TRADEWORKS ACADEMY

VOLUME 1

PROGRAM CATALOG

OCTOBER 2025

168 HIGHWAY 274, #160,
LAKE WYLIE, SC 29710

803-322-1782

TradeWorks Academy

TRADEWORKSONLINE.ORG

Non-Discrimination Policy

TradeWorks Academy admits students of any race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, or veteran status to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. The Academy does not discriminate in its educational programs, admissions policies, scholarship and loan programs, or any other school-administered programs, in compliance with applicable federal and state laws. Institutional policies in Appendix E.

Mission Statement

Our mission is to equip every student with the skills, confidence, and industry-recognized credentials to step into high-demand trades. We believe every learner, regardless of background, deserves access to affordable, career-ready training. TradeWorks Academy offers flexible pathways in skilled trades education, designed to match available funding resources and workforce demands, while guiding students toward high-demand careers and supporting South Carolina's long-term economic growth. TradeWorks Academy delivers programs via distance education (100% online).

Directory

Ownership and Executive Leadership

Mary Roman – Founder & Executive Director. Self-employed business owner with over 25 years of experience in business operations, regulatory compliance, and leadership. Holds professional certificates in wellness training. No academic degree awarded.

Administrative Officers

Alberto Roman – Director of Academic Programs, Associate in Applied Science, Flight Engineering from the Community College of the Air Force.

Michele Mailhot – Director of Affairs, Master of Science for Education with University of Maine and Walden University, Bachelor of Science with University of Maine and University of Maine Farmington.

Jasmine Roman – Director of Marketing & Communications, Business owner, and professional marketing certifications.

Governing Board

TradeWorks Academy does not maintain an internal governing board. Curriculum validation is provided through Interplay Learning's Executive Advisory Board, while TradeWorks Academy conducts annual compliance reviews to ensure alignment with South Carolina standards.

Faculty

TradeWorks Academy does not employ on-site faculty or instructors of record. All instructional content and delivery are provided through Interplay Learning, a nationally recognized provider of skilled trades training. Interplay Learning develops and delivers Program materials using subject matter experts with relevant trade credentials and industry experience. TradeWorks Academy maintains institutional oversight to ensure that all instructional content meets South Carolina Commission on Higher Education standards for quality, accuracy, and alignment with program objectives. The Academy is responsible for compliance, student support, and the integrity of academic records, but does not participate in the hiring or qualification review of Interplay Learning personnel.

Description of Facilities

TradeWorks Academy is a fully online institution. Instruction, student services, and administrative operations are delivered through secure, cloud-based platforms. While we do not maintain a physical campus, our digital infrastructure serves as our instructional and operational "facility."

Equipment Students Will Use

Students are expected to have access to the following equipment to participate in TradeWorks Academy programs:

 * Desktop or laptop computer with reliable internet connection
 * Webcam and microphone for virtual instruction and support
 * Access to our Learning Management System (LMS) via web browser
 * Productivity software (e.g., Microsoft Office or Google Workspace)
 * PDF reader and file upload capability
 * Mobile device (optional, for supplemental access)

All instructional materials, assessments, and student support services are accessible through our LMS and secure student portal. Technology requirements checklist in Appendix F.

Class Size

Class size is not applicable for TradeWorks Academy Programs. Instruction is delivered asynchronously through our online platform, and students progress through Programs independently at their own pace.

Room and Board

TradeWorks Academy does not provide living quarters or room and board. As a fully online institution, students participate remotely and are responsible for their own housing and meals.

Licensure & Accreditation Status

CHE Licensure Disclaimer
Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone 803-737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

Accreditation Status
TradeWorks Academy is not accredited by any national or regional accrediting agency recognized by the U.S. Department of Education.

Job Placement Assistance
TradeWorks Academy does not guarantee job placement or employment. We provide career-readiness resources to help students transition into the workforce. These include:

· Resume templates and interview preparation tips
· Guidance on industry-recognized credentials
· Referrals to local workforce boards and employer networks

Students completing eligible programs may request a Certificate of Completion and credential documentation for employment purposes by contacting Student Services. TradeWorks Academy does not operate as an employment agency and does not place students directly with employers. Enrollment and completion of the TradeWorks Skilled Program of study does not guarantee employment.

Transfer of Credit Disclosure
TradeWorks Academy's Skilled Trades certificate programs are non-credit bearing and do not confer academic credits. Likewise, TradeWorks Academy does not accept transfer credits from other institutions nor transfer credits to other colleges or universities. All students must complete the full program of study at TradeWorks Academy in order to receive a certificate of completion.

