

eRenewable Resource Institute



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Administration

President: Donna Marie Bertault
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Curriculum Director: Christopher Henggeler

Notice of Disclaimer

eRenewable Resource Institute reserves the right to amend programs, policies, tuition and /or facilities with 14 days prior notice. Changes will take effect for students or classes not currently enrolled. eRenewable Resource Institute also reserves the right to cancel classes due to insufficient numbers of students. Catalogs of this school are prepared for the purpose of furnishing prospective students and other interested persons with information about the school.

Statement of Non-Discrimination

No person shall be excluded participation, denied any benefits, or subjected to any form of discrimination based on sex, race, age, creed, religion, national origin, or physical disability.

Mission Statement

eRenewable Resource Institute will provide a quality educational experience that prepares graduates to succeed in the Renewable Energy and Energy Conservation industries. eRenewable Resource Institute strives to provide the best training our students need to excel as professionals in the developing world of responsible resource management and development.

Admissions Requirements

eRenewable Resource Institute considers an applicant to be enrolled as a student when they have meet the following criteria:

- 1) Signs an enrollment agreement
- 2) Certifies that he/she is a high school graduate, or has a GED.
- 3) Makes satisfactory arrangements for payment of tuition.

Dress Code

Students are to be properly attired at all times, no excessively loose clothing, no shorts, no tank tops, and no open toed shoes.

Attendance Policy

Students are required to maintain a minimum of 80% attendance over the length of the program. Students who fall below 80% attendance will be placed on attendance probation until they reach

80% attendance or cannot achieve the 80% attendance by the end of his/her training program completion date, at which time the student must make arrangements with the school to complete his/her program of study. Failure to make such arrangements may result in termination. Students who are on attendance probation are considered to be making satisfactory progress. If a student must be absent, he/she must call the school within thirty (30) minutes prior to class start time.

Tardiness

Tardiness and leaving class early is subtracted from the total time of the program, and counts against the 80% minimum required attendance.

Make-up Work

Assignments and projects not completed on schedule during a course must be made-up within the time frame of that course. Arrangements **MUST** be made with the instructor.

Grading System

Grades are based on assignments, tests, and performance examinations given with each course. The Minimum acceptable grade for each course is a C.

The grading scale is as follows:

ALPHA	NUMERIC	GRADE POINT
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 – 59	0.0

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the school with the name and address where the transcript will be mailed. A fee will be charged for additional copies and must be paid in advance before they are processed. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released for students who may have a past due account with the school.

Academic Advising

A student's educational objectives, grades, attendance and conduct are reviewed on a regular basis. If academic standing or conduct is unacceptable, the student will be advised. Failure to improve academic standing or behavior may result in further action being taken up to and including termination. Students are encouraged to seek academic advising through their instructor.

Course Incompletes

An “incomplete” cannot be given as a final grade. However, at the end of the program a student may, with the President’s approval be granted an extension. This extension of time will be determined by eRenewable Resource Institute in order to complete all the required course work, and assignments. The extension cannot be used to make-up accrued absences from class. If the student does not complete the required course work, and assignments, within the extension period, he/she will receive a grade of “F” or zero, which will be averaged with the students other grades to determine the grade point average.

Leave of Absence

Leaves of absences, including military leaves, shall be reasonable in duration, not to exceed thirty (30) calendar days and shall be for specific and acceptable purposes. A written request for leave of absence properly dated and signed by the student and school official must be filed prior to the beginning of such a leave unless circumstances prevent completion of the request at that time. Student must return on or before the expiration of the leave of absence or will be termination.

Satisfactory Academic Progress

Satisfactory progress is defined as a passing evaluation between courses. In the event that a student does not achieve the established criteria for determining satisfactory progress, the student will be allowed to present justification or evidence of extenuating circumstances as to why he or she should be allowed to continue training. The student will be considered making satisfactory progress during any probation period. If the student has not achieved the criteria as set forth in this section at the end of the probationary period, he/she may be terminated from the training program.

If a student must repeat a section of study, he/she will be charged a re-enrollment fee. This repeat of the course of study may be due to academic failure or failure to meet attendance requirements. The maximum time allowed for repeats will be determined by eRenewable Resource Institute. The grade earned in the repeat section of study will prevail.

