



School Catalog

January 1, 2025 – December 31, 2025

Table of Contents

General Information.....	4
Administrators	4
Mission	4
Core Values	5
Institutional Objectives.....	5
APPROVALS.....	5
Approval to Operate	6
Approved Training Provider.....	6
REQUIRED DISCLOSURE STATEMENTS	6
School Catalog Updated Annually.....	6
REGISTERED PROGRAM	7
PROGRAM COMPLETION	7
FACILITY	7
Location & Parking	7
Facility	8
Library	8
Equipment.....	8
ADMISSIONS.....	9
Procedures.....	9
Admission Requirements	9
Entrance Test	9
International Students.....	9
Foreign High School Diplomas	9
English Language Proficiency	10
Transferability of Credits	10
Financial Assistance.....	10
Workforce Innovation and Opportunity Act (WIOA) Funds:	11
Employer/Agency Funds:	11
Institutional Payment Plans:	11
Sweat Equity Scholarship:.....	11
Orientation	11
ACADEMIC POLICIES	11

Class Session Information	11
Grading System.....	13
Program Cost – Total charges period of attendance and entire educational program.....	13
Program Cost	13
Attendance Policy	14
Absence Policy:	14
Tardiness Policy	14
Notification to school:	14
Attendance Probation:.....	14
Leave of Absence (LOA):.....	14
CANCELLATION, WITHDRAWAL NOTICE AND TERMINATION POLICY.....	15
Cancellation Policy.....	15
Withdrawal Notice	15
Termination Policy.....	15
Refund Policies.....	15
Refunds for withdrawals on or before the first day of class.	16
Refunds for Federal Student Aid Funds.....	16
GENERAL POLICIES.....	16
Personal/Professional Code of Conduct	16
Student Dress Code.....	18
Students with Disabilities	18
Alcohol and Drug Use.....	18
Policy to Prevent Harassment	18
Sexual Harassment.....	19
Unlawful Discrimination.....	20
Student Rights – Complaint/Grievance Policy and Procedure.....	20
Student Services.....	21
Placement Assistance	21
Housing Assistance.....	21
Records Retention	21
Student Tuition Recovery Fund Disclosures.....	21
Faculty.....	23
Notice of Cancellation Form	24

GRID Alternatives Central Valley Training Center

4210 N. Brawley Suite 102, Fresno, CA 93722

Office - (559) 214-0204

Fax - (559) 420-0357 | Email - trainingcv@gridalternatives.org

<https://gridalternatives.org/regions/cv/solar-installation-training>

Effective School Year: January 1, 2025, to December 31, 2025

General Information

Administrators

Karina Gonzalez – Co-Executive Director GRID Central Valley

Serves as Chief Executive Officer, and Chief Academic Officer for GRID Alternatives Central Valley

David Griffin – Co-Executive Director GRID Central Valley

Serves as Chief Operations Officer for GRID Alternatives Central Valley

Administrative Office Hours: 8:00 am – 12:00 pm & 1:00 pm – 4:30 pm. Monday – Friday

Instruction Hours: 8:00 am – 5:00 pm. Monday – Friday

GRID Alternatives Central Valley Training Center recognizes most legal holidays.

Mission

GRID Alternatives Central Valley Training Center's mission is to provide job training to students through excellent education, hands-on career technical training, and professional career services providing opportunity for successful entry level employment.

Core Values

We believe that by providing the right tools for the job, passionate and experienced instructors to teach hands on skills in a structured and safety focused learning environment, students thrive and become mentally equipped to rise and overcome challenges to successfully achieve their goals.

Safety: We value safety in the workplace, including physical, emotional, and psychological safety, and strive to offer a training space culture that feels safe for everyone.

Partnership Collaboration: We value partnerships with industry, business, educational and governmental Institutions within our communities.

Integrity: We value accountability, ethics, open communication, transparency, honesty, responsibility and mutual respect.

Customer based focus and Continuous Improvement: We value our customers and continuous improvement of our training programs, professional services, and program processes through team empowerment and professional staff development in a culture of collaboration and team work. GRID Alternatives Central Valley Training Center is always willing to go the extra mile to assist our customers and our community.

Equity, Inclusion & Diversity (EID): We value a culture of equity and inclusion in an educational environment that fosters global awareness for everyone; creating a respectful and supportive training institution, attracting and supporting a diverse community of students and staff.

Institutional Objectives

- Provide an interactive educational environment with adapted curriculum to meet the needs of businesses and industry partners in the community.
- Maintain transparency and provide constructive feedback to promote student self-assessment and motivation.
- Provide students with real-world, hands-on experience, detailed instruction, and clear learning goals and outcomes for student success.

APPROVALS

Approval to Operate

GRID Alternatives Central Valley Solar Training Center (GACV Training Center) is a private non-profit institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). The BPPE approval means that the school and its operation comply with the standards established under the law for occupational instruction by postsecondary educational institutions. Approval to operate means compliance with minimal state standards and does not imply any endorsement or recommendation by the State of California or by the BPPE.

