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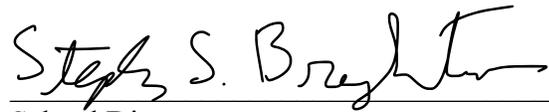
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The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcements are subject to change without notice and such changes will not negatively affect currently enrolled students.

As of the date of publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.



School Director

January 1, 2026

Date

Message from the School Director

Welcome to ForgeNow. ForgeNow is a technical training company committed to producing highly skilled technicians in the traditional “toolbelt” trades and other specialty careers. ForgeNow trainees learn from dedicated industry professionals anxious to pass on their career-long knowledge. ForgeNow values not only the classroom but a large component of hands-on lab training—we believe in the tools and getting our hands dirty—minimal simulations or animations for us.

Providing our trainees with unsurpassed instruction is our commitment and ForgeNow’s professional responsibility. With that in mind, our course curricula have been developed with the assistance of future employers of our graduates.

ForgeNow programs are immersive, intense, and intentionally designed in a challenging “boot-camp” manner. Our programs are full-time and can be accomplished in as little as six weeks. This format encourages teamwork and classroom collaboration to work toward a multi-step solution and we make every effort to pass on knowledge in the most timely and efficient way possible. ForgeNow will make every effort to fulfill our obligation to those who have entrusted their education and career goals to us. We invite all interested parties to visit our campus and review our programs.

Any additional addenda become an integral part of this catalog as of the effective date. The information obtained in this catalog, its supplements, and addenda is true and correct to the best of my knowledge.

School Director – Stephen Brightman

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ABOUT FORGENOW

ForgeNow began its journey in 2018 under the original name *Training Command Career Academy (TRACOM)*, founded with a mission to address the nationwide shortage of credentialed trades professionals. Throughout 2019, the company focused on building a solid regulatory foundation, working closely with the Texas Workforce Commission, the Department of Labor, and the Veteran’s Administration to gain the necessary approvals.

In late 2019, ForgeNow acquired the assets of Texas Career Center, a vocational school offering Heating and Cooling and Professional Medical Coding programs—both aligned with the company’s vision of practical, career-driven education. This acquisition laid the groundwork for TRACOM’s first Heating and Cooling class, which launched in January 2020 at the Dallas campus.

As the company matured, it rebranded as *ForgeNow*, streamlining its focus on skilled trades. By 2021, ForgeNow phased out its Medical Coding program to concentrate on technical fields. The HVAC Maintenance Technician program was optimized, shortening its duration from eight to seven weeks to better serve students’ needs. That same year, ForgeNow achieved a major milestone with the approval of its Electrical Technician program, followed closely by approvals for Plumbing and Facilities Maintenance (FM) training.

In mid-2022, ForgeNow began the rigorous process of seeking accreditation from the Accrediting Council for Continuing Education and Training (ACCET). In a notable achievement, the company received full three-year accreditation at the end of 2023—on its first attempt—something rarely granted even to established institutions.

Between 2023 and 2024, ForgeNow experienced approximately 50% growth, reflecting rising demand for its programs. With enrollment surging, the company reached capacity at its existing facilities. To support continued expansion, ForgeNow relocated in early 2025 to a new, larger campus in Lewisville, Texas, positioning the organization for its next phase of growth and innovation in trades education.

OUR MISSION

ForgeNow changes lives and launches careers by training the leading vocational work force for the nation.

GOALS:

- Change lives and launch careers
- Dedicated to hiring the best professional staff in the industry
- Relentless focus on career placement by training skilled technicians that exceed contractor expectations
- Uncompromising attention to the training experience—immersive, demanding, fun
Hold staff to the standard expected of the trainee

ACCREDITATIONS AND APPROVALS

- ForgeNow: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- ForgeNow: ForgeNow's HVAC Maintenance Technician Program, Electrical Wiring Program, Facilities Maintenance Program, and Plumbing Program are approved for Veterans' education benefits and the training of Veterans. The Office of Admissions and ForgeNow's VA Certifying Officials are ready to assist active-duty service members, Veterans, and their eligible dependents and spouses in obtaining their educational benefits and act as a liaison to the regional VA office to process enrollment certifications. A Student must be admitted to the School and registered for courses in one of the School's programs to be certified for Veterans' educational benefits.
- ForgeNow is accredited by the Accrediting Council for Continuing Education & Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.
- ForgeNow: Educational and professional certifications earned may include, but are not limited to:
 - Environmental Protection Agency: Universal 608 EPA
 - Low GWP Refrigerant Safety Certification
 - Occupational Safety and Health Administration: OSHA 10
 - Confined Space Entry Training for Construction
 - ARC Flash Electrical Safety Training

The training center does not imply, promise or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students. Copies of accreditation, approval and membership documentation are available for inspection. Please contact the School Director to review this material.

FACILITIES

The ForgeNow campus is centrally located at 2701 Highpoint Oaks Drive, Suite 210, Lewisville, TX 75067 and is easily accessible Dallas Fort Worth International Airport (6 mi.). ForgeNow is committed to providing intensive hands-on and practical training, in the best environment possible, helping graduates develop the skills and confidence necessary to pursue a fulfilling career. The facility encompasses 72,620 square feet with approximately 30,000 square feet devoted to training labs and 15,000 square feet dedicated to classrooms. Campus classrooms and lab vary in capacity from 10-30 students. The building is accessible to people with disabilities.

This institution, facilities it occupies, and equipment used complies with all federal, state and local ordinances and regulations, including those related to fire, building, and health safety.



FORGENOW LEADERSHIP

Marvin E. Key, CEO/Co-Founder

B.S., Clemson University; M.B.A., Southern Methodist University

Robert W. Holmes, President/Co-Founder

B.S., United States Military Academy; M.B.A., University of North Carolina at Chapel Hill

Stephen S. Brightman, Director of Operations

B.S., United States Military Academy; M.B.A., University of California Los Angeles

Julio C. Armas, Deputy Director

B.A. Ashford University, MSM; Excelsior University, M.Ed., The Pennsylvania State University

Megan Kendall, Deputy Director of Education, B.S., Rehabilitation and Human Services, Minor in Special Education, The Pennsylvania State University

PROGRAMS

HVAC Maintenance Technician Course Objectives

This program provides students with the technical knowledge and hands-on training needed to begin a successful career in HVAC Maintenance. In addition to practical instruction, students have the opportunity to earn nationally recognized certifications that strengthen their qualifications and career prospects, including:

- **EPA 608 Universal Certification**
 - Students must pass the Core section and at least one additional category to meet graduation requirements.

- **Low GWP Refrigerant Safety Certification**
 - Students must complete and pass to meet graduation requirements.

Learning is reinforced through hands-on assessments that measure mastery of practical problem-solving skills essential for the trade. Students gain a comprehensive understanding of safety protocols, proper use of Personal Protective Equipment (PPE), and the professional standards expected within the industry. Training also emphasizes customer service and soft skills through our career services, ensuring graduates can establish trust and maintain positive client relationships.

Students will be issued PPE that includes bump cap, gloves, and safety glasses. Dependability is a cornerstone of this program. Students are expected to arrive on time, in uniform, and prepared each day—developing the accountability, work ethic, and professionalism that employers value.

Graduates will be awarded a certificate of completion.

Course Resources

Required Textbook(s):

Refrigeration & Air Conditioning Technology 10th Edition

Publisher: Cengage

ISBN: 978-0-357-93399-2

MindTap Content

Additional Resources:

ESCO EPA 608 Study guide

ESCO A2L Study guide

HVAC Course Outline

CLASS NUMBER	TITLE	LECTURE HOURS	LAB HOURS
HVAC 101	Safety & Brazing	25	15
HVAC 102	HVAC Electrical	17	23
HVAC 103	Install & Troubleshooting	16	24
HVAC 104	Install & Ductwork	13	27
HVAC 105	Residential Heat	15	25
HVAC 106	HVAC Practical's	16	24
	PROGRAM Total	102	138

The HVAC Maintenance Technician program consists of 102 classroom hours and 138 lab hours for a total of 240 program hours. The HVAC Maintenance Technician program duration is 6 consecutive weeks.

The student to instructor ratio in the classroom will be no greater than 1:30. The student to instructor ratio in the lab will be no greater than 1:20.

Subject Description

HVAC 101: Safety & Brazing

Week (1): 25 Classroom Hours and 15 Lab Hours

This course introduces students to various HVAC system safety conditions and tools of the trade. Students are introduced to the refrigeration cycle, environmental protection agency requirements, and hands on practice with brazing techniques. The student will be instructed in the following areas:

1. Exposure to safety procedures while working with HVAC systems, tools, ladders.
2. Types of copper, copper sizing, and leak detection.
3. Oxygen and acetylene safety.
4. Review EPA 608 Core and Type 1

HVAC 102: HVAC Electrical

Week (2): 17 Classroom Hours and 23 Lab Hours

(PREREQUISITE: HVAC 101: Safety & Brazing)

This class introduces students to the basic electrical system, wiring schematics, components and application of high and low voltage in an HVAC system. Students will gain knowledge in system controls, components names, amp draw, voltage reading, microamps, ohms, microfarads, and symbols of a meter and its settings. The student will also be instructed in the following areas:

1. Mapping motors and compressors
2. Continuity.
3. Introduction to electrical troubleshooting.
4. EPA 608 and Low GWP review and test.

HVAC 103: Install & Troubleshooting

Week (3): 16 Classroom Hours and 24 Lab Hours

(PREREQUISITE: HVAC 102: HVAC Electrical)

This class builds on the students' knowledge about HVAC components and brazing techniques to show how each one fits together for an install. Student will size and install a line set, filter drier, and metering devices. The student will also be instructed in the following areas:

1. Install procedures
2. System vacuum
3. Leak detection
4. Charging and recovering refrigerant
5. Install troubleshooting

HVAC 104: Install & Ductwork

Week (4) 13 Classroom hours and 27 Lab Hours

(PREREQUISITE: HVAC 103: Install & Troubleshooting)

This class is a deeper dive into performing full system installs and an introduction to ductwork. Students will review install techniques and troubleshoot the system. Students will learn about the parts of a duct and review basic air balance practices. Student will also be instructed in the following areas:

1. Troubleshooting installs
2. Dampers
3. Plenums
4. Transitions and Ys

HVAC 105: Residential Heat

Week (5) 15 Classroom hours and 25 Lab Hours

(PREREQUISITE: HVAC 104: Install & Ductwork)

Students will be introduced to gas and electrical heating systems used in residential applications. During this class, students will be instructed on gas furnace component identification, safety components of a gas furnace and electric heat and heat pumps. The student will also be instructed in the following essential areas:

1. Understanding forced air heating and fundamentals.
2. Identifying cracks in residential heat exchangers within gas furnaces.
3. Troubleshooting heat systems

HVAC 106: HVAC Practical's

Week (6) 16 hours of classroom and 24 lab hours

(PREREQUISITE: HVAC 105: Residential Heat)

This portion of the HVAC Maintenance Technician Program will allow students to actively apply the practical skills they have learned through the last 6 weeks with hands on practical testing in the lab. The final week of this program also includes the following:

1. Written and hands on final exam.
2. Out-processing
3. Placement exit interview.
4. Graduation Ceremony

HVAC MAINTENANCE TECHNICIAN SUPPLIES AND TOOLS

Low Profile Backpack
8" Adj Wrench
10" Adj Wrench
8" Diagonal Pliers - Dipped
9pc Standard Folding Hex Key Set
10" Groove Plier Plumber
#2 Phillips Cushion Grip Demo Driver
13 In 1 - Cushion Grip
25' Compact Magnetic Tape
1" Constant Swing Tubbing Cutter
Led Headlamp
4 In 1 Multi Bit Screwdriver Kit
Mini Copper Tube Cutter, 3/4in
7 In 1 High Leverage Combo Pliers
Magnetic Nut Driver Set, 2pc
Yellow Jacket Manifold
Ball Valve Charging Tool (Yj)
Hvac Low/Loss Fittings Set
Inspection Mirror
3/16" And 5/16" Square Refrigeration Wrench
Clamp Meter W/ Temperature
Comfort Grip 6in1 Electrician Pliers
Hex Key Adapter
Pencil Reamer

Electrical Wiring Program Course Objectives

This program equips students with the essential skills needed to launch a successful career in the Residential Electrical Wiring field. Throughout the program, students will have the opportunity to earn the following nationally recognized certifications, enhancing their ability to excel and advance within the industry.

- OSHA 10
 - Students must pass the OSHA 10 exam (70% or higher) to move on in the program.

- ARC Flash Electrical Safety Training
 - Students must complete and pass to meet graduation requirements.

Throughout the program, students will reinforce their learning through hands-on assessments designed to demonstrate their mastery of practical problem-solving skills essential for success in the industry.

Students will gain comprehensive knowledge of safety protocols, proper use of Personal Protective Equipment (PPE), and the professional conduct required to excel in the trade. They will also develop vital customer service skills to build the trust and rapport that clients expect and appreciate.

Students will be issued PPE that includes bump cap, gloves, and safety glasses. Dependability is a cornerstone of this program. Students are expected to arrive on time, in uniform, and prepared each day—developing the accountability, work ethic, and professionalism that employers value.

Graduates will be awarded a certificate of completion.

Course Resources

Required Textbook(s):

Electrical Wiring Residential 21st Edition

Publisher: Cengage

ISBN: 978-0-3571-2227-3

MindTap Content

Additional Resources:

OSHA 10

Ugly's Electrical References Book

2023 National Electrical Code Book

Publisher: National Fire Protection Association

Electrical Course Outline

CLASS NUMBER	TITLE	LECTURE HOURS	LAB HOURS
EW 101	Safety & Code	25	15
EW 102	Blueprints & Rough-Ins	16	24
EW 103	Device & Component Installation	20	20
EW 104	Intro to Conduit	16	24
EW 105	Load Calculations & Service	18	22
EW 106	Electrical Wiring Practical's	19	21
	PROGRAM Total	114	126

The Electrical Wiring program consists of 114 classroom hours and 126 lab hours for a total of 240 program hours. The Electrical Wiring program duration is 6 consecutive weeks.

The student to instructor ratio in the classroom will be no greater than 1:30. The student to instructor ratio in the lab will be no greater than 1:20.

Subject Description

EW 101: Safety & Code

Week (1): 25 Classroom and 15 Lab Hours

This is a basic course designed to provide fundamentals associated with electrical wiring. It includes safety, basic tools, and equipment.