Please note: While TradeWorks Academy does not award academic credit, our programs are aligned with national standards OSHA, EPA, NATE, NABCEP and may fulfill training requirements for state licensure or employer onboarding.

Programs Offered

Delivery Method

Distance Education (100% online). The Skilled Trades Training Program equips students for entry-level and mid-level employment in high-demand sectors including HVAC, Electrical, Plumbing, Construction, and related fields such as Solar Energy, and Construction Basics. The program offers flexible, affordable access to nine integrated Programs under a single tuition payment.

All training includes:

- Interactive video modules
- Hands-on simulations via Virtual Reality (VR) headset (optional)
- Built-in assessments and progress tracking

Program Outlines Skilled Trades Training Program (Standard time for completion is based on 12 hrs. per week)

1. HVAC Fundamentals & Systems (~78 hours) <u>Standard Time to Completion: 7 weeks</u>

Purpose: To prepare students for entry-level employment as HVAC technicians by providing foundational knowledge of heating, cooling, and refrigeration systems, safety standards, and troubleshooting practices.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in HVAC environments.
- Identify and use common HVAC tools and equipment.
- Demonstrate understanding of refrigeration cycles, heating, and cooling systems.
- Perform basic troubleshooting and preventive maintenance.

Modules:
- Safety & OSHA Standards – 6 hrs
- Tools & Equipment – 8 hrs
- Refrigeration Cycle – 10 hrs
- Electrical Fundamentals – 12 hrs
- Heating Systems – 12 hrs
- Cooling Systems – 12 hrs
- Troubleshooting & Diagnostics – 10 hrs
- Preventive Maintenance – 8 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes bundled exam fees for NATE

Ready to Work, EPA Section 608, and OSHA 10, administered through authorized third-party proctors. Credentials are awarded only upon successful completion of the required external exams.

2. Construction Basics (~70 hours) <u>Standard Time to Completion: 6 Weeks</u>

Purpose: To provide students with foundational construction knowledge and safety practices for entry-level roles in building construction.

Objectives: Graduates will be able to:
- Apply OSHA construction safety standards.
- Identify and use hand and power tools.
- Demonstrate knowledge of building materials and structural basics.
- Perform basic carpentry and finishing tasks.

Modules:
- Construction Safety; OSHA – 8 hrs
- Hand & Power Tools – 10 hrs
- Building Materials – 12 hrs
- Framing & Structural Basics – 12 hrs
- Site Preparation & Layout – 10 hrs
- Basic Carpentry & Finishing – 10 hrs
- Construction Math & Measurements – 8 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. Credentials are awarded only upon successful completion of the external exam.
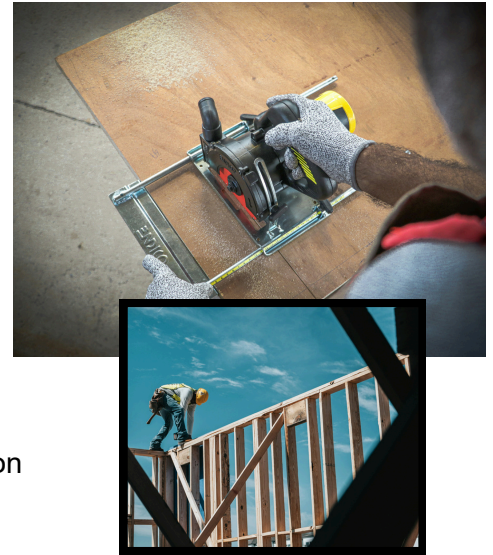
3. Multi-Family Maintenance (~80 hours) <u>Standard Time to Completion: 7 weeks</u>

Purpose: To train students in the safe maintenance, troubleshooting, and repair of HVAC, plumbing, electrical, and appliance systems in multi-family housing.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in multi-family environments.
- Maintain and repair HVAC, plumbing, and electrical systems.
- Perform appliance repair and preventive maintenance.
- Demonstrate knowledge of building codes and maintenance practices.

Modules:
- Safety & OSHA – 8 hrs
- HVAC Systems in Multi-Family Units – 15 hrs
- Plumbing Systems – 15 hrs
- Electrical Systems – 12 hrs
- Appliance Repair – 10 hrs
- Building Maintenance & Codes – 10 hrs
- Troubleshooting & Preventive Maintenance – 10 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes bundled exam fees for EPA Section 608 and OSHA 10, administered through authorized third-party proctors. Credentials are awarded only upon successful completion of the required external exams.

