



## 2018-2019 SCHOOL CATALOG

Date of Publication: October 1, 2018

### Mailing and Physical Address

23632 Mercantile Road  
Beachwood, OH 44122

E-Mail : [info@matrixtradeinstitute.com](mailto:info@matrixtradeinstitute.com)

[www.matrixtradeinstitute.com](http://www.matrixtradeinstitute.com)

### Ma·trix / 'mātriks

*noun*: matrix; plural noun: matrices

1. an environment or material in which something develops; a surrounding medium or structure.
2. a specific mold in which something is cast or shaped

## Table of Contents

<b>Introduction to MTI</b>	<b>3</b>	<b>Program Costs</b>	<b>11</b>
State of Ohio Certificate of Registration	3	Tuition and Fees for Current Term	11
Location	3	Learning Materials	11
Business Office Hours	3	Tools and Equipment	11
State Licensure	3	Collection of Delinquent Accounts	12
<b>Admissions</b>	<b>3</b>	Acceptable Forms of Payment	12
Entrance Requirements	3	Check Policy	12
Registration/Orientation	4	<b>Graduation Requirement</b>	<b>12</b>
Special Needs	4	<b>Academic Standards</b>	<b>12</b>
<b>Refund Policy</b>	<b>4</b>	Maximum Class Size	12
<b>Attendance Policy</b>	<b>5</b>	Dress Code	13
Tardy/Early Leave Policy	5	Rules of Conduct	13
Cumulative/Consecutive Absences	5	Illegal Drugs/Alcohol	13
Make-Up Work	6	Nondiscrimination Policy	14
Withdrawal/Drop Policy	6	<b>Career Placement</b>	<b>14</b>
<b>Removal from the Program</b>	<b>6</b>	<b>Complaint or Grievance Procedure</b>	<b>14</b>
Termination	6	<b>Academic Calendar</b>	<b>15</b>
Appeal of Termination	6	<b>Faculty and Staff</b>	<b>17</b>
<b>Program Description</b>	<b>6</b>		
Automotive Maintenance, Light Repair and Efficiency	6		
Competencies Expected from this Program	7		
Equipment Used in this Program	7		
Entry-Level Job Descriptions	7		
Career Opportunities	7		
<b>Grading Policy</b>	<b>8</b>		
Classroom/Hands-on Training	8		
Scoring and Tracking	8		
Unsatisfactory Progress Probationary Period	8		
Re-entrance for Students Dismissed for	8		
Unsatisfactory Progress	8		
<b>Course Descriptions</b>	<b>9</b>		

## Introduction to MTI

Matrix Trade Institute (MTI) is a post-secondary vocational trade school. The initial program offering is a 20-week, 600 clock-hour Automotive Maintenance, Light Repair (MLR) and Efficiency certificate based on National Automotive Technical Education Foundation (NATEF)/Automotive Service Excellence (ASE) standards. MTI's unique approach focuses on teaching students the necessary entry-level skills required to be both effective and efficient immediately upon entering the workforce, thus maximizing income potential and opportunity for employment advancement. Job placement assistance will prioritize matching the right students with the right employers to promote long-term success and career growth. Whether prospective students are choosing an initial career path or transitioning careers, MTI will provide the necessary tools, skills and attitude to help students forge their own futures and achieve immediate and lasting success.

### State of Ohio Certificate of Registration:

4170002

### Location:

MTI is located off of I-271 and Chagrin Boulevard, in Beachwood, accessible and central to all of Northeast Ohio. Classes are held in over 12,000 square feet of facilities. The classroom, instructional laboratory facility, and student center comprise the educational environment available to students.

### Business Office Hours:

Monday - Friday (excluding holidays)

9:00 a.m. to 5:00 p.m.

### State Licensure:

Ohio State Board of Career Colleges and Schools – Registration No. 2144

## Admissions

### Entrance Requirements:

- High School Diploma or GED
- Completion of an on-line application at MatrixTradeInstitute.com
- Personal Interview with an MTI admissions representative
- Completion of a basic mechanical aptitude test at time of interview
- Paid registration fee of \$125

MTI is a selective program. Applicants will be chosen based on the evaluation of their ability to successfully complete the program. Not all applicants will be accepted.

