**

This course covers types of conductors, insulation, and proper installation methods.

**26110 Basic Electrical Construction Drawings**

This course focuses on reading and interpreting electrical construction drawings and schematics.

### **26111 Residential Wiring**

This course provides instruction on residential electrical systems, including wiring methods and installation practices.

### **26112 Electrical Test Equipment Level 2**

This course introduces electrical testing tools and procedures for diagnosing electrical systems.

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## **Intermediate Electrical Courses**

### **26201 Alternating Current**

This course introduces AC principles, including waveforms, frequency, and voltage behavior.

### **26202 Motors: Theory and Application**

This course covers motor operation, types, and applications in electrical systems.

### **26203 Electric Lighting**

This course focuses on lighting systems, fixtures, and installation techniques.

### **26204 Conduit Bending**

This course expands on conduit bending techniques and applications.

### **26205 Pull and Junction Boxes**

This course covers installation and use of pull and junction boxes.

### **26206 Conductor Installations**

This course teaches proper installation methods for conductors.

### **26207 Cable Tray**

This course introduces cable tray systems and installation practices.

### **26208 Conductor Terminations and Splices**

This course focuses on proper splicing and termination of conductors.

### **26209 Grounding and Bonding**

This course covers grounding systems and electrical safety requirements.

### **26210 Circuit Breakers and Fuses**

This course introduces overcurrent protection devices and their applications.

### **26211 Control Systems and Fundamental Concepts**

This course introduces basic control systems and electrical control principles.

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## **Advanced Electrical Courses**

### **26301 Load Calculations – Branch and Feeder Circuits**

This course teaches load calculations for branch circuits and feeders.

### **26302 Conductor Selection and Calculations**

This course focuses on selecting appropriate conductors based on load requirements.

### **26303 Practical Applications of Lighting**

This course covers advanced lighting applications and system design.

### **26304 Hazardous Locations**

This course introduces electrical requirements for hazardous environments.

### **26305 Overcurrent Protection**

This course expands on overcurrent protection concepts and applications.

### **26306 Distribution Equipment**

This course covers electrical distribution systems and equipment.

**26307 Transformers**

This course introduces transformer theory and applications.

**26308 Commercial Electrical Services**

This course focuses on commercial electrical installations and systems.

**26309 Motor Calculations**

This course covers calculations related to motor performance and sizing.

**26310 Voice, Data, and Video**

This course introduces low-voltage systems including communication wiring.

**26311 Motor Controls Level 4**

This course covers advanced motor control systems and troubleshooting.

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**Specialized Electrical Courses****26401 Load Calculations – Feeders and Services**

This course covers advanced load calculations for electrical services.

**26402 Health Care Facilities**

This course introduces electrical requirements specific to healthcare environments.

**26403 Standby and Emergency Systems**

This course covers backup power systems and emergency electrical setups.

**26404 Basic Electronic Theory**

This course introduces basic electronic components and circuits.

**26405 Fire Alarm Systems**

This course covers installation and operation of fire alarm systems.

**26406 Specialty Transformers**

This course focuses on specialized transformer applications.

**26407 Advanced Controls**

This course introduces advanced electrical control systems.

**26408 HVAC Controls**

This course covers electrical control systems used in HVAC applications.

**26409 Heat Tracing and Freeze Protection**

This course introduces systems used to prevent freezing in piping.

**26410 Motor Operation and Maintenance**

This course covers maintenance and troubleshooting of motors.

**26411 Medium-Voltage Terminations/Splices**

This course introduces techniques for working with medium-voltage systems.

**26412 Special Locations**

This course covers electrical requirements for specialized environments.

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**Leadership Course****46101 Fundamentals of Crew Leadership**

This course develops leadership skills, communication, and supervisory techniques for construction professionals.

# HVACR / Mechanical Technician Course Curriculum (648 Clock Hours)

The HVACR/Mechanical Technician Diploma Course consists of 648 clock hours of instruction delivered over 24 months, as outlined in the approved course outline. The curriculum integrates classroom instruction with hands-on laboratory training. Students receive foundational instruction in safety, construction math, tools, and blueprint reading before advancing to HVACR-specific coursework. Technical instruction includes refrigeration principles, heating systems, air distribution, electrical fundamentals, piping practices, soldering and brazing, system diagnostics, refrigerants, heat pumps, indoor air quality, and preventive maintenance. Laboratory training allows students to practice installation, service, and troubleshooting techniques using industry-relevant equipment in a controlled training environment.

All instruction, course materials, lectures, laboratory activities, assessments, and student services are delivered in the English language.

## Employment Opportunities

Graduates of the HVACR / Mechanical Technician Diploma Program may qualify for entry-level employment opportunities such as HVAC Installer, HVAC Technician, HVAC Mechanic, Refrigeration Technician, Maintenance Technician, and Service Technician. Employment opportunities may vary based on employer requirements, individual experience, and local labor market conditions.