Approved Training Provider

GRID Alternatives Central Valley Solar Training Center is an approved training provider under the State of California Eligible Training Providers List (ETPL).

REQUIRED DISCLOSURE STATEMENTS

GRID Alternatives Central Valley Training Center is not accredited, and its courses are not accredited by an accrediting agency.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento , CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900, or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

GACV Training Center is not approved to participate in the Federal or State Student Aid programs.

GACV Training Center does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificates.

GACV Training Center does not allow admittance for students from other countries. It does not provide visa services or vouch for a student's status.

GRID Alternatives Central Valley Training Center does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et seq.)

School Catalog Updated Annually

Updates to the GRID Alternatives Central Valley Training Center School Catalog will be made annually. If changes to the educational programs, educational services, procedures, or policies required to be included in the catalog by

statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog.

REGISTERED PROGRAM

GRID Alternatives Central Valley Training Center currently offers the following course:

Course	Program Hours
Solar Installation Basics Training 200	200

GACV Training Center does not currently offer distance education certificate courses.

PROGRAM COMPLETION

GRID Alternatives Central Valley Training Center works to provide the best possible training experience for all students attending the training center. California statute requires that, upon successful completion of course of study, a student be awarded an appropriate diploma or certificate verifying the fact. We aim to ensure each student completes the program with quality education and training that leads to opportunities in the solar or construction related industry. GRID Alternatives Central Valley Training Center, in Accordance with California law and the Bureau of Private Postsecondary Education, **“NEVER GUARANTEES”** any program completion, certification, job placement, etc. to any student enrolled at our training center. GRID Alternatives Central Valley Training Center does guarantee that we will work to provide the best quality training, education, and placement services in our students chosen field of study.

FACILITY

Location & Parking

Classes and labs take place at GRID Alternatives Central Valley Training Center.

Center front office is open 8:00 am – 12:00 pm & 1:00 pm – 4:30 pm. Monday – Friday

Location: 4210 N. Brawley Ave. Suite # 102, Fresno, CA 93722.

Phone: (559) 214-0204

Free parking is available on-site during class hours. Public transportation serves our area via Fresno Area Express (FAX) buses.

Facility

GRID Alternatives Central Valley Training Center operates its main campus in Fresno. The campus has approximately 1000 square feet of classroom space and approximately 5,723 square feet of lab and warehouse space. The campus consists of two classrooms, a lab area, and outside lab area approximately 6,543 square feet in size, one break room, three administrative offices, a storage room, and a maintenance room. An offsite warehouse located next door at GRID Alternatives is made available for Pack Out training lab. GACV Training Center classrooms are equipped with televisions, and laptops which are utilized to teach instructional materials. Space allocation for restrooms, offices, and breakroom areas are adequate for the number of students using these facilities. Adequate lighting and ventilation are provided in all areas of the facility.

GACV Training Center, the facility it occupies and the equipment the courses utilize, fully comply with all local, state, and federal ordinances and regulations, including safety, sanitation and fire requirements and standards. Operation manuals are stored and available upon request in the front office. GACV Training Center is committed to providing a safe environment for all students, employees and visitors. Any visitors and members of the public are required to report to the front office for check in, before proceeding to any other area of the campus.

Library

GRID Alternatives Central Valley Training Center does not have an onsite library. Students have access to reference materials and texts consisting of manuals, catalogs, and tutorial aides in vocational classroom. Instructors have list of general reference materials available online and at public libraries. The GACV Training Center has computers and internet access for student use in accessing additional study materials. All materials are available during normal business hours and are to be used on campus. No outside books are required to successfully complete the course. All students will receive required course textbooks the first week of starting class.

Additional reference materials are also available through county libraries.

Fresno County Library Branches

Fig Garden Branch

3071 W. Bullard
Fresno, CA 93711
(559) 600-4071

<http://www.fresnolibrary.org/branch/fig.html>

Central Library

2420 Mariposa
Fresno, CA 93721
(559) 600-READ (7323)

<http://www.fresnolibrary.org/>

Teague Branch

4725 N Polk Avenue
Fresno, CA 93722
(559) 274-1005

<http://www.fresnolibrary.org/branch/tea.html>

Equipment

Our solar training lab provides students opportunity to gain hands-on skills using equipment, hand, and power tools common to solar and construction related industries. Student will use basic hand tools (5 -in -ones, side and diagonal angled cutters, needle nosed pliers, channel locks, measuring tape, speed square, chalk lines, fish tape, conduit benders and specialty electrical tools) and power tools (battery powered drills, impact drivers, and band saws) during the hands-on lab sessions. Students train how to properly install solar photovoltaic systems, connect electrical components, bend conduit and pull wire, all while demonstrating safety techniques aligned with Occupational Safety and Health Administration (OSHA) requirements. In addition, students are provided with Personal Protective Equipment (PPE) kit consisting of hard hat, safety eye protection and gloves. To ensure a safe and healthy training environment GACV Training Center requires that PPE gear is worn in all hands-on training activities.

