



PowerCode Institute

Institutional Catalog

PowerCode Institute
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INSTITUTION NAME & CONTACT INFORMATION

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Kansas City, MO 64114

Phone: (816) 287-0076

Email: powercodeinstitute@gmail.com

Website: www.powercodeinstitute.com

MISSION STATEMENT

PowerCode Institute exists to expand access to career and technical education through hands-on training, industry-aligned instruction, and a commitment to lifelong learning.

Our mission is to empower individuals from all backgrounds with the knowledge, skills, and confidence to pursue meaningful careers and contribute to a strong, skilled workforce.

PROGRAM OBJECTIVES

The objective of the Electrical Foundations program is to prepare students for entry-level employment or apprenticeship in the electrical industry by developing essential knowledge, skills, and safety practices. This program provides a strong foundation in electrical theory, tools, materials, safety standards, and basic circuitry to ensure students are job-ready and qualified to continue into advanced training, licensing, or on-the-job experience in residential, commercial, or industrial settings.

ACCREDITATIONS, CERTIFICATIONS, & MEMBERSHIPS

OTHER APPROVALS & CERTIFICATIONS

PowerCode Institute's Electrical Foundations program is aligned with the nationally recognized curriculum of the **National Center for Construction Education and Research (NCCER)**.

Students who complete the program may earn the following third-party industry-recognized credentials:

- **NCCER Core Curriculum Certificate**
- **NCCER Electrical Level 1 Certificate**
- **OSHA 10 Construction Safety Certification**

These credentials are portable, stackable, and recognized by employers, contractors, and apprenticeship programs across the United States.

INSTITUTIONAL AFFILIATIONS & MEMBERSHIPS

PowerCode Institute maintains active engagement with the following organizations in support of its mission and training delivery:

- **National Center for Construction Education and Research (NCCER)** – Curriculum alignment and credentialing
- **Missouri Department of Higher Education & Workforce Development (MDHEWD)** – Institutional certification and oversight
- **Missouri Job Centers & Workforce Development Partners** – Coordination for future workforce training alignment

These affiliations contribute to the development of industry-recognized programming and help ensure alignment with state regulatory and workforce development initiatives.

FACULTY RECOGNITION

PowerCode Institute's instructional staff bring years of industry experience in the electrical trade and have held state-recognized credentials such as Journeyman and Master Electrician licenses. Faculty qualifications reflect real-world expertise and instructional capability consistent with industry and workforce training standards.

At this time, no public awards or external accolades have been formally issued to the institution's faculty. However, faculty selection prioritizes demonstrated field knowledge, leadership, and commitment to training the next generation of skilled professionals.

CAMPUS FACILITIES & EQUIPMENT

PowerCode Institute's main instructional site will be located at:

Campus Address:

12144 Blue Ridge Blvd (Pending Lease Confirmation)

Kansas City, MO 64134

Phone: (816) 287-0076

Email: powercodeinstitute@gmail.com

Website: www.powercodeinstitute.com

Hours of Operation:

Monday – Thursday: 8:00 AM – 5:00 PM

(Classes are held in morning. Administrative and instructional support are available during these hours.)

Campus Layout:

The training facility includes a dedicated classroom space for instructor-led lessons and assessments, and an open lab area outfitted for hands-on electrical training. The lab area will be equipped with mock framing stations, panelboards, raceways, conduit bending tools, residential wiring setups, and standard safety equipment to support experiential learning.

Instructional Equipment:

The Electrical Foundations program will utilize the following instructional tools and materials:

- Multimeters and voltage testers
- Electrical hand tools and PPE
- Conduit benders and cutters
- Wiring boards for residential and commercial layouts
- Projector and whiteboard for instructor presentations
- NCCER-aligned course materials and Learning Management System (LMS)

Student Resources and Services:

While PowerCode Institute does not offer housing, food services, or fitness facilities, the campus is centrally located near public transportation routes and local amenities. Students will have access to staff support during business hours for enrollment, certification tracking, and academic assistance.

Campus Safety Contact:

In the event of an emergency, dial 911.

For non-emergency safety concerns during class hours, please contact the program director at (816) 287-0076. Safety procedures are reviewed with all students during program orientation.

FACULTY & STAFF

PowerCode Institute's team includes dedicated professionals with deep industry experience in electrical work, education, and workforce development. Our instructional staff and support personnel are committed to preparing students for career success in the trades.

