

EFERON SOLAR SOLUTIONS

910 BERGEN AVENUE -STE 201- JERSEY CITY, NEW JERSEY 07306

Telephone (201)963-4642 Fax (201)963-4739

EferonSchool.com

JAN2022 – DEC2022 STUDENT HANDBOOK



EFERON SOLAR SOLUTIONS

LICENSED BY THE DEPARTMENT OF
EDUCATION AND DEPARTMENT OF WORKFORCE
DEVELOPMENT

EFERON SOLAR SOLUTIONS
910 BERGEN AVE
JERSEY CITY, NJ 07304

LICENSED TESTING SITE FOR NABCEP
ASSOCIATE EXAM

Renewable Energy Technician Intensive student catalog

About Us

Eferon School has been in operation since 2013 and is a technical adult school that understood the need for occupations for Green Jobs, when New Jersey State, (the second largest state for Green Jobs) focused on a greener economy; a demand for a green-educated workforce was created, which generated a larger demand of jobs in this field. The Goal and Purpose of our organization are not only to train and prepare the unemployed population to become Renewable Energy Technicians but, to enrich our clients' life at improving, as positive and happy adults; recognizing their potential by achieving and attaining a level of confidence to move forward in life. Our Vision is to train, coach, and inform our students of the resources available to succeed in job retention; students possessing a sense of value are compelled and willing to give back to their communities.

Facilities

The school is in the heart of Journal Square, Jersey City's business and shopping area. Located at 910 Bergen Ave, it has all the activities and excitement of a metropolitan campus. The premises are fully air-conditioned and professionally equipped. The school has 2 classrooms and offices adequate to train a maximum of 25 students per class per session. The school has facilities to provide proper services to the handicapped. The facilities and equipment have been inspected and approved by the State of New Jersey Department of Education. Eferon Solar Solutions is equipped with all modern equipment. Class size is limited and generally averages 18 students per instructor.

Enrollment Dates

The school is in session all year round, except for designated holidays and vacations. Classes are scheduled as demand and facilities permit.

Calendar of Holidays

New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Breaks. Breaks may be used for inclemency.

The School Day

The school day classes are held from 9 a.m. to 2 p.m. This scheduling allows students to accept part-time employment. Evening School classes are held from 2 p.m. to 6:00 p.m. The school has a hybrid schedule consisting of virtual online classes two days per week on Tuesday and Thursday held from 10 am to 12 pm.

Licensing

Eferon Solar Solutions, a career-oriented institution, specializes in the skill training demanded in today's complex business world. The school is approved by The State of New Jersey, Department of Education.

Philosophy and Objectives

At Eferon Solar Solutions, every student has an equal opportunity to receive high-quality training for his or her chosen career. We believe that in addition to the specific skills, which must be learned, every graduate should develop proper work habits, a good attitude, and the confidence to succeed in their chosen field. This should enable each student to establish a foundation for continued professional advancement.

Institutional Ownership & Staff

Eferon Solar Solutions is a Limited Liability Corporation that has legal ownership rights over the management and operations of the school, its group of dedicated educators who have had extensive practical experience in their profession, and the faculty. The State of New Jersey Department of Education approves all faculty members.

Training Program Objectives

Each training module arranges course material and training exercises over 350 hours (or 16 weeks) to strengthen the student to become successful in understanding the basic concepts of electricity, electrical connections, and circuitry. Students also learn the underlying concepts of semiconductor technology, which is the spin and principal drive of the ever-increasing technology. The understanding of semiconductors will launch the student into appreciating the basics of a PV module and its functioning as well as the different types of mounting systems used. The curriculum details expansive fundamentals that usher people of different academic orientations into a fun-filled reality of science in its empirical applications. The program is available for anyone with a high school diploma or GED, capable of working outside and at heights above 10ft, able to lift 50lbs., and can operate and use powered tools. Students who complete the course will become equipped with sound contemporary knowledge about various lists of components and equipment needed for PV system maintenance and become equipped with hands-on training in multiple troubleshooting techniques.

The purpose of the curriculum is to empower the student with a basic understanding of the photovoltaic system. In the study, the individual is taught the principles in PV system designing, installation, energy conservation, and efficiency and safety issues relating to electricity and photovoltaic systems.

Our goal is to develop the individual beyond the entry-level PV Associate title and prepare for a new and exciting career as a professional licensed renewable energy technician full of potential and lucrative work opportunities. The graduates will be able to sit for the NABCEP PV Associate exam and professional license exam. Career opportunities include PV system design and professional installation, maintenance and commissioning, and DAS (Data Acquisition System). There is a wide range of in-house labs where the students have a hands-on energy analysis and system design as well as installation.