4. **Electrical Systems (~45 hours)** <u>**Standard Time to Completion: 4 weeks**</u>

Purpose: To provide students with foundational electrical knowledge and safety practices for residential and light commercial systems.

Objectives: Graduates will be able to:
- Apply OSHA electrical safety standards.
- Identify and use electrical tools and materials.
- Demonstrate knowledge of wiring, circuits, and residential systems.
- Perform basic troubleshooting and maintenance.

Modules:
- Electrical Safety & OSHA – 6 hrs
- Tools & Materials – 6 hrs
- Basic Electrical Theory – 8 hrs
- Wiring & Circuits – 10 hrs
- Residential Systems – 8 hrs
- Troubleshooting & Maintenance – 7 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. Credentials are awarded only upon successful completion of the external exam.

5. **Plumbing Systems (~71 hours)** <u>**Standard Time to Completion: 6 Weeks**</u>

Purpose: To provide students with a solid foundation in the principles, practices, and safety standards of the plumbing trade, with a focus on residential systems.

Objectives: Graduates will be able to:
- Apply OSHA plumbing safety standards.
- Identify and use plumbing tools and materials.
- Install, maintain, and repair water supply and drainage systems.
- Troubleshoot and service fixtures and appliances.

Modules:
- Plumbing Safety & OSHA – 6 hrs
- Tools & Materials – 8 hrs
- Water Supply Systems – 12 hrs
- Drainage & Waste Systems – 12 hrs
- Fixtures & Appliances – 10 hrs
- Installation & Repair – 12 hrs
- Troubleshooting & Maintenance – 11 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes bundled exam fees for EPA Section 608 and OSHA 10, administered through authorized third-party proctors. Credentials are awarded only upon successful completion of the required external exams.

## 6. Appliances & Residential Electrical (~75 hours) <u>Standard Time to Completion: 6 week</u>

Purpose: To train students in the safe installation, maintenance, and repair of common residential appliances and electrical systems.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in appliance and electrical work.
- Demonstrate knowledge of wiring, circuits, and electrical fundamentals.
- Install, maintain, and repair major and minor appliances.
- Perform troubleshooting and preventive maintenance.

Modules:
- Safety & OSHA – 6 hrs
- Electrical Fundamentals – 10 hrs
- Wiring & Circuits – 12 hrs
- Major Appliances (Washers, Dryers, Refrigerators) – 12 hrs
- Small Appliances – 10 hrs
- Troubleshooting & Diagnostics – 12 hrs
- Preventive Maintenance – 13 hrs
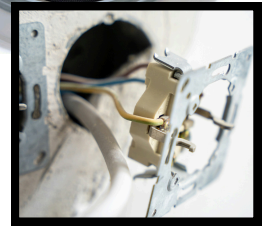
Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. Credentials are awarded only upon successful completion of the external exam.

7. Building Maintenance (~72 hours) <u>Standard Time to Completion: 6 week</u>

Purpose: To prepare students for entry-level roles in building and facility maintenance by providing training in HVAC, electrical, and appliance systems.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in building maintenance.
- Perform preventive maintenance on HVAC, electrical, and appliance systems.
- Troubleshoot and repair standard building systems.
- Demonstrate knowledge of building codes and maintenance practices.

Modules:
- Safety & OSHA – 6 hrs
- HVAC Systems Overview – 12 hrs
- Electrical Systems – 12 hrs
- Appliance Systems – 10 hrs
- Building Codes & Maintenance Practices – 12 hrs
- Troubleshooting & Preventive Maintenance – 10 hrs
- Facility Operations Basics – 10 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. Credentials are awarded only upon successful completion of the external exam.

8. **Clean Energy Systems (~41 hours) <u>Standard Time to Completion: 4 week</u>**

Purpose: To provide students with foundational knowledge and practical skills in solar energy systems and renewable energy practices.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in solar installation.
- Demonstrate knowledge of photovoltaic systems and installation practices.
- Perform basic troubleshooting and maintenance of solar systems.
- Identify career pathways in renewable energy.

Modules:
- Solar Safety & OSHA – 5 hrs
- Solar Energy Fundamentals – 6 hrs
- Tools & Equipment – 5 hrs
- Photovoltaic Systems – 8 hrs
- Installation Practices – 8 hrs
- Troubleshooting & Maintenance – 9 hrs

Credentials: Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. The Program with knowledge areas covered by NABCEP entry-level solar exams; however, NABCEP credentials require separate eligibility and testing through NABCEP's approved process.