1. Students will have exposure to safety procedures while working with tools, switches, receptacles, lighting fixers, disconnects, and panel boards.
2. Introduction to the NEC Code Book

EW 102: Blueprints and Rough-Ins

Week (2): 16 Classroom Hours and 24 Lab Hours

(PREREQUISITE: EW 101: Safety & Code)

This course provides knowledge of electrical symbols needed to interpret blueprints. The students will be able to interpret specific elements of a blueprint pertaining to electrical construction, all elevations, and various plans. Students will also learn the skills to wire a dwelling during the framing process. The student will also be instructed in the following areas:

1. Basic understanding of National Electrical Code, build layout, take off, request for change.
2. Practical application of installation in a dwelling
3. Basic understanding of installation of device boxes, device wiring methods, and different types of light fixtures.
4. OSHA 10 completion

EW 103: Device and Component Installation

Week (3): 20 Classroom Hours and 20 Lab Hours

(PREREQUISITE: EW 102: Blueprints and Rough-Ins)

In this course, the students will learn and demonstrate their knowledge of overcurrent protective devices, receptacles, switches, and special application procedures. The student will also be instructed in the following essential areas:

1. Basic understanding of installation of over-current protection
2. Practical application of installations in wet and hazardous locations.
3. Arc Flash Training Completion

EW 104: Intro to Conduit

Week (4): 16 Classroom hours and 24 Lab Hours

(PREREQUISITE: EW 103: Device and Component Installation)

The course introduces conduit and the basics of commercial electrical wiring. The student will also be instructed in the following essential areas:

1. 90s and off-sets Conduit bending
2. 3- and 4-point saddles
3. Conduit sizing and fill

EW 105: Load Calculations and Service

Week (5): 18 Classroom hours and 22 Lab Hours

(PREREQUISITE: EW 104: Intro to Conduit)

In this course, the students will demonstrate practical applications of advanced skills related to wiring a load-calculation in a dwelling. The student will also be instructed in the following essential areas:

1. Basic understanding of load-center sizing, grounding, bonding, and break installation
2. Practical application and installation of a panel board
3. Load calculation for service

EW 106: Electrical Wiring Practical's

Week (6) 19 Classroom hours and 21 Lab Hours

(PREREQUISITE: EW 105: Load Center and Service)

This portion of the Electrical Wiring Program will allow students to actively demonstrate practical application of skills learned. They will get to apply the skills they have learned from the past six weeks in the classroom.

1. Written and hands on final exam.
2. Exit interview and out-processing
3. Graduation

ELECTRICAL WIRING SUPPLIES AND TOOLS

Low Profile Backpack
Side Slide Utility Knife
Wire Plier Electrician, 6in1
Dual Range Nc Voltage Detector
11pc Folding Hex Key Set - Sae
10" Straight Jaw Plier
6pc Cushion Grip Sd Kit Usa
Lineman's W/ Crimper
Electricians Work Belt
7in1 Conduit Reamer
Led Headlamp
Fixed Blade Rasping Jab Saw
19oz Smooth Face Poly Handle Hammer
25' Magnetic Wide Blade Tape
11in 1 Screwdriver
Diagonal Cutting Pliers 8"
Hack Saw 12in
Compact Billet Torpedo Level
Clamp Meter W/ Temperature
Gfci Tester
8in1 Compact Ratcheting Multibit Screwdriver
7 Pc Sae Hollowcore Nut Driver Set

Facilities Maintenance Course Objectives

This program equips students with the essential skills needed to launch a successful career in the Facilities Maintenance field. Throughout the program, students will have the opportunity to earn the following nationally recognized certifications, enhancing their ability to excel and advance within the industry.

- EPA 608 Universal
 - Students must pass the Core section and at least one additional category to meet graduation requirements.

- OSHA 10
 - Students must pass the OSHA 10 exam (70% or higher) to move on in the program.

Throughout the program, students will reinforce their learning through hands-on assessments designed to demonstrate their mastery of practical problem-solving skills essential for success in the industry.

Students will gain comprehensive knowledge of safety protocols, proper use of Personal Protective Equipment (PPE), and the professional conduct required to excel in the trade. They will also develop vital customer service skills to build the trust and rapport that clients expect and appreciate.

Students will be issued PPE that includes bump cap, gloves, and safety glasses. Dependability is a cornerstone of this program. Students are expected to arrive on time, in uniform, and prepared each day—developing the accountability, work ethic, and professionalism that employers value.

Graduates will be awarded a certificate of completion.

Course Resources

Required Textbook(s):

Modern Carpentry

Publisher: Goodheart-Wilcox Publisher

ISBN: EXPMC26

Landscape Design, Installation

Publisher: Goodheart-Wilcox Publisher

ISBN: EXPLDIM25

Additional Resources:

OSHA 10

ESCO EPA 608 Study guide

Facilities Course Outline

CLASS NUMBER	TITLE	LECTURE HOURS	LAB HOURS
FM 101	EPA 608	33	7
FM 102	Intro to Electrical	18	22
FM 103	Math and Carpentry	17	23
FM 104	Plumbing and Weatherization	16	24
FM 105	Make Ready	17	23
FM 106	FM Practical's	14	26
	PROGRAM Total	115	125

The Facilities Maintenance program consists of 115 classroom hours and 125 lab hours for a total of 240 program hours. The Facilities Maintenance program duration is 6 consecutive weeks.

The student to instructor ratio in the classroom will be no greater than 1:30. The student to instructor ratio in the lab will be no greater than 1:20.

Facilities Maintenance Subject Descriptions

FM 101: EPA 608

Week (1): 33 Classroom Hours and 7 Lab Hours

This course introduces students to basic HVAC vocabulary and component ID. Students will learn the Environmental safety requirements set forth by the Environmental Protection Agency (EPA). The student will be instructed in the following areas:

1. Tools of the HVAC trade
2. Refrigerant handling and containment (recovery, recycling and reclaiming)
3. EPA 608 exam

FM 102: Intro to Electrical

Week (2): 18 Classroom Hours and 22 Lab Hours

(PREREQUISITE: FM 101: EPA 608)

This course is designed to introduce students to electrical theory and basic lab application. It also includes wiring methods for receptacles, single pole switches, and luminaires. Students are also instructed in the basics of appliance repair through hands on lab work. The student will also be instructed in the following areas:

1. Electrical specialty tools and application
2. Device installation
3. Explain and demonstrate troubleshooting methods

FM 103: Math and Carpentry

Week (3): 17 Classroom Hours and 23 Lab Hours

(PREREQUISITE: FM 102: Intro to Electrical)

This course introduces students to the fundamentals of trade mathematics and its application to hands-on work in the field. Students will gain an understanding of how to perform accurate measurements, calculate material requirements, and apply basic math skills to construction and repair tasks. The student will also be instructed in the following areas:

1. Application of trade math to construction projects.
2. Working with sheet goods and other building materials.
3. Basic construction concepts, including structural layout.
4. Material estimating and calculation for project planning and execution.

FM 104: Plumbing and Weatherization

Week (4): 16 Classroom Hours and 24 Lab Hours

(PREREQUISITE: FM 103: Math and Carpentry)

This course introduces students to the foundation of plumbing principles and their application in repair and installation work. Students will gain an understanding of how plumbing systems integrate within a structure, while also learning how the building envelope protects those systems against environmental and weather-related factors. Students will develop hands-on skills and gain awareness of structural considerations that impact performance and durability. The students will also be instructed in the following areas:

1. Installation and maintenance of bathroom and kitchen fixtures.
2. Basic plumbing concepts and repair techniques.
3. Understanding the building envelope and its role in system protection.
4. Preparing a structure for varying environmental conditions.

FM 105: Make Ready

Week (5): 17 Classroom hours and 23 Lab Hours

(PREREQUISITE: FM 104: Plumbing and Weatherization)

This course introduces students to the principles of maintaining and improving the exterior and interior features of a property through surface treatments, pest management, landscaping, and groundskeeping. Students will gain understanding on how these practices contribute to the protection, safety, and long-term value of a structure. Students will also be instructed in the following areas:

1. Application of surface treatments for protection and durability
2. Pest control methods for safeguarding property and occupants
3. Landscaping fundamentals
4. Groundskeeping practices

FM 106: FM Practical's

Week (6): 14 Classroom hours and 26 Lab Hours

(PREREQUISITE: FM 105: Make Ready)

This portion of the Facilities Maintenance Program will allow students to actively reenact/demonstrate practical application of skills learned. They will get to apply the skills they have learned from the past six weeks in the classroom. The final week of this program also includes the following:

1. Written and hands on final exam.
2. Graduation checkout list.
3. Placement exit interview.
4. Graduation Ceremony

FACILITIES MAINTENANCE SUPPLIES AND TOOLS

Low Profile Backpack
10" Straight Jaw Pliers
Utility Pouch
10" Adj Wrench
1" Constant Swing
12" Adj Wrench
Basin Wrench - Small
9in Nail Puller
Rafter Squares
Lineman's Pliers - Dipped
Wire Plier Electrician
25' Magnetic Tape Measure
Led Headlamp
12" Steel Pipe Wrench
13 In 1 With Schrader - Cushion Grip
Side Sliding Utility Knife
24' Magnetic Level
Stripper/Crimper 9 In 1
20 Oz Smooth Head Hammer
Rasping Jab Saw
Hacksaw, 12 In High Tension
Hex Key Set, 2pc
10' Straight Aviation Snips
Hvac Clamp Meter W/ Temperature
3 Pc Steel Nail Set
2 X 3-1/2 Square Telescoping Inspection Mirror
Receptacle Tester Gfci Nema 5-15
Superior Tub Drain Wrench (Dumbbell Wrench)
Pencil Reamer
Channellock Plier, 6 1/2

Plumbing Program Course Objectives

This program equips students with the essential skills needed to launch a successful career in the residential plumbing field. Throughout the program, students will have the opportunity to earn the following nationally recognized certifications, enhancing their ability to excel and advance within the industry.

- OSHA 10
 - Students must pass the OSHA 10 exam (70% or higher) in order to move on in the program.

- Confined Space Entry Training for Construction
 - Students must complete and pass to meet graduation requirements.

Throughout the program, students will reinforce their learning through hands-on assessments designed to demonstrate their mastery of practical problem-solving skills essential for success in the industry.

Students will gain comprehensive knowledge of safety protocols, proper use of Personal Protective Equipment (PPE), and the professional conduct required to excel in the trade. They will also develop vital customer service skills to build the trust and rapport that clients expect and appreciate.

Students will be issued PPE that includes bump cap, gloves, and safety glasses. Dependability is a cornerstone of this program. Students are expected to arrive on time, in uniform, and prepared each day—developing the accountability, work ethic, and professionalism that employers value.

Graduates will be awarded a certificate of completion.

Course Resources

Required Textbook(s):

Plumbing 101, Plumbing 201

Publisher: Cengage Learning; 6th edition

ISBN-13: 978-1-133-28153-5

ISBN-10: 1-133-28153-2

MindTap Content

Additional Resources:

OSHA 10 Study Guide

Plumbing Course Outline

CLASS NUMBER	TITLE	LECTURE HOURS	LAB HOURS
PLMB 101	Intro to Plumbing Industry	29	11
PLMB 102	Plumbing Mathematics	30	10
PLMB 103	DWV and Intro to Potable Water	15	25
PLMB 104	Plumbing Fixtures & Water Heaters	18	22
PLMB 105	Punch List	9	31
PLMB 106	Plumbing Practical's	18	22
	PROGRAM Total	119	121

The Plumbing Program consists of 119 classroom hours and 121 lab hours for a total of 240 contact hours. The Plumbing program duration is 6 consecutive weeks.

The student to instructor ratio in the classroom will be no greater than 1:30. The student to instructor ration in the lab will be no greater than 1:20.

Subject Description

PLMB 101: Intro to Plumbing Industry

Week (1): 29 Classroom Hours and 11 Lab Hours

This course introduces students to the history of plumbing and trade vocabulary. Students will also learn basic job site safety, and how to assemble different plumbing material. The student will also be instructed in the following areas:

1. Tools of the trade and tool safety
2. Intro to the Code Book
3. Joining techniques and Solvent brazing, saudering, threading

PLMB 102: Plumbing Mathematics

Week (2): 30 Classroom Hours and 10 Lab Hours

(PREREQUISITE: PLMB 101: Intro to Plumbing Industry)

This is a basic course designed to provide fundamentals associated with **math in the plumbing** industry. It includes understanding how to read a tape measure, fractions, angles and off-sets.

The student will also be instructed in the following areas:

1. Introduction to geometry as it pertains to plumbing.
2. OSHA 10 completion

PLMB 103: DWV and Intro to Potable Water

Week (3): 15 Classroom Hours and 25 Lab Hours

(PREREQUISITE: PLMB 102: Plumbing Mathematics)

This course provides knowledge on how to size and install Drain, Waste, and Vent (DWV). Students will understand the proper orientation of fittings and plumbing system layout. The student will also be instructed in the following areas:

1. Basic understanding of Plumbing Code pertaining to DWV
2. Practical application
3. Constructing an accurate material list.

PLMB 104: Plumbing Fixtures & Water Heaters

Week (4): 18 Classroom Hours and 22 Lab Hours

(PREREQUISITE: PLMB 103: DWV and Intro to Potable Water)

This course is designed to instruct the student on how to install plumbing fixtures and water distribution systems in residential settings. In addition, the student will also be instructed in the following areas:

1. How a standard toilet functions
2. Understanding of faucets and related valves
3. Cross connections and water heaters.

PLMB 105: Punch List

Week (5): 9 Classroom hours and 31 Lab Hours

(PREREQUISITE: PLMB 104: Plumbing Fixtures & Water Heaters)

This class builds upon the student's knowledge of Plumbing systems to troubleshoot and perform basic repairs in a residential setting.