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
00100	Build Your Future in Construction	6.5	—	—
00101	Basic Safety (Construction Site Safety Orientation)	6.5	—	—
00102	Introduction to Construction Math	6.5	—	—
00103	Introduction to Hand Tools	6.5	—	—
00104	Introduction to Power Tools	6.5	—	—
00105	Introduction to Construction Drawings	6.5	—	—
00106	Introduction to Basic Rigging	6.5	—	—
00107	Basic Communication Skills	6.5	—	—
00108	Basic Employability Skills Level 1	6.5	—	—
00109	Introduction to Material Handling Level 2	6.5	—	—
03101	Introduction to HVACR	10	—	—

03102	Trade Mathematics	10	—	—
03103	Basic Copper and Plastic Piping Practices	10	—	—
03104	Soldering and Brazing	10	—	—
03105	Basic Carbon Steel Piping Practices	10	—	—
03106	Basic Electricity	10	—	—
03107	Introduction to Cooling	10	—	—
03108	Introduction to Heating	10	—	—
03109	Air Distribution Systems	10	—	—
03202	Chimneys, Vents, and Flues	10	—	—
03204	Air Quality Equipment	10	—	—
03205	Leak Detection, Evacuation Recovery and Charging	10	—	—
03206	Alternating Current	10	—	—
03211	Heat Pumps	10	—	—
03215	Basic Maintenance	10	—	—
03301	Refrigerants and Oils	10	—	—
03302	Compressors	10	—	—
03303	Metering Devices	10	—	—
03313	Fasteners and Hardware	10	—	—
03316	Customer Relations	10	—	—
03403	Indoor Air Quality	10	—	—
—	<b>LABS</b>	<b>373</b>	—	—
—	<b>TOTAL</b>	<b>648</b>	—	—

## Course Descriptions – HVACR / Mechanical Technician Diploma Program

### Core Construction Courses

#### 00100 Build Your Future in Construction

This course introduces students to the construction industry, including career pathways, industry expectations, and foundational knowledge required for success in skilled trades.

#### 00101 Basic Safety (Construction Site Safety Orientation)

This course provides an overview of construction safety practices, including OSHA standards, hazard recognition, personal protective equipment (PPE), and safe work procedures.

#### 00102 Introduction to Construction Math

This course covers basic mathematical concepts used in construction and HVAC work, including measurements, fractions, and calculations.

#### 00103 Introduction to Hand Tools

This course introduces commonly used hand tools in construction and HVAC, including proper usage, care, and safety.

#### 00104 Introduction to Power Tools

This course provides instruction on the safe operation and maintenance of power tools used in HVAC

and construction applications.

**00105 Introduction to Construction Drawings**

This course teaches students how to read and interpret blueprints and construction drawings relevant to HVAC systems.

**00106 Introduction to Basic Rigging**

This course introduces rigging fundamentals, including equipment usage, safety procedures, and basic lifting techniques.

**00107 Basic Communication Skills**

This course develops communication skills for the workplace, including teamwork, listening, and following instructions.

**00108 Basic Employability Skills Level 1**

This course focuses on workplace readiness, professionalism, time management, and job retention skills.

**00109 Introduction to Material Handling Level 2**

This course covers proper techniques for safely handling, storing, and transporting materials.

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**HVACR Technical Courses**

**03101 Introduction to HVACR**

This course introduces the HVACR industry, including career opportunities, system components, and basic principles of heating, ventilation, air conditioning, and refrigeration.

**03102 Trade Mathematics**

This course focuses on math skills specific to HVAC applications, including measurements, formulas, and system calculations.

**03103 Basic Copper and Plastic Piping Practices**

This course covers installation and handling of piping materials used in HVAC systems, including cutting, joining, and routing.

**03104 Soldering and Brazing**

This course teaches techniques for joining metal components using soldering and brazing methods.

**03105 Basic Carbon Steel Piping Practices**

This course introduces carbon steel piping systems, including threading, cutting, and installation practices.

**03106 Basic Electricity**

This course covers electrical fundamentals relevant to HVAC systems, including circuits, voltage, and electrical components.

**03107 Introduction to Cooling**

This course introduces cooling principles, including refrigeration cycles and system operation.

**03108 Introduction to Heating**

This course covers heating systems, including furnaces and heating components.

**03109 Air Distribution Systems**

This course focuses on airflow, duct systems, and air distribution methods in HVAC systems.

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## Intermediate HVACR Courses

### **03202 Chimneys, Vents, and Flues**

This course covers proper installation and maintenance of ventilation systems used in heating equipment.

### **03204 Air Quality Equipment**

This course introduces equipment used to improve indoor air quality, including filtration and ventilation systems.

### **03205 Leak Detection, Evacuation, Recovery, and Charging**

This course teaches procedures for detecting leaks, evacuating systems, and properly charging refrigerants.

### **03206 Alternating Current**

This course covers AC electrical principles as applied to HVAC systems.

### **03211 Heat Pumps**

This course introduces heat pump systems, operation, and installation techniques.

### **03215 Basic Maintenance**

This course focuses on routine maintenance procedures for HVAC systems.

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## Advanced HVACR Courses

### **03301 Refrigerants and Oils**

This course covers refrigerant types, properties, handling, and environmental considerations.

### **03302 Compressors**

This course introduces compressor types, operation, and maintenance.

### **03303 Metering Devices**

This course focuses on devices that regulate refrigerant flow within HVAC systems.

### **03313 Fasteners and Hardware**

This course covers various fasteners and hardware used in HVAC installations.

### **03316 Customer Relations**

This course develops customer service skills relevant to HVAC professionals.

### **03403 Indoor Air Quality**

This course focuses on air quality standards, testing, and improvement methods in HVAC systems.

## Carpentry Course Curriculum (648 Clock Hours)

The Carpentry Diploma Course consists of 648 clock hours of instruction delivered over 24 months and follows the approved course outline. The curriculum provides instruction in construction safety, construction math, blueprint reading, and tool usage, followed by comprehensive carpentry training. Students learn framing systems, floor and wall systems, stair construction, roof framing, exterior and interior finishing, drywall installation, concrete formwork, site layout, and advanced carpentry applications. Instruction includes both theory and hands-on lab training through simulated construction projects conducted on campus. The course prepares graduates for entry-level employment in residential and commercial carpentry roles.