Admission Requirements

Admission is open to all persons. The school will admit individuals who have a high school diploma or GED, or equivalent. The "equivalent" is the evaluated educational report for foreign credentials issued by an approved accredited evaluating company. The evaluation report must be sent directly to the evaluating company's admission office.

Enrollment Procedures

Students must apply for entrance to the Eferon Solar Solutions training program by scheduling an interview with the School Admissions Director. Enrollment applicants must complete the entrance interview no later than one week before classes commence. The following guideline is to ensure a smooth transition into our learning environment.

- Be 17 years of age or older (verified by birth certificate/ or valid state photo ID)
- Have HS diploma or GED or equivalent
- Provide emergency contact and 2 references
- Have a complete interview with School Admissions Director
- Complete enrollment application packet
- Submit an official transcript
- Pay \$125 Administration fee

Entrance Requirement

A desire for a career in business or industry coupled with a strong drive to succeed is all that is required of an applicant. A member of the admissions department must interview all applicants. Applicants must demonstrate the ability to benefit from the training and be committed to completing their program of study. If the applicant desires to pursue a selected program, an appointment for a school tour is made for a future date, allowing time to investigate other schools and opportunities. All applicants must also complete an Aptitude and Assessment Test. If the applicant, by our admissions criteria, does not meet the minimum requirement for acceptance, he/she will be encouraged to improve his/her basic skills before enrollment. Upon request, the applicant will be given the location of the nearest Adult Learning Center. If testing indicates the applicant would be better suited in a different career; the Admissions Representative would recommend an alternative. At this point, the applicant signs an enrollment agreement, and the application and registration fees are requested. Any applicant rejected by the school will receive a refund of all monies paid to the school. The applicant is given conditional acceptance until the school receives the applicant's high school diploma, GED, or Basic Skills Test scores.

Personal Interview

Each new student is guided in the selection of a program that best suits his/her abilities and needs. Any student having prior related training or experience is instructed to list that training on the application and inform the admissions representative. The admissions representative will schedule an appointment with the Director who will evaluate the student's background and grant advanced standing if warranted.

Equal Opportunity Policy

The school does not discriminate based on race, color, gender, religion, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, or any other school-administered programs. The school has facilities to provide proper services to the handicapped, including parking, elevator, restroom facilities, seating assignment, and visual aids.

Student Information Release/Access Policy

The school has the right to release any information regarding a student: records, attendance, performance, and/or accomplishments at the school or any promotional material such as newsletters, photographs, videos, etc. where he/she may appear or be featured without any compensation. A student has the right to access his/her file. An appointment must be made in advance with the Administrative Assistant at the front desk. Third parties must obtain approval from the student before information may be released.

The School Year

The school operates on a 3-5-month per program schedule throughout the year. Classes are scheduled to start as class openings present themselves. Starting dates are scheduled in advance, and the length of the specific program selected will then determine the student's ending date.

Placement Assistance

Eferon Solar Solutions maintains a placement service to assist students and alumni to find suitable entry-level employment. The school encourages all students to work after school to defray the cost of their training and to obtain valuable work experience while attending school.

The Placement Office schedules periodic seminars before graduation. During these seminars, the Placement Office encourages students to make individual appointments to discuss their employment needs. The student will receive instruction on dress, professional attitude, and all essential skills necessary to advance in today's job market.

The Placement Office will then arrange appointments with prospective employers. The student is expected to keep appointments, arrive promptly, be properly attired, and report back with the results of the interview. Students are made aware of various types of employer background checks and drug testing requirements for

employment. Applicants are made aware that sexually related convictions and felonies make it exceedingly difficult for any individual to gain employment with solar companies. Many solar projects are in residential areas and within the applicable distance of a school zone, and for legal liability purposes, the companies we've networked, affiliated, and partnered with have declined employment to applicants matching this description. Remember- the school will assist you in every way possible, but only you can get the job.

Applicants may obtain information on the percentage of graduates who have obtained positions in the field for which they were trained and their average starting salary from the Admissions Office. This information is readily available for everyone to see. The school cannot make guarantees of employment. The school will make every attempt through its placement service to successfully place all graduates in an appropriate position in the chosen career field, but there is no guarantee of employment upon completion, nor has one been stated or implied. All students must comply with the rules and regulations of the Placement Office or the school may consider the student ineligible for placement assistance.