ADMINISTRATIVE STAFF**Rena Carter**

Executive Director

 powercodeinstitute@gmail.com

 (816) 287-0076

Oversees strategic leadership, compliance, and student support operations.

Brandon Dye

Program Director

Leads curriculum development, faculty oversight, and instructional quality.

FACULTY BIOGRAPHY**Brandon Dye – Program Director & Lead Instructor**

Brandon began his electrical apprenticeship in July 2007 with IBEW Local 124 and became a Journeyman in May 2012. He earned his Master Electrician License and operated his own electrical contracting business from 2012 to 2023. Brandon has also completed advanced training programs in construction management, business development, and workforce training through partnerships with organizations like JE Dunn and KCI Airport. He has mentored and trained numerous apprentices and brings real-world expertise to every class.

STUDENT SERVICES

PowerCode Institute is committed to supporting student success both inside and outside the classroom. While the institution is in its early stages of operation, the following student services are available or will be facilitated through partnerships:

Academic Support

- **Instructor Office Hours:** Faculty are available before and after class sessions to answer questions and provide one-on-one support.
- **Tutoring:** Subject-specific tutoring is available by appointment, with a focus on foundational electrical concepts and test preparation.

Career Support

- **Career Readiness Coaching:** PowerCode offers resume assistance, interview preparation, and workplace professionalism guidance to help students prepare for employment.
- **Industry Networking:** Students will be connected to local employers, contractors, and workforce programs for informational sessions and career insight.
- **Credential Guidance:** Staff assist students in understanding the value and transferability of credentials earned, such as NCCER certifications.

Workforce Referrals

- While PowerCode Institute does not currently offer direct job placement services, students will receive referrals to partner organizations such as:
 - **Missouri Job Centers**
 - **Local union and non-union apprenticeship programs**
 - **Workforce development boards and hiring fairs**

Student Advising & Support

- **Enrollment & Progress Advising:** Support staff are available to assist students with course expectations, attendance, and navigating institutional policies.
- **Orientation:** All students receive a detailed program orientation to understand course structure, requirements, and available resources.

Community Resource Referrals

Students who need access to transportation, housing assistance, or basic needs may be referred to local nonprofit partners and social service agencies.

Accessing Services:

Students can request support or appointments by contacting the Executive Director at powercodeinstitute@gmail.com or by visiting the front desk during normal hours of operation (Monday–Thursday, 8:00 AM – 9:00 PM).

PROGRAMS

Program Name: Electrical Foundations**Program Length:** 192 clock hours (12 weeks)**Delivery Schedule:** 4 days per week, 4 hours per session**Total Program Duration:** 12 weeks per session**Credential Awarded Upon Completion:**

- PowerCode Institute Certificate of Completion – Electrical Foundations Program
 - NCCER Core Curriculum Certificate
 - NCCER Electrical Level 1 Certificate
 - OSHA 10 Certification
-

Program Description

The Electrical Foundations program is designed to prepare students for entry-level employment or advanced training in the electrical trade. This program introduces students to essential concepts in safety, hand and power tool use, blueprint reading, electrical theory, circuit wiring, and the National Electrical Code (NEC).

Students will receive both classroom instruction and extensive hands-on lab training using real-world equipment in a simulated jobsite environment. Upon completion, students will be equipped with the technical knowledge and credentials to pursue apprenticeship programs, entry-level work, or further industry certification.

Program Objectives

- Provide foundational knowledge in electrical theory and systems
 - Develop jobsite-ready skills in wiring, conduit bending, and tool handling
 - Ensure safe work practices in alignment with OSHA standards
 - Prepare students to earn nationally recognized NCCER credentials
 - Support student pathways into employment or advanced apprenticeship training
-

Course Requirements

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The following modules are required to complete the Electrical Foundations program. All modules align with the NCCER Core and Electrical Level 1 curriculum:

Core Curriculum Modules:

1. Basic Safety (OSHA 10)
2. Introduction to Construction Math
3. Introduction to Hand Tools
4. Introduction to Power Tools
5. Construction Drawings
6. Basic Communication Skills
7. Basic Employability Skills
8. Introduction to Material Handling

Electrical Level 1 Modules:

1. Orientation to the Electrical Trade
2. Electrical Safety
3. Introduction to Electrical Circuits
4. Electrical Theory
5. Introduction to the National Electrical Code (NEC)
6. Device Boxes
7. Hand Bending
8. Raceways and Fittings
9. Conductors and Cables
10. Basic Electrical Construction Drawings
11. Residential Electrical Services
12. Electrical Test Equipment

Each module includes lab-based assessments and hands-on evaluations. Students must pass all modules and meet attendance requirements to successfully graduate and receive certifications.