ADMISSIONS

Procedures

Interested applicants may contact GRID Alternatives Central Valley Training Center Workforce Department for information, to schedule an admissions interview and training center tour. All students, in order to formally enroll, are required to tour facility and read and sign all pre-enrollment disclosures including the GACV Training Center School Catalog, School Performance Fact Sheet (Completion and Placement Rates Disclosure), Notice of Cancellation, Notice of Students Rights, and Enrollment Agreement.

Admission Requirements

- A student must meet eligibility criteria as established by the State, Federal or local funding sources.
- To be admitted, an applicant must be 18 years of age.
- Students are required to have a High School Diploma, GED, proof of Ability-to-benefit test or meet our Entrance Test requirements.

Entrance Test

Applicants without a High School Diploma, Certificate of Proficiency, G.E.D. Certificate or proof of Ability-to-Benefit Test will be administered ACT WorkKeys Applied Math, Workplace Documents and Graphic Literacy. A qualifying score level for these assessments is 3 or higher. Applicants without a High School Diploma, Certificate of Proficiency, G.E.D. Certificate or proof of Ability-to-Benefit can also be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third-party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

International Students

Visa related services are not provided. GRID Alternatives Central Valley Training Center does not admit students from other countries.

Foreign High School Diplomas

Potential students with foreign high school diplomas must have diploma evaluated. They must provide GRID Alternatives Central Valley Training Center with an official report through a credential evaluation service. The report must be received at least one week prior to the training program session start date, student intends to enroll in. GACV Training Center will not cover cost for evaluation services. GACV will review official report to determine if the U.S. high school equivalency requirement is met. List of approved Credential Evaluation Services can be found at <https://www.naces.org/members>.

English Language Proficiency

All GRID Alternatives Central Valley Training Center course instruction and materials are provided in English only. At this time GACV Training Center does not offer English language services.

The following apply to students for whom English is not their primary language and will be taught in English. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Transferability of Credits

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at GRID Alternatives Central Valley Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our Solar Installation Basics Training 200 program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending GRID Alternatives Central Valley Training Center to determine if your certificate will transfer”

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS”

GRID Alternatives Central Valley Training Center does not accept any credits earned at other institutions, or through achievement tests or challenge examinations. GACV Training Center has not entered into an articulation of transfer agreement with any other college, university or institution.

Note: GRID Alternatives Central Valley Training Center courses are NON- CREDIT.

Financial Assistance

GRID works with a variety of sources and programs for tuition assistance, to provide the GACV Training Center students with multiple options. Assistance programs consist of federal, state, county, public and private agency funding. The programs include:

- Workforce Innovation and Opportunity Act (WIOA) Funds
 - Individual Training Agreements thought Fresno Regional Workforce Investment Board
- Employer/Agency Funds
- Institutional Payment Plans
- Sweat Equity Scholarship

To determine eligibility for tuition assistance and for more information on program please contact the GACV Training Center.

Workforce Innovation and Opportunity Act (WIOA) Funds:

GRID Alternatives Central Valley Training Center is an approved training provider on the Fresno Regional Workforce Investment Board's (FRWIB) Eligible Training Provider List (ETPL). Under the FRWIB ETPL students may qualify to receive subsidized training funding under WIOA. To maintain eligibility, GACV Training Center is expected to stay in compliance with ETPL statewide policy and to meet the minimum performance standards as established by state and local Workforce Development Boards.

Employer/Agency Funds:

GRID Alternatives Central Valley Training Center accepts employer and agency funds covering program and tuition cost for programs. Students receiving tuition assistance from sponsoring agency or other employers will be required to submit an authorization for tuition form or voucher for tuition completed and signed by agency representative or employer prior to class session start date.

Institutional Payment Plans:

Student tuition payments are accepted in the form of check, or money order. These payment option allow students to either pay their program costs in full, prior to the start date of the program, or with an option of payment plan. Each of these plans requires an initial payment on or before the first day of class and a signed financial agreement outlining payment arrangements.

Sweat Equity Scholarship:

GRID Alternatives Central Valley Training Center accepts Sweat Equity Scholarship from students who have completed 128 volunteer installation and related tasks service hours with GRID Alternatives Central Valley Energy for All Solar Program. Volunteer hours must be verified, and official letter of service hours is required for tuition waiver authorization.

Orientation

GRID Alternatives Central Valley Training Center offers meet & greet orientations informing interested applicants of policies, procedures and student services available to them. School personnel are on site to discuss educational and employment goals prior to enrolling trainees in program. Students will tour facility, see training classroom, lab set ups and warehouse facility. The school catalog and fact sheet are reviewed and handed out to each attendee at end of evening. The meet & greet is optional and can meet the requirement for admissions interview and training center tour. Potential students attending meet & greet orientations are required to sign in to ensure credit for being present.