All instruction, course materials, lectures, laboratory activities, assessments, and student services are delivered in the English language.

## Employment Opportunities

Graduates of the Carpentry Diploma Program may qualify for entry-level employment opportunities such as Carpenter Helper, Framing Carpenter, Finish Carpenter, Construction Laborer, Cabinet Installer, and Maintenance Technician. Employment opportunities may vary based on experience, certifications, and local labor market conditions.

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
00100	Build Your Future in Construction	6.5	—	—
00101	Basic Safety (Construction Site Safety Orientation)	6.5	—	—
00102	Introduction to Construction Math	6.5	—	—
00103	Introduction to Hand Tools	6.5	—	—
00104	Introduction to Power Tools	6.5	—	—
00105	Introduction to Construction Drawings	6.5	—	—
00106	Introduction to Basic Rigging	6.5	—	—
00107	Basic Communication Skills	6.5	—	—
00108	Basic Employability Skills Level 1	6.5	—	—
00109	Introduction to Material Handling Level 2	6.5	—	—
27101	Orientation to the Trade	6.5	—	—
27102	Building Materials, Fasteners, and Adhesives	6.5	—	—
27103	Hand and Power Tools	6.5	—	—
27104	Introduction to Construction Drawings, Specifications, and Layout	6.5	—	—
27105	Floor Systems	6.5	—	—
27109	Introduction to Building Envelope Systems	6.5	—	—
27110	Basic Stair Layout	6.5	—	—
27111	Wall Systems	6.5	—	—
27112	Ceiling Joist and Roof Framing	6.5	—	—

27201	Commercial Drawings	6.5	—	—
27202	Roofing Applications	6.5	—	—
27203	Thermal and Moisture Protection	6.5	—	—
27204	Exterior Finishing	6.5	—	—
27205	Cold-Formed Steel Framing	6.5	—	—
27206	Drywall Installation	6.5	—	—
27207	Drywall Finishing	6.5	—	—
27208	Doors and Door Hardware	6.5	—	—
27209	Suspended Ceilings	6.5	—	—
27210	Window, Door, Floor, and Ceiling Trim	6.5	—	—
27211	Cabinet Installation	6.5	—	—
27303	Properties of Concrete	6.5	—	—
27304	Reinforcing Concrete	6.5	—	—
27305	Handling and Placing Concrete	6.5	—	—
27306	Trenching and Excavating	6.5	—	—
27307	Foundations and Slabs-on-Grade	6.5	—	—
27308	Vertical Formwork	6.5	—	—
27309	Horizontal Formwork	6.5	—	—
27310	Tilt-up Wall Panels	6.5	—	—
27401	Site Layout One – Differential Leveling	6.5	—	—
27402	Site Layout Two – Angular and Distance Measurements	6.5	—	—
27403	Advanced Roof Systems	6.5	—	—
27404	Advanced Wall Systems	6.5	—	—
27405	Advanced Stair Systems	6.5	—	—
27406	Introduction to Construction Equipment	6.5	—	—
27407	Introduction to Oxyfuel Cutting and Arc Welding	6.5	—	—
27409	Site Preparation	6.5	—	—
46101	Fundamentals of Crew Leadership	6.5	—	—
38101	Rigging Equipment	6.5	—	—
38102	Rigging Practices	6.5	—	—
—	<b>LAB</b>	<b>329.5</b>	—	—
—	<b>TOTAL</b>	<b>648</b>	—	—

# Course Descriptions – Carpentry Diploma Program

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## Core Construction Courses

### **00100 Build Your Future in Construction**

This course introduces students to the construction industry, including career pathways, industry expectations, and foundational knowledge required for success in skilled trades.

### **00101 Basic Safety (Construction Site Safety Orientation)**

This course provides instruction on construction safety practices, including OSHA standards, hazard recognition, and proper use of personal protective equipment.

### **00102 Introduction to Construction Math**

This course covers basic math skills used in construction, including measurements, fractions, and calculations.

### **00103 Introduction to Hand Tools**

This course introduces hand tools used in carpentry, including proper use, maintenance, and safety procedures.

### **00104 Introduction to Power Tools**

This course provides instruction on the safe use and operation of power tools used in carpentry.

### **00105 Introduction to Construction Drawings**

This course teaches students how to read and interpret construction drawings and blueprints.

### **00106 Introduction to Basic Rigging**

This course introduces rigging fundamentals, including equipment, safety practices, and basic lifting techniques.

### **00107 Basic Communication Skills**

This course develops communication skills necessary for teamwork and workplace success.

### **00108 Basic Employability Skills Level 1**

This course focuses on workplace readiness, professionalism, and job retention skills.

### **00109 Introduction to Material Handling Level 2**

This course covers safe material handling techniques, including lifting, storing, and transporting materials.

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## Carpentry Technical Courses

### **27101 Orientation to the Trade**

This course introduces carpentry as a profession, including tools, materials, and career pathways.

### **27102 Building Materials, Fasteners, and Adhesives**

This course covers materials used in carpentry, including wood types, fasteners, and adhesives.

### **27103 Hand and Power Tools**

This course expands on tool usage specific to carpentry applications.

### **27104 Introduction to Construction Drawings, Specifications, and Layout**

This course focuses on reading detailed construction plans and performing layout work.

### **27105 Floor Systems**

This course covers construction and installation of floor systems.