EMPLOYMENT & APPRENTICESHIP DISCLAIMER

While PowerCode Institute goes above and beyond to prepare students for real-world employment and apprenticeship opportunities, we do not guarantee job placement or entry into a registered apprenticeship program upon completion. Our training is designed to equip students with the skills, certifications, and confidence needed to pursue career opportunities, but actual outcomes depend on student performance, market demand, and employer discretion.

ACADEMIC CALENDAR

PowerCode Institute operates year-round, offering four 12-week training sessions annually. Each training session consists of four 4-hour instructional days per week (Monday through Thursday).

Training Sessions

- **Winter Session:** January – March
- **Spring Session:** April – June
- **Summer Session:** July – September
- **Fall Session:** October – December

Each session is 12 weeks in length, totaling 192 clock hours.

Class Schedule

- 8:00 AM – 12:00 PM (Monday–Thursday)

Observed Holidays (No Class)

PowerCode Institute observes the following holidays. Classes will not be held on these dates:

- **New Year's Day** (January 1)
- **Martin Luther King Jr. Day** (3rd Monday in January)
- **Presidents Day** – Third Monday in February
- **Memorial Day** (Last Monday in May)
- **Juneteenth National Independence Day** (June 19)
- **Independence Day** (July 4)

- **Labor Day** (1st Monday in September)
- **Thanksgiving Day** (4th Thursday in November)
- **Day After Thanksgiving**
- **Christmas Eve and Christmas Day** (December 24–25)

If a holiday falls during a scheduled class day, makeup sessions may be scheduled at the discretion of the program director to ensure students meet their hours requirements.

POLICIES & PROCEDURES

ADMISSION REQUIREMENTS

PowerCode Institute is committed to providing high-quality, career-focused training opportunities while maintaining full compliance with all institutional and public funding eligibility requirements.

All applicants must meet the following minimum admission criteria:

- Be at least 17 years of age at the time of enrollment
- Possess a high school diploma or Missouri-recognized equivalency (GED or HiSET)
- Complete a brief admissions interview with school staff
- Submit a completed application and required documentation

Proof of diploma or equivalency must be submitted prior to official enrollment.

Applicants who do not currently hold a high school diploma or equivalency may not enroll at this time. However, PowerCode Institute supports educational access for all individuals and offers referrals to local GED and HiSET preparation programs. Once applicants have completed an approved equivalency, they are encouraged to reapply.

PowerCode Institute does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or veteran status in its admission policies.

NON-DISCRIMINATION POLICY

PowerCode Institute does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status in

any of its policies, procedures, or practices. This includes admission, access to, and participation in educational programs, activities, or services.

Inquiries concerning the application of non-discrimination policies may be directed to the Executive Director at powercodeinstitute@gmail.com.

ENROLLMENT PROCEDURES

The enrollment process at PowerCode Institute ensures each applicant is fully prepared to begin training. All students must complete the following steps prior to beginning their program:

- 1. Submit an Application**

Applications can be submitted online or in person and must include all required supporting documentation.

- 2. Participate in a Readiness Interview**

Applicants will meet with an admissions representative to review goals, expectations, and support needs.

- 3. Provide Required Documentation**

- Copy of high school diploma or Missouri-recognized equivalency
- Valid photo identification

- 4. Sign the Enrollment Agreement**

Accepted students must complete an Enrollment Agreement that outlines:

- Program name and description
- Program length in weeks and total instructional hours
- Tuition, fees, and payment schedule
- Refund and cancellation policies
- Student and school official signatures and dates
- Technology Use Agreement

- 5. Establish Tuition Payment Plan**

Students may choose to pay in full or select an approved payment plan. Outside funding sources may be used if approved in advance.

6. Attend Mandatory Orientation

Students must attend orientation prior to the first day of class. Orientation includes student policies, safety expectations, program overview, and access to support services.

TECHNOLOGY USE POLICY

PowerCode Institute provides students with access to school-issued laptops and digital resources as part of the training experience. These tools are intended for educational purposes only and are required for use with the NCCER Learning Management System (LMS), research, online certifications, and assignments.

