
TECHNICAL TRADE SCHOOL

Student Catalog

Building Automation Systems Occupational Training Program

Catalog Number:	2026-01
Publication Date:	July 16, 2026
Status:	DRAFT — pending review by the Colorado Division of Private Occupational Schools
Delivery:	100% Online, Self-Paced Distance Education
Owner / Program Director:	David A. Jonas
Web:	www.techtradeschool.org

This catalog contains the school's programs, policies, and student protections required by the Private Occupational Education Act of 1981 and 8 CCR 1504-1. The catalog in effect at the time of enrollment governs the student enrollment agreement. This document is a DRAFT prepared for submission to the Colorado Department of Higher Education, Private Occupational School Board; statements of approval will be added upon issuance of the school's Certificate of Approval.

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1. About the School & Ownership

Technical Trade School (TTS) is an online occupational school teaching building automation systems (BAS): HVAC controls, electrical fundamentals, DDC programming, networks, commissioning, and platform-specific skills. Training is 100% online and self-paced, delivered through interactive course decks, hands-on browser labs, and server-verified assessments. Owner and Program Director: David A. Jonas. There is no separate governing board.

2. Programs Offered

The Building Automation Systems occupational training program consists of 57 core courses across five numbered series plus specialty electives and brand readings, and 5 intensive bootcamps. Instruction is delivered in self-paced units of instruction (course sections), not semester or quarter credit hours.

- 100 — Fundamentals (8 courses): electrical, HVAC, sensors, drawings, safety, trade math
- 200 — Installation (8 courses): wiring, conduit, controllers, networks, checkout, quality
- 300 — Service & Troubleshooting (11 courses): systematic diagnostics incl. BAS Errors & Flow, SOO reading, calibration, preventive maintenance
- 400 — Programming & Development (9 courses): logic, sequences, graphics, alarms, integration, version control
- 500 — Platforms & Protocols (6 courses): Niagara N4, Distech, Honeywell, ABB, BACnet/legacy
- Specialty Electives (10) & Brand Readings (5): OT security, project management, estimating, energy management, codes & standards, platform orientations
- Bootcamps (5): CxProHD, BACnet Mastery, OT Security, Niagara Graphics, Niagara N4 Power-User — with hard prerequisite enforcement

Each course's objectives, prerequisites, and length (sections) are listed in the online Course Catalog at www.techtradeschool.org/curriculum/Course-Catalog.html, incorporated as a supplemental page of this catalog. Hands-on lab components are described at www.techtradeschool.org/labs/.

3. Admissions & Enrollment

- Admission standards: applicants must be at least 17 years of age and possess a high school diploma or equivalent (GED), or demonstrate equivalent trade experience. The school secures documentation that each applicant meets admission requirements. No prior BAS experience is required for the 100-series.
- Enrollment is open year-round; the program is self-paced with no cohort start dates. Enrollment begins when the student's account is approved and the enrollment agreement is executed.
- Account approval: new registrations are reviewed by school staff before course access is granted. Late enrollment is not applicable to a self-paced program.
- Completion window: each enrollment provides 12 months of access from the enrollment date to complete the enrolled course(s). Extensions may be requested in writing before expiration.

4. Tuition & Fees

Tuition is charged per course or bootcamp and is itemized in the student enrollment agreement before any payment is made, including all costs necessary to complete the training. There are no application fees, no book fees (all materials are included online), and no fees resulting from absence. Current tuition is published on the enrollment page at www.techtradeschool.org and in Addendum A of the DPOS-submitted catalog. Changes to tuition apply only to future enrollments, never to a signed agreement.

5. Attendance & Participation

- As self-paced distance education, attendance is not measured in clock hours; progress is measured by completed sections (Section 6).
- Minimum participation: students are expected to progress within the 12-month completion window; recommended pacing guides are provided.
- Inactivity: students inactive for 60 days receive reminder notices. Students who remain inactive without written consent are terminated within 30 days and refunded per Section 10.
- Leaves of absence: available on written request (up to 90 days, once per enrollment); the completion window extends by the approved leave. Failure to return results in termination effective the day following the expected return date.
- Probation for unsatisfactory attendance is not applicable; readmission after inactivity termination is by new enrollment agreement.
- Dismissal for disruptive behavior is covered under Student Conduct (Section 7). There are no make-up hour costs.

6. Satisfactory Progress & Grading

- Measurement: every course is divided into gated sections ending in a quiz requiring 90% or higher to unlock the next section; each course ends in a cumulative final exam, also requiring 90%. Quizzes draw randomized question sets with unlimited free retries.
- Grading system: pass / not-yet-passed per section; a course is complete when every gated section including the final exam is passed. Exact scores of every attempt are recorded server-side with timestamps.
- Progress reports: students see live progress (percent complete, current section, quiz history) in the student portal at all times; staff review results via the school's review console.
- Probation: not applicable (unlimited retries, self-paced). Students unable to pass a section are offered instructor support.