ACADEMIC POLICIES

Class Session Information

Daily classes consist of in-class sessions and labs located on the site of GRID Alternatives Central Valley Training Center located at 4210 N. Brawley Suite # 102 Fresno, CA 93722.

Scheduled field trips to residential solar installations will depart from and return to GRID Alternatives Central Valley Training Center.

Program: GRID's Solar Installation Basic Training course

Total credit hours: 200

U.S. Department of Labor's Standard Occupational Classification Codes
Detailed Occupation and Employment Positions

Program Length:

- 5 weeks
- Monday – Friday

- 47-2231.00 (Solar Photovoltaic Installers)
- 47-2061 (Construction Laborers)
- 47-3013 (Helpers—Electricians)

Course Admissions requirements

- Be at least 18 years of age
- Completion of the institution admission requirements

Program Description:

GRID's Solar Installation Basic Training course is designed to develop entry level skills sets for solar photovoltaic installation. The training program consists of a formal classroom setting, training labs and hands-on solar photovoltaic installations on residential rooftops. Course participants spend 5 weeks earning GRID Alternatives Installation Basic Training certificates, while gaining national safety certifications in Occupational Safety and Health Administration (OSHA) 10-hour training and First Aid- CPR & AED. The program covers topics in job site and electrical safety, fall protection, array and electrical layout, racking, module and component installations, balance of system (BOS), conduit bending, and electrical wiring to all National Electrical Code (NEC) required by the National Fire Protection Association (NFPA).

Course Objectives:

The overall course objective is to prepare participants for an entry level position in the solar industry. Participants perform construction and electrical basics, interpret and comprehend the National Electrical Code (NEC), comprehend North American Board of Certified Energy Practitioners (NABCEP) concepts, and demonstrate proper industry related OSHA safety training.

Evaluations and requirements for completion of program:

Student participation is evaluated through attendance, observation of installation technique and ability to display competences aligned with IBT syllabus. Each participant is required to complete daily quizzes covering topics learned in class and lab. A score of 85% on final written exam and demonstration of skills learned in task specific hands-on test are required for successful completion of program.

Expected Outcomes:

Upon successful completion of the program participants will receive GRID Alternatives IBT 200 certificates displaying competences in the following:

Array Installations Basics certificate

Electrical Installations Basics certificate

to include covered topics:

- Job Site Safety
- Fall Protection
- Array Layout
- Racking Installation
- Microinverter Installation
- Module Installation

to include covered topics:

- Electrical Safety
- Electrical Layout and Mounting
- Conduit Bending and Installation
- Electrical Wiring

OSHA 10-hour training hard card and First Aid – CPR – AED certification

Grading System

Student grading is calculated on points earned through exam scores, capstone scores, class punctuality and attendance.

Minimal Passing Criteria for IBT-200		Scoring
Final Exam	Pass	85%
Individual Capstone	Pass	Within Max Times
Attendance	Pass	Must have at least 90% attendance on days. Missing 4 hours in a day counts as a missed day. Pass/ Fail. Cannot miss more than 3 days
Punctuality	Pass	10 min grace window allowed for 5 instances (at start of day or after lunch). Pass/Fail

As training program is designed to provide opportunity for employment in the solar industry or related industries, Students must pass all these elements – failing any one of the elements equates to course fail.

Program Cost – Total charges period of attendance and entire educational program

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

Program Cost

Solar Installation Basics Training 200 (Certificate)	
Registration Fee (non-refundable)	\$85
Lab Kits (non-refundable after cancellation period)	\$100
STRF Fee (non-refundable - \$0.00 for every \$1,000 rounded to the nearest \$1,000)	\$0.00
Tuition	\$3,833
Uniforms (GRID – T-shirts) (non-refundable after cancellation period)	\$30

Textbooks, or other learning media (non-refundable after cancellation period)	\$50
Test Fees (non-refundable after cancellation period)	\$25
Total Cost	\$4,123

*Tuition and fees are subject to change

Attendance Policy

Due to fast pace of training, daily attendance is expected for the successful completion of the program. Absences and tardiness will be recorded. In class training begins promptly at 8am each morning. On installation days trainees will depart from office as early as 5:15am and return after installation is complete.

Absence Policy: Three (3) or more absences can lead to being dropped from the program. GRID understands that emergencies may arise. It's the trainee's responsibility to notify instructors of absence. OSHA 10 and CPR- First aid are pre-arranged courses schedule on specific dates. If trainee misses OSHA 10 or CPR – First aid dates, they will not be eligible to receive the certifications for the run of the course.

Tardiness Policy

Class and lab days: Students will be considered tardy, if arriving after the first 10 minutes of class.