Permitted Use

- Accessing course content, labs, assignments, and program materials
- Communicating with instructors and staff for academic purposes
- Participating in approved virtual learning sessions or self-paced modules

Prohibited Use

- Accessing inappropriate websites or materials
- Downloading unauthorized software or media
- Sharing login credentials or tampering with device settings
- Using devices for personal business or non-academic purposes during class

Responsibility & Maintenance

- Students are responsible for the care and appropriate use of school-issued laptops.
- Any damage, loss, or technical issue must be reported immediately to staff.
- Students may be charged repair or replacement fees for intentional damage or negligence.
- All devices must be returned in good working condition at the end of the program.

PowerCode Institute reserves the right to monitor device usage and take disciplinary action for misuse in accordance with the institution's Code of Conduct and Progressive Discipline Procedures.

TUITION & FEES

TUITION

The total tuition for the *Electrical Foundations* program at PowerCode Institute is **\$4,950**. This 12-week program cost includes instruction, lab time, equipment usage, safety training, and credentialing required to complete the course successfully.

FEES & COST BREAKDOWN

Category	Amount
Core Tuition & Instruction	\$3,600
NCCER Curriculum & LMS Access	\$250
OSHA 10 Certification	\$100
Admin, Lab, and Facility Fees	\$300
Tools & Safety Gear (Student Keeps)	\$300
Laptop Rental & Maintenance Fee	\$400
Total Program Cost	\$4,950

Note: Laptops are provided on a rental basis for the duration of the program. This includes access, maintenance, and technical support. Devices must be returned in good condition at the conclusion of the program.

BOOKS & SUPPLIES

All required learning materials are included in tuition. Students keep their tools and personal protective equipment (PPE) upon graduation. Laptops are rented and must be returned at the end of the program.

PAYMENT METHODS ACCEPTED

Accepted forms of payment include:

- Credit/Debit Card
- ACH/Bank Transfer
- Cash
- Personal or Business Check
- Approved Grants, Scholarships, or Workforce Development Funding

MINIMUM PAYMENT REQUIREMENTS

A **\$1,000 deposit** is required at the time of enrollment to reserve a seat. The remaining balance may be paid in full or through an approved payment plan.

Note: Students approved for grant or workforce funding may have this deposit waived.

PAYMENT PLANS

PowerCode Institute offers flexible payment plans to assist students in managing their educational investment. Payment plans are typically structured across the 12-week program and must be approved prior to the start of class.

To apply for a payment plan, contact:

 powercodeinstitute@gmail.com

FAILURE TO PAY REPERCUSSIONS

If a student fails to maintain payment arrangements, the following actions may occur:

- Financial warning or probation
- Suspension from class sessions
- Removal from the program
- Account referred to collections

PowerCode Institute complies with Missouri regulations and will not withhold earned certificates from students who have completed all academic requirements, regardless of unpaid tuition balances.

CANCELLATION, DISMISSAL, WITHDRAWAL

CANCELLATION OF ENROLLMENT PRIOR TO COMMENCEMENT

Students who wish to cancel their enrollment before the start of class must notify the Executive Director in writing at **powercodeinstitute@gmail.com** or by calling (816) 287-0076.

Per Missouri law, any student who cancels within **three (3) business days** of signing the enrollment agreement will receive a **full refund** of all tuition, fees, and other costs paid during enrollment—excluding any **consumable fees** such as background checks or third-party services.

DISMISSAL FROM PROGRAM

Students may be dismissed from PowerCode Institute for the following reasons:

- Repeated unexcused absences or tardiness
- Disruptive, unsafe, or unprofessional behavior
- Failure to meet academic standards
- Violation of any institutional policies, including safety or conduct

Dismissal decisions are made by the Program Director with input from faculty and staff. Written notification will be issued outlining the reason for dismissal and any refund eligibility per the institution's refund policy.

Students dismissed due to **institutional or program error** (e.g., course cancellation or instructor unavailability) will receive a **full refund** of all tuition and fees paid.

Students dismissed due to **personal behavior, academic performance, or policy violations** will receive a refund in accordance with the established refund formula.

WITHDRAWAL FROM ENROLLMENT

Students who wish to withdraw from the program after classes begin must submit a **written notice of withdrawal** to the Executive Director.

The withdrawal notice should include:

- Student's full name
- Date of withdrawal
- Reason for withdrawal

This documentation is required by Missouri law. A refund will be calculated and issued based on the institution's official refund policy, regardless of reason for withdrawal.