The student will also be instructed in the following areas:

1. Troubleshoot Bathroom and Kitchen fixtures
2. Troubleshoot draining issues
3. Basic drain cleaning techniques

PLMB 106: Plumbing Practical's

Week (6): 18 Classroom hours and 22 Lab Hours

(PREREQUISITE: PLMB 105: Punch List)

This portion of the Plumbing Program will allow students to actively reenact/ demonstrate practical application of skills learned. They will get to apply the skills they have learned from the past six weeks in the classroom. The final week of this program also includes the following:

1. Written and hands on final exam.
2. Out-processing.
3. Placement exit interview.
4. Graduation Ceremony

PLUMBING PROGRAM SUPPLIES AND TOOLS

Low Profile Backpack
Hack Saw 12in
6" Adjustable Wrench
Basin Wrench 1 1/4
Pvc Saw
3pc Tube Cutter-Copper
25' Compact Autolock Tape Measure
13 In 1 With Schrader - Cushion Grip
2 Pc Hex Key Set, Sae/Met
12" Steel Pipe Wrench
19oz Smooth Face Finish Hammer
Empire 12" Magnetic Level
Led Headlamp
14" Aluminum Pipe Wrench
Tub Drain Wrench
Pencil Reamer
Auto Voltage/Continuity Tester
10 In Adjustable Wrench
Pvc Tubbing Cutter
10 In. Channellock Plier (X2)
6-1/2 In. Channellock Plier
3-Way Plumber Wrench
Side Sliding Utility Knife
24 In Magnetic I-Beam Level

SEMINARS

ForgeNow retains the ability to run seminars at their discretion, offering flexible opportunities to further expand students' expertise and career prospects. A seminar is a course of instruction designed to enhance a student's career, rather than a program focused on teaching the core skills and fundamental knowledge required for a specific occupation. Seminars may have prerequisites and can include various formats, such as workshops, introductions to specific occupations or clusters of occupations, short courses covering select skills or knowledge for a particular trade, or general continuing education.

EPA Certification Preparation Seminar:

The Federal Government of the United States requires all individuals who open a system or container holding a controlled refrigerant to be certified. Persons who work on stationary equipment or use refrigerant designed for these systems can become certified by passing a proctored Section 608 examination. Candidates for this exam can be certified in any of three equipment categories or Universal which covers all categories.

The EPA Certification seminar provides an opportunity for any individual employed in a career that uses refrigerants to be trained and evaluated on the regulations that mandate safe handling. The student will learn the EPA laws governing the handling and removal of refrigerants from all types of refrigeration equipment, except mobile.

Seminar Objective:

Upon completion of the EPA Certification Preparation seminar, the student will have the working knowledge to recover and reclaim refrigerants as well as charging with refrigerants, without resulting in unsafe release to the environment. Upon completion of the seminar training, the student will take a four-part 2-hour examination covering the safe handling of refrigerants in all sizes of equipment.

This seminar does not offer a grade, but successful passing of the EPA 608 Universal test will award an EPA Certificate of Completion.

Seminar Cost: \$200.00

Seminar Hours: 6 classroom hours (4 classroom hours and 2 hours timed testing)

Advance Refrigeration Seminar Description:

HVAC service technicians who have the desire to further their career with the ability to service, troubleshoot, and repair refrigeration equipment or ice machines can increase their value to an employer as well as increasing their income potential. This refrigeration seminar will provide the training to prepare an HVAC technician to progress into the HVAC-R technician status.

HVAC-R technicians in most companies work in the commercial market as refrigeration and ice machines are primarily commercial equipment. Employment as a refrigeration technician will generate increased responsibility due to the need for response to emergency calls and maintaining equipment to meet stringent standards of temperatures and humidity set forth by health codes for food product storage. The versatility of a technician who can service HVAC-R equipment and ice machines is a specialized field of the HVAC industry which is sought after by many companies and considered to be well rounded technician in the industry.

Seminar Objective:

This seminar is intended to elevate the HVAC technician to a higher level in their career by increasing their abilities to service two additional areas in the industry that require a higher standard of knowledge than that of an HVAC technician. Servicing, diagnosing, repairing, and proper maintenance of refrigeration equipment and ice machine come with the understanding of controls and wiring with these systems which is not inclusive to HVAC systems.

This seminar does not offer a grade, and the student will receive a certificate of completion if all hours of the seminar are completed.

Seminar Cost: \$500.00

Seminar Hours: 10 hours of classroom and lab training

Low GWP Refrigerant Safety Preparation Seminar:

The Low GWP Refrigerant Safety: Flammable and Mildly Flammable Refrigerants seminar is designed to provide students with essential knowledge and practical skills for working safely with next-generation refrigerants that have lower global warming potential.

The seminar introduces refrigerant safety, introduction to Low GWP refrigerants, refrigerant properties and characteristics, refrigeration cycle, working with refrigerant blends, proper installation and service guidelines, flammable refrigerant considerations, and explanation of the associated codes and standards for A2L refrigerants. Students will learn how to identify refrigerant types, assess risks, and apply appropriate control measures to maintain a safe work environment.

This seminar also covers regulatory guidelines, proper storage and transportation practices, and emergency response procedures related to flammable refrigerants. Through scenario-based instruction, students will build confidence in managing potential hazards while aligning with industry standards and environmental regulations. Students will be better prepared to adapt to evolving HVAC/R technologies and meet the growing demand for environmentally responsible refrigeration practices.

Seminar Objective:

The objective of the Low GWP Refrigerant Safety: Flammable and Mildly Flammable Refrigerants seminar is to equip students with a clear understanding of the properties, handling procedures, and safety protocols associated with next-generation low global warming potential (GWP) refrigerants. The objective is to enhance awareness of flammability classifications, proper installation and service practices, risk mitigation strategies, and regulatory requirements to ensure compliance and workplace safety. By the end of the seminar, students will be prepared to work confidently and responsibly with flammable and mildly flammable refrigerants that align with industry standards and environmental goals.

Seminar Cost: \$200.00

Seminar Hours: 5 Hours (4 classroom hours, 1 hour to test)

DAILY CLASS SCHEDULE

HVAC Maintenance Technician

Students will attend class Monday through Friday for 6 consecutive weeks. The program is comprised of 240 hours of instruction and includes 102 lecture hours and 138 hours of lab training. Students will receive a 15-minute break prior to lunch and a 15-minute break after lunch. Lunch breaks are assigned to each class and will be 30 minutes in length.

HVAC Maintenance Technician Program COHORT Dates for 2026

COHORT	Class Time	Start Date	End Date
COHORT 1	7:00am – 3:30pm	1/12/2026	2/20/2026
COHORT 2	7:00am – 3:30pm	3/2/2026	4/10/2026
COHORT 3	7:00am – 3:30pm	4/13/2026	5/22/2026
COHORT 4	7:00am – 3:30pm	6/8/2026	7/17/2026
COHORT 5	7:00am – 3:30pm	7/27/2026	9/4/2026
COHORT 6	7:00am – 3:30pm	9/14/2026	10/23/2026
COHORT 7	7:00am – 3:30pm	11/2/2026	12/16/2026

Electrical Wiring

Students will attend class Monday through Friday for 6 consecutive weeks. The program is comprised of 240 hours of instruction and includes 114 lecture hours and 126 hours of lab training. Students will receive a 15-minute break prior to lunch and a 15-minute break after lunch. Lunch breaks are assigned to each class and will be 30 minutes in length.

Electrical Wiring Program COHORT Dates for 2026

COHORT	Class Time	Start Date	End Date
COHORT 1	7:00am – 3:30pm	1/12/2026	2/20/2026
COHORT 2	7:00am – 3:30pm	3/2/2026	4/10/2026
COHORT 3	7:00am – 3:30pm	4/13/2026	5/22/2026
COHORT 4	7:00am – 3:30pm	6/8/2026	7/17/2026
COHORT 5	7:00am – 3:30pm	7/27/2026	9/4/2026
COHORT 6	7:00am – 3:30pm	9/14/2026	10/23/2026
COHORT 7	7:00am – 3:30pm	11/2/2026	12/16/2026

Facilities Maintenance

Students will attend class Monday through Friday for 6 consecutive weeks. The program is comprised of 240 hours of instruction and includes 115 lecture hours and 126 hours of lab training. Students will receive a 15-minute break prior to lunch and a 15-minute break after lunch. Lunch breaks are assigned to each class and will be 30 minutes in length.

Facilities Maintenance Program COHORT Dates for 2026

COHORT	Class Time	Start Date	End Date
COHORT 1	7:00am – 3:30pm	1/12/2026	2/20/2026
COHORT 2	7:00am – 3:30pm	3/2/2026	4/10/2026
COHORT 3	7:00am – 3:30pm	4/13/2026	5/22/2026
COHORT 4	7:00am – 3:30pm	6/8/2026	7/17/2026
COHORT 5	7:00am – 3:30pm	7/27/2026	9/4/2026
COHORT 6	7:00am – 3:30pm	9/14/2026	10/23/2026
COHORT 7	7:00am – 3:30pm	11/2/2026	12/16/2026

Plumbing Program

Students will attend class Monday through Friday for 6 consecutive weeks. The program is comprised of 240 hours of instruction and includes 119 lecture hours and 121 hours of lab training. Students will receive a 15-minute break prior to lunch and a 15-minute break after lunch. Lunch breaks are assigned to each class and will be 30 minutes in length.

Plumbing Program COHORT Dates for 2026

COHORT	Class Time	Start Date	End Date
COHORT 1	7:00am – 3:30pm	1/12/2026	2/20/2026
COHORT 2	7:00am – 3:30pm	3/2/2026	4/10/2026
COHORT 3	7:00am – 3:30pm	4/13/2026	5/22/2026
COHORT 4	7:00am – 3:30pm	6/8/2026	7/17/2026
COHORT 5	7:00am – 3:30pm	7/27/2026	9/4/2026
COHORT 6	7:00am – 3:30pm	9/14/2026	10/23/2026
COHORT 7	7:00am – 3:30pm	11/2/2026	12/16/2026

ACADEMIC CALENDAR 2026

Holiday	2026
Memorial Day	05/25/2026
Labor Day	09/07/2026
Thanksgiving	11/25/2026-11/27/2026

HOURS OF OPERATION

School Hours

School hours are from 7:00 AM CST to 5:00 PM CST Monday – Thursday and 7:00 AM CST to 4:00 PM CST on Friday.

Instruction Hours

Instructional hours are from 7:00 AM CST to 3:30 PM CST Monday – Friday.

In the event of Force Majeure—unexpected and uncontrollable events beyond ForgeNow's control—students are still required to complete the full 240 program hours. Students may be asked to make up hours outside of their original program schedule to meet this requirement. Failure to attend the scheduled makeup hours will result in penalties, which could impact the student's progress or standing within the program. The Director will have the final decision in how the program hours will be completed.

Instructor Office Hours

Office hours are from 3:30 PM CST to 4:00 PM CST Monday – Thursday except on noted holidays and scheduled dates when classes are not in session. Office hours must be scheduled by the student with the instructor at least 2 days in advance. Office hours may depend on instructor availability. The office may be closed for lunch during hours of operation and inclement weather.

ADMISSION REQUIREMENTS

All programs are taught in English. Each admission interview will be conducted in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodation to present materials and instruction of courses in any other language. No English as a second language courses are offered by the training facility.

Individuals applying for these programs must meet the following minimum requirements:

1. Minimum Age of 18 or 17 with parent/legal guardian permission.
2. Complete all admissions paperwork including the student enrollment agreement.
3. Have a High School Diploma, a recognized equivalent such as a G.E.D. or higher level of education (successful completion or the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other post-secondary schools).(For students who have made all reasonable efforts to obtain documented proof of high school graduation without success and have worked in a profession that requires a High School Diploma or GED, must take and pass the Wonderlic high school equivalency test. In addition, the student must sign an attestation of high school graduation, which identifies the name of the secondary school, location, and date of graduation. If a student has a High School Diploma or a recognized equivalent such as a G.E.D. from another country, the student must take and pass the Wonderlic high school equivalency test to prove they have the ability to benefit from our program.
4. A student who has made arrangements with financial aid to successfully and fully fund their education.
5. Students are encouraged to enroll in scheduled sessions as quickly as possible because there is limited enrollment and arranging financing for tuition can be time consuming. Only students with paid tuition or students who have made tuition payment arrangements will be considered enrolled and students may enroll in any scheduled session with availability up to 3pm CST on the third day of a scheduled COHORT.
6. Meet any pre-requisites required for the program (if applicable).
7. U.S Citizen or Permanent Residence card holder.

Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).

ADMISSION PROCESS

To apply to a ForgeNow program, prospective students must call ForgeNow at 1-877-872-2660 or submit their information on www.ForgeNow.edu. After receiving prospective students' information, a member of ForgeNow Admissions team will contact the prospective student to discuss the program of interest, class start dates and answer any questions the prospective student may have. If the prospective student is interested, they will also speak with a member of ForgeNow's Financial Aid team to discuss Tuition & Fees payment options. Prospective students will have the opportunity to tour the facilities either in person or virtually and be afforded the

opportunity to inspect equipment, speak with staff and faculty, and speak with current students.

If the prospective student would like to move forward in the admissions process, they will be sent a Conditional Letter of Acceptance (CLA) and provide ForgeNow with basic information to begin their enrollment. After the CLA is complete, they will begin finalizing the financing of their Tuition & Fees and submit any additional documentation to their admissions coordinator. After completing their financing and all documents are collected, prospective students will be provided an Enrollment Agreement (EA) to solidify their seat in the program. After signing the EA, the prospective student will be sent information on their program start date and ForgeNow will begin the process of registering them for classes. On the first day of the program or the student's first day of attendance, whichever is later, the student will be provided a formal tour of the facilities by an authorized representative and be provided the opportunity to inspect equipment, speak with staff and faculty, and speak with current students. Upon completion of the tour, if the student has no objection, they will sign a Tour Completion document to complete their enrollment.

At any time during the admissions process, if any member of the faculty or staff does not believe an individual can benefit from attending a ForgeNow program, they will be informed of the reason why. If an individual meets all ForgeNow enrollment requirements and still chooses to proceed, they will be required to sign an attestation acknowledging that they have been informed they may not be able to fully benefit from participation in the program.

If a class reaches capacity, students with incomplete enrollment documentation may have their start date deferred to the next available cohort; priority will be given to those with fully completed and submitted enrollment files.

SPECIAL NEEDS ACCOMMODATIONS DURING THE ADMISSION PROCESS

ForgeNow is committed to training those who would like to launch a career in the trades. Prospective students with special needs, including physical and/or intellectual disabilities, should discuss these needs with a school administrator during the admission process and fill out the Student Request for Accommodations and the ADA Medical Release Forms, if applicable; medical documentation must be attached to this request. ForgeNow permits only registered service animals on campus (identification, registration, and vaccination will be required). Emotional support animals are not allowed. Students with a registered service animal may have the animal on campus, except in restricted areas, and should be aware that the service animal will need to be separated from them at times due to safety considerations.

A School Director will review all requests and documents and ForgeNow will make reasonable accommodations to a qualified applicant with special needs that will enable the individual to have an equal opportunity to participate in a ForgeNow program within reason (unless it can show undue hardship). All requests and documentation will be kept strictly confidential and shared only on a need-to-know basis.