## Admissions (continued)

### Registration/Orientation:

Registration for classes will be accepted through the week prior to the start of the first class. Orientation will be scheduled during the week prior to the first class of the session. Orientation acquaints students with MTI's policies and standards, services for assisting students, curriculum and grading standards, and assistance with completion of required forms and documents. The following dates are the registration deadlines for each defined term:

- Winter/Spring 2019 – January 7, 2019
- Summer 2019 – June 3, 2019
- Fall/Winter 2019 – October 7, 2019

### Special Needs:

MTI's intent is to provide students with equal access to the essential course content and to mitigate any impact of a disability on the student's learning and/or academic performance without compromising course or program integrity. Students with disabilities should educate themselves on the physical job requirements before proceeding with training at MTI.

## Refund Policy

If a student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for tuition, books, training material, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1

MTI's MLR and Efficiency program is a 600 clock-hour program and is conducted in two academic sessions.

<b>Fees and Tuition Refund Policy If Withdrawal Occurs</b>	<b>MTI will Retain</b>	<b>MTI will Refund</b>
Before the first class and after the 5 day cancellation	\$125 (Registration Fee)	100% of Tuition Paid and Fees (except Registration Fee)
Before the session is 15% complete	25% of Tuition and all Fees	75% of Tuition Paid
After the session is 15% complete but before the session is 25% complete	50% of Tuition and all Fees	50% of Tuition Paid
After the session is 25% complete but before the session is 40% complete	75% of Tuition and all Fees	25% of Tuition Paid
After the session is 40% complete	100% of Tuition and all Fees	0%

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

## Refund Policy (continued)

Any student who is expelled from MTI will be notified by certified mail or hand delivered notification (signature required) stating the reason for the expulsion and the effective date. A copy of the notification shall be retained in the student's file. MTI shall send the refund, in accordance with the Ohio Administrative Code referred to above, of any monies collected, minus any applicable fees or monies owed, within thirty (30) calendar days after the:

- (a) Date of cancellation by student of his/her enrollment; or
- (b) Date of termination by MTI of the enrollment of a student; or
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, or whichever is applicable.

## Attendance Policy

Student attendance is evaluated by instructors each morning or evening during attendance taking. Due to the intensive nature of MTI's training, excessive student absences will not be tolerated. Attendance is critical, both in individual learning and to potential employers, and MTI expects its students to attend school every day of class. MTI understands that student absences may occur for extenuating circumstances. The following are examples of excused absences and require a phone call or email prior to the designated start time to the appropriate instructor or other designated MTI school official:

- Signed doctor's excuse
- Death in the family
- Documented evidence of family or personal challenges
- Military deployment
- Strict religious observances

### Tardy/Early Leave Policy:

Tardiness and early departures are recorded in fifteen (15) minute increments and are added to the total hours of absence for the course. Twice tardy will constitute one absence.

### Cumulative/Consecutive Absences:

MTI students must maintain an attendance level of 90% or better for each term of the program. In cases where students miss multiple excused days, MTI will attempt to accommodate the student by allowing make-up work in addition to providing a verbal warning concerning lack of attendance. In the event a student is not satisfactorily progressing toward program completion, or has multiple unexcused absences, MTI reserves the right to remove the student from the program. Prior to removal, a verbal warning and discussion regarding the student's lack of attendance will be held and documented in the student's file. Should the student be removed from the program, refunds will follow the Refund Policy.

## Attendance Policy (continued)

### Make-Up Work:

MTI allows students to finish assignments and make-up missed class hours. Missed lab work may require arrangements to be made with an instructor on a case-by-case basis. However, this cannot be guaranteed, therefore attendance is crucial.

### Withdrawal/Drop Policy:

Withdrawal occurs when the student gives written notice of withdrawal to the School Director. Notice can be mailed, hand delivered or emailed. The written notice of cancellation, if sent by mail, is effective on the postmark date, properly addressed with prepaid postage. If a refund is due to the student, the Refund Policy will apply. Students may be considered for re-enrollment only after being reviewed by the School Director or designee. Students who re-enroll will be required to use the current catalog's programs, tuition and fees then in effect.