Student Conduct

Students must adhere to the rules and regulations of eRenewable Resource Institute. Students whose conduct reflects discredit upon themselves or the school may be subject to probation and/or termination. The Student must adhere to conduct that will not interfere with the learning process of any other students, the classroom presentation by the instructor, presentations by visitors, or the progress of the class or eRenewable Resource Institute in general. The

Administration of eRenewable Resource Institute reserves the right of judgment, to place on probation and/or terminate a student on any of the following grounds:

1. Non-conformity of rules and regulations of the school.
2. Conduct that is unsatisfactory to the school, its staff, faculty, and its students.
3. Unsatisfactory academic progress.
4. Excessive absences or tardiness.
5. Falsifying school records.
6. Breach of school enrollment agreement.
7. Failure to pay fees when due and/or to make available required documents.
8. Entering school premises while under the influence of alcohol, or drugs.
9. Carrying a concealed or potentially dangerous weapon.
10. Aiding, abetting, or inciting others to commit any act that would detract from the normal operation of the school.
11. Theft.
12. Cheating on tests or exams.

Termination Procedure

Students to be terminated from school are notified in writing and may appeal to the President of eRenewable Resource Institute within three (3) days of “Notice of Termination”. Re-entry is at the discretion of the President. The case will be reviewed by the President, whose decision is final. If student is not satisfied with the decision the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The State Board address is 1400 W. Washington St., Rm 260, Phoenix, AZ 85007, phone 602-542-5709, website: www.ppse.az.gov.

Reinstatement

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the President of eRenewable Resource Institute. Students who were making satisfactory academic progress when they withdrew will be eligible for re-entry without condition. Students who were not making satisfactory progress may be placed on academic probation or have other special conditions placed on their re-entry. All students requesting reinstatement will be required to go through a portion of the admissions process again. A \$25.00 reinstate fee will be charged to students who desire to re-enter.

Student Grievance Procedure

1. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the President. The President must respond to the complaint, in writing within 24 to 48 hours, excluding Saturday, Sunday and State and Federal holidays.

3. If the student is not satisfied with the proposed resolution, the student must respond to the President, in writing, within 24 to 48 hours, excluding Saturday, Sunday and State and Federal holidays. The President will issue a final written response to the student within three business days, excluding Saturday, Sunday, and State and Federal holidays.
4. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington St., Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.ppse.az.gov

Scholarships

eRenewable Resource Institute does not offer a scholarship program.

Credit for Previous Training

eRenewable Resource Institute will not guarantee credit for previous education, training, work experience (experiential learning), or CLEP.

Student Services

eRenewable Resource Institute does not guarantee job placement.

Library

Students have access to relevant magazines and publications related to solar energy technology.

Graduation Requirements

In order to graduate, a student must:

1. Attain a minimum CGPA of 2.0.
2. Return all property belonging to the School.
3. Fulfill all financial obligations to the school.

NABCEP®

eRenewable Resource Institute is a Provider of the NABCEP® Entry-Level Exam. This training does not satisfy experience requirements for other certifications, licenses, or endorsements related to the solar industry or the NABCEP® Photovoltaic Installer Certification.

Tuition Schedule:

Program	Tuition	Fees	Hours	Total
Photovoltaic Installer	\$1890.00	\$100.00	64	\$1940.00
Photovoltaic System Designer	\$1990.00	\$100.00	80	\$2040.00
Building Analyst Weatherization Technician	\$2740.00	\$100.00	88	\$2840.00

Payment of Tuition

eRenewable Resource Institute does not provide any loans or grants and does not assist with living expenses. eRenewable Resource Institute offers the following payment plans for programs:

Photovoltaic Installer

- The registration fee (\$100) must be paid before the commencement of the first course.
- \$995.00 must be paid before the commencement of PV100: Solar Installation and Design
- \$895.00 must be paid before the commencement of PV150: Solar Installation Lab

Photovoltaic System Designer

- The registration fee (\$100) must be paid before the commencement of the first course.
- \$995.00 must be paid before the commencement of PV100: Solar Installation and Design
- \$995.00 must be paid before the commencement of PV200: Advanced Solar Design & Compliance

Building Analyst Weatherization Technician

- The registration fee (\$100) must be paid before the commencement of the first course.
- \$1190.00 must be paid before the commencement of BPI100: Introduction to Building Science
- A test fee of \$350 will be required to take the BPI Building Analyst Exam offered after BPI100
- \$1190.00 must be paid before the commencement of WX150: Weatherization Techniques

Students may pay for tuition with cash, personal check, paypal, credit card or debit card. The student must satisfy all financial obligations to the school in order to receive their Certificate of Completion.

Cancellation Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement and before the commencement of class is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment and returning all materials and textbooks, but prior to entering the school, is entitled to a refund of all monies paid.

Refund after the commencement of the program:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
- A. Before the beginning of the program, the student is entitled to a refund of 100% of the tuition in compliance with above policies regarding notice.
 - B. After the commencement of the program, the tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

Books, supplies and fees: eRRI includes textbook fees unless otherwise notified. Textbook fees vary, and are not refundable once the student accepts delivery. Students may bring their own textbooks, and should alert eRRI if they have obtained textbooks on their own.

