



## STUDENT CATALOG 2019



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## MISSION STATEMENT

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California Truck Driving Academy was established in 2008 and incorporated in 2009. CTDA provides industry leading professional truck driver training and job placement assistance for its graduates. We are committed to superior training programs with the latest industry education. Our main focus is providing students from Orange County, Los Angeles County, and the Inland Empire with professional truck driver skills and continued equipment safety training ensuring graduates a road to career success.

We are pleased to offer top quality professional truck driver training programs for local driving, over-the-road and/or bus driving employment. In as little as four weeks you can gain the skills to work as a licensed Class “A” professional Truck Driver or obtain a professional Class “B” license. Our programs include the **Class A/B Truck Driver, Class A Truck Driver, Class B Truck Driver, Class B Bus/Passenger, Class C Truck Driver, Class A Truck Refresher, Class B Truck Refresher, and the Veteran Training Programs.** California Truck Driving Academy is located in the city of Santa Ana, California off the 5 FWY at the 17th Street/Penn Way exit. Our goal is to be Southern California’s best truck driver school. CCR 71810(b)(2)



***\*This institution is a private institution that is approved to operate by California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.***

CEC 94909(a)(2)

# ADMINISTRATION AND FACULTY

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## **Tina Singh**

Chief Executive Officer/Academy Director

The Academy Director manages the coordination and processing of all claims, legal issues, and related matters. Responsible for the management of all Academy activities, programs, and services implemented to meet the needs of students.

## **Eric Henry**

Chief Operating Officer

The Chief Operating Officer coordinates and oversees daily operations of the company. Maintains schedules, staff management and curriculum for training and ongoing in-service training of all students and staff. Manages student and staff compliance with all programs, administrative and personnel procedures.

## **Paul Machuca**

Chief Academic Officer

The Chief Academic Officer develops, and implements training strategies and curriculum for initial training and ongoing in-service training of all training staff. Oversee training staff compliance with all training programs, administrative and personnel procedures.

## **Samantha Regalado**

Admission Officer

The Admission Officer duties include serving as a source of information for potential applicants and helping them with the admissions process, as well as the monitoring, tracking and documenting of participant progress toward long-term employment; and works closely with the Administration staff, Instructors and Job Recruiters throughout the training process to facilitate program completion and job placement activities.

## **Amairani Quezada**

Admission Officer

The Admission Officer duties include serving as a source of information for potential applicants and helping them with the admissions process, as well as the monitoring, tracking and documenting of participant progress toward long-term employment; and works closely with the Administration staff, Instructors and Job Recruiters throughout the training process to facilitate program completion and job placement activities.

## INSTRUCTORS AND QUALIFICATIONS

### **Eric Putkela**

**Certified Commercial Truck Driving Instructor II**

Instructor II

Qualifications: U.S. Veteran with 16 years of training and transport experience.  
CA Commercial Driver License, endorsements include Passenger, Doubles/Triples and Tanker

### **Luis Meza**

**Certified Commercial Truck Driving Instructor II**

Instructor II

Qualifications: U.S. Veteran with 13 years of training and transport experience.  
CA Commercial Driver License, endorsements include Passenger, Doubles/Triples and Tanker

### **Michael Hunter**

**Certified Commercial Truck Driving Instructor II**

Instructor II

Qualifications: Over 12 years of combined training and transport experience.  
CA Commercial Driver License, endorsements include Passenger, Doubles/Triples and Tanker

### **Nycholas Vernon**

**Certified Commercial Truck Driving Instructor II**

Instructor II

Qualifications: 4 years of training and transport experience.  
CA Commercial Driver License, endorsements include Passenger, Doubles/Triples and Tanker

# POLICIES AND PROCEDURES

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## ADMISSION AND ELIGIBILITY REQUIREMENTS

In order to be accepted for training as a prospective student, you must meet the following requirements:

- Read, write and comprehend English (English language proficiency can be equivalent to 10<sup>th</sup> grade level and up with High School Diploma.)
- Be at least 18 years old. Minimum age for interstate driving is 21 years
- Complete and pass an entrance exam (70% passing grade or higher)
- Submit a DD 214 (Veteran applicant's only)
- Required to obey academy policies and procedures
- Submit current and valid California driver license
- Submit proof of residency
- Present a Social Security card and Resident Alien Card, if applicable. **(NOT LAMINATED OR TAPED TOGETHER)**
- Manual transmission experience (preferred)
- Pass a (D.O.T.) Department of Transportation physical examination (DL 51).
- Obtain a Department of Motor Vehicles (DMV H6) printout.

(Note: if applicant has any DUI convictions, more than three moving violations on his/her driving record, any Workers Compensation claims in the last three years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to the Admissions representative so that we may determine on an individual basis whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry.)

## ADMISSION PROCEDURES

For admission to California Truck Driving Academy, an interview of the applicant will be conducted by an Admissions Representative. At that time, the student will be given an admissions application to complete. In the interview, the applicant is informed about the program itself, admissions requirements, class start dates, the requirements before performing a safety sensitive function (driving), having a negative drug test result, and academy policies in general. All applicants will be given this Student Catalog electronically via email and any member of the general public can access this Student Catalog at [www.ctdanow.com](http://www.ctdanow.com). Each applicant is also given a tour of the academy, if possible.

Also, during the interview it will be pointed out that if the applicant has any; DUI convictions, more than three moving violations, any Workers Compensation claims in the past three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers. However, we train and offer job placement for those who meet the Admission Requirements.

An Enrollment Agreement is then processed when the applicant is determined to be qualified for training. The agreement is forwarded to the Academy Administrator for approval. A “Notice of Students Rights” informing the student of their right to cancel the training contract is given to each student at the time of enrollment.