## Removal from the Program

### Termination:

MTI reserves the right to remove students from the program. Such terminations can be enforced at the discretion of the school for a variety of reasons including unsatisfactory work, lack of attendance or disciplinary issues such as theft, cheating, illegal drug use, or ill-advised behavior. Students who are terminated from the program and whose appeal is denied cannot re-enroll at MTI.

### Appeal of Termination:

A student has the right to appeal his/her removal from the program. An appeal must be in writing and fully describe why the student feels the action should be reversed. Appeals must be submitted within five (5) days to the School Director or designee. Appeals received, with complete supporting documentation, will be reviewed by the School within ten (10) days. The student will be notified of the School Director's decision in writing. It is the responsibility of parties to make every effort to resolve their differences between themselves and informally. Students may attempt to resolve their differences informally by consulting the School Director. However, the School Director's decision may not be appealed and shall be final and binding.

## Program Description

### Automotive Maintenance, Light Repair and Efficiency:

Length in weeks:	20
Length in hours:	600
Day Class:	M-F 8:00 a.m. – 1:00 p.m.
Night Class:	M-F 4:00 p.m. – 9:00 p.m.

***\*\*Certificate of Completion awarded to graduating students***

## Program Description (continued)

### Competencies Expected from this Program:

MTI graduates will enter the automotive repair field with the knowledge and ability to perform the following functions both effectively and efficiently:

- Oil and filter changes
- Brake repairs
- Steering and suspension repairs
- Alignment and tire repairs
- Basic electrical repairs
- Heating, ventilation and air conditioning repairs
- Vehicle fluid services at an efficient and productive pace
- Understand pace and efficiency in all skills
- Full inspections and storing repair orders properly for advisors

### Equipment Used in this Program:

- |  |   |
|--|---|
| • Post Hoists                          | • Tire Changer                            |
| • Alignment Machines                   | • Tire Repair Kit                         |
| • Brake Lathe                          | • Battery Charger                         |
| • Cooling System Pressure Tester       | • Battery/Starting/Charging System Tester |
| • Compression testers                  | • Coolant Hydrometer                      |
| • Oil pressure tester                  | • Oxygen Acetylene Torch                  |
| • Computer Lab with Simulated Trainers | • Strut Compressor                        |
| • Tire Balancer                        | • Shop Press                              |

### Entry-Level Job Descriptions:

MTI graduates can expect to excel as entry-level auto technicians and will be able to effectively and efficiently perform all tasks related to MTI's MLR and Efficiency curriculum. This efficiency-based skillset applies to many manufacturing, repair and industrial professions in addition to auto repair shops.

### Career Opportunities:

After successful completion of this program, MTI graduates will be prepared to excel and meet the growing demand for skilled technicians in the automotive and other trade industries as defined below:

- |                                |  |
|--------------------------------|--|
| • Automotive Repair Facilities | • Corporate / In-house repair facilities     |
| • Auto Dealerships             | • Public Transportation companies/facilities |
| • Tune-Up Facilities           | • Manufacturing companies                    |

## Grading Policy

### Classroom/Hands-on Training:

MTI students must successfully complete required course work that tests their knowledge of each individual classroom course in the curriculum. Once students have completed the classroom theory and fundamental coursework in each module, they will then proceed to the hands-on application of each course in the lab. Each task will be visually assessed by an instructor who is a subject matter expert. Students are assessed using pass-fail methodology. Students will not be permitted to move onto hands-on training unless they have passed the classroom/online portion of the subject matter.

### Scoring and Tracking:

- ***Subject Matter Theory*** - Retention and completion of all classroom theory and exercises will be tracked using Electude, an automotive e-learning solution that allows instructors to assign, create, manage and grade exercises, lessons and tasks. Students can complete assignments from any location on almost any online device. In order to earn a passing grade on the classroom/theory portion of each module, a student must achieve a minimum score of 70%, which is tracked and recorded within Electude.
- ***Hands-on Training*** - Students will be required to complete all assigned hands-on tasks and be visually assessed by instructor subject matter experts. The following grading scale will be used to assess competency of the hands-on training.
  - Skilled - Can perform the job independently without assistance
  - Adequate - Limited supervision or assistance may be required
  - Limited - Additional repetition and experience required to develop skill

Students must achieve the “Skilled” level in order to pass the hands-on portion of each module.