9. **Solar (~71 hours) <u>Standard Time to Completion: 6 weeks</u>**

Purpose: To provide comprehensive training in solar energy systems, safety, installation, and maintenance practices for entry-level solar technician roles.

Objectives: Graduates will be able to:
- Apply OSHA safety standards in solar installation.
- Demonstrate knowledge of photovoltaic systems, electrical codes, and installation practices.
- Perform troubleshooting and preventive maintenance of solar systems.
- Prepare for entry-level employment as solar energy technicians.

Modules:
- Solar Safety & OSHA – 5 hrs
- Solar Energy Fundamentals – 6hrs
- Tools & Equipment – 5 hrs
- Photovoltaic Systems – 8 hrs
- Installation Practices – 8 hrs
- Troubleshooting & Maintenance – 9 hr
- <u>Electrical for Solar (Code, Circuits, Panels) - 10 hrs</u>
- <u>Utility Solar Installation (Foundations, Racking, Wiring) – 12 hrs</u>
- <u>Solar Career Readiness & Job Skills – 8 hrs</u>

Credentials
Students receive a TradeWorks Academy Certificate of Completion and Interplay Learning's JobReady Certificate. Program tuition includes the OSHA 10 exam fee, administered through an authorized third-party proctor. This program also aligns with knowledge areas covered by NABCEP entry-level solar exams; however, NABCEP credentials require separate eligibility and testing through NABCEP's approved process.

Admission Policy

Minimum Admissions Criteria
Applicants must meet the following requirements for admission:
- Be at least 18 years of age at the time of enrollment.
- Hold a high school diploma, GED, or recognized equivalent.
- Provide a valid form of government-issued identification.
- Demonstrate proficiency in English (reading, writing, and speaking) sufficient to complete program requirements.
- Application procedures Appendix G

Program Delivery Format

Delivery Method: Distance Education (100% online) through our secure learning platform, powered by Interplay Learning—an industry-recognized provider of immersive skilled trades training. Students progress at their own pace, with most Programs designed for completion within 4 to 12 weeks, depending on individual schedules and Program intensity. Upon enrollment and receipt of full payment, students may begin at any time and access materials 24/7 from any internet-enabled device. After receipt of full payment, TradeWorks Academy will provide the following complementary starter supplies: Canvas tote bag, standard notebook, writing utensils (pencils). Optional technology purchases—such as laptops and VR headsets—are available and detailed in Appendix A

Important Calendar Dates
Not applicable. Programs are fully online and self-paced. Learners may start and complete Programs at any time.

Holidays Observed
Not applicable. The learning platform and all Program materials remain available 24 hours a day, 7 days a week, year-round without interruption.

Attendance Policy & Class Participation
No scheduled class meetings. Students complete Programs through distance education. Progress is measured by module and quiz completion within the learner's enrollment period. There is no attendance tracking—success is determined solely by satisfactory completion of all Program modules and assessments.

Tardiness
Not applicable. There are no live sessions or fixed meeting times. Learners who wish to review recorded demonstrations and simulations may do so on their own schedule.

Makeup Work
All assignments, quizzes, and final assessments can be submitted at any point as completed. There are no missed-work penalties, and extensions are unnecessary—learners retain full ability to complete or revisit any content until their access window closes.

Academic Performance & Completion Requirements

Graduation Requirements

To be awarded a Certificate in the Skilled Trades Training Program, a student must:

- **Complete all required Program modules in the curriculum as listed in this catalog.**
- **Achieve a minimum passing grade of 70% (C) or higher in each Program module.**
- **Successfully complete the final comprehensive exam or exams with a score of 70% or higher.**
- **Complete the required total number of clock hours of instruction (as defined in the program outline)**
- **Complete all program requirements within 12 months of initial enrollment.**

Progress Reports

Because instruction is delivered entirely online, student progress is continuously available through the institution's secure learning management system. Students may view their grades, assignment feedback, and Program completion status at any time. In place of separate written progress reports, the institution records and posts grades for each assignment, quiz, and examination as they are completed. Final Program grades are issued at the conclusion of each module and are permanently recorded in the student's academic record. Students may request a printed copy of their current grade record from the administrative office at any time.

Progress Reports & Academic Probation and Suspension Policy

Student academic progress is monitored through the Learning Management System (LMS) dashboard. Students who do not meet established benchmarks may receive automated notifications, followed by direct outreach from Student Services. If a student remains inactive or fails to demonstrate satisfactory academic progress, the Academy may place the student on academic probation. Continued non-compliance with academic requirements may result in suspension or administrative withdrawal.