ABILITY TO BENEFIT (ATB)

ForgeNow does not enroll students requiring ATB test due to lack of high school diploma or GED.

TRANSFER CREDITS

ForgeNow does not guarantee the acceptance of credits from other institutions, training programs, or work experiences. However, all potential transfer credits will be reviewed and may be granted when appropriate. Final approval rests solely with the School Director.

Student Responsibility

- During the admissions process, students must indicate prior education or training on their (CLA).
- If a student has completed courses, military training, or relevant work experience that aligns with ForgeNow's curriculum, they may request a credit review.
- Students are responsible for providing all necessary documentation for credit consideration. This includes but is not limited to:
 - Official transcripts
 - Course/module descriptions and syllabi
 - Proof of certifications or licenses
 - Documentation of relevant work or military experience

Evaluation Process

- Once a student identifies prior education or experience on their CLA, ForgeNow's Quality Assurance team will create the Continuing Education Documentation Form (CSC-010) and initiate a credit review.
- Credit may be awarded for:
 - Postsecondary coursework
 - Military training and experience
 - Professional certifications
 - Work/life experience
 - Apprenticeships or other extra-institutional learning
 - Successful completion of a ForgeNow Equivalency Examination Program (FEPP)

All transfer credit is reviewed on a case-by-case basis.

Submission Requirements

- Official transcripts or proof of Experiential Learning must be received by ForgeNow prior to the fifth (5) business day of a student's enrollment.
- If a transcript or other official documentation cannot be obtained according to this policy by either ForgeNow or the student, then ForgeNow shall continue to certify enrollment if the student has matriculated but transfer credit cannot be guaranteed if the applicable documentation is NOT received by the third day of enrollment.
- ForgeNow will attempt to order transcripts on behalf of the student when possible.

Students are ultimately responsible for ensuring official transcripts and supporting documents are sent to ForgeNow.

Any module/training submitted for evaluation must have been passed with a B/80% or greater within the two years before the start date of a ForgeNow program and experiential learning must be documented by a supervisor indicating the date, number of hours, type of experience, and location of experience. ForgeNow does not accept transfer credits for courses with a Pass/Fail grade.

If, during the review of previous education, training, or experience, a possible module equivalency is identified, the student will take the ForgeNow Equivalency Exam Program (FEEP) for the identified module equivalency on Day 1 of the student's program to determine the transferability of credits.

The FEEP will consist of a mixture of written questions and hands on exercises related to the entire 40-hour module for which the student may receive transfer credit for module equivalency. The student must score 80% or higher on each, the written test and hands on practical of the FEEP to receive transfer credit for the module.

If the student does achieve an 80% or higher, the student will be awarded 40-hours of transfer credit for the module. The total transfer credits may not exceed 24.9% of the total program, and only the entirety of a 40-hour module may be transferred for credit. Partial transfer of a 40-hour module for credit is not authorized.

Students will receive a letter grade of Transfer Credit ("TC"). The grade of "TC" shall not be computed in ForgeNow's weekly grade point average ("WGPA") or cumulative grade point average ("CGPA") as reflected on the student's official ForgeNow transcript and shall NOT become part of the qualitative component of the student's Satisfactory Academic Progress ("SAP").

Students shall be notified in a timely manner by the Quality Assurance team or the Office of the School Director regarding the disposition of their transfer credit after the completion of the FEEP. Any credits transferred and reduction in Tuition & Fees will be indicated on the student's Enrollment Agreement, CSC-010, and other past training and experience documents needed for enrollment. It should be noted that FEEP test scores are ONLY valid for one (1) year from the test date.

If ForgeNow does not accept course credit earned by a prospective student at another institution, ForgeNow shall include in that notice the reasons for denying the transfer of credit(s) as well as clear instructions outlining the procedure for appealing the decision to the Office of the School Director. ForgeNow shall rule on all transfer disputes within three (3) days of receiving the written notice of the appeal IF AND ONLY IF all necessary transcripts and other documentation related to the transfer credit(s) has been received by ForgeNow.

CURRICULUM, LICENSE, CREDENTIAL AND/OR CERTIFICATE SUBSTITUTION

Students who possess a license, credential or certificate in a particular subject area or professional field that is currently required for graduation in the student's program of study may have that professional license, credential or certificate substituted with another in-field license, credential or certificate. If applicable, when a license, credential, or certificate and related module curriculum are substituted, the clock hours of the original module material may be replaced with an alternative module curriculum directly related to the substituted license, credential, or certificate. Prior to the substitution of any curriculum or license, credential or license, the student must provide their Admission's Coordinator with documentation of the student's relevant license, credential or license and any other documentation deemed appropriate.

Students who are approved for curriculum substitutions or alternate certification testing must complete and sign the CSC-010 form, acknowledging in writing that they understand and agree to the modification of their program curriculum and certification pathway. Approved substitutions and alternate certification tests may be applied toward the program's total clock hours and may count toward the quantitative component of the student's Satisfactory Academic Progress (SAP), when applicable.

Any and all substitution in a program of study at ForgeNow shall not exceed 24.99% of the total number of clock hours required for the student to complete their declared program of study at ForgeNow. The table below outlines the certification substitutions when applicable. If the student already has previously completed the designated substitute certification and can provide documentation, the ForgeNow Education Team will provide an alternative substitution after an evaluation.

HVAC Program Certifications

1. EPA 608
 - **Substitute Certification: Nate Ready to Work**
2. Low GWP Refrigerant Safety
 - **Substitute Certification: OSHA 10**

Electrical Program Certification

1. OSHA 10
 - **Substitute Certification: OSHA 30**
2. Arch Flash Training
 - **Substitute Certification: NFPA 70E 2024: Standard for Electrical Safety in The Workplace**

Plumbing Program Certifications

1. OSHA 10
 - **Substitute Certification: OSHA 30**

2. Confined Space Training
 - **Substitute Certification: Rough Terrain Vehicle Safety Training**

Facilities Maintenance Program Certifications

1. OSHA 10
 - **Substitute Certification: OSHA 30**
2. EPA 608
 - **Substitute Certification: Low GWP Refrigerant Safety**

Notice Concerning Transferability of Credits and Credentials Earned At ForgeNow:

The decision to accept credits or certificates earned at ForgeNow is entirely up to the institution you may wish to transfer to. ForgeNow will provide your transcript, course/module descriptions, and any certificates you have earned to support the transfer process. However, there is no guarantee that another institution will accept this credit or recognize your ForgeNow certificates.

ForgeNow does not have any formal transfer agreements (articulation agreements) with other institutions. This means that if your new school does not accept your ForgeNow credits or certificates, you may have to repeat coursework.

Before enrolling at ForgeNow, you should consider whether our programs align with your long-term educational goals. If you plan to transfer in the future, we recommend contacting your intended institution directly to ask if they will accept credits or certificates from ForgeNow.

READMISSION

Timelines and conditions for re-enrollment are described under the following titles of this catalog:

- Attendance Policy
- Grading Policy/Incomplete
- Course Completion Requirements
- Academic Probation
- Student Conduct Expectations

Students wishing to be readmitted and enrolled should contact the School Director or schedule an appointment with a Registered Representative for the campus.

TUITION AND FEES

HVAC Maintenance Technician – 6 weeks (240 program hours)

DESCRIPTION	COST
Tuition	\$11,230.00
Supplies (Tools)	\$630.00
Books	\$140.00
Total Cost of Attendance	<u>\$12,000.00</u>

Electrical Wiring – 6 weeks (240 program hours)

DESCRIPTION	COST
Tuition	\$11,210.00
Supplies (Tools)	\$630.00
Books	\$160.00
Total Cost of Attendance	<u>\$12,000.00</u>

Facilities Maintenance – 6 weeks (240 program hours)

DESCRIPTION	COST
Tuition	\$11,256.00
Supplies (Tools)	\$630.00
Books	\$114.00
Total Cost of Attendance	<u>\$12,000.00</u>

Plumbing Program – 6 weeks (240 program hours)

DESCRIPTION	COST
Tuition	\$11,230.00
Supplies (Tools)	\$630.00
Books	\$140.00
Total Cost of Attendance	<u>\$12,000.00</u>

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days. After the 72-hour cancellation privilege has expired, refunds will be calculated based on the ForgeNow Refund Policy outlined in this Catalog.

FORMS OF PAYMENTS

Tuition and Fees funding arrangements including financial aid, cash payment plans, agency funding, scholarships, and private loans must be set up prior to Students starting classes with ForgeNow.

Students are encouraged to enroll in scheduled programs as quickly as possible because there is limited enrollment and arranging financing for Tuition and Fees can be time-consuming. Only Students with paid Tuition and Fees or Students who have made Tuition and Fee payment arrangements will be considered enrolled and Students may enroll in any scheduled session with availability up until the last hour of the third day of a scheduled program.

Student may elect to pay for their Tuition and Fees using GI Bill® benefits, a private loan, a third-party loan, cash or credit, third-party scholarship(s), WIOA funding, contractor sponsored, or a combination of any of these payments' methods. ForgeNow does not have internal Tuition and Fees scholarships.

The complete payment of Tuition and Fees or documentation of a guarantor (a Government agency, third-party, or cash payment schedule) are due prior to the first day of the ForgeNow Program start. Students' form of payment will impact their schedule of payments. Prospective students should speak with ForgeNow's Financial Aid department to determine their schedule of payments based on their form of payment. Prospective students should read the ForgeNow Cancellation and Refund Policy to determine how their form of payment may be impacted if they were to leave a ForgeNow program.

If a prospective student cancels their enrollment prior to the Program start date, fails to attend the first three days of the Program, or is denied enrollment, they will be refunded all previously paid Tuition and Fees.

If a ForgeNow cancels a Program that has been fully or partially paid for by a prospective student, ForgeNow will refund all paid Tuition and Fees.

ForgeNow does have an Institutional Loan program and uses a third party to reach out to students/graduates regarding late payments. ForgeNow had partnered with multiple third-party lending providers whom each have their own method of collecting monies owed which will be consistent with other students/graduates who have used the same third-party lender.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Third-Party Scholarships – Money awarded based on criteria established by the scholarship source or donor. Funding sources may include any third-party scholarship that you are granted on your own merit based on the scholarship criteria. Based on your income qualifications and other demographics, ForgeNow may assist you with finding third party scholarships.

Third-Party Loan - Students interested in financing their education at ForgeNow have the option of applying for approval for a private loan. If the Student has completed and returned the Conditional Letter of Acceptance from ForgeNow, the Student has already given enough information and permission to begin the process of qualifying for a private loan.

Private Student Loan - Please contact a Financial Aid representative at ForgeNow for further assistance and to see if you qualify for a private Student loan.

Institutional Loan – All students have the option of applying for a ForgeNow 36-Month Institutional Loan with interest rates varying based on the amount of the down payment. ForgeNow Institutional Loans are serviced by TFC Credit Corporation of California, NMLS# 1708442. Please contact a Financial Aid representative at ForgeNow for further information about ForgeNow Institutional Loans.

Cash Payment- Students have the option to pay in cash or with a credit card prior to or during their program. All final payments must be made by the Friday prior to the last day of the program. Individuals paying with a credit card may incur a credit card processing fee.

Veteran's Benefits - The Office of Admissions and ForgeNow's VA Certifying Officials are ready to assist active-duty service members, veterans, and their eligible dependents and spouses in obtaining their educational benefits and act as a liaison to the regional VA office to process enrollment certifications. A Student must be admitted to the School and registered for courses in one of the School's programs in order to be certified for Veterans educational benefits. ForgeNow accepts the following military benefits:

CHAPTER 30 MONTGOMERY G.I. BILL®

To be eligible for education payments under chapter 30, Veterans must have received an Honorable discharge. This would exclude those Veterans with a General Under Honorable Conditions discharge or any other discharge other than Honorable. This also excludes officers who obtained their commission after 12/31/76, through a military academy (Annapolis, West Point, Air Force Academy, or Coast Guard Academy), or through an ROTC scholarship program (payments exceeding \$3,400/year).

Individuals released from active duty with an Honorable discharge by reason of Convenience of the Government (COG) with 20 months of service on a two-year contract, or 30 months on a three-year contract, are eligible even if they did not complete their full contract period. They will receive 36 months of MGIB-AD at the appropriate rate. Other eligibility rules and exceptions may be applicable.

CHAPTER 31 VETERAN READINESS AND EMPLOYMENT

Provides training and rehabilitation for veterans with a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the VA.

CHAPTER 33 POST 9/11 G.I.BILL®

For individuals who served 90 aggregate days or more of active duty service on or after 09/11/01 and have an honorable discharge. Starting in 2009 active duty service members may be eligible to transfer their Post 9/11 G.I.Bill® entitlement to dependents and/or spouses. ForgeNow's HVAC Maintenance Technician, Electrical Wiring program, Facilities Maintenance, and Plumbing Program will use 5.5-6 months of G.I. Bill® eligibility depending on the number of holidays during the course of instruction.

JOHN FRY SCHOLARSHIP

Public Law 111-32, the Marine Gunnery Sergeant John David Fry Scholarship, amends the Post-9/11 G.I.Bill® (Chapter 33) to include the children of service members who die in the line of duty after Sept. 10, 2001.

Effective August 1, 2021, children or spouses of members of the Selected Reserves are also eligible under the Fry Scholarship. More details will be available soon.

Eligible children:

- May be married or over 23 and still be eligible
- Are entitled to 36 months of benefits at the 100% level
- First became entitled on or after January 1, 2013, will not have an expiration date by which to use their benefit entitlement
- First became entitled before January 1, 2013, will have 15 years to use the benefit beginning on their 18th birthday, or sooner if graduated from high school and may use the benefit until their 33rd birthday
- Are eligible for the Yellow Ribbon Program for terms beginning on or after August 1, 2018

Effective for terms beginning on or after January 1, 2015. Section 701 of the Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146) expanded the Fry Scholarship to also provide benefits for a surviving spouse.

