

Michigan Builders Pre-License 60 Hr. Course

Course Description

Michigan Builders License 60 Hour Pre-License Course

This course is the State approved Residential Builders Licensure.

You will learn all seven disciplines (42 hours of instruction) in addition to electives (18 hours of instruction) to fulfill the 60-hour State requirement. You will receive the application forms and information needed regarding the Residential Builders exam. You will receive 9 books, including the residential code book. * No fees will be charged in addition to the tuition listed above.

Calendar: School will have classes as posted on website or class advertising to meet 60 Hours class requirements. Programs are taught in modules; therefore, classes are continually beginning. Classes are held Monday through Friday, either 8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m. Evening classes are available from 6:00 p.m. to 10:00 p.m. School will be closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following Friday, Christmas Eve and Christmas Day, New Year's Eve. The school will not be open the week between Christmas and New Year's.

Enrollment Dates and Entrance Requirements for Each Program:

Enrollment Requirements – Certificate of Completion: Enrollment is conducted by Michigan Builders Training, LLC. It is a preferred requirement to register one week in advance for any class offered for preparation and confirmation purposes.

All students will be awarded a certificate of completion upon attendance of **all** the course sessions. Students must have a high school diploma or GED. Students under the age of 18 must have the signed permission of a parent or legal guardian.

Credit Allowed for Previous Education and Training: Students may provide a transcript indicating previous education and completion of a specific module and may test out of certain portions of the program. The final decision is made by the school director.

Previous Training or Education: No previous builder training or education is required for attendance at any course seminar.

Attendance: Policies relative to absences, leaves, and tardiness, make-up work and suspension for unsatisfactory work or attendance and re-entrance conditions: Attendance is crucial to successful completion of the programs; therefore, no more than three absences will be accepted. For each absence, the student is expected to arrange a make-up session to complete the work that was missed. Three tardies constitute one absence. Students who do not adhere to the policies regarding attendance may be suspended and may only be readmitted upon the director's approval.

Rules of Student Conduct: Students must not disrupt the lectures or create a disturbance that prevents others from learning. Abusive language, disruptive behavior, being under the influence of alcohol or harmful substances during class will be cause for dismissal. If a student is dismissed from class for the above reasons, all fees will be forfeited. Michigan Builders Training, LLC has a policy of non-discrimination based on age, sex, race, religion, ethnic origin or education.



Grading System and Reentrance Conditions: The grading system is a pass/fail system. Students' assignments are evaluated after each module. If a student is having trouble in an area, additional help is available. If class work is not completed, the student risks suspension and may only be readmitted upon the director's approval. Once class work and tests have been completed, a certification of completion test is available for each program module.

Graduation Requirements and type(s) of Certificate(s) or Diploma(s) Issued: The student must complete all coursework modules and take the respective test for each module. Once this is done, a certificate of completion will be awarded to the student. Rules of Student Conduct and

Conditions for Probation or Dismissal: Dress code = casual attire. Drug and alcohol possession or use are strictly prohibited, weapons of any sort are not allowed in class. All students must refrain from foul language or sexual harassment. All students are expected to conduct themselves in an adult manner. Students who violate these conditions may be expelled and not readmitted.

Placement Assistance: No job placement assistance is available through Michigan Builders Training, LLC.

Refund Policy: Class Withdrawal/Cancellation Policy. If a student withdraws up to 7 days before the start of the class, the student shall be entitled to a full refund of the tuition charged and paid for the class. If a student withdraws between 6 days and 24 hours prior to the start of the class, the student shall be entitled to a full refund of the tuition charged less a cancellation fee of \$300 for pre-license classes and \$25 for continuing competency classes. If a student withdraws within 24 hours prior to the start of the class, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to a full refund. * The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the applicant is denied.

All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days. Once 3 business days have elapsed the following policy(s) will apply. Once the 3 business days have elapsed no refunds will be given. Misconduct or other disruptive behavior will not be tolerated during class or break periods. Students demonstrating such behavior will not be allowed back in the classroom. No refunds will be granted as a result of misconduct determined by the Director or Instructor.

State refund policy. The following statement must be a part of the catalog per the Michigan Laws, Rules and Regulations Governing Proprietary Schools, Act 148 of 1943, R 390.564(a) Refund policy: "All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days." Complaints: Students who wish to file a complaint with the State of Michigan may do so at www.michiganps.net