## **ADMISSION ACCEPTANCE OF CREDITS**

California Truck Driving Academy has not entered into an articulation agreement with any other college or university and does not accept any credits earned at other institutions or through challenge examinations and achievement tests. CEC 94909(a)(8)(A)

## **FACILITIES AND EQUIPMENT**

The campus is located in an executive area —the type of area where professionals are normally located. We use this environment to teach our students discipline and a will to learn and achieve their goals in obtaining a Professional Commercial Driver License. Our facilities consist of a classroom and offices. California Truck Driving Academy’s facility and equipment comply fully with Federal, State, and Local ordinances and regulations. The campus address is 921 N. Poinsettia Street, Santa Ana, CA 92701.

### **Classroom:**

The classroom is a well lighted and ventilated area that is designed so that students are in a comfortable learning environment. The maximum capacity of classroom instruction is twenty students. During this training period, students will be using various books, handouts and visual aids that are supplied by the academy.

### **Training Yard:**

California Truck Driving Academy’s training yard is an all asphalt area for practicing the pre-trip, airbrake testing, coupling and uncoupling, and skills maneuvers. The ratio here is one instructor per every five students.

## **EQUAL OPPORTUNITY**

California Truck Driving Academy does not discriminate based on race; color, sex, nationality, creed or ethnic origin in the administration of its educational policies, admission policies, and other academy administered programs. California Truck Driving Academy encourages individuals with disabilities to visit the academy in order to determine if the facilities are adequate for their needs and /or if the training offered would be beneficial for them.

## **RIGHTS RESERVED**

California Truck Driving Academy reserves the right to revise the procedures for admission or graduation, or to modify the staff, to change or modify content of the materials of any course, change tuition fees, class schedules and any other regulations affecting the student body. Such as, but not limited to, suspending or dropping any student whose attendance, conduct, or academic performance does not meet the requirements set forth by California Truck Driving Academy. Initially all changes will commence after a written notice is given with sufficient time for the modifications to be implemented. In addition, students currently enrolled will not be affected by any changes in tuition or course length. Ultimate resolutions of all matters including readmissions of suspended or terminated students will remain with the Director.

# ATTENDANCE REQUIREMENTS

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California Truck Driving Academy requires students to have a good attendance record. Excessive absences or tardiness may be a cause for dismissal as it would be in the trucking industry. If a student has 3 unexcused absences, continued enrollment is permitted only with the approval of the Director. If a student has more than 2-3 unexcused absences during one of the academy's approved training programs, an automatic termination of the course and a drop notice will be put in effect and the appropriate agency will be notified including but not limited to; city, state or local government agencies, including Veteran's Affairs offices. Attendance is considered in the evaluation of each student's performance and when making recommendations to employers. See table below for further explanation of the attendance requirements:

Enrollment Period	2 weeks	no more than 2 unexcused absences
Enrollment Period	4 weeks	no more than 3 unexcused absences
Enrollment Period	5 weeks	no more than 3 unexcused absences
Enrollment Period	6 weeks	no more than 3 unexcused absences

## **Absences:**

An absence will be considered as "excused" under the following circumstances: illness, death or birth in immediate family. All absences must be authenticated in writing and will be determined "excused" or "un-excused" at the discretion of Academy Administrators. All other absences will be considered "unexcused" including but not limited to "cutting class or "ditching class".

## **Tardiness:**

Tardiness is a disruption of a learning environment and is discouraged. Being "on time" is not only **important for academy; it is a fact of life in the trucking industry. Tardiness (10 minutes +) without a legitimate reason on two occasions will be considered as one unexcused absence.**

## **Warning/Drop Procedures:**

**Any student with two consecutive unexcused absences (whether from absences or tardiness) will receive a warning letter.** Students with three consecutive unexcused absences will be sent written notification that they will be dropped from the Program unless immediate arrangements are made with Academy Administrators. Failure to respond to a drop notification will result in the student being dropped from the program. CEC 94909(a)(8)(C)

## **Make-up Work:**

Make-up work will be schedule by the Academy Director for excused absences only, at no additional fee. All incomplete work must be completed within one week. All make-up work will be scheduled depending on equipment and instructor availability. A student will not be eligible to graduate if they fail to complete all mandatory make-up course work.

## **Leave of Absence:**

California Truck Driving Academy recognizes the fact that circumstances may arise during training that would make it difficult for a student to continue training. The Director may grant a student a Leave of Absence upon written request. A written response from the Director will be sent to the student within 48 hours of receipt of their request. A Leave of Absence indicates that the student has sincere intention of resuming his/her education. A student who has been granted a Leave of Absence must enroll in the first class following the end of this leave or the student will be dropped. All requests must be in writing either, mailed or hand delivered to: Attn: Academy Director, California Truck Driving Academy 921 N. Poinsettia St., Santa Ana, CA 92701.



# STUDENT CONDUCT RULES AND REGULATIONS

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The standards of California Truck Driving Academy are patterned after those that exist in the trucking industry. Students are expected to observe the academy's regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is in a credit to the academy, their fellow students, and the trucking industry as a whole. The following activities at or around academy's facilities and equipment will be cause for immediate dismissal:

- Under the influence of alcohol or drugs or not passing a drug test.
- Smoking in unauthorized areas, i.e., classroom or inside or in close proximity of truck.
- Unauthorized truck starting or operation.
- Harassment of fellow students.
- Cheating.
- Recording devices of any kind, audio and visual recording devices included.

Students are given copies of the Rules and Regulations on the first day of enrollment. The Rules and Regulations are to be read and signed by the student, and the signed copy will then be placed in the student's academic record. The Rules and Regulations also inform the student of the academy's warning procedure used for unsatisfactory attendance and academic performance.