**27109 Introduction to Building Envelope Systems**

This course introduces exterior building systems and weather protection methods.

**27110 Basic Stair Layout**

This course teaches stair design, layout, and construction techniques.

**27111 Wall Systems**

This course covers framing and construction of wall systems.

**27112 Ceiling Joist and Roof Framing**

This course introduces roof framing systems and ceiling joist installation.

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**Intermediate Carpentry Courses****27201 Commercial Drawings**

This course focuses on interpreting commercial construction drawings.

**27202 Roofing Applications**

This course covers roofing systems, materials, and installation techniques.

**27203 Thermal and Moisture Protection**

This course introduces insulation and moisture control systems.

**27204 Exterior Finishing**

This course covers exterior finishes such as siding and trim.

**27205 Cold-Formed Steel Framing**

This course introduces steel framing systems used in construction.

**27206 Drywall Installation**

This course covers drywall installation techniques.

**27207 Drywall Finishing**

This course focuses on finishing drywall surfaces.

**27208 Doors and Door Hardware**

This course covers installation of doors and hardware.

**27209 Suspended Ceilings**

This course introduces ceiling grid systems and installation.

**27210 Window, Door, Floor, and Ceiling Trim**

This course covers finish carpentry techniques.

**27211 Cabinet Installation**

This course teaches cabinet installation methods and alignment.

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**Advanced Carpentry Courses****27303 Properties of Concrete**

This course introduces concrete materials and properties.

**27304 Reinforcing Concrete**

This course covers reinforcement techniques used in concrete work.

**27305 Handling and Placing Concrete**

This course focuses on proper placement and finishing of concrete.

**27306 Trenching and Excavating**

This course introduces site preparation and excavation techniques.

**27307 Foundations and Slabs-on-Grade**

This course covers foundation systems and slab construction.

**27308 Vertical Formwork**

This course teaches construction of vertical formwork systems.

**27309 Horizontal Formwork**

This course covers horizontal formwork for concrete structures.

**27310 Tilt-up Wall Panels**

This course introduces tilt-up construction methods.

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**Site & Advanced Applications****27401 Site Layout One – Differential Leveling**

This course introduces leveling techniques for site preparation.

**27402 Site Layout Two – Angular and Distance Measurements**

This course covers advanced measurement techniques for layout.

**27403 Advanced Roof Systems**

This course focuses on complex roof construction methods.

**27404 Advanced Wall Systems**

This course covers advanced framing techniques.

**27405 Advanced Stair Systems**

This course teaches advanced stair construction.

**27406 Introduction to Construction Equipment**

This course introduces equipment used on construction sites.

**27407 Introduction to Oxyfuel Cutting and Arc Welding**

This course provides basic welding and cutting techniques.

**27409 Site Preparation**

This course covers preparation of construction sites for building.

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**Leadership & Rigging Courses****46101 Fundamentals of Crew Leadership**

This course develops leadership and supervisory skills for construction environments.

**38101 Rigging Equipment**

This course introduces rigging tools and equipment used in construction.

**38102 Rigging Practices**

This course covers safe rigging techniques and procedures.

**Project Management Course Curriculum (648 Clock Hours)**

The Project Management Diploma Course consists of 648 clock hours of instruction delivered over 24 months in accordance with the approved course outline. The curriculum combines classroom instruction with applied learning activities. Students receive instruction in project

planning, safety, construction documents, estimating, scheduling, resource control, quality control, communication, leadership, and problem-solving. The course incorporates hands-on learning through project simulations, case studies, and the use of project management and scheduling software. Graduates are prepared for entry-level project coordination and administrative management roles across construction, business, and nonprofit environments.

All instruction, course materials, lectures, laboratory activities, assessments, and student services are delivered in the English language.

## Employment Opportunities

Graduates of the Project Management Diploma Program may qualify for entry-level employment opportunities such as Project Coordinator, Assistant Project Manager, Construction Coordinator, Project Assistant, Administrative Project Support Specialist, and Operations Coordinator. Employment opportunities may vary based on experience, education, and employer requirements.

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
00100	Build Your Future in Construction	6.5	—	—
00101	Basic Safety (Construction Site Safety Orientation)	6.5	—	—
00102	Introduction to Construction Math	6.5	—	—
00103	Introduction to Hand Tools	6.5	—	—
00104	Introduction to Power Tools	6.5	—	—
00105	Introduction to Construction Drawings	6.5	—	—
00106	Introduction to Basic Rigging	6.5	—	—
00107	Basic Communication Skills	6.5	—	—
00108	Basic Employability Skills Level 1	6.5	—	—
00109	Introduction to Material Handling Level 2	6.5	—	—
44101	Introduction to Project Management	12	—	—
44102	Safety	12	—	—
44103	Interpersonal Skills	12	—	—
44104	Issues and Resolutions	12	—	—
44105	Construction Documents	12	—	—
44106	Construction Planning	12	—	—
44107	Estimating and Cost Control	12	—	—

44108	Scheduling	12	—	—
44109	Resource Control	12	—	—
44110	Quality Control and Assurance	12	—	—
44111	Continuous Improvement	12	—	—
MT201	Orientation to the Job	12	—	—
MT202	Human Relations and Problem Solving	12	—	—
MT203	Safety	12	—	—
MT204	Quality Control	12	—	—
MT205	Contract and Construction Documents	12	—	—
MT206	Document Control and Estimating	12	—	—
MT207	Planning and Scheduling	12	—	—
MT208	Resource Control and Cost Awareness	12	—	—
—	<b>LABS</b>	<b>355</b>	—	—
—	<b>TOTAL</b>	<b>648</b>	—	—

## Course Descriptions – Project Management Diploma Program

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### Core Construction Courses

#### **00100 Build Your Future in Construction**

This course introduces students to the construction industry, including career pathways, industry expectations, and foundational knowledge required for success in skilled trades.