7. State Agencies and the Workforce Investment Act (WIA)

The school participates in several Department of Labor funded programs like Workforce Development Program (WDP), dislocated worker (WIA), disability and vocational rehabilitation (DVR), and Veteran's affair. The school works closely with several unemployment agencies in NJ and NY to help secure a client the training funds and provide the necessary training. More information on unemployment benefits and training is available from the office of admissions.

Special Study Sessions and Tutoring:

Available to students who require additional help.

Career Programs:

Graduates and employers are invited to discuss employment opportunities and proposed courses and curriculum updates.

Counseling Service:

Career counseling is provided by Placement Department personnel. This service is available to all enrolled students throughout their program and students are encouraged to avail themselves of this service.

Books and Materials

Books, materials, and Exams are included in the total tuition cost.

Credit for Previous Training

Credit will be granted at the discretion of the program director. Tuition costs will be adjusted based on the student's case. Students who withdraw, but are in good standing, may return to school at the next available start date.

ACADEMIC POLICIES

Grading System

The school utilizes the following grade point system to determine academic progress:

Grade Point Average	
A = 100-90	4.0 Grade Points
B+ = 89-85	3.5 Grade Points
B = 84-80	3.0 Grade Points
C+ = 79-75	2.5 Grade Point
C = 74-70	2.0 Grade Point
D+ = 69-65	1.5 Grade Point
D = 64-60	1.0 Grade Point
F = Below 60	0 Grade Points
W= Withdraw	0 Grade Points
I= Incomplete (temporary)	

Satisfactory Progress

All students are advised that their academic progress is monitored constantly throughout their program. All student grades are maintained by the instructor and posted on the student grade report and available at the student's request. The final grade calculation for each course in a program of study is specified on the course outline.

Leave of Absence

The school realizes that extenuating circumstances may arise where it would not be advantageous to the student to maintain enrollment. In such instances, a leave of absence may be granted. To receive a leave of absence, a student must submit the request in writing to the program director.

A student is eligible for only one leave of absence with a maximum time limit of sixty (60) days. The maximum leave of absence, including medical leave, is 60 days. If the student does not return on the scheduled date, the student's enrollment will be terminated.

Graduation Requirement

To graduate, students must complete all required assignments and classwork with a final Grade Point Average

(GPA) of 2.0 or above. Students must have a minimum attendance rate of 80 percent of the scheduled time. Tuition accounts must be satisfied. A student who satisfactorily completes a diploma program will receive a Diploma upon graduation. A Certificate will be issued to those students who complete the Certification program.

Withdrawal Procedure/Cancellation/ Refund Policy

The school recognizes that conditions may arise which would require the student to withdraw from school. Cancellation shall take effect the day after the last date of attendance. If cancellation is effected, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit will be made for all tuition paid. The school agencies issue the student a written release provided the student has completed his obligation to the school as stated in the enrollment agreement.

- I. A student or applicant may cancel an enrollment at any time before the commencement of his classes and shall be entitled to:
 - a) A complete refund of all monies paid to the school or its representative if such notice of cancellation occurs within three business days after signing the enrollment agreement.
 - b) A student who enters school and withdraws shall be obligated for the number of weeks attended, and one day of attendance in a week will be deemed as attendance for the entire week.
 - c) When a student withdraws from the school without written or oral notice to the school, cancellation shall take effect the day after the last date of attendance but will be deemed as attendance for the entire week.
 - d) For courses of 300 hours or less, the school will retain the registration fee plus a pro-rated portion of the tuition calculated every week.
 - e) For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1200 hours, the school may retain the registration fee plus:

Re-enrollment/Status Change

A student who has been dismissed for unsatisfactory progress must remain out of school for two weeks and must apply for re-admission. Readmission will be granted only with the approval of the School Director upon the recommendation of the Director of Education. Students must demonstrate a desire to succeed, willingness to attend classes, and academic ability. Students readmitted are on probation and must bring their Cumulative Grade Point Average above the probation range by the end of their next course.

If in the judgment of the Director of Education, it is highly improbable that a student's Cumulative Grade Point Average will reach the probation range, the student will not be readmitted.