### Unsatisfactory Progress Probationary Period:

After the third (3<sup>rd</sup>) week in Session 1 of the program, students who have not demonstrated the required work, attitude or basic proficiency required to successfully complete the program will be placed on a one (1) week probationary period, which runs through week four (4). If students have not shown progress by this time they will be removed from the program for unsatisfactory progress. Applicable fees will be refunded per the Tuition Refund Policy.

### Re-entrance for Students Dismissed for Unsatisfactory Progress:

Students dismissed for unsatisfactory progress may reapply for subsequent terms but are not guaranteed re-admittance into the program.



## Course Descriptions

### MTI-101 Introduction to Shop Safety, Tools and Equipment:

*43 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course will begin with shop safety practices and procedures. MTI students will learn about personal protection equipment, clothing, evacuation routes and fire extinguishers. They will have a profound understanding of shop cleanliness and the impact it will have on their work environment and productivity. We will continue our discussion identifying tools and equipment and their maintenance and safety precautions and selecting the right tool for the job.

### MTI-102 Engine Performance and Repair:

*117 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course will outline basic engine mechanical operation and performance overview. We will discuss engine lubrication, cooling and intake/exhaust systems, engine leak detection and repair.

- General engine/mechanical
- Cylinder head and valve train
- Lubrication and cooling
- General maintenance

**Prerequisite:** MTI-101

### MTI-103 Steering and Suspension:

*98 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course will identify proper inspection and evaluation of a vehicle's tires and suspension. Students will perform tire and wheel repairs, replacements and alignments. Also included will be best road-test practices and their importance.

- Wheels and tires
- Suspension
- Steering systems and wheel alignment

**Prerequisite:** MTI-101, MTI-102

### MTI-104 Brake System Technology:

*70 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course teaches principles and procedures to perform repairs on vehicle braking systems. Training will include proper use of brake lathes and related equipment by performing brake services on actual in-service vehicles.

- Brake theory
- Hydraulic and power assist
- Disc and Drum brakes
- Antilock brakes, Traction Control and Stability Control Theory

**Prerequisite:** MTI-101, MTI-102, MTI-103

## Course Descriptions (continued)

### MTI-105 Electrical and Electronic System Technology:

*106 Clock Hours (Electronic Learning/Lecture/Shop Training)*

Fundamentals of Electrical Lab will be used to teach proper wiring repair, soldering and system diagnosis. Vehicles will be “bugged” with faults for a student to apply those skills in live-shop simulation.

- Basic electrical theory
- Electrical measurement
- Circuits: Ohm’s and Watt’s Laws
- Electrical troubleshooting
- Battery, Starting and Charging systems
- Lighting and Safety systems
- Electronic Components
- CAN theory

**Prerequisite:** MTI-101, MTI-102, MTI-103, MTI-104

### MTI-106 HVAC Technology:

*41 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course will cover the basic principles of heating, ventilation and air conditioning (AC). Students will measure temperatures, identify airflow restrictions and service cabin filter systems. Students will be introduced to the climate controls and their related components and services.

**Prerequisite:** MTI-101

### MTI-107 Automatic and Manual Transmission and Transaxle:

*68 Clock Hours (Electronic Learning/Lecture/Shop Training)*

This course teaches the principles of operation for automatic and manual transmissions and component overview.

- Auto and manual transmission theory
- Clutch, drive shaft and universal joint theory
- Differential theory

**Prerequisite:** MTI-101

### MTI-108 “M-TIME” (Matrix Trade Institute Measures Efficiency) Training:

*57 Clock Hours (Timed Efficiency Training)*

This advanced portion of MTI’s curriculum introduces the necessary techniques essential in maximizing earning potential and sustaining a lucrative and successful career. This is MTI’s “special sauce”. Time is money in the repair industry. “M-TIME” will be immersed within all program courses. However, during the final weeks of the program, students will practice and refine their efficiency skills against the clock in a competitive environment in which repair times will be measured. Students will learn proficiencies in:

- Efficiency techniques and goal setting strategies
- Repair order preparation and documentation
- Quote preparation
- Parts organization
- Communication skills

## Course Descriptions (continued)

### Transferability of Credits:

The transferability of credits earned at MTI is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the certificate earned at MTI is also at the discretion of the institution to which a student may seek to transfer.