#### **00101 Basic Safety (Construction Site Safety Orientation)**

This course provides instruction on construction safety practices, including OSHA standards, hazard recognition, and proper use of personal protective equipment.

#### **00102 Introduction to Construction Math**

This course covers basic mathematical concepts used in construction and project environments, including measurements and calculations.

#### **00103 Introduction to Hand Tools**

This course introduces common hand tools used in construction and project environments, including proper use and safety.

#### **00104 Introduction to Power Tools**

This course provides instruction on the safe operation of power tools used in construction-related projects.

#### **00105 Introduction to Construction Drawings**

This course teaches students how to read and interpret construction drawings and plans.

**00106 Introduction to Basic Rigging**

This course introduces rigging fundamentals, including equipment usage and safety procedures.

**00107 Basic Communication Skills**

This course develops communication skills needed for teamwork, reporting, and workplace interactions.

**00108 Basic Employability Skills Level 1**

This course focuses on professionalism, time management, and workplace expectations.

**00109 Introduction to Material Handling Level 2**

This course covers safe handling, storage, and movement of materials.

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**Project Management Core Courses****44101 Introduction to Project Management**

This course introduces project management principles, including project life cycles, roles, and responsibilities.

**44102 Safety**

This course focuses on safety management within projects, including compliance and risk prevention.

**44103 Interpersonal Skills**

This course develops leadership, teamwork, and conflict resolution skills.

**44104 Issues and Resolutions**

This course teaches problem-solving strategies and decision-making techniques in project environments.

**44105 Construction Documents**

This course covers project documentation, including plans, specifications, and reporting.

**44106 Construction Planning**

This course introduces planning processes, including scope development and scheduling basics.

**44107 Estimating and Cost Control**

This course focuses on budgeting, estimating project costs, and financial tracking.

**44108 Scheduling**

This course teaches project scheduling techniques, timelines, and sequencing.

**44109 Resource Control**

This course covers management of labor, materials, and equipment.

**44110 Quality Control and Assurance**

This course introduces quality standards, inspections, and performance monitoring.

**44111 Continuous Improvement**

This course focuses on improving project processes and outcomes.

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## **Management & Leadership Courses**

### **MT201 Orientation to the Job**

This course introduces workplace expectations, job responsibilities, and organizational structure.

### **MT202 Human Relations and Problem Solving**

This course develops interpersonal communication and problem-solving skills.

### **MT203 Safety**

This course reinforces workplace safety practices and compliance standards.

### **MT204 Quality Control**

This course focuses on maintaining quality standards in project execution.

### **MT205 Contract and Construction Documents**

This course introduces contracts, legal considerations, and documentation processes.

### **MT206 Document Control and Estimating**

This course covers document management and cost estimation techniques.

### **MT207 Planning and Scheduling**

This course expands on planning strategies and scheduling tools.

### **MT208 Resource Control and Cost Awareness**

This course focuses on managing project resources and controlling costs.

## **Course Features:**

- Industry-recognized certifications are awarded upon successful completion.
- Hands-on laboratory components allow students to apply theory to practice.
- Courses emphasize workplace safety, technical proficiency, and professionalism.
- Graduates are prepared for immediate employment opportunities for advancement in their chosen trade.

## **On-the-Job Training (OJT) Policy:**

Award Excellence Training Institute does not require students to complete off-site On-the-Job Training (OJT) or externships as a condition for graduation from any course. All hands-on training is delivered on campus in controlled lab environments that simulate real jobsite conditions. This ensures students meet NCCER certification standards through performance profiles and module assessments conducted by certified instructors.

At Award Excellence Training Institute, our educational courses are more than just training, they are a pathway to a meaningful career and personal fulfillment. Award Excellence Training Institute does not guarantee employment, job placement, or specific earnings upon completion of any course, as employment outcomes depend on individual qualifications, employer requirements, and current labor market conditions.

## Tuition & Fees

Award Excellence Training Institute is committed to providing high-quality education and training at an affordable cost. We believe that financial concerns should not stand in the way of students pursuing meaningful careers in the skilled trades. Our tuition and fee structure is transparent, with no hidden charges, and is designed to reflect the true value of the education and certifications we provide.

<b>Course</b>	<b>Duration</b>	<b>Tuition</b>
Electrical	1,296 Hours	\$51,000
HVACR	648 Hours	\$25,500
Carpentry	648 Hours	\$25,500
Project Management	648 Hours	\$25,500

**Registration Fee:** A non-refundable \$100 registration fee is required at the time of enrollment to reserve a place on the chosen course.

**Books & Materials Fee:** Covers required textbooks, workbooks, safety gear, and basic tools necessary for participation in the course.

**Payment Plans:** Flexible, interest-free payment plans are available to help students manage their tuition over the duration of their course. Payment schedules are discussed and agreed upon during the enrollment process.

**Financial Assistance:** Internal scholarships and third-party funding opportunities may be available to qualifying students. Our admissions and financial aid team is happy to help students explore all available options and assist with applications.

At Award Excellence Training Institute, we are dedicated to helping our students achieve their goals without undue financial burden. Please contact our admissions office for the most up-to-date tuition information and discuss available payment options.