## DRESS CODE

Students are expected to arrive at academy clean and neatly groomed. Around tractors and trailers you will be in contact with dirt and grease, therefore we recommend jeans, T-shirts, sweatshirts and comfortable shoes. For safety reasons, we cannot allow:



- Any open-toe or spike heeled shoes
- Dangling earrings or any loose jewelry
- Large belt buckles
- Bare chests or tank tops
- Long hair that is not tied back
- Excessively short shorts

## STUDENT SERVICES

California Truck Driving Academy and its faculty take pride in assisting our student in any way possible. This assistance is not only to address the student's academic or occupational needs, but it can range from supplying information on local restaurants, public transportation, arranging special and/or make-up training as needed. Students with special needs that we are not qualified to address, such as personal/family counseling needs, substance abuse, financial problems, etc. are referred to the appropriate community resources. An updated list of such agencies is available to our students upon request. All services are available during the training period and after graduation.

## LIBRARY AND OTHER RESOURCES

The library is located in the Job Placement Center along the resource wall where students have access to commercial and learning resources. Access to these resources is available to students during regular business hours.

## **EXPERIENTIAL CREDIT**

This institute does not grant credit for prior experiential learning.

## **VISA**

This institution does not accept students from other countries. It is a requirement for any commercial driver to be a resident of the state of California therefore students with VISA's will not be accepted into one of our approved training programs. No VISA services will be provided to any student. All training will be provided in English only. Per the California Department of Motor Vehicles, "The commercial driving test will be administered in the English language only. This is pursuant to Federal Motor Carrier Safety Administration regulations §§391.11(b)(2) and 383.133(c)(5). Students must be able to read, write and comprehend the English language.

## **HOUSING**

The Academy does not provide housing or dormitory facilities to their students. It is the student's responsibility to find housing or to make arrangements if they are traveling away from their home to attend one of our approved training programs. There are local lodging facilities within a 5 mile radius of our site. The cost of these lodging facilities may vary from \$60.00 to \$150 per night. California Truck Driving Academy has no responsibility to find or assist a student in finding housing during or after training has commenced.

## **DRIVING UNDER THE INFLUENCE**

Anyone having any DUI conviction, 3 or more moving violations, a felony conviction, back or neck problems, Workers Compensation claims in the past 3 years, or non-verifiable work history should contact Academy Administrators before enrolling, so we may assess, on an individual basis, whether or not any of the conditions would prevent the applicant from obtaining an entry-level position in the trucking industry with certain employers.

## **DRUG POLICY**

California Truck Driving Academy is committed to providing a safe academy environment and to promoting the well being and health of its students. That commitment is jeopardized when any student illegally uses drugs or alcohol while on the academy premises, comes to academy with this substances present in his/her body, or possesses, distributes, or sells drugs here at our facility. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible while attending California Truck Driving Academy. Therefore, California Truck Driving Academy has established the following policy:

- 1) It is a violation of academy policy for any student to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal use of drugs or alcohol on academy premises.
- 2) It is a violation of academy policy for anyone to report to academy under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in his/her body.
- 3) It is a violation of the academy policy for anyone to use prescription drugs illegally. (This does include the appropriate use of legally prescribed medication)
- 4) Violations of this policy are subject to disciplinary action up to and including being dropped from the course.

California Truck Driving Academy will not discriminate against any of past history of drug abuse. The academy has adopted testing practices to identify students who use illegal drugs either on or off the campus. It shall be a condition of enrollment for all students to submit to drug testing under the following circumstances:

- Post-accident Test
- Reasonable Suspicion Test
- Random Test
- Return-to-Duty and Follow-up Tests

Everyone shares responsibility for maintaining a safe academy environment and fellow classmates should encourage anyone who uses alcohol or other drugs in the workplace to seek help.

## **ACADEMIC STANDARDS**

California Truck Driving Academy requires students to keep a 2.0 GPA (“C” average) for continued enrollment. Students with an unsatisfactory GPA are placed on academic probation for a week. If they do not show improvement during probation, they are dismissed. Any student who wishes to be reinstated must submit a request in writing to the Director.

## **ACADEMIC PROBATION AND DISMISSAL**

California Truck Driving Academy requires students to keep a 2.0 GPA (“C” average) for continued enrollment. Students with an unsatisfactory GPA are placed on academic probation for a week. If they do not show improvement during the probation period, they will be dismissed. A student will be dismissed from the California Truck Driving Academy if the student:

- Receives a GPA of less than 1.0
- Receives a GPA of less than 2.0 while on probation

Readmission:

Any student who wishes to be reinstated must submit a request in writing to the Director. A student who has been twice dismissed will be ineligible for readmission.

## **GRADING SYSTEM**

Grades of A, B or C are passing grades. A grade of D is unsatisfactory; a grade of F is failure. A grade of Incomplete shows a need for additional coursework.

## **SATISFACTORY PROGRESS**

Satisfactory progress is defined as a 2.0 GPA for all practical and written work. Students are evaluated weekly and they must maintain a 2.0. Students must complete all course work within the grading period. Students with “incomplete” will be given a week to make up the work. This must be done in addition to regular work. If the work is not completed, the “Incomplete” will become a failure. Students who are unable to complete the course due to verifiable illness or other special circumstances, will be given credit for all course work previously completed, upon approval by Academy Administrators. All training must be completed within the designated course timeframe (maximum course length is 6 weeks or 180 hours). If the student does not complete the training within this time frame they may be dropped from the course and will not be eligible to graduate. This does NOT include students waiting for their 1st DMV test appointments or those with prior approval from academy administrators.

## **GRADUATION REQUIREMENTS**

Students enrolled in our programs that have earned a GPA of 2.0 or above, have met all requirements and receive a state of California commercial driver license using California Truck driving Academy approved equipment shall be eligible for graduation. They will receive a certified certificate of completion upon graduation. Any student who fails or does not complete training will receive a transcript indicating the hours completed.