Grading Scale

The institution uses a letter grading system to evaluate student performance. Grades are determined by scores earned on quizzes, simulations, assignments, and examinations within each Program. The grading is as follows:

A 90–100 Excellent
B 80–89 Good
C 70–79 Average
D 60–69 Below Average
F 59 and below Failing

Additional notations used:

- I (Incomplete): Assigned when a student has not finished all required modules in the Program within the allotted time. An Incomplete may be converted to a letter grade once the outstanding work is submitted and evaluated.
- W (Withdrawal): Assigned when a student formally withdraws from a Program prior to completion.

A minimum grade of C (70%) is required in each module to be considered passing and to remain in good academic standing. Students must earn a grade of C or higher in all required modules to be awarded a Certificate of Completion. Final grades are posted at the conclusion of each module and are permanently recorded in the student's academic record. Students may access their grades at any time through the online learning management system and may request a printed copy from the administrative office.

Tuition and Fees (Distance Education Program)
The Student agrees to pay the following itemized costs to complete the program:

Tuition: $6,800 (flat fee, covers all available Programs)
Admin Fee: $100 (non-refundable)
Books: N/A Online
Supplies: Upon acceptance of enrollment and receipt of the full payment, each student will be issued the following supplies by TradeWorks Academy at no additional cost: Canvas tote bag, standard notebook, and pencils (Appendix D). These supplies are provided as a courtesy welcome kit; they are not required for program completion. Total Cost: **$6,900**

Technology Access Requirement: Since all instructional content is delivered online, students must have access to a personal computer that meets the minimum specifications outlined in Appendix A. To assist students, TradeWorks Academy provides a list of common vendors and retailers where laptops can be purchased in Appendix A. A virtual reality headset is not required for enrollment; however, students who wish to enhance their training experience may purchase one, with suggested options in Appendix A. This list is provided for convenience; students are free to obtain equipment from any vendor of their choice. The institution does not sell, lease, or profit from the purchase of equipment. Any equipment purchased by the student is their personal property and is non-refundable. Appendix C contains a list of external programs and resources that may help students in purchasing a computer or virtual reality headset.

Cancellation & Refund Policy
- Cancellation Prior to Class Start: Students who cancel enrollment before the LMS access activation are entitled to a full refund of all tuition and fees paid, less the non-refundable administrative fee of $100
- Withdrawal After Class Start: Refunds are calculated based on the percentage of the initial program completed, as determined by the student's last date of academic activity in the LMS.

Refund Calculation Example $6,800 Tuition:
(Refunds are calculated based on the percentage of course content accessed in the LMS)

%Completed	Percent (%) Refund to Student*	Amount Refunded to Student*	Amount Retained by School
0–10% complete	80%	$5,440	$1,360
11–25% complete	50%	$3,400	$3,400
26–50% complete	25%	$1,700	$5,100
More than 50%	0%	$0	$6,800

* Refunds for students funded by state or federal workforce grants will be returned to the funding agency in accordance with their rules.

Supplies and Optional Equipment:
- Supplies provided at enrollment (canvas tote, notebook, pencils) are included at no additional cost and are non-refundable and non-returnable once issued
- Optional equipment (laptop, VR headset) is not included in tuition. Purchases are made directly by the student from a vendor of their choice and are non-refundable by the institution

Refund Processing:
- All refunds will be issued within 40 days of the student's official withdrawal date
- Refunds are calculated from the last date of academic activity on the LMS as determined by TradeWorks Academy
- Official withdrawal must be submitted in writing to the institution

Maintenance of Student Records
Student records are maintained 6 years after graduation, withdrawal or dismissal, in accordance with SC CHE requirements. Transcripts are maintained 50 years after graduation, withdrawal or dismissal, in accordance with SC CHE requirements.

Student Complaint & Grievance Policy
TradeWorks Academy is committed to maintaining a fair and respectful online learning environment. Students who have a concern are encouraged to first seek an informal resolution by contacting the appropriate Academy representative (such as Student Services or program administration). If the matter is not resolved, a formal written complaint may be submitted to Student Support Services at J.Roman@TradeWorksonline.org. Complaints will be reviewed promptly, and a written response will be provided. Students may appeal decisions to the Executive Director, whose decision is final at the institutional level. No student will face retaliation for filing a complaint in good faith. If a complaint cannot be resolved after exhausting the institution's grievance procedure, students may contact:

South Carolina Commission on Higher Education
1122 Lady Street, Suite 400
Columbia, SC 29201
(803) 737-2260
www.che.sc.gov.