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- Readmission after termination for unsatisfactory progress: not applicable; after inactivity termination, by new enrollment agreement.

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7. Student Conduct

- Students must complete quizzes and exams personally, without misrepresentation, account sharing, or automated assistance.
- Forum conduct must remain professional; harassment, discrimination, or abusive behavior toward students or staff is cause for dismissal.
- Attempting to circumvent assessment gates, tamper with school systems, or misuse lab equipment (including remote hardware labs) is cause for dismissal.
- Dismissals are made in writing by the Program Director and are appealable through the grievance procedure (Section 15); refunds upon dismissal follow Section 10. Readmission after a conduct dismissal requires written approval of the Program Director.

8. Credit for Previous Training

TTS grants credit for previous education, training, or experience through its free, timed, staff-reviewed placement assessment. Courses in which the student demonstrates mastery (85% overall with domain minimums) are marked passed ("test-out"), satisfying prerequisites without tuition for those courses. The granting of credit for previous training does not impact the refund policy.

9. Transferability of Credits

Technical Trade School does not guarantee the transferability of its credits to any other educational institution. Transferability is entirely at the discretion of the receiving institution unless a written agreement of current acceptability is on file. Apprenticeship councils do not accept training from trade schools for advanced placement in apprenticeship programs.

10. Cancellation & Refund Policy

Right to cancel and refund schedule

- Before starting a course: 100% refund of tuition paid for that course.
- After starting (pro-rata): tuition is refunded in proportion to the portion of the course not completed, measured by gated sections passed, up to 50% completion.
- Past 50% of a course: no refund for that course; access continues for the remainder of the completion window.
- Refunds are calculated per course; unstarted courses in a multi-course purchase are always fully refundable.
- Monies paid before signing an enrollment agreement are refunded in full if the student does not sign and does not enter school.

Official date of termination

Refunds are calculated from the official date of termination or withdrawal: the earliest of (1) the date the student notices the school of withdrawal (email suffices); (2) the date the student violates published school policy which provides for termination; or (3) for a student who fails to return from an approved leave of absence, the earlier of the date the school determines the student is not returning or the day following the expected return date.

Payment

All refunds are made within thirty (30) days of the official date of termination, to sponsoring agencies or individuals rather than to students where applicable. If the school ceases operation, students are entitled to 100% of prepaid, unearned tuition and fees at closure unless a teach-out is available and accepted.

11. Postponement of Start Date

“Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: (a) whether the postponement is for the convenience of the school or the student; and (b) the deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.”

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12. Facilities & Technology Requirements

- All instruction is online: course decks, quizzes, 20 interactive labs, community forum, and student portal run in any modern browser with no installation.
- Requirements: reliable internet and a modern browser; desktop or laptop recommended for programming labs.
- Teaching aids: interactive simulations, fault-injection labs, reading packs, instructor scripts, reference library (ASHRAE Guideline 36, BACnet, platform documentation). An optional low-cost hardware kit is recommended, not required.
- Live-controller lab: the programming lab can book supervised time on a physical training controller, graded automatically over BACnet, when the hardware bench is in service.

13. Placement Assistance

TTS operates a talent-placement service connecting graduating students with employers through the school's placement marketplace, including profile creation and employer introductions. Placement assistance does not guarantee employment. Participation is optional and free.

14. Records & Certificates

- Quiz attempts with exact scores, progress, enrollments, payments/refunds, and certificates are retained as the student's permanent training record.
- Series certificates are conferred only upon successful completion of the prescribed courses stated in this catalog.
- Transcripts are provided on written request.

15. Grievance & Complaint Procedure

- Step 1 — Instructor: raise the concern (including appeals of quiz results or progress decisions) via the student portal or school email; response within 5 business days.
- Step 2 — Manager review: unresolved concerns are escalated to a manager, who reviews the record and responds in writing within 10 business days.
- Step 3 — Program Director: final internal appeal in writing; the Director's written decision completes the internal process.

The school will not subject any student to punitive action for filing a grievance with the school or the Board. All complaints must be filed in writing.

Filing with the State of Colorado: Students may file complaints or claims under §§ 23-64-121(4)(a) or 23-64-124, C.R.S., in writing with the Private Occupational School Board within two (2) years after the student discontinues training, or at any time prior to the commencement of training. Complaints may be filed online with the Division of Private Occupational Schools: <https://cdhe.colorado.gov/dpos> · Phone: 303-862-3001. No action regarding third-party complaints is required except as required by § 23-64-121(4)(a), C.R.S.

Addendum A: Tuition Schedule

[To be finalized for DPOS submission.] Current per-course and bootcamp tuition is published at www.techtradeschool.org (enrollment page) and itemized in each student enrollment agreement. The DPOS-submitted catalog will include the complete tuition schedule as this addendum.

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