### **GRADE LEVEL PERFORMANCE DEFINITION**

#### **GRADE POINT AVERAGE**

A = Excellent 90% - 100%	(4)
B = Above Average 80% - 89%	(3)
C = Average 70% - 79%	(2)
D = Unsatisfactory 60% - 69%	(1)
F = Fail Below 59%	(0)
IN = Incomplete Not Complete	(0)
DP = Dropped	(0)

## **PLACEMENT SERVICES**

California Truck Driving Academy works closely with various local, regional, and over-the-road trucking companies who employ entry-level drivers. These companies know the benefits of hiring well-trained entry-level drivers, and having a California Truck Driving Academy Certificate of Completion gives you the credentials required by so many trucking employers. Several companies will send a recruiter to meet with our students and discuss job opportunities and benefits their company can offer. At California Truck Driving Academy we understand that just having your Commercial Driver's License will not secure you employment, but that you must be able to promote yourself to potential employers. For this reason, our experienced staff can assist you in evaluating employers, developing interviewing skills, completing job applications, and making contact with the company of your choice. Although, no training provider can guarantee a student a job, we will guarantee California Truck Driving Academy uses our best efforts to prepare and assist you for a successful career.

## **STUDENT RECORDS**

An official academic record is maintained for each student. This provides a complete record of course grades, skill levels, attendance, advising, and employment information. Financial records are also maintained for each student, which provide a complete record of tuition charges, payments, refunds, and financial transactions. Student records are kept strictly confidential. The files will be maintained and stored together in the same file electronically for life at the following address: California Truck Driving Academy, Attention: Administration Office, 921 North Poinsettia Street, Santa Ana, CA 92701. At the request of the student, they may review these records with an Academy Administrator present. The right of student to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended. After a student graduates, any record(s) they may need a copy of in their file may be subjected to a fee. The amount of the fee will be posted on academy premises.

## COURSE DESCRIPTION

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### **CLASS A/B TRUCK DRIVER**

Course # 101-A/B

Up to 180 hours of training

This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions. The Class A/B Truck Driver Program also provides Class "A/B" CDL License training utilizing a tractor-trailer at one of our assigned training locations. Course length is 6 weeks. This training is hands on training with a conventional 2-axle tractor, both 28 and 53 foot trailers combination vehicle with a GCWR of 26,001 lbs. or more and a commercial passenger vehicle. All commercial endorsement training is included in this course. **DMV fees, medical examination fees and any additional fees for endorsements will be the responsibility of each student.** Graduates will receive an official certificate of completion upon successful completion of course.

### **CLASS A TRUCK DRIVER**

Course # 101-A

Up to 160 hours of training

This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions. The Class A Truck Driver Program also provides Class "A" CDL License training utilizing a combination vehicle with a GCWR of 26,001 lbs. or more at one of our assigned training locations. Course length is 5 weeks. This training is hands on training with a conventional 2-axle tractor and both 28 and 53 foot trailers. All commercial endorsement training is included in this course. **DMV fees, medical examination fees and any additional fees for endorsements will be the responsibility of each student.** Graduates will receive an official certificate of completion upon successful completion of course.

### **CLASS B TRUCK DRIVER**

Course # 101-B

Up to 60 hours of training

This course consists of instruction and demonstration in the safe operation of commercial equipment and is a comprehensive introduction course on trucking and its functions. The Class B Truck Driver Program also provides Class "B" CDL License training utilizing a Bobtail commercial vehicle equipped with airbrakes with a GVWR of 26,001 lbs. or more at one of our assigned training locations. Course length is 3 weeks. This training is hands on training with a Bobtail commercial vehicle equipped with airbrakes. All commercial endorsement training is included in this course. **DMV fees, medical examination fees and any additional fees for endorsements will be the responsibility of each student.** Graduates will receive an official certificate of completion upon successful completion of course.

## **CLASS B PASSENGER/BUS DRIVER**

Course # 101-B/P

Up to 60 hours of training

This course consists of instruction and demonstration in the safe operation of commercial passenger equipment and is a comprehensive introduction course on transporting passengers safely. The Class B Passenger/Bus Program also provides Class “B” CDL License training utilizing a commercial passenger vehicle at one of our assigned training locations. Course length is 3 weeks. All commercial endorsement training is included in this course. **DMV fees, medical examination fees and any additional fees for endorsements will be the responsibility of each student.** Graduates will receive an official certificate of completion upon successful completion of course.

## **CLASS C TRUCK DRIVER**

Course # 101-C

Up to 8 hours of training

This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions. The Class C Truck Driver Program also provides Class “C” CDL License training utilizing a vehicle with a GVWR of less than 26,000 lbs. at one of our assigned training locations. Course length is 2 days. **DMV fees, medical examination fees and any additional fees for endorsements will be the responsibility of each student.** Graduates will receive an official certificate of completion upon successful completion of course.

## **CLASS A REFRESHER**

Course # 101-AR /Prerequisite: Course # 101-A

**(Prerequisite is a current Class “A” driver license)**

Up to 40 hours of training

This course provides the student with advanced training, legal provisions and safety precautions associated with the trucking industry. The Class A Refresher Training Program’s main focus is Class “A” CDL License hands-on driving at one of our assigned training locations. Course length is 1 week. This training is hands on training with a conventional 2-axle tractor and both 28 and 53 foot trailers combination vehicle with a GCWR of 26,001 lbs. or more. Graduates will receive an official certificate of completion upon successful completion of course.

## **CLASS B REFRESHER**

Course # 101-BR /Prerequisite: Course #101-B or B/P

**(Prerequisite is a current Class “B” driver license)**

Up to 40 hours of training

This course provides the student with advanced training, legal provisions and safety precautions associated with the trucking industry. The Class B Refresher Training Program’s main focus is Class “B” CDL License hands-on driving at one of our assigned training locations. Course length is 1 week. This training is hands on utilizing a Bobtail commercial vehicle equipped with airbrakes with a GVWR of 26,001 lbs. or more. Graduates will receive an official certificate of completion upon successful completion of course.