Installation days: If running late trainee may meet the team at installation site. **GRID installation team will depart ON TIME each morning due to commitments to homeowners.** Tardiness will be recorded at time trainee checks in on site.

Notification to school: Students are required to call the school if they expect to be absent or miss the starting time for the scheduled class or installation, as it would be required to notify an employer.

Attendance Probation: Missing 4 hours in a day counts as a missed day. If student cumulative absences and or tardies equate to 3 days, students will be placed on academic probation. If student is absent once more, after being placed on academic probation, student will be officially terminated from program.

Leave of Absence (LOA): is a temporary interruption in a student's training attendance that is beyond the control of the students for a specific period of time. A student may request a LOA if he/she anticipates being absent for four (4) calendar days or longer. There must be a reasonable expectation that the student will return from the Leave of Absence to continue training. A student may be eligible for LOA if one of the following conditions apply: Medical Leave (including pregnancy), Family Care (childcare issues, loss of family member, or medical care of family), Military Duty, or Jury Duty.

A student may be granted a Leave of Absence by submitting a signed LOA request which includes the reason for the request to the Chief Academic Officer. The LOA request form must be submitted in writing within 2 calendar days from last day of attendance. All LOA requests will be approved on a case-by-case basis. Completing a LOA form does not guarantee student approval of leave. Student must ensure that LOA request is approved before third consecutive absence. Failure to do so may result in termination from training program.

A LOA will extend the students completion date. Students will have option to join the next scheduled class after LOA completion date. If student fails to return to school on their scheduled return date or does not extend their LOA, they may be dismissed from training program.

CANCELLATION, WITHDRAWAL NOTICE AND TERMINATION POLICY

Cancellation Policy

Any student of GRID Alternatives Central Valley Training Center or sponsor partner/program agent has a right to cancel the enrollment agreement and obtain refunded charges paid through attendance of the first class session or the seventh day after enrollment, whichever is later. If any trainee cancels during this time period, any payments made on the trainee's behalf will be reimbursed according to our Refund Policy as stated in this school catalog. To cancel student enrollment contracts, students must complete the Notice of Cancellation form found on page 25 of this catalog. You may also ask for a copy at the front desk. For official cancellation, the form must be signed, dated and mailed or hand delivered to the **Chief Academic Officer at GRID Alternatives Central Valley Training Center 4210 N. Brawley Ave. #102 Fresno, CA 93722**. Upon cancellation student is required to return any equipment the school has given student within two weeks from the signed cancellation date. Equipment may be dropped off at front desk.

Withdrawal Notice

Students of GRID Alternatives Central Valley Training Center may withdraw from a program at any time. Student considering to withdrawal from program are encouraged to speak with instructors or school administrators. To officially withdrawal, students must complete the withdrawal form located at GACV Training Center front office and list the effective withdrawal date as the last day of class attendance. Form must be signed, dated and mailed or hand delivered to the **Chief Academic Officer at GRID Alternatives Central Valley Training Center 4210 N. Brawley Ave. #102 Fresno, CA 93722**.

Termination Policy

For students who have failed to maintain satisfactory academic progress, fail to comply with the centers attendance and/or conduct policy or have been absent for three (3) days without having an approved leave of absence, will be subject to termination and considered to have unofficially withdrawn from program. School personnel will list fourth date of absence as termination date, document and save unofficial withdrawal form in cancellation and withdrawal log.

Refund Policies

Students at GRID Alternatives Central Valley Training Center have a right to cancel enrollment agreement and obtain refunded tuition charges paid out of pocket, without any penalty or obligations, through attendance of the seventh day after enrollment, whichever is later. After the cancelation period has closed, students still have the right to withdrawal

from the program at any time. **Refunds will be processed within 45 days** from termination date listed on cancellation forms or forms for both submitted official withdrawal and unofficial withdrawal. The registration fee and Student Tuition Recovery Fund (STRF) charges are non-refundable.

Upon cancellation students are eligible for a pro rata refund of tuition paid out of pocket for program total minus non-refundable costs listed on page 13 & 14. GACV Training Center's pro rata refund is determined by the following equation.

$$\frac{\text{Tuition cost}}{25 \text{ Program days}} = \text{Cost per day} \times \text{Total days portion of program beyond last recorded date of attendance}$$

Refunds due will be paid without requiring a request from student.

Refunds for withdrawals on or before the first day of class. If tuition and fees are collected before the first day of instruction, the student has the right to full refund of all charges less the amount of no more than \$100 for the registration fee.

Refunds for Federal Student Aid Funds. If a student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student aid funds.

Upon cancellation student is required to return any equipment the school has given student within two weeks from the signed cancellation date. Equipment may be dropped off at front desk.

