

**MTTI STAFF**

**President/Director of Education and Training**

Edward R. Ring

**Vice President/Program Director/Student Services Advisor**

Sharon Ring

**Director of Operations**

Edward M. Ring

**Director of Education**

Jen Morin

**Director of Student Services**

Ali Thompson

**Chief Financial Officer**

Victoria Ivanov

**Financial Manager & Assistant**

Kathy Trahan / Sharlyne Silva

**Database Administrator**

Dottie Arnold

**Director of Financial Aid**

Alicia Keshjian

**Financial Aid Administrator**

Amanda Nevitt

**Assistant Database Administrator**

Ashley Melikian

**Office Manager**

Sabrina Martineau

**Admissions Officers**

Cheryl Lanagan / Amy Dressler / Anya DeVito

**Facilities Managers**

Arthur Trahan / Norm Frazee

**Career Service Specialists**

Erin Proctor / Shawn Barnes

**Compliance Monitor**

Joan Perry

**Compliance Monitor/Community Relations**

Susanne Wissell

**Automotive Service Instructors**

Glen Verduchi / Jameson Infantino

Brian Phinney / Ross Carroccia

**Building and Property Trades Instructor**

Don Deforges - Department Chair

Jacob Guzman / Dylan Coppellotti

**Computer Service Technician/Network Installer Instructors**

Boris Katan / Kenneth Souza

**MTTI STAFF**

**HVAC/R Instructors**

Asher Marshall - Department Chair

John Barbosa / Matt Trudeau

Chris Cosgrove / Rito Soriano / Jason Lawrence

**Medical Assistant Instructors**

Courtney Olson - Department Chair

Brooke Levesque / Andrew Simpson

**Medical Billing & Coding/Office Administration Instructors**

Janet Roccabello

**Motorsports/Power Equipment Instructors**

Gary Simcock / Cale Jones

**Residential & Commercial Electrical**

John Godfrey / Ian Boisvert / Keith Dwyer

**School Hours:** Monday thru Friday 8:30 am to 3:00 pm

**Seekonk MA Evening Programs:** Monday, Tuesday, Wednesday 5:30 pm to 9:30 pm

**EP, RI Evening Programs:** Tuesday, Wednesday, Thursday 5:30 pm to 9:30 pm

**Holidays**

New Year's Day

Labor Day

Martin Luther King Day

Columbus Day

Veteran's Day

Good Friday

Thanksgiving Day

Day After Thanksgiving

Memorial Day

Week After Christmas

Independence Day

President's Day

**Page 27: Student Complaint/Grievance Procedure**

If a student has a formal complaint against another student, staff/faculty member of MTTI or school itself, they are instructed to submit a written formal complaint to the Director of Education.

**Page 26: MTTI's Policy on Warning/Termination**

The disregard for any of MTTI's general rules and/or Student Conduct Policy will be grounds for immediate termination.

**Page 19: Veterans Benefits**

Tool bonus awards are not charged to the VA. Tool bonus awards are awarded to graduates upon verification of training-related employment within 90 days of graduation. Each program has different tool bonus awards which are subject to change.

**Page 8: Automotive Service Technician program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 9 Building and Property Trades program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 10: Computer Service Technician/Network Installer program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 11 Heating Ventilation Air Conditioning Refrigeration Technician program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 12: Medical Assistant program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 13 Medical Billing Coding / Office Administration program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 14 Motorcycle Power Equipment Technician program**

24 Credits by Dept. of Education Method is now 30 credits

**Page 15: Residential Commercial Electrician program**

24 Credits by Dept. of Education Method is now 30 credits

**MTTI Main Campus**

1241 Fall River Avenue

Seekonk, MA 02771 (includes two buildings)

**MTTI Satellite Campus**

54 Water Street

East Providence, RI 02915