Appendix A – Computer and Virtual Reality Specifications

Students may complete all TradeWorks Academy Programs using a desktop or laptop computer. While virtual reality (VR) is optional, a compatible computer is required for accessing simulations, quizzes, and instructional modules.

Recommended Specifications

Operating System	Windows 10 or later, macOS 11 or later.
Processor	Intel i5 / AMD Ryzen 5 or better
RAM	8 GB minimum (16 GB recommended)
Graphics	Integrated graphics (dedicated GPU preferred for 3D)
Storage	At least 10 GB of free space
Internet	Stable broadband connection (Wi-Fi or Ethernet)
Browser	Google Chrome or Microsoft Edge (latest version)

Device Notes

- Tablets and smartphones may be used for some modules, but a computer is recommended for full functionality
- Chromebooks are not recommended due to limited compatibility with 3D simulations
- Students are responsible for maintaining their own devices and internet access
- TradeWorks Academy does not provide or refund hardware purchases

Suggested Sellers for Compatible Laptops

Retailer	Link
Amazon	amazon.com/laptops
Best Buy	bestbuy.com
Walmart	walmart.com
Newegg	newegg.com
B&H Photo Video	bhphotovideo.com

Interplay-Compatible VR Headsets & Sellers

Headset Model	Recommended Use	Sellers
Meta Quest 3 (128GB / 512GB)	Popular for students; high performance	Amazon, Walmart, Best Buy
Meta Quest 2 (128GB / 256GB)	Budget-friendly and widely supported	Amazon, Walmart, eBay
Meta Quest Pro	Advanced features for enterprise use	Amazon, Walmart, eBay
Pico Neo 3 Pro	Enterprise-grade, PC VR compatible	Amazon, Walmart, eBay
Vive Focus 3	High-end enterprise headset	Amazon, eBay, HTC Vive Official

Notes for Students

- All headsets listed are compatible with Interplay Learning's VR modules
- VR use is optional and not required for program completion
- Students are responsible for purchasing and maintaining their own equipment
- TradeWorks Academy does not sell or refund VR hardware

Appendix B – TradeWorks Academy Hold Harmless Statement

Hold Harmless and Assumption of Risk Agreement

TradeWorks Academy, LLC

By enrolling in and participating in Programs offered by TradeWorks Academy, LLC ("Academy"), whether delivered through Virtual Reality ("VR") headsets, computers, or other digital platforms, I acknowledge and agree to the following:

1. Acknowledgment of Risks

I understand that participation in Academy Programs may involve the following risks:

- VR-Specific Risks: To include, but not limited to, dizziness, nausea, eye strain, disorientation, motion sickness, seizures, loss of balance, falls, collisions with objects or persons, and other physical or psychological effects.
- Computer and Screen Use Risks: To include, but not limited to, eye strain, headaches, fatigue, musculoskeletal discomfort, repetitive strain injuries, and other effects from prolonged screen time.
- Sedentary Risks: To include, but not limited to, health effects associated with extended sitting or lack of movement.
- Technology Risks: To include, but not limited to, software or hardware malfunctions, internet interruptions, data loss, or corrupted files. I acknowledge that these risks may result in injury, discomfort, or property damage.

2. Assumption of Responsibility

I voluntarily choose to participate in TradeWorks Academy's Programs and assume full responsibility for any risks, injuries, or damages, known or unknown, that may result. I agree to:

- Use VR equipment only in a safe environment, free of obstacles.
- Take regular breaks, maintain ergonomic posture, and adjust my environment as needed.
- Discontinue participation immediately if I experience discomfort or adverse effects.

3. Release of Liability

In consideration of being permitted to participate in TradeWorks Academy Programs, I hereby release, waive, and discharge TradeWorks Academy, LLC, its owners, officers, employees, instructors, contractors, and affiliates from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, injury, or harm that may occur during or as a result of my participation.

4. Indemnification

I agree to indemnify, defend, and hold harmless TradeWorks Academy, LLC and its affiliates from any claims, damages, or expenses (including attorney's fees) arising from my participation in TradeWorks Academy Programs or from my misuse of VR or computer equipment.

5. **Medical Disclaimer**

I acknowledge that I have been advised to consult with a physician before participating if I have a history of epilepsy, seizures, heart conditions, balance disorders, vision impairments, musculoskeletal conditions, or any other medical condition that may be affected by VR use, prolonged sitting, or extended screen time. I understand that the Academy does not provide medical advice and that I am solely responsible for determining my fitness to participate.