If GRID Alternatives Central Valley Training Center has collected money from student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

In the instance of class cancellations GRID will refund any and all cost paid prior to cancellation of class.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

GENERAL POLICIES

Personal/Professional Code of Conduct

Professional conduct for trainees is crucial in obtaining and keeping a job. All members of the GRID Alternatives Central Valley Training Center (faculty, staff, students, and employees) are expected and required to conduct themselves in a professional and ethical manner, using good judgement, and maintaining high standards of integrity. All members are expected and required to comply with all GACV training center policies and procedures. GACV Training Center emphasizes regular attendance, punctuality, honesty and positive attitudes. While on campus students are held accountable and should report any violations.

Each student is expected to:

Be respectful

- Collaborate with team members
- Listen to other's ideas and listen quietly while instructor is presenting
- Be respectful of property i.e. if something does not belong to you, don't touch or write on it unless instructed.
- Turn cell phone on silent and do not use while class is in session (see cell phone usage below)

Be responsible

- Attend class training each day, arrive on time, and return from breaks and lunch on time
- Complete tasks in a timely manner
- Dress appropriately for work environment, bring your Personal Protection Equipment (PPE) daily
- Maintain a safe and healthy work space, clean up after themselves

Be an active participant

- Ask questions, share ideas, and work as a team
- Follow through with assigned tasks and activities

Cellphone Usage:

Classroom: GRID's training program does not require use of cell phone technology. Please silence your cell phones during class and lab instruction. If students need to make or answer a call, they must do so outside of learning areas.

Installations: Cells phone usage is not allowed on our installations for safety reasons. Students will be asked to leave cell phone locked in their vehicle. If student is expecting an important phone call, they must let Installation Supervisors know so arrangements can be made.

Students are prohibited from:

- Cheating, plagiarism, forgery and copying work from other students
- Violating safety regulations; Due to safety protocol, horseplay and adolescent playground behavior will not be tolerated and can be cause for dismissal from the program
- Stealing from students, faculty, staff, or the GACV Training Center facility
- Causing damage or vandalizing property owned by the training center
- Engaging in verbal abuse or harassment (i.e. ... racial/ethnic slurs, name calling, or derogatory statements)

Disciplinary actions for proven violations of this code of conduct, or for improper retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of training from school, GRID Alternatives Central Valley Training Center, in its sole discretion, deems appropriate. Those who violate this Code may also be subject to civil and criminal charges in some circumstances.

GRID Alternatives Central Valley Training Center will take steps to help ensure that students who come forward in good faith to report suspected violations of code of conduct or other organization policies will be protected from retaliation. Intimidation, retaliation, or discrimination against anyone for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

Student Dress Code

The GRID Alternatives Central Valley Training Center requires that students dress modestly and in consideration of other students, faculty and staff. This means no bare midriffs, no short shorts, no flip flops or open toed shoes. Shoes must be worn at all times. No curse words or offensive terms on shirts, etc. For their safety, students are required to wear work pants or jeans covering entire length of legs. Sweat pants and shorts are not allowed for safety. Students enrolled in Solar Installation Basics 200 receive an individual Personal Protection Equipment (PPE) kit consisting of hard hat, safety glasses and gloves and are required to wear the in all lab and installation activities.

Students with Disabilities

GACV Training Center provides equal access of programs and services to individuals with disabilities and makes reasonable accommodations to special needs students, keeping in mind that solar installation by its very nature has physical requirements and demands such as climbing of ladders, heavy lifting, and use of hand and power tools.

To receive a reasonable accommodation, students must have a verified disability resulting in a functional or educational limitation. The disability must be limiting them from one or more major life activities. Student will be required to provide documentation from a medical agency or certificated medical personnel. All students must adhere to the student code of conduct, with or without disability or accommodations. As with any other students, all students with disabilities must go through the same procedures for termination of services, suspension, or expulsion related to behavior which violates the code of conduct.

Alcohol and Drug Use

Use of alcohol or any drug that is illegal under federal or state law (including marijuana) is a serious threat to students' personal health, training safety and school performance, and therefore can seriously impair the students' ability to successfully learn at the school. GRID Alternatives Central Valley Training Center maintains an alcohol and drug abuse prevention policy with a "zero tolerance". Trainees are strictly prohibited from possessing, selling, consuming or being under any influence (defined in accordance with federal Department of Transportation standards) of alcohol, illegal drugs or controlled substance while at the training center, on the job sites or in any other manner that may affect the trainees work performance or GRID's interests or reputation. This prohibition also extends to legal drugs for which a trainee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements.

Violation of this policy and required conduct will not be tolerated. GACV Training Center reserves the right to conduct searches of School Property or employees/students/and/or their personal property. GACV Training Center may bring matter to the attention of appropriate law enforcement authorities and implement other measures necessary to deter and detect abuse of this policy.

Any trainee who is taking a medication that may be legally prescribed under both federal and state law should determine from their physician or pharmacist whether the prescription drug could impair their ability to perform the training safely and effectively. If the trainee's performance may be limited by use of a legal drug, they should advise school administration so that reasonable accommodations can be considered.