Students who wish to withdraw must notify the Executive Director in writing at **powercodeinstitute@gmail.com** or by calling (816) 287-0076.

REFUNDS

FOR CANCELLATION

Students who cancel their enrollment **within three (3) business days** of signing the enrollment agreement are entitled to a **full refund** of all tuition, fees, and costs paid—excluding **consumable fees** (e.g., background checks, drug screenings, or third-party service charges).

Refund requests must be submitted in writing to the Executive Director at:

 powercodeinstitute@gmail.com

If enrollment occurs fewer than four days before the program begins, students will still have up to the end of the third business day after signing the agreement to cancel and receive a full refund. Attendance during those days will not affect refund eligibility, provided the cancellation notice is submitted on time.

FOR DISMISSAL OR WITHDRAWAL

Students who are dismissed from the program or who voluntarily withdraw after the program has started will be eligible for a **partial refund** based on the schedule below. Refunds are calculated from the student's official withdrawal date, which is either the date written notice is received or the last date of attendance (whichever is earlier).

Dismissed and withdrawn students are subject to the **same refund schedule** and must return any school-owned materials (such as laptops) in good condition to avoid additional charges.

All consumable and third-party fees (e.g., background check, drug test, materials issued) are non-refundable once administered.

METHOD & TIMING OF REFUNDS

Approved refunds will be issued within **30 business days** of official withdrawal, dismissal, or cancellation. Refunds will be returned using the original payment method unless otherwise arranged in writing.

For questions or to initiate a refund, contact:

 powercodeinstitute@gmail.com |  (816) 287-0076

INSTRUCTIONAL METHODS UTILIZED

PowerCode Institute delivers training using a blended instructional model that combines classroom instruction, hands-on lab practice, and online coursework. This approach is designed to ensure students develop both the knowledge and practical skills needed for success in the electrical industry.

Instructional methods include:

- **Instructor-Led Classroom Sessions** – Live lectures, group discussions, and guided lessons covering electrical theory, blueprint reading, and safety protocols.
- **Hands-On Lab Training** – Structured lab sessions using real tools, electrical components, and simulated jobsite setups to build technical proficiency.
- **NCCER Online Modules** – Self-paced digital learning platform that reinforces classroom topics and allows students to progress through required NCCER Core and Electrical Level 1 content.
- **OSHA 10 Certification** – Safety training is completed via a self-paced online course delivered by a third-party provider, or directly through PowerCode Institute if in-house delivery is offered at the time of enrollment.
- **Group Projects and Collaboration** – Interactive team-based assignments that emphasize troubleshooting, planning, and communication.
- **Quizzes, Exams, and Competency Evaluations** – Ongoing assessments to ensure student comprehension and skill mastery.

Training is held in person four days per week (Monday–Thursday) with both AM and PM session options. Digital learning components, including OSHA 10 and NCCER modules, may be completed during scheduled lab time or independently as assigned.

ACADEMIC EVALUATION PROCEDURES

GRADING METHODS

PowerCode Institute evaluates student performance using a combination of written assessments, hands-on lab evaluations, and online module completion. The grading system is as follows:

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- **90–100%** – A (Excellent)
- **80–89%** – B (Good)
- **70–79%** – C (Satisfactory)
- **60–69%** – D (Needs Improvement)
- **Below 60%** – F (Unsatisfactory / Fail)

Certain components such as OSHA 10 and NCCER modules may be marked as **Pass/Fail** but must still be completed to receive a final certificate.

Each course component (lecture, lab, digital, and certification) contributes to the final program grade.

MEASURES OF SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing and be eligible for program completion, students must:

- Maintain a **cumulative grade average of 70% or higher**
- Complete all required NCCER and OSHA modules
- Meet all lab performance requirements
- Adhere to minimum attendance requirements (see Attendance Policy)
- Demonstrate satisfactory conduct and professionalism

Failure to meet these standards may result in academic probation or dismissal from the program.