# TUITION AND FEES

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The student is responsible for the following fees and charges:

**CLASS A/B TRUCK DRIVER**.....\$6,445.00 (Total charges for entire and or period of attendance)  
*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$6,795.00</b>

**CLASS A TRUCK DRIVER**.....\$5,667.00 (Total charges for entire and or period of attendance)  
*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$6,017.00</b>

**CLASS B TRUCK DRIVER**.....\$2,950.00 (Total charges for entire and or period of attendance)  
*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$3,300.00</b>

**CLASS B PASSENGER/BUS DRIVER**.....\$2,700.00 (Total charges for entire and or period of attendance)  
*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$3,050.00</b>

**Job Classification Codes:**

- 53-3032 Heavy and Tractor Trailer Truck Drivers
- 53-3033 Light Truck or Delivery Services Drivers
- 53-3021 Bus Drivers, Transit and Intercity
- 53-3022 Bus Drivers, School or Special Client

Above pricing may not reflect any discounts, customization of course curriculum or length given for state and local government agencies, non-profit organizations, faith based organizations, city and county agencies, or monthly discounts given by California Truck Driving Academy. California Truck Driving Academy reserves the right to make any and all changes to any promotional discounts and or any all monthly discounts from time to time with or without warning. \*Student Tuition Recovery Fund.

**CLASS C TRUCK DRIVER**.....\$1,745.00 (Total charges for entire and or period of attendance)

*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$2,095.00</b>

**CLASS A TRUCK REFRESHER**.....\$1,650.00 (Total charges for entire and or period of attendance)

*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$2,000.00</b>

**\*Pre-requisite is a current Class A license and medical certificate card with no more than 60 days without operating a commercial vehicle from the date of enrollment.**

**CLASS B TRUCK REFRESHER**.....\$1,500.00 (Total charges for entire and or period of attendance)

*And Additional Fees which are NOT refundable*

Registration	\$250.00
Books & Supplies	\$100.00
<b>TOTAL FEES</b>	<b>\$1,850.00</b>

**\*Pre-requisite is a current Class B license and medical certificate card with no more than 60 days without operating a commercial vehicle from the date of enrollment.**



Above pricing may not reflect any discounts, customization of course curriculum or length given for state and local government agencies, non-profit organizations, faith based organizations, city and county agencies, or monthly discounts given by California Truck Driving Academy. California Truck Driving Academy reserves the right to make any and all changes to any promotional discounts and or any all monthly discounts from time to time with or without warning. \*Student Tuition Recovery Fund.



# TRAINING EQUIPMENT PICTURES

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## Class A Truck Driver



## Class B Truck Driver

# TRAINING EQUIPMENT PICTURES

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## Class B Passenger Bus with Airbrakes



## Class B Passenger without Airbrakes

# OPERATING SCHEDULE

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Important information or changes in our operating hours, holidays, and revisions of the class schedule will be announced to students in advance. Enrollment office hours are Monday through Friday, 9 a.m. to 5 p.m. Saturday and Evenings by Appointment.

## **Class Training Schedule:**

California Truck Driving Academy has continuous enrollment. Classes start every Monday, unless otherwise announced by academy administrators. Training days are Monday thru Friday. Training hours vary from 7 a.m. to 7 p.m. and 30 min to 1 hour breaks.



## **Flexible Training Schedule:**

California Truck Driving Academy also provides students with a flexible training schedule. Prior to the student's first schedule day of class, the student will meet with an Admission's Representative and together establish a flexible schedule that coincides with Instructor availability. Generally our Instructors are available between the following times:

Monday thru Friday from 9 a.m. - 5 p.m.  
Saturday, Sunday and evenings *\*by appointment only*

Each session will be no less than 4 hours a day and no less than 3 days a week with the exception for holiday observance.

## **HOLIDAYS OBSERVED**

California Truck Driving Academy will be closed on the following Holidays throughout the year. Prior to the holiday closure, a written notice will be posted on campus and any change in class schedule or start dates will also be posted at this time.

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day *(and the following day)*
- Christmas Eve
- Christmas Day

## NOTICE OF STUDENTS RIGHTS, REFUNDS, & CANCELLATION POLICY

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In the event any eligible person fails to enter the course or withdraws from instruction you have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**1)** Cancellation occurs when you give a written Notice of Cancellation at the academy address shown on the front page of this catalog. You can do this by mail, in person, or via fax. The Notice of Cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the academy will refund any money that you paid within 45 days after your Notice of Cancellation is received minus the registration fee and any other non-refundable charges.

**2)** If the academy has given you any equipment, you should return it to academy within the 3 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 3 day period, the academy shall return that portion of payment paid by you and deduct the cost for damages or cost from any return/not returned equipment. Once you pay for the equipment, it is yours to keep without further obligation.

**3)** You have the right to withdraw from the academy after your course has started. If you withdraw from the course of instruction during this period you will NOT receive a full refund. Upon receiving your withdrawal notice or Notice to Cancel, the academy will remit a refund less a registration fee (not to exceed \$250.00) within 45 days following your withdrawal date. You are obligated to pay only for educational services rendered and for any unreturned equipment. If you obtain any books, supplies, materials or equipment, as specified in the agreement as a separate charge, and return it in excellent unused condition within 3 days following the date of your withdrawal, the academy shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 3-day period, the academy may offset against the refund the documented cost to the academy of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged and the amount the academy has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THAN THE REFUND WILL BE MADE WITHIN 45 DAYS OF THE WITHDRAWAL. IF YOU OWE, MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT. TO MAKE ARRANGEMENTS TO PAY OFF A BALANCE PLEASE CONTACT THE ADMINISTRATION OFFICE AT: (800) 581-2048 OR IN PERSON: 921 NORTH POINSETTIA STREET, SANTA ANA, CA 92701.