Eligible spouses:

- Are entitled to 36 months of benefits at the 100% level
- Do not have an expiration date by which to use their benefit entitlement.
- The period to use the benefit beginning on the date of the Service member's death will not expire but they will lose eligibility if they remarry
- Must make an irrevocable election of which benefit he or she wishes to receive for any and all enrollments beginning after January 1, 2015, if eligible for both Dependents' Educational Assistance (chapter 35) and Fry Scholarship benefits
- Are eligible for the Yellow Ribbon Program for terms beginning on or after August 1, 2018

CHAPTER 35 SURVIVORS / DEPENDENTS EDUCATION ASSISTANCE

Educational Assistance paid to dependents of Veterans who have a service-connected permanent and total disability or died as a result of service connection. Persons who may be eligible are:

- A child (between ages 18 and 26, with some exceptions) of a Veteran who is permanently and totally disabled due to a service-related condition; or who died in service; or who died of a service-connected disability; or who died while evaluated as having total and permanent service-connected disability; or who is listed as a POW or MIA
- The surviving spouse of a Veteran who died of a service-connected disability, or died in service, or died while evaluated as having total and permanent disability resulting from a service-connected disability. Surviving spouses, whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death, divorce, or they cease to live with the person to whom they presented themselves in public as married
- A spouse of a Veteran or serviceperson who has a total and permanent disability resulting from a service-connected disability; or who is listed as a POW or MIA
- The spouse or child of a Service member who is hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability
- A child, spouse, or surviving spouse may be eligible for special restorative training where needed to overcome or lessen the effects of a physical or mental disability for the purpose of enabling an eligible person to pursue a special vocational program or other appropriate goal

CHAPTER 1606 MONTGOMERY G.I.BILL® SELECTED RESERVE

The MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard and qualified recipients may be entitled to receive up to 36 months of education benefits.

Basic eligibility requires a 6-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training. chapter 1606 benefits are paid on a monthly basis directly to the reservist. Find more information on our rates webpage.

Chapter 1606 Kickers: An additional amount, called a kicker, may be added to the benefit of some chapter 1606 students. The possible monthly kicker levels are \$100, \$200, and \$350. A chapter 1606 kicker may be a part of the original enlistment contract or part of a re-enlistment contract.

VETERAN RAPID RETRAINING ASSISTANCE PROGRAM

The Veteran Rapid Retraining Assistance Program (VRRAP) offers education and training for high-demand jobs to Veterans who are unemployed because of the COVID-19 pandemic. VRRAP covers education and training programs approved under the G.I. Bill ® and Veteran Employment Through Technology Education Courses (VET TEC) that lead to high-demand jobs. These include associate degrees, non-college degrees, and certificate programs. The Department of Labor determines what's considered a high-demand job for VRRAP.

CHAPTER 32 VETERANS' EDUCATION ASSISTANCE PROGRAM (VEAP)

VEAP is available if the student first entered active duty between January 1, 1977 and June 30, 1985 and elected to make contributions from their military pay to participate in this education benefit program. Contributions are matched on a \$2 for \$1 basis by the Department of Defense. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-

the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

VA DELAYED PAYMENT COMPLIANCE. In accordance with the Veterans Benefits and Transition Act of 2018, Section 103, effective 1 August, 2019, it is AK9ITA's policy that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to AK9ITA due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

FORGENOW LODGING GRANT

To make ForgeNow programs accessible to those who do not live in the Dallas-Fort Worth Metroplex, ForgeNow is proud to offer a lodging scholarship to prospective students who live more than 30 miles radius from the ForgeNow training facility. This Lodging Grant provides lodging for the entirety of the ForgeNow program of attendance, starting the day before the program starts and ending the day after the program is complete.

Accommodations for ForgeNow students receiving the Lodging Grant will be arranged based on local availability and are determined at the sole discretion of ForgeNow. Students should anticipate sharing accommodations with one or more individuals. Room assignments will be based on the gender listed on the student's identification at the time of enrollment. If a student's gender identification changes after enrollment, they must notify ForgeNow to request any necessary adjustments to their room assignment.

Upon enrollment, to be eligible for ForgeNow provided lodging, you must be in good financial standing. To continue to be eligible during the duration of the program you must be in good academic standing.

Eligibility:

- Applicants must reside more than 30-miles straight line distance from the ForgeNow training facility.
- Applicants must be approved to attend a ForgeNow training program.
- Complete the ForgeNow Lodging Scholarship Agreement.
- Provide a form of ID, utility bill, or a letter written by a supervisor verifying current address.

Applications must be received by a ForgeNow representative no later than 24 hours prior to the start of a ForgeNow program to be eligible.

To ensure a safe and secure residential environment for all students, individuals applying for the ForgeNow Lodging Grant must successfully pass a background check prior to being approved for ForgeNow-provided housing. This screening is required for all students requesting lodging and is used solely to determine eligibility for residency in the apartment complexes utilized by ForgeNow. Applicants who do not pass the background check, or who decline to participate in the screening, will not be eligible for the Lodging Grant but may still enroll in a ForgeNow program if all other admission requirements are met. This requirement is separate from any state or employer background checks that may occur after graduation.

In the determination of eligibility for the ForgeNow Lodging scholarship, ForgeNow does not discriminate in any way based on race, color, sex, religion, sexual orientation, national origin,

disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

The Lodging Scholarship may not be re-assigned to any entity, organization, or person. The student's assigned lodging may not be sublet or otherwise placed in occupancy, control, or care of another person or entity. Only those persons listed on the Lodging Scholarship may reside in the assigned space. Students are permitted to use lodging accommodations for residential purposes only. Any other use is a violation of ForgeNow policy and may result in consequences, including but not limited to, revocation of lodging privileges and/or disciplinary action up to and including termination of enrollment.

If the student is terminated, withdraws, or takes a leave of absence, the student must vacate ForgeNow's provided housing immediately. All students are required to abide by the lodging facility's rules and regulations and ForgeNow is not responsible for any damages, purchases, vandalism, or any violation of the lodging's guest policies. If a student is removed from lodging due to violating the facilities policies, ForgeNow is not required to provide secondary lodging and the student will be responsible for their own lodging. If a student refuses to vacate ForgeNow's provided lodging, then the student will be responsible for any associated costs.

LODGING DISABILITY ACCOMMODATIONS

Students with a disability may request lodging accommodation(s) and must request all accommodation(s) through their admissions coordinator. Students are responsible for ensuring that their coordinator is provided with all required documentation for review in a timely manner, in accordance with ForgeNow's policies and procedures and other deadlines as indicated elsewhere in this Lodging Agreement or the school catalog. The School Director will review the accommodation request with all required documentation and make the final decision. The student will be notified by the Deputy Director once the decision has been made.

For health and safety reasons, ForgeNow's policy does not permit animals in the student provided housing. An exception to this rule being, a verified service animal. Students with a disability who need a service animal in student provided lodging must notify their assigned Admission Coordinator while completing their CLA. The admissions coordinator will send the accommodations request form to the student. Once completed, the Deputy Director will review the request. The school will determine, on a case-by-case basis, and in accordance with all applicable federal, state and local laws and regulations, whether such an animal is a reasonable accommodation on-campus or in student-provided housing.

BACKGROUND CHECK POLICY

ForgeNow does not complete background checks of applicants or students. All future ForgeNow students may be subject to background checks through their state licensing agency and/or their future employer. ForgeNow is not liable if a student cannot obtain state licensing.

Applicants are encouraged to provide ForgeNow any information that may prevent them from obtaining state licensing required to work in the field they are trained in.

Background checks may include:

- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position
 - The time since the conviction
 - The number (if more than one) of convictions
 - Whether hiring the prospective student would pose an unreasonable risk to a future employer, its employees, or its customers and vendors
- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

PROCEDURE FOR BACKGROUND CHECK

ForgeNow reserves the right to background check if deemed necessary to determine the student's ability to benefit. If applicable, upon applying to ForgeNow, a potential student will sign a release allowing for a background check and a designated third-party screening service will conduct the checks. A designated company representative will review all results.

The Director or their designee will be responsible for reviewing the background report and any other information provided that may be relevant to the final admission decision of the conditionally admitted applicant. The Director or his designee will decide whether the results of the background investigation disqualify the conditionally admitted applicant from final admission and matriculation into either Program. The Director or his designee may require the prospective applicant to meet in person or provide a detailed, written description and explanation of the information contained in the background records report along with appropriate documentation, such as police reports, certified court records, and any institutional correspondence and orders.

If a decision not to select a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Director in conjunction with the employment screening service (if applicable).

ForgeNow reserves the right to modify this policy at any time without notice.

CANCELLATION AND REFUND POLICIES

Each student who drops, withdraws, cancels, or is terminated will be given a comparison of drop calculations from all regulatory bodies that ForgeNow is approved through. These regulatory bodies include, ACCET, the Texas Veterans Commission, and the Texas Workforce Commission Career Schools and College.

ForgeNow will always use the drop calculation for refunds that is most favorable to the student.

The student must contact/notify ForgeNow Admissions to cancel and a ForgeNow Director to drop or withdraw. A withdrawal/termination may be initiated by the student's notice or by the student's conduct, including but not limited to, a student's lack of attendance.

TEXAS WORKFORCE COMMISSION

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the earliest of (a) the date that the student provides the Director official notification of his or her intent to withdraw or (b) the date that the student begins the withdrawal process. When the student begins the process of withdrawal, the student or the office of the Director will complete the necessary forms. Although there is no add/drop, students who officially withdraw within the first three (3) class days, all monies will be refunded.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school.
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, ForgeNow may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

MILITARY SERVICE REFUND POLICY

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program
 9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.
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ACCET REFUND POLICY

CANCELLATION POLICY

If an applicant is rejected for enrollment by ForgeNow, a full refund of all monies paid must be made to the applicant. If ForgeNow cancels a program subsequent to a student's enrollment, ForgeNow must refund all monies paid by the student. If an applicant accepted by ForgeNow cancels prior to the start of scheduled classes or never attends class (no-show), ForgeNow must refund all monies paid by the student. All refunds will be granted equitably and fairly to all students relative to tuition, other charges, and refunds.

WITHDRAWAL OR TERMINATION AFTER THE START OF CLASS AND AFTER THE THREE-DAY CANCELLATION PERIOD

Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, ForgeNow may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped not the tuition charged for the entire program listed on the enrollment agreement.

REFUND DUE DATES

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

ACCET Definitions:

- **Cancellation:** A student who never attends classes at the institution after enrolling and informs the institution.
- **No Show:** A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations. •
- **Withdrawal:** A student who attends at least one class at the institution, but does not complete his/her program.
- **Termination:** A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- **Period of Financial Obligation:** The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
- **Last Date of Attendance (LDA):** The final date the student attends class.
- **Date of Determination (DOD):** The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

DELINQUENT PAYMENTS

It is the responsibility of the student account holder (a) to provide ForgeNow with a current address and phone number and (b) to contact the Finance Aid Office if he or she will have difficulty meeting any payment deadlines. The student account holder is responsible for all interest, fines, penalties, and collection costs associated with a past due or delinquent student account. The student account holder is responsible for the amount owed, even if the student no longer receives bills from ForgeNow. If a student fails to make payment to a monthly payment plan in accordance to the agreement, the account will be determined the account to be delinquent. Once the account is determined to be delinquent.

ForgeNow Finance department will send a formal letter to request payment and remind the student that failure to make payment will result in the account being sent to an outside collection agency. The student may lose access to services related to their certificates including access to additional course registration, transcripts, graduation, and certificates/recertifications. If the student fails to respond within 30 days, the account will be sent to an outside collection agency.

Students Using U.S. Department of Veterans Affairs (VA) Benefits

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Benefits (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the
- institution.

ACADEMIC POLICIES

ForgeNow REGULATIONS

Each student is provided a school catalog which states all policies and regulations under which the institution operates. It is the student's responsibility to read and become familiar with the policies and regulations for which they are required to comply accordingly. Ignorance or lack of familiarity with the information contained therein does not serve as an excuse for noncompliance or infractions.

The school also reserves the right to change prerequisites and requirements, course curricula, and other requirements upon approval from the school's governing agencies.

MAXIMUM CLASS SIZE

ForgeNow is dedicated to providing instruction and training conducive to student success by having a maximum class size of 30 students for all programs offered unless required to be smaller in compliance with any programmatic agency requirements.

OUT OF CLASS ASSIGNMENTS

Out-of-class assignments include homework, study time, completion of certifications, and preparation for upcoming lessons. Students should anticipate dedicating at least two hours per day outside of class to complete these assignments as directed by their instructors. Completion of out-of-class work is essential for meeting the course objectives outlined in the program syllabus and has a direct impact on the student's grade. Instructors will review and evaluate all assigned homework and out-of-class activities to ensure progress toward course goals.

School field trips are a cornerstone of experiential learning, offering students a chance to connect classroom concepts with real-world applications. This method of instruction develops critical thinking skills, enhances observation skills, and fosters curiosity and engagement. These excursions are thoughtfully planned and executed but do depend on availability. If a cohort has the opportunity to attend a field trip, all students will be asked to sign a field trip waiver.

POSTPONE START

ForgeNow may postpone the scheduled start date for training if the Student has failed to meet all pre-enrollment and admissions requirements including but not limited to paying required Tuition and Fees as well as timely submission of all required enrollment paperwork. ForgeNow may also postpone the scheduled start date for training if, in its sole discretion, it determines that the course of study, faculty staffing, or other considerations such as inclement weather make the scheduled start date impossible, unpractical or undesirable. Under such circumstances, the Student has the option to choose a later start date for training as long as enrollment space is available in subsequent classes.

GRADING POLICY AND PROGRESS REPORTS

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighed by the instructor and derived from various components: classwork, homework assignments, professionalism, lab activities, tests, and quizzes. Lab participation and competency is particularly important to a student's success. Lab exercises are specifically devised to build upon classroom theory and lend a hands-on, real-world application to the student's understanding of each course material.

Tests and quizzes demonstrate mastery of concepts and skill set that every student in their professional field should have. ForgeNow's assignment weights and grading system for all programs are as follows:

Assignment Weights	
ALL PROGRAMS	
Professionalism	15%
Technical Skills	30%
Homework	5%
Test	50%
TOTAL	100%

To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Grading System			
ALL PROGRAMS			
LETTER GRADE	GRADE POINTS	MEANING	NUMERIC GRADE
A	4.0	Excellent	90-100
B	3.0	Very Good	80-89
C	2.0	Good	70-79
F	0.0	Failing	Below 70
Incomplete	I	Not Calculated	0.0
Withdrawal	W	Not Calculated	0.0

Application of Grades and Hours to SAP ALL PROGRAMS

- Grades A, B, C, and F are included in the calculations of CGPA and are included in the Total Number of Hours Attempted.
- The grade designation of “TC” (Transfer Credit) will not be factored into a student’s Weekly Grade Point Average (WGPA) or Cumulative Grade Point Average (CGPA) and will not be included in the qualitative component of Satisfactory Academic Progress (SAP).
- Students awarded transfer credit for a module will receive an “exempt” status for all associated gradebook items within that module.
- When a course is failed and then repeated, the higher of the two grades is used in the calculation of CGPA, and the total hours for the original course and the repeated course are included in the Total Hours Attempted (in the SAP chart) to determine the required rate of progress level. The hours for the original attempt are considered as to successfully complete.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned.