Prospective students seeking to enroll in MTI with previous related education work experience will be required to attend the full program and pass all modules.

## Program Costs

### Tuition and Fees for Current Term:

#### Fees

Registration Fee	\$125.00
Learning Materials	\$175.00
Uniforms	\$200.00
<b>Total Fees</b>	<b>\$500.00</b>

#### Tuition

Session 1 Tuition	\$7,500.00
Session 2 Tuition	\$7,500.00
<b>Total Tuition</b>	<b><u>\$15,000.00</u></b>

<b>Total Cost of Program</b>	<b><u>\$15,500.00</u></b>
------------------------------	---------------------------

All Fees are due prior to the start of Session 1. Tuition for each Session is due and payable prior to the start of classes for each Session.

Tuition and fee charges are subject to change at the discretion of MTI. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Learning Materials:

The cost of all course material, including online training access, is included in the learning materials fees.

### Tools and Equipment:

As part of MTI's commitment to our students' strong foundation and initial career placement, each MLR and Efficiency graduate will receive a starter tool set at the time of graduation. The tool kit may not be modified or traded in for its cash value. Candidates for graduation must have a zero tuition balance and be in good academic and attendance standing with MTI, unless otherwise determined by the School Director. If tools are received prior to students' graduation date and a student should withdraw from the program for any reason, the value of the tool package will be deducted from the student's refund or added to the balance due, whichever applies. Any theft or intentional destruction of school property will be prosecuted immediately and shall result in immediate removal from the program.

## Program Costs (continued)

### Collection on Delinquent Accounts:

Students who withdraw or are suspended/terminated with tuition or other fees due to MTI are requested to immediately arrange payment at the time of withdrawal. MTI will attempt to secure payment within one month. Should the amount due remain unpaid for a period of thirty (30) days after the student leaves MTI, the account may be submitted to a collection agency. Any collection agency fees will be the responsibility of the student. In the event of a disputed account, both the student and MTI agree to use binding arbitration and the final decision will be made by the sole arbitrator.

### Acceptable Forms of Payment:

MTI accepts payments in the form of cash, money order or personal check for its services.

### Check Policy:

In the event a student submits a check that is returned by the bank, MTI will charge a \$35.00 service charge in addition to seeking immediate payment of the original amount in either cash or certified check.

## Graduation Requirements

All MTI students must meet the following standards of academic achievement and successful course completion. For success in their chosen career, the school places equal emphasis on both grades and a student's attendance in the classroom and hands-on lab environment. Each student enrolled at MTI must:

- Pass each course of instruction both in the classroom and lab.
- Maintain an attendance level of 90% or better for each session of the program.

Students meeting both the minimum requirements for Grades and Attendance, as determined at the end of each module by the instructor, will be making satisfactory academic progress and be eligible for graduation providing all required coursework is completed on time and the student is in good financial standing with MTI.

## Academic Standards

### Maximum Class Size:

Class size is limited to provide adequate personal instruction in both classroom and lab and to allow access to special tools and equipment. The maximum student-to-teacher ratio is 25:1 for each program. If any class exceeds twenty-five (25) students, MTI will provide an additional instructor so that the maximum stated 25:1 student-to-teacher ratio is maintained.

## Academic Standards (continued)

### Dress Code:

MTI maintains a professional dress code for all students for reasons of safety as well as meeting industry standards for professionalism. To best prepare students for the industry, the following standards apply:

- All students must wear approved apparel provided or sold by MTI
- Shirts must be kept clean, mended and tucked in
- All “hoodies” (i.e., hooded jackets / garments) are prohibited unless specifically allowed otherwise by MTI
- Unless a student is wearing an MTI uniform sweater or a jacket front zippered or buttoned, an MTI T-shirt or MTI button down shirt with collar must be the outermost layer of garment
- Black work pants are to be clean and without holes of any kind
- Pants are to be worn at the waistline and supported with a black belt (sagging pants are not allowed on campus)
- No pants frayed in the cuff are allowed on campus (pants cannot drag on the ground and should fit neatly over boots)
- Black belts must be worn with the MTI uniform (designer belts with studs or beads are not allowed)
- Multicolored pants, cut-offs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab
- Male students must be clean-shaven or keep beards and mustaches neatly trimmed
- Only baseball type caps featuring an MTI logo, or an MTI approved sponsor/partner are permitted and must be worn with the bill facing forward while on campus (do-rags, bandanas, visors, skullcaps or pantyhose-type caps are prohibited)
- During winter months, a knit skull cap featuring an MTI logo or MTI approved sponsor/partner may be worn when lab area temperatures fall consistently below 70 degrees
- Students must wear black leather work shoes or boots (preferably steel-toed) of a traditional work boot/shoe style; work shoes or boots must be tightly laced and tongue-in
- Determination and compliance with the dress code policy is at the sole discretion of MTI management.

### Rules of Conduct:

Students enrolled at MTI are expected to behave in a professional manner that shows respect for instructors and colleagues. Students are expected to complete and submit all in-class and homework assignments in a timely fashion. Students may be dismissed for disruptive behavior, insubordination, violation of safety rules, or any behavior that impedes the education or safety of other students. Examples of disruptive behavior include, but are not limited to, cheating, aggression towards other students/instructors/staff, vulgar language, theft and destruction of school property. Any use of drugs, narcotics or other controlled substances or any evidence of intoxication during school hours is seen as grounds for dismissal. Drinking, or illegal use of drugs on or off campus, may result in suspension or termination. Illegal conduct off campus could also result in suspension or termination.

### Illegal Drugs/Alcohol:

MTI supports a Drug/Alcohol Free Environment and will not allow the unlawful possession, use, or distribution of illicit drugs and alcohol on its property, or as a part of its officially sponsored off-campus activities. Violation will result in MTI taking appropriate action, which could include termination.

## Academic Standards (continued)

### Nondiscrimination Policy:

Admission to, employment by, and promotion within MTI is based on merit, and there is to be no discrimination by race, color, creed, religion, sex, or national origin except under special circumstances where sex, age, medical condition or handicap constitutes either an occupational limitation or a limitation in participation in the program offered. This non-discrimination policy extends to all educational policies, admission policies and other School policies.

## Career Placement

While MTI cannot guarantee job placement, salary, title or position to a student, they will assist their new graduates in finding related jobs and entry-level employment in the students' chosen industries by:

- Developing and maintaining employer contacts
- Collecting and reporting placement and salary statistics
- Providing job search training
- Providing resume preparation instruction, review and assistance
- Posting job postings at MTI
- Providing job counseling for students by appointment
- Providing mentoring programs
- Arranging on-campus employer recruitment
- Providing internship opportunities where available

## Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved via email. If no resolution is imminent, or a student is uncomfortable approaching the school personnel involved, a written complaint shall be submitted via email to the Director of the school. Complaints will receive a response via email within seven (7) business days. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student has the right to file a complaint with the Ohio State Board of Career Colleges and Schools. Students must contact the state board for further details. All grievances to the Ohio State Board of Career Colleges and Schools shall be submitted directly to:

### Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481  
 Columbus, OH 43215  
 (614) 466-2752  
 (614) 466-2219 FAX  
 (877) 275-4219 Toll Free

## Academic Calendar

WINTER/SPRING 2019	DATES	WEEK	SESSION DETAILS
	January 14, 2019	1	Session 1 Begins
	January 21, 2019	2	MLK Day January 21- No Classes
	January 28, 2019	3	
	February 4, 2019	4	
	February 11, 2019	5	
	February 18, 2019	6	President's Day February 18 – No Classes
	February 25, 2019	7	
	March 4, 2019	8	
	March 11, 2019	9	
	March 18, 2019	10	
	March 25, 2019	11	Session 1 Ends
	April 1, 2019	12	Session 2 Begins
	April 8, 2019	13	
	April 15, 2019	14	Good Friday April 19 - No Classes
	April 22, 2019	15	
	April 29, 2019	16	
	May 6, 2019	17	
	May 13, 2019	18	
	May 20, 2019	19	
May 27, 2019	20	Memorial Day May 27 - No Classes; Session 2 Ends	
SUMMER 2019	DATES	WEEK	SESSION DETAILS
	June 10, 2019	1	Session 1 Begins
	June 17, 2019	2	
	June 24, 2019	3	
	July 1, 2019	4	Independence Day Holiday July 4-5 - No Classes
	July 8, 2019	5	
	July 15, 2019	6	
	July 22, 2019	7	
	July 29, 2019	8	
	August 5, 2019	9	
	August 12, 2019	10	
	August 19, 2019	11	Session 1 Ends
	August 26, 2019	12	Session 2 Begins
	September 2, 2019	13	Labor Day September 2 - No Classes
	September 9, 2019	14	
	September 16, 2019	15	
	September 23, 2019	16	
	September 30, 2019	17	
	October 7, 2019	18	
	October 14, 2019	19	
October 21, 2019	20	Session 2 Ends	