BARRIERS TO ACADEMIC SUCCESS

PowerCode Institute is committed to supporting all students in achieving academic success. When a student is identified as struggling—either academically or with attendance—the following interventions may be initiated:

- **Early Performance Monitoring** – Instructors and program staff track grades, lab scores, and attendance from day one.
- **Academic Warning & Intervention** – Students falling below 70% will receive written notice and be offered support options.
- **Support Services Offered:**
 - 1-on-1 tutoring and lab remediation
 - Study skills coaching
 - Access to online learning tools and review materials
 - Academic counseling and mentoring
 - Referrals for mental health or personal support services
 - Flexible learning options if available and approved

Students are encouraged to communicate with their instructor or the Program Director at the first sign of academic difficulty.

STUDENT ATTENDANCE REQUIREMENTS

PowerCode Institute enforces clear and consistent attendance requirements to reflect the expectations of the construction and electrical industries, where reliability and presence are essential for success.

Attendance Policy

Students must attend at least **90%** of all scheduled class and lab hours to remain in good standing and be eligible to complete the program. This equates to no more than **4 total absences** (one full week) over the 12-week course.

- **Tardiness** and **early departures** are tracked and may be recorded as partial absences.
 - Consistent lateness may result in probation or dismissal.
-

Reporting Absences

Students must notify the Program Director or their instructor **before the start of the scheduled session** if they anticipate being absent.

- Email: powercodeinstitute@gmail.com
- Phone: **(816) 287-0076**

Emergency absences may require supporting documentation.

Excused vs. Unexcused Absences

- **Excused Absences** may include:
 - Illness (with verification)
 - Medical appointments
 - Legal obligations
 - Bereavement
 - Emergency situations approved by staff

- **Unexcused Absences** are any absences that are not reported or approved in advance.

Students with **three (3) or more unexcused absences** may be placed on **academic probation**. Continued violations may lead to dismissal.

Make-Up Work & Lab Time

Students are responsible for making up any missed work, including completing NCCER modules, lab activities, and assignments.

Lab remediation sessions may be scheduled by instructors for students falling behind due to absences.

PowerCode Institute reserves the right to determine whether make-up activity sufficiently replaces missed instructional time.

CODE OF CONDUCT

PowerCode Institute expects all students to maintain high standards of professionalism, integrity, and respect throughout the duration of their training. The Code of Conduct reflects the behaviors and values that align with success in the electrical trade and ensures a safe, supportive, and productive learning environment for all.

Student Conduct Expectations

Students are expected to:

- Treat instructors, staff, peers, and guests with **respect and professionalism**
- Attend class and lab sessions **on time and prepared**
- Use all school property, equipment, and tools **responsibly and safely**
- **Follow all safety procedures**, including proper use of PPE and adherence to lab protocols
- Maintain **honesty** in all academic and hands-on work (no cheating, falsifying documents, or dishonesty of any kind)
- Keep personal cell phone use to a minimum during instructional time unless permitted by the instructor
- **Refrain from disruptive behavior**, including excessive talking, arguing, or disrespectful language
- **Avoid possession or use of drugs, alcohol, or weapons** on school property

- Comply with all **local, state, and federal laws** while enrolled in the program
-

DRESS CODE

PowerCode Institute maintains a professional dress code to promote safety, readiness, and jobsite standards expected in the construction and electrical industries. All students are required to follow this policy during both classroom and lab instruction.

Required Daily Attire

Students must arrive each day in the following:

- **Work-ready pants** (jeans, work pants, or durable utility pants)
- **Closed-toe, non-slip shoes** (preferably steel-toe or composite-toe boots)
- **Appropriate shirts** (t-shirts or long sleeves with no offensive graphics or language)
- **Safety gear** as assigned, including but not limited to:
 - Hard hat
 - Safety glasses
 - Work gloves
 - High-visibility vest (when required in lab settings)

Personal grooming and hygiene should reflect professionalism at all times.

Prohibited Attire

- Sandals, flip-flops, or open-toed shoes
 - Shorts or ripped clothing
 - Pajamas, athletic wear, or sleepwear
 - Clothing with offensive, discriminatory, or profane language or imagery
-

Enforcement & Repercussions

Students who report to class out of compliance may:

1. Receive a verbal or written warning
 2. Be sent home to change and marked absent
 3. Be placed on probation for repeated violations
 4. Face dismissal if dress code violations interfere with safety or training outcomes
-

Students are encouraged to ask instructors or staff if they are unsure about their attire. Safety and professionalism are non-negotiable components of the training experience.