**In the case of students withdrawing after the end of cancellation period, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.** The school will retain a registration fee plus a percentage of tuition and other non-refundable fees, which is based on the percentage of the clock hours attended, as the examples described in the table below. The institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

## 60 PERCENT PRO DATA CHART

Program Name	Program Tuition	Clock Hours	Hourly Charges	Number of hours student attended	The amount owed	The amount refunded if the tuition is paid in full including non-refundable fees
Class A/B Truck Driver	\$6795.00	180	\$37.75	108	\$4,077.00	\$2,368.00
Class A Truck Driver	\$6,017.00	160	\$37.61	96	\$3,610.20	\$2,056.80
Class B Truck Driver	\$3,300.00	60	\$55.00	36	\$1,980.00	\$970.00
Class B Bus/Passenger	\$3,050.00	60	\$50.83	36	\$1,829.88	\$870.12
Class C Truck Driver	\$2,095.00	8	\$261.87	4.8	\$1,257.02	\$487.98
Class A Truck Refresher	\$2,000.00	40	\$50.00	24	\$1,200.00	\$450.00
Class B Truck Refresher	\$1,850.00	40	\$46.25	24	\$1,110.00	\$390.00

The Bureau for Private Postsecondary Education’s (BPPE) requires that approved private vocational academy’s to disclose information regarding Refund Calculations to each student who enrolls in the academy. If you have any questions regarding these calculations, please contact your Admissions Representative. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the academy of your withdrawal or the actual date of your withdrawal.
- b. The academy terminates your enrollment.
- c. You fail to attend classes for three-day consecutive days. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

4) In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal (as described in paragraph NO (1) and No (3) of this section). If a student does not return from an approved leave of absence period as stated in the Academy Catalog, refunds will be made within 45 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made.

5) For students receiving tuition assistance, any tuition refunds will be made to the sponsoring source up to the amount of such disbursement. Any refund of monies for educational expenses will be based on the hours completed to date.

### **VA Refund Policy**

California Truck Driving Academy has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the

length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

### **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific payment problems, the veteran should call the Department of Veterans Affairs nationwide toll free number at 1-888-442-4551.

California Truck Driving Academy's refund policy has been established so that the student or any eligible veteran who cancels the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel the enrollment agreement you must do the following: Complete, sign and date The Notice to Cancel form is provided to each student upon enrollment and is also found in the Student Catalog and must be sent either via email to [enrollment@ctdanow.com](mailto:enrollment@ctdanow.com), mailed or hand delivered to the Administration office located at 921 N. Poinsettia Street, Santa Ana, CA 92701. The Academy Director or Associate Director will sign this notice and mail a copy back to the student with a breakdown of the charges and/or refunds if applicable within 45 days of receipt. CEC 94911(e)(1)



## STUDENT TUITION RECOVERY FUND

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The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov) · phone (916) 431-6959 or fax (916) 263-1897**



***California Highway Patrol Commercial Truck Driving Scale Training.***



# STUDENT COMPLAINT POLICY

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). CEC 94909(a)(3)(C)

Students are encouraged at all times, to verbally communicate any concerns to the academy administration for an amicable solution. Please use the following procedures to handle any and all complaints.

1. First express your concern to your primary instructor for an immediate resolution.
2. If the instructor cannot solve your problem/concern verbally, a written request can be made to a member of the Associate Director for resolution.
3. If the Associate Director cannot solve your concern verbally, the student must submit a written letter of complaint containing all the relevant information to the Academy Director. It is recommended that the written complaint be prepared within 48 hours of the initial incident or complaint. The Academy Director will respond to the letter of complaint within 24 hours.
4. The Academy Director, Associate Director, or both will verify that the student has made a verbal attempt to resolve the complaint. If the student has followed the above 3 steps, a grievance session will be made immediately and this will include all involved parties. Each party involved will be asked to present their version of the incident prior to all the parties being present.
5. Any or all students or instructors must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident or complaint. The Academy Director will issue a written statement to all parties within 48 hours after the end of the grievance meeting.
6. If the decision is unacceptable to the student, within 48 hours they must send written copies of all documents and a letter to the Associate Director explaining why the decision is not acceptable. All complaints will then be resolved within 30 days from the receipt of the initial incident report date. Still unresolved complaint may be directed to:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**  
**P.O. Box 980818, West Sacramento, CA 95798-0818**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov) · phone (916) 431-6959 or fax (916) 263-1897**

*\*The Bureau for Private Postsecondary Education ruling will be final.*

# NON-DISCRIMINATION POLICY STATEMENT

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## **Overall Policy**

It is the policy of the California Truck Driving Academy to maintain a working environment free of all forms of unlawful discrimination.

## **Equal Opportunity**

California Truck Driving Academy affords equal opportunity to all employees and prospective employees without regard to race, color, sex, gender, sexual orientation, religion, age, marital status, disability, veteran status or national origin or other criteria protected by law.

## **Disability**

California Truck Driving Academy will not discriminate against any employee/student or applicant for employment/training because of disability in regard to any position for which the employee or applicant for employment is qualified. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, California Truck Driving Academy will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee/student unless undue hardship would result. If you believe you may need an accommodation, please contact the Academy Director.

## **Complaint Procedure**

Any individual, whether an employee/student or applicant for employment/training, who believes that he or she has been discriminated against, should bring their concerns to the Academy Director. Complaints may be lodged in writing or orally in person.

## **Consequences**

California Truck Driving Academy will not tolerate any form of discrimination and will take appropriate disciplinary action, including possibly termination, of any person determined to have engaged in unlawful conduct under this policy.