Rules and Regulations

The philosophy of this school is that its community of students is composed of mature men and women whose purpose in attending is to prepare them for a rewarding career in the world of business or industry. The school is an institution of higher learning preparing the student to work as a professional in business and industry. For the personal safety and wellbeing of the student body, the observance of the following rules and regulations is *required*:

1. The student will respect the property of fellow students, instructors, and the school. Proper care must be taken of all materials loaned to the student.
2. The student shall respect the scheduled hours of the school, the start, end, and break times, and shall be in on time and do the work in accordance with the schedule.
3. Food and drink are permitted in designated areas only.
4. Unsatisfactory and/or unsafe conduct will not be tolerated and is grounds for dismissal.
5. Smoking is prohibited in school.
6. The use, distribution, or sale of illegal drugs and alcohol is prohibited on school premises.

Information on drug and alcohol treatment centers and programs can be obtained from the Administrative Assistant. The Administrative Assistant office collaborates with treatment facilities, government agencies, community groups, and law enforcement agencies to contribute to the reduction of substance abuse.

Violations that may result in termination:

1. Non-compliance with any school rule or regulation
2. Non-attendance
3. Failure to meet satisfactory progress requirements.
4. Non-payment of tuition, fees, or the return of books owed to the school.

The policy regarding termination of students is that each infraction is considered individually by the administration. It may *result* in suspension, probation, *or* dismissal.

Grievances

Students who are having problems or difficulties in class should speak to their instructor first. If for some reason, the problem is still not rectified, the student should go to the School Director to discuss the problem. The grievance form can be obtained from the Administrative Assistant Office. The school also has a suggestion box. Students are encouraged to make constructive comments. Periodically, class evaluations are performed and reviewed with the education department.

Computer Access & Software Piracy Protection Policy

1. Act of Software "Piracy" either of copyrighted materials or student's materials will not be tolerated, and the student(s) will be subject to dismissal.
2. Unauthorized release or use of another student's passcode will not be condoned and will affect Loss of LAN system privileges.
3. Inappropriate or unauthorized use of the computer LAN system (i.e., personal use, game playing during class hours, "Hacking", etc.) will not be condoned and will affect the loss of LAN system privileges.
4. Students are liable for any damage to any equipment caused by willful intent, willful misuse, or inappropriate utilization.
5. Students are expected to return all equipment to the appropriate storage area and clean up their workstations at the end of each laboratory session.

Programs of Study

The school operates on a clock hour basis. A clock hour consists of a minimum of 50 instructional minutes. Students in all programs are expected to spend at least an hour a day in outside preparation and study in each lecture-based course to complete course requirements. No representation is made whatsoever concerning the transferability of any credits to any institution. Students must contact the registrar of the receiving institution to determine what credits if any, that institution will accept.

Evaluation Techniques

Attendance: Attendance is expected daily and regularly as per contract and school rules. Abuse of more than two (2) days without an official LOA will result in a counseling report form being issued.

Students with excessive absences are subject to dismissal. Make up time for days missed is required before finally exiting. Students with attendance problems are referred to the Director for counseling. It is the responsibility of the student to be in the class regularly and on time. Students get one ½ hour lunch break and one ten-minute break.

Hours:

Day Classes: 9:00 AM until 2:00 PM No. of Weeks: **16** No. of students per class: **20**

Evening Classes: 2:00 PM until 6:00 PM

Virtual Classes: Tuesday & Thursday [Morning] 10 AM until 12 PM; [Evening] 2 PM until 6 PM

***All classes are Monday through Friday**

Grades: Final grades of A (90-100), B (80-89), C (70-79), F (below 70), **W** (Withdrawal), or I (Incomplete) are issued based on the instructor's evaluation of a student's performance in class. Grades are based primarily on the following:

Weekly quizzes (40%)

Attendance (10%)

Exams (50%)

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two weeks. If the minimum course requirements are still not met, the (I) is converted to an (F)

Grade changes are rare but may be granted at the discretion of the instructor. Students are encouraged to discuss their grades directly with the instructor or to bring it to the attention of the Director. Students must maintain a "C" average in all areas of study to complete the course.

Grading and Assessment	Final Course Grade
1. Homework - <i>This will be used to measure students' interests and study habits.</i>	20%
2. Group projects and Lab participation - <i>A measure of students' understanding of concepts, theories, and his/her ability to analyze a problem.</i>	15%

3. Attendance - <i>A measure of interest and responsibility</i>	15%
4. Class discussion	10%
5. Schedule text	40%

Workplacementandinternship: upon successful completion, students who make a grade of 70% or more would have assistance *in* writing resumes, job search, and/or be placed on job internship.