PROGRESSIVE DISCIPLINE PROCEDURES

PowerCode Institute is committed to maintaining a positive, professional, and safe learning environment. To support student accountability, we follow a **progressive discipline model** for handling violations of institutional policy, including but not limited to:

- Academic performance
- Student conduct
- Attendance
- Dress code
- Safety violations
- Respect for staff, peers, and school property

The goal of this process is to correct behavior, support student growth, and ensure a respectful and effective learning environment for all.

Step 1: Verbal Warning

The instructor or staff member will address the issue directly with the student, clarify expectations, and document the discussion informally. This may occur in the classroom or during a private meeting.

Step 2: Written Warning

If the behavior continues or if the initial violation is more serious, a formal written warning will be issued and placed in the student's file. The student will meet with the Program Director to discuss expectations and the next steps.

Step 3: Probation

Students placed on probation will receive a written notice outlining the terms, timeframe, and conditions for improvement. A performance improvement plan (PIP) may be developed, which could include tutoring, counseling, or mentorship depending on the nature of the issue.

Step 4: Suspension

If a student fails to meet the terms of probation or engages in serious misconduct, they may be suspended from class for a designated period. During suspension, students may not attend class or participate in school-sponsored activities.

Step 5: Dismissal/Expulsion

Students who fail to correct the issue or commit a major violation (e.g., harassment, theft, safety threat, drug use) may be permanently dismissed from the program. The student will be notified in writing and advised of any refund eligibility in accordance with the institution's Refund Policy.

Appeal Process

Students may appeal a suspension or dismissal decision in writing to the Executive Director within **five (5) business days** of the decision. Appeals will be reviewed by a panel, and a final decision will be communicated within ten business days.

PowerCode Institute reserves the right to bypass any step and move directly to a higher level of discipline based on the severity of the violation.

GRIEVANCE PROCEDURES

PowerCode Institute is committed to maintaining a respectful, fair, and inclusive learning environment. Students who experience dissatisfaction with any aspect of their enrollment, classroom experience, interactions with peers or staff, or institutional operations are encouraged to follow the grievance procedure outlined below.

Step 1: Informal Resolution

Whenever possible, students are encouraged to resolve concerns directly with the individual or party involved. Many issues can be addressed quickly through respectful dialogue or clarification.

Step 2: Formal Written Complaint

If informal resolution is not successful or appropriate, the student may submit a **formal written complaint** to the Program Director or Executive Director. The written grievance should include:

- Student's full name and contact information
- Description of the concern or incident
- Names of individuals involved (if applicable)
- Date(s) of occurrence
- Any prior attempts at resolution
- Desired outcome or resolution

Complaints should be emailed to:

 **powercodeinstitute@gmail.com**

or submitted in person at the main campus office.

Step 3: Institutional Review

Once received, the complaint will be reviewed by the administration. This may include interviews, a review of relevant documentation, or a meeting with the student. A written response will be issued within **ten (10) business days** of receipt.

Step 4: Appeal Process

If the student is not satisfied with the outcome of the institutional review, they may submit a written appeal to the Executive Director. Appeals must be submitted within **five (5) business days** of the decision. Final decisions will be communicated in writing within **ten (10) business days** of receiving the appeal.

Step 5: External Review

If a student believes their complaint was not resolved fairly or in accordance with state requirements, they may request an external review by the Missouri Coordinating Board for Higher Education (CBHE) at the contact information below:

Missouri Department of Higher Education & Workforce Development

Attn: Coordinating Board for Higher Education

301 W High St., PO Box 1469

Jefferson City, MO 65101-1469

 (573) 751-2361

 (573) 751-6635

 info@dhewd.mo.gov

INSTITUTIONAL MODIFICATIONS & LIABILITY DISCLAIMER

PowerCode Institute reserves the right to modify its curriculum, class schedules, delivery formats, and policies as necessary due to unforeseen circumstances, public health concerns, changes in law, or other institutional needs. These modifications may occur without prior notice but will be communicated as timely and transparently as possible.

By enrolling, students acknowledge and agree that PowerCode Institute shall not be held liable for disruptions, delays, or changes caused by circumstances beyond its control. Students further waive the right to pursue legal claims or damages against the institution arising from such necessary modifications.

GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation and receive a Certificate of Completion from PowerCode Institute, students must meet the following requirements:

Academic Requirements

- Successfully complete **all required courses** within the program
 - Achieve a **minimum cumulative grade of 70%** (equivalent to a “C” average)
 - Complete and pass all **NCCER Core and Electrical Level 1 modules**
 - Successfully complete **OSHA 10 Certification** (via third-party or in-house delivery)
-

Attendance Requirements

- Maintain a minimum of **90% attendance** across the program
- Complete all required **lab hours** and practical evaluations

Conduct Requirements

- Remain in good standing with the institution, free from any disciplinary actions that would prevent program completion
 - Abide by all institutional policies, including Code of Conduct, Dress Code, and Attendance Policy
-

Administrative Requirements

- Fulfill all **financial obligations** to the institution, including tuition, fees, and materials costs
 - Return all **school-owned equipment** in acceptable condition (e.g., laptops, PPE)
-

Students who meet all graduation criteria will receive a **Certificate of Completion** and may be eligible for **NCCER credentialing** and **employment referrals** through PowerCode Institute’s industry partnerships.

TRANSFER CREDIT & ACADEMIC REQUIREMENT SUBSTITUTIONS

PowerCode Institute may evaluate and consider transfer credit or experiential learning for students who have previously completed academic coursework, industry-recognized certifications, or relevant job experience. These considerations are reviewed on a **case-by-case basis** and may result in partial credit, course substitutions, or exemptions from certain program requirements.

Eligible Transfer or Substitution Sources

- Prior completion of **NCCER Core** or equivalent modules
 - Verified **OSHA 10 Certification** completed within the past 5 years
 - Documented experience from **apprenticeship programs** or employment in the electrical field
 - Post-secondary training from **accredited institutions** or registered training providers
-

Evaluation Process

To be considered for transfer or substitution:

1. Students must submit official transcripts, credentials, or employer documentation.
 2. Requests must be made prior to or during the first two weeks of enrollment.
 3. The Program Director and instructional team will evaluate the documentation for alignment with current curriculum and industry standards.
 4. Approved credits or hours will be documented in the student's file and reduce the overall program requirements as appropriate.
-

Limits & Discretion

- PowerCode Institute **does not guarantee** acceptance of transfer credit or prior experience.
 - No more than **25% of the total program hours** may be satisfied through transfer or substitution unless formally approved by administration.
 - All students must complete **key performance assessments and lab evaluations** regardless of any transfer approvals.
-

Transfer Disclaimer

Credits, hours, or certificates earned at PowerCode Institute **may not be accepted** by other institutions. It is the student's responsibility to confirm whether credits will transfer to another program, employer, or post-secondary institution.

TRANSCRIPT PROCEDURES

Students who have completed coursework or graduated from PowerCode Institute may request an official transcript by following the procedures outlined below.

How to Request a Transcript

To request a transcript, students must submit a written request via email or in person including the following information:

- Full name (at time of enrollment)
- Program completed
- Dates of attendance
- Reason for request
- Mailing or email address for delivery
- Signature (if submitted in person)

Transcript requests may be submitted to:

 **Email:** powercodeinstitute@gmail.com

 **Mail/In-Person:** PowerCode Institute, 12144 Blue Ridge Blvd, Grandview, MO 64030

 **Phone (for inquiries):** (816) 287-0076

Transcript Processing

- **Processing Time:** Please allow **5–7 business days** for processing and delivery.
- **Delivery Method:** Transcripts may be sent via email (PDF) or mailed in a sealed envelope upon request.

Transcript Fees

- The **first official transcript** is provided **at no charge**.
- Additional copies will incur a **\$10 processing fee** per transcript.
- Fees must be paid in full before transcripts are released.

STUDENT RECORDS & FERPA COMPLIANCE

PowerCode Institute respects and upholds the rights of students under the **Family Educational Rights and Privacy Act (FERPA)**. Students have the right to access their educational records, request amendments to inaccurate records, and control the disclosure of personally identifiable information.

Educational records are maintained securely and are only released to third parties with the written consent of the student, except in cases where disclosure is permitted under federal law.

For more information on your FERPA rights or to request access to your records, contact the Executive Director at **powercodeinstitute@gmail.com** or call **(816) 287-0076**.

CATALOG CERTIFICATION STATEMENT

This catalog is hereby certified to be true and correct in content and policy as of the date below.

PowerCode Institute reserves the right to modify policies, procedures, program offerings, schedules, or tuition and fees as necessary to maintain compliance with regulatory standards or to improve educational quality.

Any updates or changes will be communicated in writing to enrolled students and posted in the most recent version of the official catalog.

Certified by:

Renaë Carter

Executive Director

PowerCode Institute

Date: June 03, 2026