## **No Retaliation**

California Truck Driving Academy will not retaliate nor discriminate against any staff or student because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices.

## **DRUG and Alcohol-FREE POLICY**

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Our policy is to maintain a drug-free workplace and training facility.

Faculty and students are expected and required to report to work or class on time and in appropriate mental and physical condition for work or class. It is our intent to provide a drug-free, healthful and safe work/class environment.

The unlawful manufacture distribution, possession or use of a controlled substance on the Academy's premises or while conducting the Academy's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination/expulsion, and may have legal consequences.

Faculty and students must report any and all conviction under a criminal drug statute for violations occurring on or off the Academy's premises while conducting training exercises or while attending classroom instruction. A report of a conviction must be made within seven (7) days after the conviction.

The Academy recognizes drug dependency as an illness and a major health problem. The Academy also recognizes drug abuse as a potential health, safety and security problem. Faculty and students needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance programs. (Further information about these programs is available from Academy Director.) Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.



## STATEMENTS

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or visit [www.bppe.ca.gov](http://www.bppe.ca.gov) or call (916) 431-6959 or fax (916) 263-1897. CEC 94909(a)(3)(A)

### **Review Docs Prior To Signing**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. CEC 94909(a)(3)(B)

### **Loans**

If a student obtains a loan to pay for any programs offered by California Truck Driving Academy, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money(s) not paid from federal student financial aid program funds.

### **Bankruptcy**

California Truck Driving Academy has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at California Truck Driving Academy is at the complete discretion of an institution to which may seek to transfer. Acceptance of the certificate you earn in the educational program is also discretion of an institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Truck Driving Academy to determine if your certificate will transfer.

California Truck Driving Academy is a private institution that is approved to operate by California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

California Truck Driving Academy and all of its certificate programs are not accredited by an accrediting agency recognized by the United States Department of Education.

# CALIFORNIA COMMERCIAL DRIVER LICENSE REQUIREMENTS

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A commercial driver license is a license issued in accordance with Federal Regulations that allows an individual to operate a commercial vehicle.

You must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). You may drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities. If you are 16 years of age but less than 18 years of age, you may not drive for hire and you may not drive outside of California. ([VC §12515](#)) ([VC §12516](#))

## 10 Year History Record Check

The Motor Carrier Safety Improvement Act of 1999, and applicable Federal Regulations requires all commercial driver license applicants including renewal applications to disclose whether he or she has been issued a driver license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous ten years. If the answer is “Yes” to the ten year history record question, a [10 Year History Record Check form \(DL 939\)](#) complete and submitted with the Commercial Driver License Application (DL 44C).

Starting May 31, 2005, new federal regulations require a person who is applying for a California commercial driver license with an **original** or **renewal** Hazardous Materials (HazMat) endorsement to undergo a security threat assessment. The USA Patriot Act requires the Transportation Security Administration (TSA) to complete a security threat assessment (background records check) before the Department of Motor Vehicles issues a HazMat endorsement.

## TSA's Process

You start the TSA background records check **after** you apply for your CDL at DMV, successfully complete all appropriate law tests, and submit a valid [Medical Examination Report form \(DL 51\)](#). [Go online www.hazprints.com](#) or call 1-877-429-7746 to make an appointment with a TSA agent. You must submit a \$125.50 federal fee and any additional required information to the designated TSA agent. The TSA agent will advise you of the fingerprint requirement. You must also provide the TSA agent with a DMV Commercial Instruction Permit and one of the following identification documents:

- A California driver license and/or California identification card
- An out-of-state driver license

## Medical report for commercial driver license (CDL)

A medical form completed by a U. S. licensed doctor of medicine (M.D.), osteopathy (D.O.), licensed physician assistant (P.A.), a nurse practitioner (N.P.), advance practice nurse, or chiropractor who is clinically competent to perform the medical examination, must be given to the DMV with your original application for a driver license or instruction permit. The medical form must be dated within the last 2 years and on a form approved by the Federal Highway Administration, the Federal Aviation Administration, DMV, or on the DMV Report of Medical Examination Report form [Medical Examination Report \(DL 51\)](#).

**Effective October 1, 2004**, DMV will accept only a [Medical Examination Report \(DL 51\)](#) with a revision date of 2/2004 or later, or a current medical form (containing the new blood pressure guidelines) approved by the Federal Highway Administration or the Federal Aviation Administration.

California Vehicle Code (CVC) Section 12517.2(a) requires all applicants for an original or any renewal of a certificate(s) to drive a school bus, school pupil activity bus, youth bus, general public para-transit vehicle or farm labor vehicle to submit a report of a medical examination, completed by a physician (MD) licensed to a practice medicine (doctor of osteopathy [DO] is acceptable). The report of medical examination must be submitted upon application and every two years thereafter. CVC Section 12517.2(b) requires all school bus drivers within the same month of reaching the age of 65 to submit an acceptable medical report on a yearly basis.

Once you have received your license, you will be required to submit a medical form every two years. You may mail the form to the following address:

Department of Motor Vehicles  
Special Certificates Unit (Mail Station G204)  
P.O. Box 942890  
Sacramento, California 94290-0001

The physician will complete and sign a Medical Certificate Card (DL51A) for you to carry when you are driving commercially. You can be given a citation for driving out-of-class if you drive a commercial vehicle after your medical certificate expires or without a valid medical certificate in your possession.