6. **Equipment and Technology Disclaimer**

I understand that VR hardware, computer systems, and software may malfunction or have limitations, and that the Academy is NOT responsible for such purchases, as they are solely the responsibility of the student. Any warranties are based on the purchase agreements the student has made with the third party from whom the equipment was purchased. I agree to follow all safety instructions and proper use guidelines provided by TradeWorks Academy.

7. **Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.

8. **Acknowledgment of Understanding**

I have read this Hold Harmless and Assumption of Risk Agreement, fully understand its terms, and voluntarily agree to be bound by it. I understand that by signing this document, I am giving up substantial legal rights, including the right to sue.

Signature of Student: _____

Printed Name: _____ Date: _____

Received by TradeWorks Academy, LLC:

Representative Signature: _____Date: _____

Printed Name & Title: _____

Appendix C – Grant & Assistance Programs

Grant & Assistance Resources: Students needing financial help for a laptop and/or headset may qualify for support through these programs. TradeWorks Academy staff will offer guidance and help with applications when requested.

Workforce Innovation and Opportunity Act (WIOA) – SC Works
- Program: SC Works Workforce Innovation and Opportunity Act
- Allowable Costs: Training-related equipment, including laptops and VR headsets, if used for credentialing or job readiness.
- Website: scworks.org/centers
- Contact: SC Department of Employment and Workforce – (803) 737-2400

South Carolina Innovation Grant (LEGO® Education Partnership)
- Program: 2025–26 Innovation Grant
- Allowable Costs: Explicitly allows purchase of technology and instructional hardware when tied to measurable outcomes.
- Website: education.lego.com/en-us/grants-and-funding/south-carolina/innovation-grant/
- Contact: Philip Cease email: phcease@ed.sc.gov

SC Business Development – Capital & Innovation Grants
- Program: SC Commerce Business Development Grants
- Allowable Costs: Technology purchases that expand workforce training capacity.
- Contact: SC Department of Commerce – (803) 737-0400
- Website: scbizdev.sccommerce.com/resources/capital-funding-grants

Grant Portal – Technology Grants in South Carolina
- Program: Technology Grants – The Grant Portal
- Allowable Costs: Classroom technology, laptops, VR, and digital learning tools.
- Contact: (954) 935-8800
- Website: south-carolina.thegrantportal.com/technology

Computers With Causes (Donated Computers)
- Phone: ·(888) 228-7320
- Website: computerswithcauses.org

Rural Technology Fund
- Program: Rural Technology Fund (RTF)
- Allowable Costs: Grants for technology education projects, including hardware like computers, VR, and robotics kits.
- Contact: Phone: (615) 852-5859
- Website: ruraltechfund.org/apply-for-grants/

Rise Vision – Technology Grant Directory
- Program: A directory of a wide range of federal, state, and private grants available.
- Allowable Costs: Classroom Technology (laptops, tablets, VR headsets)
- Contact: Phone: (855) 898-1744
- Website: risevision.com

Assistance Resource for Internet Services: For assistance covering internet costs.
- Program: Affordable Connectivity Program (ACP)
- Allowable cost: may qualify for up to $30/ month off broadband service
- Contact: (877) 384-2575
- Website: fcc.gov/acp or affordableconnectivity.gov

Students who would like assistance from TradeWorks Academy in identifying available grants and completing the application process for recommended equipment may fill out the form below. This form is for student convenience only; TradeWorks Academy does not sell or finance equipment. All purchases are made directly between the student and their chosen vendor.

Student Name: _____

Program Enrolled: _____

- I would like assistance identifying vendors to set up my laptop.
- I plan to purchase a laptop independently.
- I would like assistance identifying vendors for a laptop.
- I would like assistance identifying vendors for a VR headset.
- I would like assistance in applying for a grant to purchase a computer and/or a VR headset.

Student Signature: _____ Date: _____

Appendix D

School Supplies

These supplies are provided as a courtesy welcome kit; they are not required for program completion.
(Colors may vary)

Appendix E – Institutional Policies

These policies apply to all students enrolled in TradeWorks Academy (Academy) programs. By signing the Enrollment Agreement and initialing Section J, students acknowledge receipt of and agree to abide by these policies.

1. Code of Conduct
  - Students are expected to conduct themselves professionally and respectfully in all interactions with TradeWorks Academy staff and in all use of the Academy's online platforms.
  - Harassment, discriminatory language, offensive content, or disruptive behavior in any form of communication (including email, chat, or online submissions) is strictly prohibited.
  - Students must comply with all applicable laws and institutional rules while enrolled.