Incomplete (I)

Student’s work in a course has been of passing quality but is incomplete due to circumstance beyond the Student’s control. (Issued only upon advance approval of the School Director). The transcript will state “I” and credit for what was completed will be issued and not need to be re-taken if re-admitted into the program.

Withdrawal (W)

A “W” for Withdrawal indicates that the Student officially withdrew or was administratively withdrawn from the subject class. A Student with a grade of “W” cannot complete the course of study, and will be issued a refund in accordance with the refund policy above. Under Texas Education Code §132.061(f), a Student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the Student’s academic status may request a grade of “I” for incomplete.

GPA AND CGPA CALCULATIONS

The Grade Point Average (GPA) is calculated for all students. The GPA for each module and Cumulative Grade Point Average (CGPA) are calculated for all programs taken at ForgeNow.

- The Weekly Grade Point Average (WGPA) is calculated at the end of each module period based on the grading rubric
- The Cumulative Grade Point Average (CGPA) is calculated by summing the Weekly grade Point Average (WGPA) earned in each module and dividing by the total number of graded modules.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress to remain eligible as a regularly enrolled student and to continue receiving financial assistance. Any regulation that requires students' progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's weekly/module grade point average (WGPA)
 - Must be above a 2.0 to continue on to the next module.
- The student's cumulative grade point average (CGPA).
 - Must have a 2.0 CGPA or higher to graduate.
- The student's rate of progress toward completion of the program (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs)
- The student maintaining a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours for the course

Evaluation Period for SAP

ForgeNow shall place a student making unsatisfactory progress for the respective module ON ACADEMIC AND/OR ATTENDANCE PROBATION at the midpoint which is the end of the first progress evaluation period for the second progress evaluation period which concludes at the end of the module. If the student has not achieved ACADEMIC satisfactory progress at the end of the module, the student's enrollment in the program shall be terminated.

Rate of Progress toward Completion

At ForgeNow, students are required to maintain steady progress toward completing their program within the maximum time frame. The Rate of Progress (ROP) is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted. Attempted hours include completed modules, transfer hours, withdrawals, and repeated coursework. Remedial courses that do not carry clock hours have no impact on a student's ROP.

Maximum Time Frame to Complete

In accordance with federal regulations, the maximum time frame for completing a program at ForgeNow is 150% of the published clock-hour length of that program. For example, a 240-clock-hour program must be completed within 360 clock hours attempted. All attempted hours—including completed modules, transfer hours, repeated modules, and withdrawals—are counted toward this limit. Non-credit remedial courses do not count toward the MTF.

SAP Advising

ForgeNow shall place a student making unsatisfactory progress for the respective module at the end of the first progress evaluation period on academic and/or attendance probation for the next progress evaluation period. If the student on academic probation does not achieve satisfactory progress for the subsequent progress evaluation period they will be terminated from the program.

When a student is placed on probation, the school will notify the student via email. The date and terms of probation will be clearly indicated in the student's SAP advising document. The student will sign the SAP advising document and it will be saved in the student's permanent file.

ForgeNow shall notify any student by email who has absences greater than 5% of the total program length. This notification only serves as a notification that they have missed over 50% of the allowed maximum absences. If a student missed 10% or more of the program, the student shall be terminated from the program. The student will sign the SAP advising document and it will be saved in the student's permanent file.

ForgeNow may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll in a subsequent training cohort at a later date. Such re-enrollment does not circumvent the approved refund policy. ForgeNow shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next training cohort. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

SAP Appeals

Students who are placed on SAP Advising can submit an appeal to the Deputy Director. There is no guarantee that the appeal will be approved. To be considered for a SAP appeal a student must demonstrate extenuating circumstances which include: hospitalization or medical condition of the student, unexpected death or hospitalization of an immediate family member, house fire, or victim of a violent crime. While employment is not considered an extenuating circumstance, work issues beyond your control may be considered on a case-by-case basis.

Students can follow these steps to submit an appeal:

1. Complete the "Satisfactory Academic Progress (SAP) Appeal" form
2. Write a letter to accompany the Appeal form

Write a letter that includes the following. The letter can be up to two pages.

- Explain how your circumstances affected your academic progress
- Include dates or a timeline of any specific events
- Describe how the situation has been resolved
- Describe your academic goals/plans and any specific strategies for success

3. Include documentation

Include any documentation that relates to the circumstances you discussed in your letter. Appeals will be denied if you do not include documentation for a circumstance that is documentable.

- Proof of doctor's visit, hospital stays, etc. with dates
- Death certificate or obituary
- Police reports
- Letter from doctor, counselor, or lawyer on official letterhead
- Military orders

4. Submit appeal

Appeals can be submitted to the Deputy Director.

Reinstatement

If an individual appeal is approved, the individual will be re-instated in the next COHORT on the day in which they were removed for SAP. The individual will not incur any fine and penalty and all previous grades and attendance will be used for academic history.

ATTENDANCE POLICY

Students are expected to be punctual and attend all lectures and lab sessions. ForgeNow will maintain a record of attendance for all classes and for both the morning and afternoon sessions of each module in CourseKey.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students who have missed class time for an excused absence can submit a make-up request form to the Deputy Director. Make-up request form requirements and instructions are outlined under Make-Up Work. No more than 5% of the total program time can be made up. Students who miss 5% of the total program hours will be advised that they are being placed on attendance probation and may be at risk of being dropped from the program. Students who miss an excess of 10% of the total program hours will be terminated from the program. Students whose enrollments are terminated for violation of the attendance policy may re-enroll on attendance probation in a subsequent term within the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 10% of the class hours, the student's enrollment in the program will be terminated and the student will not be readmitted to the program. Students absent more than three consecutive days will be considered terminated.

ATTENDANCE RECORDS

ForgeNow takes attendance each morning at the start of class, after any break 30 minutes or longer, and at the end of class using our attendance software, CourseKey.

Symbols used regarding tracking the attendance policy are:

- Present (P) Student arrives on time.
- Absent (A) Student was not in attendance.
- Tardy (T) A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. For example, if the student attends for only a portion of the scheduled day, including without limitation leaving early, or missing any part of the instructional period, then the student shall be considered tardy.

All students will be required to download the application Course Key from the iOS App Store or Google Play. Students will be responsible for using CourseKey to log in for attendance each morning prior to or at the start of class, log in after any break longer than 30 minutes, and log out at the end of the day. If a student is unable to use CourseKey, the student must bring it to the attention of the instructor on the first day of class.

MAKE-UP WORK

Make-Up Time Policy

Students may request to make up missed class time for excused absences only. To be eligible, the absence must fall under one of the following categories and be supported by appropriate documentation:

- **Court Appearance:** Documentation confirming the court date and requirement to appear is required.
- **Military Duty:** A copy of official military orders must be submitted to the School Director at least one week prior to the anticipated absence.
- **Illness:** A written doctor's note or documentation from a hospital stay is required.
- **Death of an Immediate Family Member** (defined as grandparent, parent, spouse, child, or sibling): Bereavement documentation such as a funeral notice, obituary, church program, or newspaper article is required.
- **Jury Duty:** A stamped jury duty form or official court documentation must be provided.

Make-up time is not automatically granted. All make-up work must be pre-arranged with the student's instructor. The ability to recover missed time is contingent on instructor availability and scheduling capacity.

Students are not allowed to make up more than 5% of their total program time (EX: 240-hour program would allow a maximum of 12 hours to be made up). **Not all missed time is guaranteed to be recoverable.**

Make-Up Request Form

To apply for make-up time, students must complete the Make-Up Request Form, available through Brightspace, ForgeNow's Learning Management System. The timeline for submission depends on the reason for the absence:

- For Illness or Death, the Make-Up Request Form must be submitted no later than the day following the absence.
- For Military Duty, Jury Duty, and Court Appearances, the form and supporting documentation (for each absence) must be submitted 72 hours prior to the student's absence.

The completed Make-Up Request Form must be reviewed and approved by the Deputy Director (or their designee) before any make-up work will be accepted for grading. If approved, all make-up work must:

- Be completed prior to the end of the following grading period, and

- Not interfere with the student's scheduled class hours or required activities.

If a student fails to attend a scheduled make-up session, the approved Make-Up Request may be voided, and any remaining missed time may no longer be eligible for recovery.

Any student who is absent from class for three consecutive days without contacting the instructor or school will be considered automatically withdrawn from the course.

If a student misses more than 10% of the total program, the student will not graduate. The student is not allowed to make up more than 5% of the total program time.

If a weather emergency delays the start of school for less than 4 hours, the time will be made up in the morning and afternoon (before 7:00am and/or after 3:30pm). If a weather emergency delays the start of school for more than 4 hours, or prevents ForgeNow from holding class, the time will be made up on the next available day.

LEAVE OF ABSENCE

A Director may grant a leave of absence after determining that good cause is shown. A student may not have more than one leave of absence in a 12-month calendar period and must attend the next cohort. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and a Director indicating approval, will be placed in the student's permanent file. Students on leave of absence who decide not to return to the School should contact the School to apply for a regular withdrawal. If a student does not return after the leave of absence, he or she will be administratively withdrawn from the School. The date of separation for the leave of absence will be used as the date of separation for the administrative withdrawal.

Students who must leave the School because of medical or psychological conditions that necessitate their absence may request a medical leave of absence. Documentation of the serious nature of the medical condition must be provided to the School. Likewise, before a Student may return from a medical leave of absence, documentation must be submitted to the School indicating that the medical or psychological condition has been remedied and that the Student is capable of resuming study at the School. Please note that the term for the medical leave of absence is the same as a regular leave of absence. Students on medical leave of absence who decide not to return to the School should contact the School to apply for a regular withdrawal. If a student does not return after the medical leave of absence, the student will be administratively withdrawn from the School. The date of separation for the medical leave of absence will be used as the date of separation for the administrative withdrawal.

GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to each Student who successfully completes all the academic requirements and attendance requirements for their program. Students must have a minimum attendance over 90% and a CGPA above 2.0. Students must complete and pass the certifications assigned for their program. EPA 608 must pass core and at least one additional section.

HVAC Maintenance

- EPA 608
 - Must pass Core and at least one additional section.
- Low GWP Refrigerant Safety Certification

Facilities Maintenance

- EPA 608
 - Must pass Core and at least one additional section.
- OSHA 10

Plumbing Program

- OSHA 10
- Confined Spaces Training

Electrical Wiring

- OSHA 10
- Arc Flash Training

Attending graduation is a graded event. If a student has extenuating circumstances that would cause them to leave early (if attendance is satisfactory) and miss graduation, they can submit a written request to the School Director or Deputy School Director. If a student does not attend graduation, their certifications will be mailed to them at the cost of the student.

A Student who has completed the course of study but does not meet course completion requirements can contact the School Director for one opportunity to repeat classes with unsatisfactory grades in the subsequent cohort after the start date of the program in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for any module the student passed; however, there may be additional fees for books, supplies, and fees.

CAREER SERVICES

ForgeNow offers a career services curriculum during the duration of the program to assist students in finding gainful employment after graduation. Curriculum topics include but are not limited to:

- Resume format
- Cover letter assistance
- Mock interviews
- Soft skills
- 1 on 1 meetings

ForgeNow exposes students to employer partners, invites employers to participate in campus job fairs, and makes students aware of businesses seeking qualified job applicants in the student's respective field.

ForgeNow offers lifetime job placement and career assistance at no charge to all students who are awarded a Certificate of Completion for any program. ForgeNow works with students during their time in the programs to best prepare them for opportunities upon program completion. ForgeNow will provide a resume format, conduct mock interviews, =

Students are responsible for responding promptly and professionally to all communications from prospective employers. Students must notify both their instructor and their Career Counselor when they are scheduled for an interview or have any upcoming hiring activities. Graduates are expected to keep their Career Counselor informed upon securing employment and to provide a status update after 30 days on the job to support accurate reporting and ongoing career-readiness alignment.

For all ForgeNow programs, if a prospective student has a criminal record, felony record, or anything in their background that may prohibit licensure or employment by the state or federal government; the school, its leadership, ownership, administration, nor any faculty, staff members, affiliates, or representative can guarantee their ability to benefit from ForgeNow's training and receive a federal or state licensure.

While the ForgeNow team takes great pride in the ForgeNow graduates who complete its programs, neither the school, its leadership, ownership, administration, nor any faculty, staff members, affiliates, or representatives can guarantee employment.

DRESS CODE

All students will be issued a ForgeNow uniform and are required to wear it properly each day. Wearing the issued uniform is a part of the student's daily grade. The uniform includes: ForgeNow T-shirt, utility pants, utility belt, hat, sweatshirt, and work boots.

Personal Protective Equipment (PPE)—including a safety bump cap, gloves, and safety glasses—will be issued once. Students are required to wear the issued PEE while in the lab. If any PPE is lost or damaged, it is the student's responsibility to replace it to participate in lab activities. Failure to participate due to missing PPE may negatively impact the student's grade and/or attendance record.

Once issued, the uniform becomes the student's responsibility and must be maintained in good condition throughout the program. If any part of the uniform is lost, damaged, or stolen, the student must replace it at their own expense at the current item cost.

If a student withdraws, is terminated, or takes a leave of absence, they are not required to return issued uniforms or PPE.

