



Adequacy and Improvement of Physical Facilities Plan For 2021

Career Technical Institute (CTI) is dedicated to providing appropriate resources for students that will allow them to acquire the skills and knowledge necessary to compete in the highly technical 21st Century workforce in the Washington-Metropolitan area. We strive to provide a comfortable environment for our students to learn in and our staff to work in. We are dedicated to providing adequate facilities for offices, restrooms, lounges and meeting rooms to serve our students, staff and faculty population.

Our Plan consists of the following components:

Current Facility:

CTI currently contracts with building management to provide daily cleaning and maintenance of our facility. The Institution's staff is responsible for cleaning the staff lounge area. On an annual basis, the Institution will examine the state of our facility and determine if we need to contract for additional services, such as carpet cleaning, painting, wall patching etc. If it is determined that any repairs, upgrades and/or modifications need to occur, the Institution will contract with the appropriate parties to have the work completed.

Due to the COVID 19 pandemic, the institution will purchase additional PPEs, for the protection of students and staff. Additional disinfecting and cleaning supplies will be bought and distributed to all work stations and classrooms and common areas. The institution will contract for the occasional disinfecting of the space for health and safety of all.

Technical Infrastructure

The System Administrator will conduct an inventory of equipment on a quarterly basis. Based upon that inventory, the Institution will determine if it needs to purchase and/or replace any broken or obsolete equipment. Our phone system and network are under a support agreement with CWPS, they are monitored 24/7 and we are alerted when there are any significant issues that need attention. We upgraded one of our network servers and purchased additional WAN hotspots to provide our students and employees better WIFI access on our network.

Campus Security

Our Campus is protected by a uniformed security guard in the building lobby 24/7. The

Campus has its own private entrance off of L Street, NW. The doors are open from 8 AM to 7.30 PM daily. After 7:30 PM, the doors are electronically locked by Datawatch systems. Visitors arriving after 7:30 PM will have to be buzzed in by the front desk associate. This ensures that only authorized individuals will be able to access our floor.

The Campus entrances and exits are monitored by a closed-circuit tv system, which provides an added layer of protection for the Institution's students and employees.

The Institution will consider the results of the quarterly student evaluation surveys in determining any improvements it needs to make.

Distance Education

The Institution's online delivery platform contains the following elements:

- Access to classes anytime anywhere.
- Online discussion boards.
- Online monitoring of student progress.
- Online program/course scheduling.
- Class and live chat sessions.

The Institution has contracted with Career Tech Services to license the use of its online delivery platform. This platform allows the Institution to provide its training programs via the distance delivery model and satisfies the Institution's requirements as detailed above. The contract also includes technical support on the platform. Currently, we offer all our programs via distance education or hybrid. The delivery platforms on campus and online platforms are identical. We also restricted student access to modules they haven't been scheduled for.

Future Facility Needs

As the Institution's population and program offerings grow and/or as its leases expire, the Institution will consider adding additional space or relocating as appropriate.

In considering acquiring additional space, the Institution will look for the following elements:

- Location accessible to public transportation and public parking.
- A secure building with electronically controlled access in the evenings.
- Layout design that provides enough room for our classrooms and support staff.
- Space that can provide our students with a good atmosphere for learning.
- Flexibility of space to allow the Institution to add additional educational programs.
- Ability for expansion in the same building (preferably in adjacent space).