## Refund Policy

### Refund & Cancellation Policy

1. **Three-Day Cancellation:** A student may cancel this enrollment agreement within three (3) business days (excluding weekends and holidays) after signing and making an initial payment. All monies paid will be refunded in full within 30 days.

2. **Cancellation Before First Class:** If cancellation occurs after the three-business-day period but before the first class, the institution will refund all monies paid, less the registration fee (nonrefundable, not to exceed \$150).

3. **Drop/Add Period:** The drop/add period is the first five (5) business days of classes. Students

who withdrew on or before this period will receive a 100% refund of tuition and fees paid (excluding the registration fee). No refund will be issued after this period except as stated below.

**4. Course Cancellation by Institution:** If the institution cancels a course or class, all monies paid by the student will be refunded within 30 days.

**5. Rejection of Enrollment:** If the institution does not accept enrollment, all monies paid will be refunded within 30 days.

**6. Withdrawal or Termination After Classes Begin:**

o **Course Basis Billing:** If tuition is billed for the full course, cancellation after attendance has begun and through completion of up to 40% of the course will result in a pro rata refund based on the number of clock hours completed to the total course hours. No refund will be made after more than 40% of the course has been completed.

o **Term Basis Billing:** If tuition is billed by academic term, cancellation after attendance has begun and through completion of up to 20% of the term will result in a pro rata refund. No refund will be made after more than 20% of the term has been completed.

**7. Determination of Withdrawal:** For refund purposes, the termination date is the last date of actual attendance unless earlier written notice of withdrawal is provided by the student.

**8. Method of Withdrawal/Cancellation:** All cancellations or withdrawals must be submitted in writing, either in person, by certified mail, or by email.

**9. Refund of Books, Equipment, and Supplies:** Refunds will be made for books, equipment, and supplies if they are unused and returnable.

**10. Refund Timeline:** All refunds due will be made within thirty (30) days of the student's official withdrawal, termination, or receipt of written cancellation.

**11. Federal or Veterans Benefits Recipients:** For students receiving Veterans benefits, applicable federal regulations will supersede the institution's policy if those regulations are more stringent.

## Academic Calendar

Award Excellence Training Institute operates on a quarterly academic schedule, providing multiple opportunities each year for students to begin their training. Classes are held in person at our Opa-Locka campus, with new cohorts starting at the beginning of each term.

## Term Start Dates

Our courses offer **four entry points each year**, with terms beginning in:

- **January** (Winter Term)

- **March** (Spring Term)
- **June** (Summer Term)
- **September** (Fall Term)

Exact start and end dates for each term are published on the institute's website and posted on campus. Students are encouraged to register at least two weeks prior to the start of their desired term to secure a spot in their course.

## Holidays & Breaks

The institute observes all federally recognized U.S. holidays, and no classes will be held on these days:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day / Indigenous Peoples' Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Friday following Thanksgiving)
- Christmas Eve & Christmas Day (December 24 & 25)

The institute may also observe a short winter break at the end of December. When a recognized holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When a recognized holiday falls on a Sunday, the holiday will be observed on the following Monday.

## Class Schedule

Classes are scheduled Monday through Friday. Both daytime and evening sessions are available for most courses to accommodate students' varied needs. Specific schedules are provided during enrollment and may vary slightly by course.

Award Excellence Training Institute reserves the right to adjust the academic calendar as needed to accommodate weather events, facility needs, or other unforeseen circumstances. Any such changes will be communicated to students in a timely manner.

# Grading & Satisfactory Academic Progress

Award Excellence Training Institute holds students to high academic and professional standards to ensure graduates are prepared for success in the skilled trades workforce. Academic performance and attendance are monitored throughout the course to support student progress and identify those who may need additional assistance.

## Grading Policy

Student performance is evaluated using a combination of written tests, practical skills assessments, class participation, and attendance. Final grades are recorded on a percentage scale and assigned letter grades as follows:

Percentage	Letter Grade	Description
90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
Below 70%	F	Unsatisfactory/Fail

A minimum final grade of **70% (C)** is required in all courses to remain in good standing and to graduate.

## Attendance Requirement

Students are required to maintain a minimum of **80% attendance** throughout their course. Excessive absences or tardiness may result in probation, suspension, or dismissal from the course. Attendance records are kept and reviewed monthly.

## Satisfactory Academic Progress (SAP)

Students must meet the following SAP standards:

- Maintain a cumulative grade of at least **70%**.
- Maintain a minimum attendance rate of **80%**.
- Demonstrate progress toward completing course requirements within the maximum time frame allowed.

SAP is evaluated at the end of each term. Students who fail to meet SAP standards will be placed on academic probation and given one term to improve. If SAP is not restored after the probationary period, the student may be dismissed from the course.

## Academic Support

The institute offers academic advising, tutoring, and faculty support for students who are struggling academically. Students are encouraged to seek help early to avoid falling below SAP standards.

Award Excellence Training Institute is committed to helping students succeed academically while upholding the integrity of its courses and the value of its certifications.

## Diplomas

At Award Excellence Training Institute, we believe that earning a diploma is more than just a credential, it is a recognition of the hard work, dedication, and skill mastery our students demonstrate throughout their course. Graduates leave our courses equipped with the knowledge and practical expertise they need to succeed in the skilled trades workforce.

Students who successfully complete all required coursework, laboratory hours, and attendance requirements for their chosen course are awarded a diploma in their trade. This diploma verifies that the student has mastered the competencies outlined in the course curriculum and is ready to enter the workforce in their chosen trade.

Each diploma clearly states the course title, total instructional hours completed, and date of completion.