Testing fees for third party certifications are optional, although testing for BPI exams are only offered immediately after the course.

There is a one-time enrollment fee for each program, and is refundable only if an applicant provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement and before the commencement of a scheduled program. A student who does not complete their scheduled program may be assessed a \$100 re-entry fee when returning to the program, if they have not prepaid the tuition.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

PROGRAM COURSE OF STUDY: Photovoltaic Installer

Prerequisite: High School Diploma or GED. Construction and/or electrical helpful but not required.

Clock Hours: 64

Program Description: This program provides the skills necessary to solar industry novices and experienced tradespersons to begin as entry-level solar panel installer working under supervision in residential or commercial environments. This program prepares and qualifies the student for the NABCEP Entry-Level Exam. This program satisfies educational requirements only, and does not provide experience necessary for other certifications, licenses, or endorsements related to solar installation.

PV100: Solar Installation and Design

Clock Hours: 40

Course Description: This in-person workshop will provide an overview of the basic PV system applications. The goal of this session is to create a fundamental understanding of the core concepts necessary to work with both residential and commercial PV systems. Topics include: system components, site analysis, PV module criteria, mounting solutions, safety, and commissioning. Participants will learn the fundamentals of sizing a residential batteryless grid-tied system, wire sizing, over-current protection, and grounding. This session will also review fundamental design criteria for off-grid stand-alone systems including specifying batteries, controllers, and battery-based inverters.

PV150: Solar Installation Lab

Clock Hours: 24

Course Description: This course will provide an overview of the three basic PV system applications, primarily focusing on grid-direct systems. The goal of the course is to create a fundamental understanding of the core concepts necessary to work with all PV systems including: system components, site analysis, PV module criteria, mounting solutions, safety and commissioning. The course will also cover the basics of sizing a residential grid-direct system, wire sizing, overcurrent protection and grounding.

PROGRAM COURSE OF STUDY: Photovoltaic System Designer

Prerequisite: High School Diploma or GED. Construction and/or electrical helpful but not required.

Clock Hours: 80

Program Description: This program enables those who have experience or training in solar installation, engineering, architecture, design or construction to advance or convert their skill set into a solar design-related career i.e., submitting designs to engineers for approval. This program prepares and qualifies the student for the NABCEP Entry-Level Exam. This program satisfies educational requirements only, and does not provide experience necessary for other certifications, licenses, or endorsements related to solar design or installation.

PV100: Solar Installation and Design

Clock Hours: 40

Course Description: See description above in the Photovoltaic Installer Program.

PV200: Advanced Solar Design & Compliance

Clock Hours: 40

Course Description: This course will focus on designing solar systems in compliance with the National Electric Code (NEC). Topics covered include grounding considerations and wire sizing. Participants evaluate system performance under various operating conditions, as well as grid interface calculations. Commercial system design elements, including inter-row shading, inverter selection, and data monitoring solutions, are covered. In-person lectures are combined with system design exercises.

PROGRAM COURSE OF STUDY: Building Analyst Weatherization Technician

Prerequisite: High School Diploma or GED. Construction experience is helpful but not required.

Clock Hours: 88

Program Description: This program is a preparation for entry in the field of Building Sciences, Weatherization, and Energy Auditing. Successful completion of an examination at the conclusion of BPI100 qualifies the student for Building Analyst Certification offered by the Building Performance Institute (BPI).

BPI100: Introduction to Building Science

Clock Hours: 48

Building science is the integrated approach to assessing, correcting and building residential structures based on the "House as a System" concept. This holistic approach considers the interactions among the building design, location, climate, materials, mechanical systems, and other factors. It recognizes that features of one component in the house can greatly affect others. Building science incorporates physics, chemistry, biology and engineering to better understand how to build or renovate homes that are more comfortable, durable, healthy and energy efficient. This course prepares students for the Building Performance Institute (BPI) Building Analyst certification exams. It introduces the purpose of an energy audit, the basic skills required and the equipment needed to perform pressure diagnostics, combustion safety testing and calculate minimum ventilation requirements for indoor air quality.

WX150: Weatherization Techniques

Clock Hours: 40

After learning how to test and diagnose potential energy efficiency, health, comfort and durability problems in residential buildings, get the hands-on training and practice of how to do the most frequently needed repairs. Learn why duct tape should never be used on ducts; why fire-rated expanding foam should never be used to air seal heat-generating products such as recessed can lights; and which caulks are best for windows and which are better for sealing plumbing penetrations. Learn how to interpret the MSDS for products you will be installing and to determine which products you should not be installing. Furthermore, learn how to read and to write scopes of work for the repairs and renovations based on testing and diagnostic results.