Policy to Prevent Harassment

GRID Alternatives Central Valley Training Center steadfastly opposes all forms of unlawful discrimination and harassment. The Chief Academic Officer is responsible for overseeing training program compliance, including prompt

and equitable response to complaints. GACV Training Center's anti-harassment "zero tolerance" policy does not permit any form of harassment on campus, in the classroom, lab or field environment and applies to all persons involved in operation of training center and its students. It also prohibits unlawful harassment by any employee of the center, including faculty, staff, vendors, customers, students, and any other persons visiting the center. This policy reaffirms our commitment that all students should be able to receive training in a school environment free from all forms of discrimination, including sexual harassment, harassment based on pregnancy, childbirth, breast feeding or related medical conditions, religious creed, religion (including religious grooming practices and dress), color, race, gender, national origin or ancestry, citizenship, physical or mental disability, medical condition including genetic characteristics, marital status, registered domestic partner status, political affiliation, age, sexual orientation, military or veteran status, or any other basis protected by local, state, or federal law, ordinance or regulation.

Prohibited unlawful harassment in any form, including but not limited to verbal, physical, and visual conduct, threats, demands and retaliation, will not be tolerated whether or not act is severe or pervasive enough to be deemed unlawful.

Sexual Harassment

The following definition is provided as a guideline of what is and is not prohibited conduct. Sexual harassment is defined as offensive, unwelcome or unwanted sexual advances, request or sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education. 2. Submission to or rejection to such conduct by an individual is used as the basis for educational decisions affecting the individual. 3. Such conduct has the purpose of effect or interfering with an individual's educational performance or creating an intimidating, hostile, or offensive training environment.

This definition includes multiple forms of offensive behavior. This is including but not limited to: unwanted sexual advances; nonverbal and/or visual conduct such as leering, making sexual gestures, or displaying derogatory and/or sexually suggestive objects, pictures, cartoons, posters, or drawings; offering of employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations, including electronic text messages, e-mails, instant messages, or comments and/or pictures posted on social networking sites; verbal abuse such as using derogatory comments, epithets, slurs, sexually explicit jokes, and or comments about individuals body or dress; and physical touching such as assault, or impeding or blocking movements.

In certain circumstances, unlawful sexual harassment may also include conduct of a nonsexual nature that creates an intimidating, hostile, or offensive training environment, to the extent that conduct is directed towards an individual merely because of that person's sex. This policy covers all students and employees of GACV Training Center, as well as any third parties conducting business on our premises.

Thus, GACV Training Center will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow students, employees, or nonemployees (including vendors or visitors) who conduct business with the company. GACV Training Center requires reporting of all complaints of discrimination, on the basis of sex, including complaints of sexual harassment, to the Chief Academic Officer even if the allegations may also raise criminal or other disciplinary concerns. If you believe you are the victim of such harassment, you should report the incident immediately to your instructor. If you are uncomfortable with reporting any incident to your instructor, you may report an incident to the Chief Academic Officer and can be reached at [\(559\) 490-2368](tel:(559)490-2368) or kgonzalez@gridalternatives.org. All complaints will be impartially investigated and kept confidential to the maximum extent possible. An impartial

investigation may include interviews with all witnesses reasonably likely to have relevant information and provides the parties with the opportunity to present witnesses and other evidence and to review records.

Any employee or student confirmed to have harassed another student will be subject to disciplinary action, up to and including termination from program. GACV Training Center will take reasonable interim measures to prevent the occurrence or recurrence of any harassment, to provide a safe and nondiscriminatory learning environment for students, and to the extent provided by law without impeding the investigation, to protect the confidentiality of complainants, the accused, and witnesses.

GACV Training Center will take reasonable, timely, and effective corrective action to correct the effects on any complainant and others of any sexual harassment confirmed by GACV Training Center's investigation, to eliminate to the extent reasonably possible any hostile environment that has been created, and to prevent the recurrence of any confirmed sexual harassment. GACV Training Center prohibits any form of retaliation against a student filing a complaint under this policy or assisting in the company's investigation.

Unlawful Discrimination

All students have the same rights, privileges and opportunities and are required to meet the same standards of conduct and performance regardless of race, age, religion, sex, national origin, nationality, citizenship, disability, sexual orientation, marital status or any other legally protected class. Further, students have a right to attend school in an environment free of harassment, whether racial, sexual or on any other basis described above. Harassment may be verbal, physical, written or visual. GACV Training Center is an equal opportunity educator that does not discriminate on any of the above bases. Educational opportunities are open to all qualified applicants solely on the basis of their experience, aptitude, and ability. This policy applies to all educational actions. In short, GACV Training Center does not discriminate against anyone on any basis that is prohibited by law.