Dress code violations include but are not limited to:

- Open-toe shoes, sandals, slippers, or flip-flops
- Shorts
- Non-issued hats, caps, bandanas, or head coverings (except those approved for religious reasons)
- Visible undergarments in any seated or standing position
- Clothing or PPE featuring graffiti, gang-related images, or offensive illustrations
- Athletic wear, including gym shorts, sweatpants, jerseys, wind/jogging suits
- Non-ForgeNow apparel unless uniform items have not yet been issued
- Headphones or earbuds worn during class or lab sessions

Students are expected to maintain professional grooming and hygiene:

- Regular bathing and oral hygiene
- Avoidance of heavily scented perfumes, colognes, or lotions
- Clean, well-groomed hair, including facial hair
- Clothing must not interfere with safe operation of tools or equipment
- No large hoop earrings, dangling jewelry, or gauged ears. Only one piercing per ear is permitted; all other visible piercings are prohibited unless required by religious belief

STUDENT CODE OF CONDUCT

Students on campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include a written warning, termination, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This Student Conduct Policy sets forth community expectations for ForgeNow's Students as well as those behaviors, occurring both on or off campus, which constitute unacceptable conduct for Students of the School. This list is not all-inclusive:

- Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others without proper documentation that two or more people worked on the graded assignment to include the use of AI
- Any duplicating, copying, or distributing of ForgeNow's intellectual property to include but not limited to (syllabi, tests, handouts, quizzes, homework assignments, study material, presentations)
- Actions that disrupt teaching, learning, administration, or interfere with the rights of others including but not limited to, vaping in the building, sleeping on campus, and phone usage when not an emergency or instructed to do so by the instructor
- Non-compliance with the legal directives of school faculty and staff
- Violation of written policies, rules, or procedures
- Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
- Damage to property or destruction of property
- Creation of unsafe conditions
- Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
- Hurting others, threatening or bullying others, and or engaging in behavior that may result in harm to others
- Selling, consuming, and/or possessing alcoholic beverages on campus
- Possessing or using drugs not prescribed for the student by a physician
- Selling any drugs or possessing or using illegal drugs or narcotics
- Smoking and/or vaping in non-designated areas
- Possession or consumption of alcohol prior to or during class hours, scheduled breaks, lunch break, or make up hours
- Possessing a firearm or other deadly or dangerous weapons while on the property of the school or in any part of the school building that violates state or federal law

Using personal technology to record ForgeNow staff, faculty, or students without expressed consent from the party being recorded

STUDENT TECHNOLOGY & PRIVACY POLICY

ForgeNow supports an extensive information-technology environment for their Students (“Users”) and other members of the School’s community. ForgeNow’s general policies and codes of conduct contained in this School Catalog equally apply to the electronic environment of the School. Thus, this Technology Use and Privacy Policy (the “Policy”) supplements these existing standards and codes of conduct contained herein by describing the special rights and responsibilities that attach to the use of the School’s “E-Resources” (as defined below).

This Policy applies to all information-technology and other electronic resources of ForgeNow (“E-Resources”), including without limitation:

- All computers, computer systems, equipment, software, smart phones, networks, and computer equipment owned, managed, or maintained by the School for the handling of data, voice, television, telephone, or related signals or information
- Any access or use of the school’s electronic resources and/or Wi-Fi and Bluetooth from a computer or other system/device not controlled or maintained by the ForgeNow; and,
- The creation, processing, communication, distribution, storage, and disposal of information under ForgeNow’s control

Students and visitors should be aware that while on ForgeNow property: including but not limited to classrooms, labs, and administrative areas, there is no expectation of privacy. ForgeNow routinely captures photos, videos, and other media for educational, promotional, and security purposes. By entering ForgeNow property or participating in ForgeNow programs, individuals consent to being photographed or recorded and acknowledge that their image, likeness, voice, or statements may be used by ForgeNow across social media platforms, websites, marketing materials, and other public communications. Individuals who do not wish to appear in media are responsible for notifying a ForgeNow representative in advance; however, avoidance cannot be guaranteed in group or public settings.

RESTRICTIONS ON USE

Students should understand that they have no expectation of privacy when using ForgeNow's Internet, email, or other electronic resources ("E-Resources"). Any messages or content sent or received through ForgeNow systems may be accessed or reviewed by the School without prior notice. Therefore, students are advised not to send personal communications through ForgeNow's systems that they would not want a third party to read.

All students are expected to follow the same ethical conduct standards when using E-Resources as they do in other areas of their training. The guidelines below provide examples of acceptable and unacceptable use, but are not exhaustive. Exceptions may be made under specific circumstances, with approval from ForgeNow leadership.

All users must:

- Ensure the security and integrity of any information stored on personal or assigned devices (desktop, laptop, tablet, etc.).
- Only access E-Resources from secure locations and always log out when leaving a device unattended.
- Take necessary precautions to protect confidential ForgeNow data from unauthorized access, tampering, or threats to its accuracy.
- Use AI tools responsibly. AI may assist in learning but cannot be used to complete substantial academic tasks on the student's behalf—just as another person may not complete those tasks for them.

Students may not:

- Share access to ForgeNow E-Resources with others.
- Send chain emails or mass mailings.
- Falsify or manipulate email headers or messages, or impersonate another person.
- Access, attempt to access, or intercept data or user accounts without authorization.
- Use ForgeNow's network or Internet access to damage, alter, or destroy data or systems without authorization.
- Tamper with or bypass account protections or system restrictions.
- Introduce or spread malicious software such as viruses, worms, or Trojan Horses.
- Send harassing or threatening communications.
- Attempt to break into any computer system, whether owned by ForgeNow or a third party.
- Run programs that disrupt or overload the network.
- View, send, or store pornographic, profane, or otherwise inappropriate content using ForgeNow equipment.
- Share or post material that includes racial, religious, or ethnic slurs or hate speech.

- Send anonymous or false messages intended to harass others.
- Access, modify, or misuse files, data, or passwords belonging to others.
- Use AI to replace the learning process—AI should support, not substitute, student effort.

Students must represent themselves and ForgeNow professionally when using E-Resources. Actions taken online can be interpreted as reflecting ForgeNow's values and reputation. Any violations of these policies may result in disciplinary action, up to and including dismissal from the program.

Students are expected to report any suspected misuse of ForgeNow's Internet or E-Resources to their instructor or any staff member immediately.

Any use of ForgeNow's systems for illegal activities—whether under U.S. or international law—will result in immediate dismissal from the program. ForgeNow will fully cooperate with law enforcement in any such investigation.

COPYRIGHT AND OTHER INTELLECTUAL PROPERTY

Users must respect intellectual-property rights, including copyrights, when using any of ForgeNow's E-Resources. All use of content, including text, images, music, and video, retrieved from E-Resources or stored, transmitted or maintained using E-Resources must comply with copyright and other applicable laws. Copied material, used legally, must be given attribution in conformance with applicable legal and professional standards. Software may only be copied, installed, or used on ForgeNow E-Resources only as permitted by the software's owner or authorized licensor and by law. Proprietary software must be properly licensed, and users must strictly adhere to all applicable license provisions (including those concerning installation, use, copying, and the number of simultaneous users). The downloading of pirated copyrighted material, including movies, music, software and video games is strictly prohibited.

By signing the School Catalog, the student acknowledges and agrees that the student has read and understood this Technology Use and Privacy Policy and understands that any violation(s) of these policies could result in disciplinary action up to and including termination. As a result, the student agrees to abide by all rules, regulations, policies, procedures, and guidelines contained in this Policy and the Student agrees that the information contained in this Policy may be modified or amended at any time by the School and the Student agrees to be bound by those modified or amended guidelines and policies.

HARASSMENT

This policy applies to all students of ForgeNow, as well as any individuals participating in the school's programs or activities. Any person found in violation of this policy may be subject to disciplinary action, up to and including immediate dismissal from the program. ForgeNow takes all reports of sexual harassment seriously and will respond promptly. The response will depend on the severity and specifics of the report and may involve intervention, mediation, formal investigation, or disciplinary procedures, including contacting law enforcement when appropriate.

ForgeNow is committed to maintaining a learning and working environment that is free from harassment, including sexual harassment, intimidation, exploitation, and discrimination. This includes discrimination or harassment based on race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other characteristic protected by law. All individuals governed by this policy are expected to treat one another with respect and professionalism.

If harassment or sexual harassment occurs, ForgeNow will take immediate steps to stop the behavior, prevent it from happening again, and take appropriate disciplinary or corrective action against the responsible party. The school is committed to making all students and staff aware of this policy and will ensure that any reported violations are thoroughly investigated and addressed.

Students with questions or concerns regarding this policy are encouraged to speak with the Director or Deputy Director of Education.

This policy is not intended to discourage or limit appropriate social interaction or academic discussion. It must not be misused as a justification for excluding individuals from activities or discussions based on gender or any other protected characteristic. Avoiding interaction out of fear of harassment claims is not an acceptable solution. These protections are in place to uphold equality, not to create exceptions or limitations to it.

Harassment based on any legally protected characteristic is strictly prohibited. This includes verbal, written, or physical behavior that expresses hostility or aversion toward an individual due to their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or that of their relatives, friends, or associates. Such behavior is considered harassment if it:

- Creates an intimidating, hostile, or offensive school or work environment;
- Unreasonably interferes with an individual's academic or professional performance; or
- Adversely impacts an individual's ability to participate in or complete their academic program.

Examples of prohibited conduct include, but are not limited to: epithets, slurs, negative stereotypes, threats, intimidation, hostile or denigrating jokes, and written or graphic material that expresses hostility or aversion toward an individual or group. This includes materials posted

physically on campus or shared via school equipment, email, voicemail, text messages, or social media platforms.

SEXUAL HARRASMENT

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or student status, b) submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with a student’s work performance or creating an intimidating, hostile or offensive working school environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the school of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature, physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another student’s or instructor’s body, or poking fun another student’s or instructor’s body, preferential treatment or promises of preferential treatment to a student for submitting to sexual conduct, including soliciting or attempting to solicit any student or instructor to engage in sexual activity for compensation or reward.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

RETALIATION

ForgeNow encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of ForgeNow to investigate such reports promptly and thoroughly. ForgeNow prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. As a matter of law, retaliation and/or reprisals against an individual who in good faith reports or provides information about behavior that may violate this policy are against the law and will not be tolerated. Conversely, intentionally making a false report or providing false information is grounds for discipline.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all employees, all student candidates, all current students, and any individual on the ForgeNow property or interacting with a ForgeNow employee, student candidate or current student, whether related to conduct engaged in by fellow students or educators or by someone not directly connected to ForgeNow (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the classroom and in any training-related setting outside the school, such as during field trips, school meetings, and school-related social events.

REPORTING AN INCIDENT OF HARRASSMENT, DISCRIMINATION, OR RETALIATION

ForgeNow encourages reporting of all perceived incidents of discrimination, harassment including sexual harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their instructor or any member of the school personnel. See the complaint procedure described below.

In addition, ForgeNow encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. ForgeNow recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

If a student feels that he or she is being subjected to harassment including sexual harassment they may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the student is unable to or uncomfortable with addressing the alleged harasser directly, student should report the incident to their own instructor or to the Director.

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate instructor or any member of the school personnel.

ForgeNow encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment including sexual harassment.

Any reported allegations of harassment including sexual harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties

involved and where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge. ForgeNow will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment including sexual harassment or discrimination or for participating in an investigation of a claim of harassment including sexual harassment or discrimination is a serious violation of this policy and like harassment or discrimination itself, will be subject to disciplinary action.

Misconduct constituting harassment including sexual harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension, or expulsion, as ForgeNow believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to ForgeNow's School Director.

False and malicious complaints of harassment including sexual harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Educators must deal expeditiously and fairly when they have any knowledge of any form of harassment including sexual harassment within their departments, whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment including sexual harassment seriously no matter how minor or who is involved.
- Report all incidents to the Director or Deputy Director immediately so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Educators who knowingly allow or tolerate any form of harassment including sexual harassment or retaliation, including failure to immediately report such misconduct to the Director, are in violation of this policy and subject to discipline.

The Director is responsible for:

- Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of any form of harassment including sexual harassment complaints.
- Explaining ForgeNow's harassment policy including the sexual harassment policy and investigation procedures to all parties involved.
- Exploring informal means of resolving any form of harassment complaint including sexual harassment complaints.

- Notifying the police if criminal activities are alleged.
- Arranging for an investigation of the alleged harassment including sexual harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to designated school officials.
- Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

CONFIDENTIALITY

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the School Director or other appropriate personnel takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to harassment to include sexual harassment complaints or investigation is maintained in secure files within the School Directors Files

OTHER AVAILABLE PROCEDURES

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state, or federal law.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students' rights under with respects to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit a written request to the School Director that identifies the record(s) the student wishes to inspect. The School Director will make arrangements for access and will notify the student of the times and place where the records may be inspected. If the records are not maintained by the School Director, the School Director shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendments of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.
5. Student records are maintained for a period of seven years.

STUDENT COMPLAINTS (Grievance Procedure)

Complaints are defined as any student concern regarding any ForgeNow training program, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school Director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the School Director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff.

Note: A conference with the School Director is not required before a student files a formal written complaint. Students must address their concerns about an educational program by following the school's grievance process outlined in the school catalog.

If the student feels that the school has not adequately addressed a complaint or concern, the student may also consider contacting the Texas Workforce Commission and file a complaint with the state's agency and the state's Attorney General's office at the following mailing address. Additional information on complaint procedures is located on the Agency's Career Schools and Colleges Web site.

The school has a Certificate of Approval from the Texas Workforce Commission (TWC)
The TWC-assigned school number is: S4516

Texas Workforce Commission
Career Schools and Colleges, Room 226T
Austin, TX, 78778-0001
Phone: 512-936-3100
[Texasworkforce.org/career schools](http://Texasworkforce.org/career%20schools)

Office of the Attorney General
P.O. Box 12548
Austin, Texas 78711-2548
Main Phone (512)453-2100
Consumer Protection Hotline (800)621-0508
[Website: http://www.oag.state.tx.us](http://www.oag.state.tx.us)

This institution is accredited through the Accrediting Council for Continuing Education & Training (ACCET). Please see Addendum 3, ACCET Document 49.1 "ACCET Complaint Procedure for Institutions Applying for ACCET Accreditation.

STUDENT ACKNOWLEDGMENT

By signing below, I acknowledge that I have been provided and read the ForgeNow Catalog Volume 7 Version 1 and understand the information given. I acknowledge that my questions about this document and any other ForgeNow documents, if any, have been answered to my satisfaction. I will not hold ForgeNow responsible for any action they take or do not take because of my interpretation of this form.