**Academic Calendar (continued)**

FALL/WINTER 2019	DATES	WEEK	SESSION DETAILS
	October 14, 2019	1	
	October 21, 2019	2	
	October 28, 2019	3	
	November 4, 2019	4	
	November 11, 2019	5	Veteran's Day November 11 - No Classes
	November 18, 2019	6	
	November 25, 2019	7	Thanksgiving Holiday November 28-29 – No Classes
	December 2, 2019	8	
	December 9, 2019	9	
	December 16, 2019	10	
	December 23, 2019	11	Winter Break - No Classes
	December 30, 2019	12	Winter Break - No Classes
	January 6, 2020	13	
	January 13, 2020	14	Session 1 Ends; Session 2 Begins
	January 20, 2020	15	MLK Day January 20- No Classes
	January 27, 2020	16	
	February 3, 2020	17	
	February 10, 2020	18	
	February 17, 2020	19	President's Day February 17 – No Classes
February 24, 2020	20		
March 2, 2020	21		
March 9, 2020	22		
March 16, 2020	23	Session 2 Ends	



## Faculty and Staff

### Dustin M. Peugeot, CEO, Co-Founder

Dustin has spent 24 years working amongst the top automotive dealers in the United States, in cities such as Cleveland, Chicago, Indianapolis, Detroit and Atlanta. After becoming a senior partner with one of the largest national automotive marketing firms following graduation from the University of Alabama, he transitioned to the retail side of the automotive business and held positions such as COO of a six location Ford dealer group, General Manager of several dealerships, Director of Marketing and more. Dustin's perspective on the importance of recruiting, education and training of employees is difficult to match, and has been the core of his success at every level. He has a unique understanding of what is necessary to succeed in any industry, and is passionate about identifying and developing talent at all levels. He is recognized as a driven leader specializing in recruiting, team building, organizational development and efficiency with a proven ability to impact business in a positive way. In an industry where new technology and constant change capture the headlines, Dustin's focus remains fixed on the core philosophy that people make the difference, thus his transition in the education/training field in hopes that MTI can provide the best, most promotable skilled labor so heavily demanded in industry today. As a former member of the Northeast Ohio Ford Dealer Association, Greater Cleveland Automotive Dealer Association and current member of the Board of Directors for the Cleveland Boy and Girls Club, Dustin offers MTI a unique advantage in opening doors for prospective students in addition to employment opportunities for MTI graduates.

### Richard A. Blum, COO, Co-Founder

Rick brings 25 years of invaluable experience in every single facet of the automobile service and repair industry. His resume is THE model for opportunity and advancement achievable as an automotive technician. Having excelled at every interval of his career, and a product of a vocational trade school education himself, Rick has performed at the highest level for the industry's top brands including Firestone, Buick, GMC, Toyota, Chevrolet and Ford. His efficiency formula has made him a top producer as a technician, master technician, GM Gold Certified technician, Service Manager and Service Director. Rick's unique ability to identify efficiencies and passion for improving process and sharing his knowledge catapulted him into management where he consistently improved the productivity of every entry-level and veteran technician under his command and supervision. Rick's winning perspective on recruiting, training and time management are the core fundamentals of MTI's curriculum and are the formula for achieving maximum earning potential as a technician. His advancement through each level of automotive repair and management offers MTI students perspective beyond the traditional scope for those who aspire to it. His trademarked efficiency formula is proven to make technicians, both in the automotive field and beyond, more effective and earn more on an hourly, daily, annual and career basis.