Students are not certified or licensed upon completion of any course offered by Award Excellence Training Institute.

## Graduation Requirements

To be eligible for graduation, students must:

- Complete all required instructional hours in their course.
- Achieve a final grade of at least 70% in all courses.
- Maintain an overall attendance rate of at least 80%.
- Satisfy all financial obligations to the institute.

Graduates receive their certificates at a formal recognition ceremony or may pick them up from the admissions office by appointment.

At Award Excellence Training Institute, your success is our pride, and we look forward to celebrating your accomplishments as you begin your career in the skilled trades with nationally recognized credentials.

## Financial Aid & Assistance

Award Excellence Training Institute is committed to supporting student access to education through a variety of non-federal financial assistance options. The institution offers internal scholarships, structured interest-free payment plans, and individualized financial guidance to help students understand available payment and funding options prior to enrollment.

The institution also provides information and administrative assistance to eligible students seeking workforce development funding through external agencies, including courses authorized under the Workforce Innovation and Opportunity Act (WIOA) in partnership with CareerSource and other local workforce boards. Approval of third-party funding is determined solely by the external funding agency and is subject to the agency's eligibility requirements, funding availability, and application approval timelines.

Students are encouraged to consult with the Financial Services Office prior to enrollment to review tuition obligations, payment options, and available funding resources to ensure informed enrollment decisions.

## Student Conduct & Policies

Award Excellence Training Institute expects all students to uphold the highest standards of personal and professional conduct throughout their enrollment. Our goal is to foster a safe, respectful, and supportive learning environment where every student has the opportunity to succeed.

### Code of Conduct

#### **Students are expected to:**

- Attend classes regularly and arrive on time.
- Demonstrate respect for instructors, staff, and fellow students.
- Use school equipment, tools, and facilities responsibly.
- Maintain a professional demeanor, both in class and during hands-on training.
- Always comply with all safety protocols and procedures.
- Refrain from disruptive behavior, harassment, discrimination, or any actions that interfere with the learning environment.

## **Attendance & Punctuality**

Regular attendance and punctuality are critical to successful course completion. Students who fail to maintain the required minimum attendance rate may be placed on probation or dismissed from the course. Excessive tardiness or unexcused absences may also result in disciplinary action.

## **Academic Integrity**

All students are expected to complete their own work honestly and without unauthorized assistance. Cheating, plagiarism, or falsification of records is strictly prohibited and may result in disciplinary action up to and including dismissal.

## **Substance-Free Policy**

The use, possession, or distribution of alcohol or illegal drugs on school property is strictly prohibited. Students who violate this policy are subject to immediate dismissal.

## **Disciplinary Procedures**

Violations of the Code of Conduct are reviewed by the Executive Director or designated staff. Disciplinary actions may include verbal or written warnings, probation, suspension, or dismissal, depending on the severity and frequency of the violations.

Award Excellence Training Institute reserves the right to dismiss any student whose behavior is detrimental to the school's community, reputation, or the educational environment. Students are encouraged to review the full student handbook for detailed policies and procedures.

## **Anti-Hazing & Non-Discrimination Policies**

Award Excellence Training Institute is committed to maintaining a safe, inclusive, and supportive educational environment for all students. We prohibit any form of hazing, harassment, or discrimination, and we promote equal opportunity in all aspects of our operations.

## **Anti-Hazing Policy**

Hazing of any kind — whether physical, emotional, or psychological — is strictly prohibited. Hazing is defined as any action taken or situation created, intentionally or unintentionally, to cause embarrassment, discomfort, harassment, or ridicule, regardless of consent.

Violations of the anti-hazing policy will result in immediate disciplinary action, which may

include suspension or dismissal.

## **Non-Discrimination Policy**

Award Excellence Training Institute does not discriminate on the basis of:

- Race
- Color
- National origin
- Ethnicity
- Gender or gender identity
- Sexual orientation
- Age
- Disability
- Religion
- Marital status
- Veteran status
- Any other legally protected characteristic

This policy applies to all areas of the student experience, including admissions, classroom instruction, training, and access to facilities.

## **Equal Opportunity Commitment**

We are proud to serve a diverse student body and are committed to ensuring that every individual has equal access to educational opportunities and resources. Any student who believes they have experienced harassment, discrimination, or hazing should report the incident immediately to the Executive Director or designated staff for investigation and resolution.

Award Excellence Training Institute strives to create an atmosphere of respect, dignity, and inclusion where every student can thrive.

The institute prohibits hazing in any form and provides equal opportunity regardless of race, color, religion, national origin, sex, age, disability, or other protected status.

## Facilities & Equipment

Award Excellence Training Institute provides students with a modern, well-maintained learning environment designed to simulate real-world job settings and foster hands-on skills development. Our facilities are tailored to the needs of each course and fully equipped with the tools and resources necessary for high-quality training.

## Campus Location

Our campus is conveniently located at:

**2190 Ali Baba Avenue, Suite A, Opa-Locka, FL 33054**

The facility is easily accessible by public transportation and offers free parking for students.

## Classrooms

Instructional classrooms are equipped with comfortable seating, instructional technology, whiteboards, and projectors. These spaces support lectures, group discussions, and theoretical instruction in a professional atmosphere conducive to learning.