Student Name:

Student Signature:

Date:

ADDENDUM 1: FACULTY & STAFF

ForgeNow Executive Leadership

Marvin Key – CEO & Co-Founder

Rob Holmes – President & Co-Founder

Stephen Brightman – School Director and Director of Operations

Julio C. Armas – Deputy Director

Education

Megan Kendall – Deputy Director of Education

Andre Green- Curriculum Development

Ricky Dutta – HVAC Instructor and Curriculum Development

Kyla Mangham- System Administrator and Electrical Instructor

Mark Rhodes- HVAC Instructor and Education Coordinator

Patrick Bohler – HVAC Instructor

Brandon Harvey-HVAC Instructor

Gerald Trainor – Electrical Wiring Instructor & Master Electrician

William Nickleson Jr.- Electrical Instructor

Cory Bedford – Facilities Maintenance and Plumbing Instructor

Brian Jackson- Plumbing Instructor & Mater Plumber

Admissions

Nick Grant – Field Operations Manager

Carson Fauver- Admissions Coordinator

Mary Beth Darren- Admissions Coordinator

Jack Marks-Admissions Coordinator

Aaron Thomas- Admissions Coordinator

Michael Miller- Admissions Coordinator

Kenneth Duff –Fort Hood Liaison

Tristan Ackers-Akacich – Camp Lejeune Liaison

Kenneth Hay- Fort Riley Liaison and Admission Coordinator

Heather Love – DFW High School Admissions Coordinator

Sue Green- DFW High School Admissions Coordinator

Eric Conlon – Fort Campbell Liaison

Israel Lamadrid – Camp Pendleton Liaison

Dan Lancaster – Fort Bragg Liaison

Frank Tobin – Fort Carson Liaison

Dustin Woodcock- Fort Sill Liaison

Jose Barron- Fort Bliss Liaison

Michael Zimmerman – Fort Leonard Wood Liaison

Ben Iles- Fort Johnson Liaison

Nick Chalos- JBSA Liaison

Bryan Blochberger – NAS Jacksonville Liaison

Andrew Kelly-Fort Drum Liaison

Finance

Samona Griffin – Finance Coordinator

Gabrielle Horn- Finance Coordinator

Quality Assurance

Jeff Moulder – Quality Assurance Administrator

Human Resources

Garret Brown

Student Services

Roderick Hill – Student Services Coordinator

Career Services

Rebecca Quinones – Career Counselor

Ashley Satterwhite – Career Counselor

Office Administration

Meghan Bedford- Payables Clerk

Audrey Schmit- Community Engagement Coordinator

Marketing

Olivia Merritt- Marketing Coordinator

ADDENDUM 2: OWNERSHIP & BOARD OF ADVISORS

OWNERSHIP

Formerly TRACOM, (Training Command Career Academy), ForgeNow was founded by Marvin Key and Rob Holmes. Mr. Key currently functions in the organization as CEO and Mr. Holmes currently functions as President.

The ForgeNow ownership and leadership team is responsible for vision, direction, and relationships for the school, setting the standard of integrity for the management, and providing oversight of all policies and procedures that govern operations and instruction.

ForgeNow North Texas operates as a Limited Liability Company organized in the State of Texas.

BOARD OF ADVISORS

CSM Paul Albright, USA, Retired. Paul is the Chief Military Officer of the City of El Paso, serves as a Liaison for the City's Veteran Affairs Committee, Departments, Community Organizations, Businesses, and Media Prior to his current position, Paul served in the Army for over 28 years in various leadership roles culminating as the Command Sergeant Major of the 11th Air Defense Artillery Brigade.

Paul earned a BA in Liberal Studies from Excelsior University and an MS in Leadership Studied from the University of Texas at El Paso

Christina Crain, Esq. Christina was appointed to a six-year term on The University of Texas System Board of Regents by Governor Greg Abbott in March 2019 and is the Founder and President/CEO of Unlocking DOORS®, a Dallas-based reentry organization. In her law practice, she specializes in child/juvenile representation, mediation and legislative issues. Christina is the former Chairman of the Texas Board of Criminal Justice and is the first and only woman to lead the nine-member board.

Christina earned a BA in Government from The University of Texas at Austin and a law degree from Oklahoma City University School of Law.

Paul Flather. Paul is the Founder and Managing Member at Hermes Advisors, LLC, a hedge fund focused on public equities, generally smaller companies, with an emphasis on field research and company visits. Previously Paul worked as an institutional equity salesman across various firms.

Paul earned a BA in Business Economics from the University of California at Los Angeles and an MBA from Columbia University

Jami Shawley. Major General (R)Shawley was commissioned into Aviation through the United States Military Academy in 1992. She began her career flying AH-1 helicopters in the 2nd Infantry Division in Korea and served at company, battalion and brigade level staff positions in the 2d Infantry Division and the 3d Infantry Division in Savannah, Georgia. She commanded a

company in the 224th Military Intelligence (Aerial Exploitation) Battalion, conducting fixed wing ISR missions.

Major General Shawley transitioned to the Army Reserve and re-entered active duty as an Active Guard Reserve officer in 2006. She served in the 244th Aviation Brigade, at Human Resources Command, on staff in Headquarters, Department of the Army, deployed to Afghanistan in support of Operation Enduring Freedom, and commanded the 2-228th Aviation Regiment as it supported simultaneous split rotations in Kuwait, Iraq, and Afghanistan and provided sustained airlift support to Joint Inter-Agency Task Force South throughout the SOUTHCOM area of responsibility. Major General Shawley served as the military advisor to the Department of State, Bureau of Counterterrorism and Countering Violent Extremism and as a senior crisis operations and policy officer for the bureau then served as the Assistant Deputy Director in the Joint Staff Strategy, Plans and Policy Directorate (J5)-Africa. As a general officer, she has commanded the Army Reserve Aviation Command, the 81st Readiness Division and the Combined Joint Task Force – Horn of Africa in Djibouti, Africa.

Major General Shawley completed the Army Aviation Basic Course and flight school, the Army Engineer Advanced Course, National War College, and numerous other schools appropriate to her experience and time in service. She has two master's degrees and holds a number of awards and badges to include the Defense Superior Service Medal, Legion of Merit, Bronze Star and Senior Aviator Badge.

Shannon Morrison. Sharon Morrison is an Executive Managing Principal, directly involved with key client work and Dallas market leadership. She also sits on Cresa's Board of Directors. With over three-decades of experience, Sharon has developed strategic real estate solutions for global brands on a local, national, and international basis with expertise in complex lease & sales negotiations, site selection, build-to-suits, and portfolio management.

Brian Trueblood. Brian Trueblood began his executive recruiting career in 1989. His search experiences span diverse industry and functional backgrounds. He has completed assignments within operations, supply chain, engineering, finance, sales & marketing, consulting and information technology. Industry venues include manufacturing, retail, transportation, consumer package goods, engineering and professional services, and high technology sectors. Prior to TNS Partners, Brian was a Partner at a large international search firm and most recently President of TalentBase, Inc. Brian began his career at Leo Burnett USA after serving five years as a US Army officer. He is a graduate of the United States Military Academy at West Point and was awarded the prestigious US Army Ranger Tab.

ADDENDUM 3: NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

ACCET Document 49.1

ACCET Complaint Procedure for Institutions

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.
2. The written complaint must contain the following information:
 - a) Name and location of the institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:**
ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW Washington,
DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

ADDENDUM 4: INSTRUCTOR BIOS

Mark Rhodes: Mark Rhodes has actively engaged in the HVAC field since 2003 after receiving education and training from Lindsey Cooper. Commencing his journey right after high school with a small, family run AC company. Initially contributing to install crews responsible for running ductwork, Mark showcased his dedication to learning and professional growth.

Progressing from installation to the service side, Mark demonstrated a commitment to expanding his knowledge and skills. His journey led him into the commercial sector, where he achieved the notable position of Lead Service Tech. Throughout his career, Mark discovered fulfillment in teaching and thrived in the company of like-minded individuals who shared his passion for the HVAC industry. Mark Rhodes is a firm believer in the values of hard work and dedication, principles that have not only guided him in his career but have also significantly contributed to his success in the field. Currently, Mark has found a new chapter in his professional journey by joining ForgeNow as an instructor. Here, he channels his extensive experience and passion for HVAC into shaping and educating the next generation of professionals in the industry. Mark Rhodes is actively contributing to the growth and success of aspiring HVAC professionals at ForgeNow.

Patrick Boehler: Patrick is a seasoned HVAC technician and alumni of ForgeNow with over 4 years of field experience. Having found a passion for sharing knowledge, he transitioned into teaching and has been an instructor for 2 years. Patrick is dedicated to equipping the next generation of HVAC professionals with practical skills and a solid theoretical foundation gained as a student of the very program he now teaches.

Brandon Harvey: After being medically discharged from the Army in 2014, I transitioned into the HVAC industry by attending trade school in 2016. Starting as a maintenance technician, I quickly advanced to a service technician role and, within two years, became a service manager for an emerging HVAC company. My career continued to grow as I moved into positions such as field supervisor, sales professional, and eventually service manager for one of the largest HVAC companies in the Dallas–Fort Worth area. I later became Director of Operations for another firm, overseeing large-scale service and operational strategies.

Throughout these leadership roles, I discovered a deep passion for mentoring and developing new talent in the industry. This led me to pursue teaching full-time. I've since served as an HVAC instructor at multiple institutions and am currently an instructor at ForgeNow, where I continue to share my knowledge and shape the next generation of skilled HVAC professionals.

Gerald Trainor: Gerald started his journey in the electrical field in August of 1991. Initially viewing it as just a job and a pastime, Gerald discovered his untapped potential and genuine love for electrical work.

In 2004, he achieved his journeyman's license, a milestone that marked the beginning of a successful career in the electrical field. Building on this achievement, Gerald obtained his first master's license in 2008.

Gerald's remarkable journey in the electrical field, marked by resilience and accomplishment, has now led him to ForgeNow. Currently holding the esteemed status of a master electrician with licensure in multiple states, Gerald has joined ForgeNow, bringing his wealth of expertise to this educational institution.

As a valuable addition to ForgeNow, Gerald Trainor actively contributes his extensive knowledge and proficiency to the field of electrical work. His story, from overcoming setbacks to achieving mastery, exemplifies the dedication and commitment that he brings to his role at ForgeNow. Gerald Trainor is now a key member of the ForgeNow community, where he continues to shape the future of aspiring electrical professionals through his extensive experience and dedication to excellence.

William Nickleson: William started his electrical work career in 2005, marking the beginning of his journey to become a licensed electrician. He attended apprenticeship school for four years, a common pathway for aspiring electricians to gain hands-on experience and theoretical knowledge.

During his apprenticeship, which lasted from 2005 to 2009, William spent most of his time wiring various establishments, including schools, hospitals, homes, and colleges. Upon graduating from ACEF (Apprenticeship Council for Electrical Finishing) in 2009, he was well-prepared to take the journeyman's exam, a critical step towards becoming a licensed electrician.

After graduating, William took the journeyman's exam to become a licensed electrician, a process that is both rigorous and necessary for ensuring competency in the trade. Following his licensure, he continued with more extensive training to broaden his knowledge, particularly in motor controls, which he studied for two years. This specialized training enabled him to operate motors for industrial purposes in agricultural and water facilities, enhancing his skill set.

In 2013, William decided to work for himself, a significant career milestone that required him to apply for the master's exam to obtain his master's license. Earning his master's license in 2013 was a crucial step, as it not only demonstrated his advanced competency but also legally qualified him to start his own electrical contracting business, Nickleson Electric. With his master's license, William opened Nickleson Electric, which he successfully ran for the next 10 years and 6 months.

Cory Bedford: With a decade of experience in general construction and over 12 years of expertise in plumbing, has joined the ForgeNow community. Passionate about his work, Cory's specialization in the intricacies of remodel projects adds a valuable dimension to the educational environment at ForgeNow.

Enthusiastic about staying abreast of the latest advancements in new construction technologies, Cory showcases a commitment to ongoing learning and remaining at the forefront of industry developments. Now an integral part of ForgeNow, Cory Bedford actively contributes a wealth of knowledge and passion for the plumbing and construction industry, helping to shape and inspire the next generation of professionals.

Brian Jackson: Brian's career journey is marked by diverse experiences, starting in restaurants at the age of 15 as a busboy and later transitioning to cooking. In his early 20s, seeking higher wages, Brian shifted to factory work but yearned for more meaningful and varied tasks.

In his mid-20s, Brian found his calling in residential construction through his friend, a subcontractor. Realizing that the construction industry provided the challenge and diversity he sought, Brian, at the age of 32, began his journey as a plumber's apprentice. For 18 months, he trained diligently alongside his mentor, honing his plumbing skills.

Recognizing Brian's exceptional performance, his employer entrusted him with his own company van, assigning him to handle service calls. As Brian continued to excel in plumbing, his income grew significantly, surpassing his expectations.

Now in his early 50s, Brian has transitioned into the role of an instructor at ForgeNow, where he imparts his extensive knowledge and experiences to the next generation. His story reflects a trajectory of skill development, success, and a commitment to passing on valuable expertise to aspiring individuals in the field.

Ricky Dutta: Ricky is an accomplished School Director with over nine years of experience in the trade education sector. At Careers Institute of America, he successfully developed and launched several trade programs, including Welding, Refrigeration and Air Conditioning, Electronic System Technician, and Construction. In his role at Graduate America College in Garland, TX, he led the development of new trades programs across Welding, HVAC, Construction, Networking, and Health Technologies.

As an HVAC Contractor and Instructor with over a decade of hands-on experience, Ricky has taught HVAC both in the classroom and on the field. He is also certified by NCCER as an Electronic Systems Technician Instructor and Core Curricula Instructor, with four years of dedicated classroom teaching experience.

In addition to his expertise in HVAC, Ricky is a Microsoft Certified Systems Engineer (MCSE) and has extensive experience in networking, including fiber optic terminations, installation, and testing. With more than five years of classroom teaching experience in networking, he has worked with several esteemed institutions such as the American Technical Institute, Careers Institute of America, and Collin Community College.

Ricky's career has also included a role at Vista College's corporate office in Dallas, TX, where he contributed as a curriculum writer for various trade programs, including HVAC, Welding, and

Electronic Systems Technician, as well as sectors like construction, transportation, and green jobs.

Ricky holds a Bachelor of Arts in Economics, Political Science, and English from Punjab University in Chandigarh, India. He has earned the Microsoft Certified Systems Engineer (MCSE) certification from Skidmore College in New York, as well as an A+ certification (COM/TIA) as a Service & Support Specialist. He also completed HVAC training at the American Technical Institute in Dallas, TX, where he specialized in Heat Pumps, Air Conditioning Systems, Gas and Electric Heating, and Refrigeration Systems. Additionally, he is a State Certified Contractor in Air Conditioning and Refrigeration and holds the EPA Universal Certification. He is also a Certified Electronic Systems Instructor and Core Curriculum Instructor through the National Center for Construction Education in Gainesville, FL.

Ricky is now using his wealth of knowledge and experience at ForgeNow to instructor our HVAC Maintenance program.