



Preparing minds for the future!

School Manual

Our Mission: The Sole purpose of The Empowerment Training Institute is to provide quality advanced & technical training to individuals focused on preparing for career opportunities in various business & technology fields for today, the future and beyond.

The Empowerment Training Institute strives to provide a professional environment to promote and encourage each and every student to achieve his or her highest potential, which in turn creates a sense of responsibility and pride for those individuals enrolled in our program.

We prepare students with the practical and technical skills required by employers within their local community, and empower each student to be independent thinkers and effective communicators for their own personal success.



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Entrance Requirements

Admission into a program of study with The Empowerment Training Institute is determined through an online or in person interview process at our facility or through one of our affiliate outreach programs that supports our mission and goals, this interview is done on a “Non Discriminatory” basis for every individual entering our programs. The interview process will be done one on one given that assessments will be done for every student.

Selecting a training program is an important matter that should be given the proper consideration and planning. The Empowerment Training Institute is looking to admit students in our educational programs who demonstrate a positive attitude and a genuine desire to learn and develop themselves into the person that they want to become. The Empowerment Training Institute staff and trainers promote education for lifelong learners.

A High school Diploma or GED is preferred but not required, as this will makes getting a job or job leads easier for that individual. Please be aware that many companies within the United States region require a high school diploma or GED to be employed with them. Empowerment Training Institute absolutely does not require or expect an individual to have either of these documents in order to join our training programs.

Enrollment and Class Schedules

Students may register for most courses at any time. New programs generally begin on a quarterly and semi-quarterly basis. Students should register far enough in advance to allow time for class reservations and scheduling. Shortly after registration an applicant is notified of final acceptance or any additional conditions necessary for admission. The Empowerment Training Institute reserves the right to cancel, change, or post-pone classes as required.

Program offerings detailed within our catalog are subject to change due to market influences. In special situations, the Program Manager may recommend when an exception to the policy can be offered to current students.

Schedule of Classes

All regular day classes meet Monday through Thursday and any special classes and/or trainings will be held on Fridays on an as needed basis. Class times are as follows:

Anytime for all enrolled Online Students

**9:00 a.m. to 4 p.m. Monday- Thursday
(At our local facility once we setup)**

All class schedules will be explained prior to each student attending any of our classes.

Holiday Schedule

The school term is continuous for the duration of the individual courses. School holidays are as follows:

- **New Years Day**
- **Martin Luther King, Jr. Day**
- **Presidents' Day**
- **Week Prior to Easter Sunday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Thanksgiving Day and that entire week**
- **Christmas Week and the Week Prior December 17 – January 2**

Classes meet during all other normal business working days. There will be 2 weeks in the summer that the school will be closed also for trainer appreciation days.

Student Services and Activities

Student services include academic planning, resume development, and business plan counseling. The Empowerment Training Institute would like to see all of our students succeed so we will also offer additional tutoring for basic math, English and writing skills on a as needed basis. The United States offers an abundance of cultural and recreational activities, special programs and field trips that may be arranged to meet a student's intellectual needs and student interest.

The Empowerment Training Institute will also have a Learning Resource Center (LRC) that provides research support and other support services to the students. Its goal is to provide students with the resources and services that best support students learning and the achievement of learning outcomes. The LRC will have a collection of study materials that can be checked out by the students to enhance their learning abilities. Students will have access to various online resources for their research as well. The Program Manager will make staff available to advise and assist students with their request.

The Empowerment Training Institute will strive to help all students achieve their goals in whatever way possible, we will try to schedule field trips to several local and inter-state companies, museums and other learning facilities to expose our student to their knowledge and the real world opportunities that may be available, as this will help to shape a student understanding of real world experiences.

Administration and Faculty

Sterlyn Smith

Program Manager, Overall Program Trainer

A/S Electronics Engineering, A+ Certified IT Professional

Roderick Thompson

CFO, Program Manager

A/S Electronics Engineering, A+ Certified IT Professional

Inez Adams

Counselor, Student Support Administrator

bachelor's degree in Behavioral Health Science at Grand Canyon University (GCU).

Rules and Policies

School Rules

School rules and policies are provided during the admissions process and posted around the facility. Students are provided with a pamphlet which explains our business culture, processes and policies available to students. Special emphasis is placed on academic progress, regular attendance, professional conduct, personal appearance, timely completion of projects, and consideration of others. Students are expected to conduct themselves in the same manner as is appropriate on the job. Probation and/or termination will be considered in cases of serious violation of school rules, breach of conduct, and failure to comply with staff instructions.

Academic Honesty

All students must conform to the principles and standards of academic honesty as upheld by The Empowerment Training Institute. Academic cheating or plagiarism is cause for formal discipline and in some cases recommendations for dismissal from the school will be necessary. Disciplinary documentation will be placed in a student's academic file.

Withdrawal

At any time during training a student has the free will to withdraw from our training programs if they feel it necessary for any reason they choose. The Empowerment Training Institute will request in writing why the individual is withdrawing from the school so we can address any issues whether personal or business related regarding the nature of their early withdrawal.

General Information

Student information Service:

The Program Director of The Empowerment Training Institute will be available at the facility or online to assist students and prospective students in obtaining information about our school and training programs. The Empowerment Training Institute is accessible to disabled persons, provisions for individuals with disabilities will include: ramps, reserved parking, and accessible restrooms.

Statement of Nondiscrimination:

The Empowerment Training Institute is an equal opportunity educational program where students are admitted in and without regard to race, gender, color, age, religion, national origin, disability, or sexual orientation.

Sexual Harassment:

Sexual Harassment of employees or students is prohibited and shall subject the offender to dismissal or other sanctions. Any individual who feels he/she has a complaint or matter that they wish to discuss may report the problem directly to the Program Manager. This policy applies to students as well as employees.

Grievance Procedure:

If at any time during your program with us and you become dissatisfied with any aspect of you The Empowerment Training Institute programs, we encourage you to address your concerns with the appropriate staff personnel.