## Hands-On Training Labs

Each course includes access to specialized laboratory spaces designed to replicate industry-standard working environments:

- **Electrical Lab:** Features wiring stations, panels, conduit bending equipment, multimeters, and tools used in residential, commercial, and industrial electrical work.
- **HVACR Lab:** Outfitted with air conditioning, heating, and refrigeration units for installation and maintenance practice, along with gauges and diagnostic tools.
- **Carpentry Workshop:** Equipped with saws, drills, hand tools, workbenches, and materials for framing, finishing, and cabinetmaking.
- **Project Management Resource Center:** Provides access to computers, project management software, planning materials, and case study resources.

## Student Resources

The campus also features a student lounge area, administrative offices, and access to academic advising and support services. All facilities meet or exceed applicable health, safety, and accessibility standards.

Award Excellence Training Institute continually invests in maintaining and upgrading our

facilities to ensure students train on relevant equipment and learn in a clean, safe, and professional environment.

## **Faculty & Staff Listings**

At Award Excellence Training Institute, we take pride in our team of highly qualified instructors and dedicated staff members. Our faculty bring a wealth of real-world experience and expertise in the skilled trades, ensuring that students receive the most relevant and effective training available.

### **Faculty**

Our instructional staff consists of certified professionals who are passionate about teaching and mentoring the next generation of skilled workers. Each faculty member holds industry-recognized credentials and has significant hands-on experience in their respective fields. Faculty members regularly update their knowledge and skills to keep pace with evolving industry standards and best practices.

Our experienced instructors and administrators bring industry expertise and a commitment to student success.

### **Administrative Staff**

Our administrative staff is committed to supporting students throughout their educational journey from admissions and financial aid guidance to career support and graduation.

A complete and current list of faculty and staff members, along with their credentials, is available upon request at the administrative office.

At Award Excellence Training Institute, our team's shared goal is to help every student achieve their fullest potential and succeed in their chosen career.

#### **Faculty and Staff Directory**

##### **FACULTY AND INSTRUCTIONAL STAFF**

##### **Malory Roger, MBA**

##### **Director of Administration / Instructor**

- Doctor of Business Administration (DBA) – Liberty University
- Professional experience in financial management, workforce development, and postsecondary education administration.

# Raymond Andrews

## President / NCCER Master Trainer / Instructor

- NCCER Certified Master Trainer – National Center for Construction Education & Research (NCCER)
  - NCCER Certified Instructor
  - NCCER Certified Curriculum Performance Evaluator
  - NCCER Certified Module Test Proctor
  - Highest Education: High School Diploma
  - Awarding Institution: Miami Northwestern Senior High School
  - Extensive experience in construction trades training and apprenticeship program administration.
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# Kogi Brown

## Carpentry Instructor

- High School Diploma – Ayden-Grifton High School, North Carolina
  - NCCER Certified Instructor – Carpentry
  - Industry experience in residential and commercial carpentry instruction and field supervision.
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# Jathea Wright

## Instructor

- Bachelor of Science in Psychology – Florida International University
- Florida Department of Education Educator Certificate (Grades K–6)
- Experience in instructional delivery, student engagement, and academic support services.

## Legal Control and Governance

Award Excellence Training Institute, Inc. is a nonprofit corporation governed by its Board of

Directors and Officers, who exercise legal control over the institution's policies, operations, and academic courses. The Board and Officers include, Raymond Andrews, Malory Roger, McObed Olibrice, Sherman Gant, Inex Phillips, and Johnny White.

## Complaint Process

Award Excellence Training Institute is committed to maintaining a fair and supportive learning environment for all students. We take concerns and complaints seriously and encourage students to bring any issues to our attention promptly so they can be addressed in a timely and appropriate manner.

## Internal Complaint Procedure

Students who have concerns or complaint should follow these steps:

- 1. Informal Resolution:** Whenever possible, students are encouraged to resolve the issue directly by speaking with the instructor or staff member involved. Many concerns can be addressed quickly at this level.
- 2. Formal Complaint:** If the issue is not resolved informally, students may file a formal written complaint by submitting it to the Executive Director. The complaint should include the student's name, date, course, a detailed description of the issue, and the resolution sought.
- 3. Investigation & Response:** The Executive Director (or designee) will investigate the complaint, speak with all parties involved, and provide a written response within **10 business days** of receiving the complaint.
- 4. Appeal:** If the student is dissatisfied with the response, they may submit a written appeal within **5 business days** of receiving the decision. The appeal will be reviewed by a designated appeals committee, and a final decision will be made within **10 business days**.

## External Complaint Process

If the student has followed the internal process and believes the issue remains unresolved or involves a violation of state laws or regulations, they may also file a complaint with the Florida Commission for Independent Education:

## Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-Free: (888) 224-6684

The Commission is responsible for licensing and regulating independent postsecondary

institutions in Florida and will review complaints within its jurisdiction.

Award Excellence Training Institute encourages open communication and is dedicated to resolving complaints professionally and fairly.

## Contact Information

We welcome your questions and invite you to contact us for more information about our courses, admissions process, financial aid options, or to schedule a campus tour. Our staff is ready to assist you at every step of your educational journey.

## Award Excellence Training Institute, Inc.

2190 Ali Baba Avenue, Suite A Opa-Locka, FL 33054

**Phone :** (786) 942-5320

**Email:** [m.gaillard@awardexcellence.org](mailto:m.gaillard@awardexcellence.org)

**Website:** [www.awardexcellence.org](http://www.awardexcellence.org)

Office hours: Monday through Friday, 9:00 AM to 5:00 PM Evening hours are available by appointment.

Please feel free to visit our website for up-to-date information about courses, schedules, and upcoming events. We look forward to welcoming you to Award Excellence Training Institute and helping you take the next step toward a rewarding career in the skilled trades.