Student Rights – Complaint/Grievance Policy and Procedure

GRID Alternatives Central Valley Training Center strives to maintain effective and supportive professional relationships between student, fellow trainees and faculty/staff members. Students are encouraged to speak with instructors or Administration to make efforts to resolve misunderstandings and conflicts before serious issues develop. If normal channels of communication do not lend itself to informal resolution, or should a student believe that he or she has been treated unjustly by GACV Training Center faculty or staff, the student may seek recourse through the formal grievance process. Students who wish to file a grievance must complete "Student Grievance form" and provide a written or typed letter explaining the grievance. Grievance forms are located at the front desk and can be picked up during normal business hours. Completed grievance forms should be returned to front desk in sealed envelope addressed to Workforce Development Director. Should student wish to speak with Director regarding complaint, they may send an email to Director (kgonzalez@gridalternatives.org) requesting in-person meeting during normal business hours of 8am-12pm and 1pm-4:30pm. GACV Training Center will respond to all written complaints within 10 business days of receiving complaint. A written response will be provided including a summary of investigation and disposition of complaint.

Unresolved complaints may be directed to: Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, or call (888) 370-7589.

Student Services

Placement Assistance

Placement assistance is available for Trainees who successfully complete the Installation Basics Training program. Trainees work directly with Workforce Coordinator for job search assistance. GRID Alternatives Central Valley Training Center actively engages employers looking to fill open installer positions by submitting resumes and arranging interview opportunities. Solar companies are personally invited to observe new quality talent on graduation day as trainees demonstrate skills for employers. The showcase offers trainees a chance to show off newly developed skill sets by displaying installation competency and technique for employers looking to grow their install teams to fill the increasing demand for solar in the region. For trainees from sponsoring agency, Workforce Coordinator works with agency representative to provide these services. **GACV Training Center staff is committed to assist in the process of job search. However, GRID cannot promise or guarantee employment to any student upon graduation.**

Housing Assistance

GRID Alternatives Central Valley Training Center does not provide housing or dormitory facilities or assistance for student housing, nor has any responsibility to assist in student housing. Adequate local housing located within reasonable travel distance can be located around the facility using a variety of websites and rental postings. Average rental posting display costs varying \$600 upwards per month. GACV Training Center has no responsibility to find or assist students in finding housing.

Records Retention

Students are advised and cautioned that in accordance with state law, records will be maintained for a period of not less than 5 years. Academic Transcripts are kept indefinitely. Students are required to notify school of any changes to their personal and contact information such as address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and certification documentation.

To request copy of student certifications alumni should visit GRID Alternatives Central Valley Training Center or email request to: ecortes@gridalternatives.org

Student Tuition Recovery Fund Disclosures

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary education institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

Faculty

Administrative Staff		
	Karina Gonzalez	Chief Executive Officer and Chief Academic Officer
	David Griffin	Chief Operations Officer
	Eric Cortes	Workforce and Training Programs Director
	Casildo Aguilar	Admissions and Records Manager
	Elvira Arias Velasco	Workforce Coordinator
Faculty		
	Oscar Mendez Workforce and Training Manager	Lead Solar Instructor – 10 years field residential, multifamily solar installation experience, 6 years solar PV design experience, 4+ years Certified OSHA 10 & 30 Trainer
	Jesus “Tony” Rodriguez Solar Trainer & Installation Supervisor	Lead Solar Instructor – 3.5 years field residential, multifamily solar installation experience, 1.5 years American Red Cross – Adult and Pediatric CPR, FIRST Aid AED Certified Trainer
	Neil Pierce Solar Installation Trainer	Support Solar Instructor – IBT Graduate, 1.5 years residential solar installation, and Electrician Trainee



Notice of Cancellation Form

Students and/or sponsoring agencies have the right to cancel an enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

Students may choose to cancel the current training contract without any obligation or penalty, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.

Upon cancellation, payments made by student or sponsoring agencies shall be returned according to our Refund Policy as stated in the school catalog. If student received any equipment from the school upon enrollment, students must return the equipment within two weeks of the date of the signed cancellation notice.

To cancel the contract, mail or hand deliver a signed and dated copy of the completed cancellation notice to the Chief Academic Officer at the GRID Alternatives Central Valley Training Center, 4210 N. Brawley Suite 102, Fresno, CA 93722.

Student <i>(To be completed entirely by student)</i>		
Name Last	First	MI
Address		
City	State	Zip Code
Email Address		Phone Number
I wish to withdrawal from:		
Class Session Start		Class Session End
Please select reason for cancellation		
<input type="radio"/> Personal <input type="radio"/> Medical <input type="radio"/> Financial <input type="radio"/> Jury Duty <input type="radio"/> Military <input type="radio"/> Other		
Explain Briefly:		
Staff Use Only		
		Date Received
Director	Date	
Chief Academic Officer	Date	
Date Approved		

Student Name (Print) _____ Date _____

Student Signature _____ Date _____