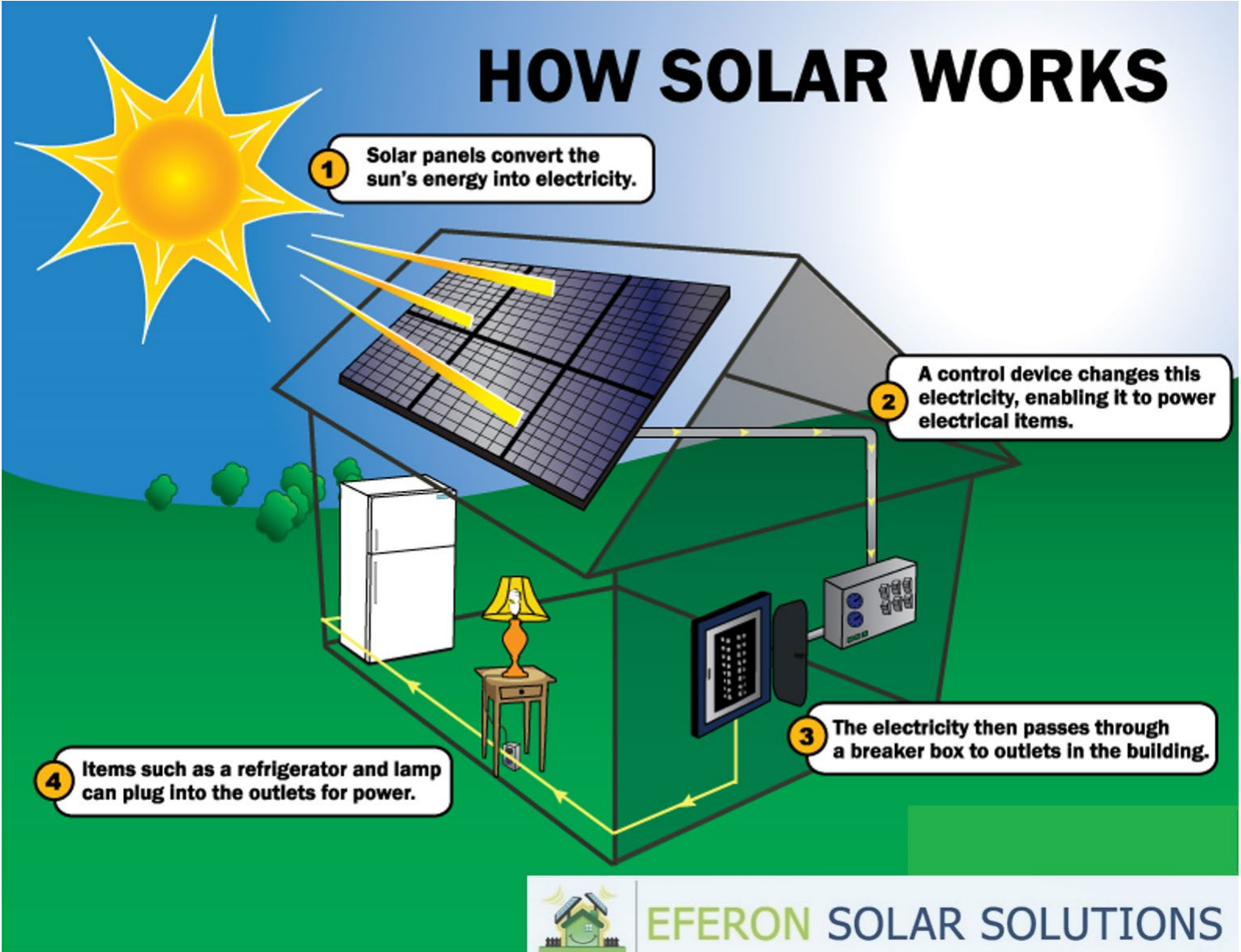
Make-up assignments policy: All assignments, tests, course work must be completed before taking the NABCEP exam.

Programs Fees

CLOCK HOURS OF INSTRUCTION	TUITION	ADM! N FEES	TEXTBOOK FEES	TOOL/ SUPPLY FEES	TEST/ LICENSING/ FEES	TOTAL COST
350	\$4,000	\$125	\$150	\$0	\$125	\$4,000

Private Payment: Eferon Solar Solutions takes private pay students; the payment schedule follows as a third of the tuition is due before the course start date, the second third of the tuition is due within 60 days, and the final third is due by the mid-point of the course. Collection efforts will be initiated 30 days past the scheduled due date, including but not limited to phone contact, email, and certified mail delinquency notices. Eferon Solar Solutions reserves the right to retain legal counsel if restitution is not made.

HOW SOLAR WORKS



Organization Chart