  - 2. Acceptable Use of Technology
  - Access to the Academy's Learning Management System (LMS) and third-party platforms (including Interplay Learning) is provided solely for educational purposes.
  - ·   Students may not upload, post, or transmit any content that is unlawful, offensive, infringing, or otherwise inappropriate.
  - ·   Students are responsible for safeguarding their login credentials and may not share accounts or access with others.
  - ·   Misuse of technology resources may result in suspension or dismissal.

  - 3. Academic Integrity
  - All coursework, assessments, and assignments must represent the student's own work.
  - Plagiarism, cheating, falsification of records, or misrepresentation of academic activity is prohibited.
  - Violations of academic integrity may result in disciplinary action, including dismissal without refund.

4. Disciplinary Procedures
  - Alleged violations of these policies will be reviewed by Academy administration.
  - Students will receive written notice of the alleged violation and an opportunity to respond.
  - Sanctions may include a written warning, temporary suspension of access, or permanent dismissal from the program.
  - Students may submit a written appeal within 10 business days of receiving notice of a disciplinary decision.
  - Appeals will be reviewed by Academy leadership, and the decision will be final.

5. Liability & Responsibility
  - Students are solely responsible for their conduct on all Academy and third-party platforms.
  - TradeWorks Academy will act promptly to address violations,but is not liable for individual student misconduct.
  - Students acknowledge that inappropriate use of online platforms may result in reputational or legal consequences for which the student, not the Academy, bears responsibility.

6. Acknowledgment
By signing the Enrollment Agreement and initialing Section J, the student affirms that they have read, understood, and agree to abide by the Institutional Policies contained in this Exhibit 6E.

Appendix F: Technology Readiness Checklist

All students are required to review this checklist before beginning coursework to ensure they have the necessary technology and access to participate fully in TradeWorks Academy programs.

□ I have access to a personal computer (desktop or laptop) that meets the minimum specifications:
- Processor: Intel i5 (or equivalent)
- Memory: 8 GB RAM
- Storage: 256 GB SSD
- Operating System: Windows 10 or higher / macOS 11 or higher

□ I have reliable broadband internet access (10 Mbps or higher recommended).

□ I can access and use a modern web browser (Chrome, Edge, Firefox, Safari).

Audio/Video Requirements

□ My computer has working speakers or headphones.

□ My computer has a functioning microphone (built-in or external).

□ My computer has a functioning webcam (built-in or external).

Software & Accounts

□ I can access the TradeWorks Academy Learning Management System (LMS).

□ I have an active email account that I check regularly.

□ I can open and view PDF documents.

□ I can use basic productivity software (Word, Excel, or Google Docs/Sheets).

Optional Equipment (if applicable)

□ I own or plan to purchase a Virtual Reality (VR) headset for enhanced training modules.

□ I understand that VR equipment is optional and not required for program completion.

Appendix G - Application Procedures

Applicants must complete the following steps to be considered for enrollment in TradeWorks Academy:

Submit Application Form
- Complete the online application form available at TradeWorksOnline.org.
- Provide full legal name, date of birth, contact information, and program of interest.

Provide Required Documentation
- Upload a copy of a high school diploma, GED, or recognized equivalent.
- Upload a valid government-issued photo identification.
- Documents must be submitted electronically through the secure student portal. Originals are not required.

English Proficiency Verification
- Applicants must attest to proficiency in reading, writing, and speaking English sufficient to complete program requirements.
- TradeWorks Academy reserves the right to request supplemental evidence if proficiency is unclear.

Application Review and Notification
- Student Services will review submitted applications and documentation within five (5) business days.
- Applicants will receive written notification of acceptance or denial via email.
- Accepted applicants will receive instructions for tuition payment and LMS access activation.

Tuition Payment
- Upon acceptance, applicants must remit full tuition and fees as outlined in the Tuition and Fees section of this catalog.
- Payment may be made via secure online portal or by mailed check.
- LMS access and enrollment confirmation are issued only after payment is received.

Enrollment Confirmation
- Once payment is processed, students receive a formal enrollment confirmation email.
- LMS credentials and starter supplies (canvas tote, notebook, pencils) are issued within ten (10) business days.
- Students may begin coursework immediately upon receipt of LMS credentials.

Conditional or Denied Applications
- Applicants who fail to meet the minimum criteria will be notified in writing.
- No conditional admissions are offered. Applicants may reapply once requirements are met.