If you are required to have a CDL as part of your job, your employer shall pay the cost of the examination unless your examination was taken before you applied for the job (Labor Code Section 231). *CEC 94909(a)(6)*



# FINANCIAL AID POLICY AND PROCEDURE

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## Section 1 - Compliance with Law

California Truck Driving Academy hereby covenants and agrees that it has complied and will continue to comply with those provisions of the Workforce Investment Act of 1998 establishing the WIA Grant program (codified at 29 U.S.C.A. 2801 et seq.) (the "Act"), and all applicable Federal, state and local laws, ordinances, regulations, policies, guidelines, and requirements as they relate to acceptance and use of Federal funds for this federally-assisted program. This Agreement is subject to all such laws, ordinances, regulations, policies, and guidelines, including, without limitation, the Act; 20 CFR Part 645; and applicable U.S. Office of Management and Budget Circulars, including, without limitation, A-102 and A-133.

## Section 2 - Non-Discrimination and Equal Opportunity

California Truck Driving Academy shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, or ancestry. California Truck Driving Academy shall comply with the following:

- A. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as amended, and all regulations applicable thereto, and the provisions of WIA Section 188 and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 C.F.R. Part 60.
- B. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 C.F.R. Part 146. C. The prohibitions against discrimination against otherwise qualified individuals with disabilities under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 C.F.R. Part 8.
- D. The prohibitions against discrimination against handicapped persons under the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and implementing regulations (28 C.F.R. Parts 35-36).
- E. The prohibitions against discrimination set forth in the regulations codified at 29 CFR Parts 31, 32 and 34.

## Section 3 - Uniform Fiscal and Administrative Requirements

California Truck Driving Academy shall comply with the fiscal and administrative requirements set forth at 29 CFR Parts 95 and 97, O.M.B. Circular A-1 10 and Section 645.230(a) of 20 CFR Part 645.

## Section 4 - Audit Requirements

California Truck Driving Academy shall comply with the audit requirements set forth at 29 CFR Parts 95 and 97.

## **Section 5 - Allowable Costs/Cost Principles**

California Truck Driving Academy shall comply with the allowable cost requirements set forth (i) at 29 CFR Parts 95 and 97, (ii) in O.M.B Circulars A-21, A-87, A-110, A-122 and A-133 and (ii) in the Federal Acquisition Regulations at 45 CFR Part 74 and 48 CFR Part 31.

## **Section 6 - Government-wide Debarment and Suspension, and Government-wide Drug free Workplace Requirements**

California Truck Driving Academy shall comply with the government-wide requirements for debarment and suspension and drug-free workplaces set forth at 29 CFR Part 98.

## **Section 7 - Restrictions on Lobbying**

California Truck Driving Academy shall comply with the restrictions on lobbying set forth at 29 CFR Part 93.

## **Section 8 - Nepotism**

In addition to the conflict of interest requirements in OMB Circular A-110 and to the requirements at 29 CFR 95.42 and 29 CFR 97.36(b)(3) which address codes of conduct and conflict of interest issues related to employees, no person may be placed in an employment activity if a member of that person's immediate family is engaged in an administrative capacity for the employing agency.

## **Section 9 - Religious and Political Activities**

California Truck Driving Academy agrees that Sub grant Proceeds shall be used exclusively for the Services required under this Agreement, and that no funds made available under this Agreement shall be used to promote religious or political activities. Further, California Truck Driving Academy agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this Agreement.

## **Section 10 - No Disability**

California Truck Driving Academy certifies and agrees that it is under no contractual or other disability which would prevent it from complying with all pertinent laws and regulations.

## **Section 11 - Privacy**

California Truck Driving Academy agrees and shall ensure that no information about or obtained from any person receiving services hereunder shall be voluntarily disclosed in any form identifiable with such person without first obtaining the written consent of such person.

## **Section 12 - Patent Rights**

California Truck Driving Academy shall comply with the notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Agreement as set forth at 29 CFR 97.36 (i) (8).



### **Section 13 - Clean Air Act; EPA Regulations**

California Truck Driving Academy shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act set forth at 42 U.S.C. 1857 (h), Section 508 of the Clean Air Act set forth at 33 U.S.C. 1968, Executive Order 11738 and the Environmental Protection Agency regulations set forth at 40 CFR Part 15.

### **Section 14 - Energy Efficiency**

California Truck Driving Academy shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act set forth at Public Law 94-163, 89 Statutes 871.

### **Section 15 - Intellectual Property**

California Truck Driving Academy acknowledges and agrees that pursuant to 29 CFR Section 97.34, the Federal Government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

- (A) The copyright in any work developed under the Sub Grant or this Agreement;
- (B) Any rights of copyright to which California Truck Driving Academy purchases ownership with Sub Grant Proceeds;
- (C) The patent for any invention developed under the Sub Grant or this Agreement; and
- (D) Any rights in any patent to which California Truck Driving Academy purchases ownership with Sub grant Proceeds.

## TITLE IV

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This institution does participate in federal and state financial aid programs and as a requirement for each consumer seeking financial aid the following FEDERAL (TITLE IV) AUTHORIZATION STATEMENT is mandatory.

### Information

Students who receive Title IV funds (Pell, SEOG, PLUS, ACG, SMART, TEACH, Perkins and Stafford loans) as part of their financial aid package are required to complete a Title IV Authorization form. This authorization form will instruct California Truck Driving Academy on how to hold excess Title IV funds on your behalf as a credit balance and to apply those funds to your student account. Excess Title IV funds are created when the total amount of Title IV funds posted to your student account exceeds current charges. Current charges include tuition, student fees, and room and board (if you contract with the college for room and board). However, students can but are not required to authorize California Truck Driving Academy:

- 1) To hold any credit balance consisting of these excess Title IV funds and
- 2) To apply these credit balances and any Title IV funds in excess of current charges to other outstanding educationally-related charges such as Tech fees, Educational Resource Fees, late fees, etc. Title IV funds may be applied to educationally-related fees for the current award year or loan period and may also be applied up to \$200 of Title IV funds for similar charges from the prior award year. Your authorization will not prevent you from requesting a refund of either your excess Title IV funds or any other eligible credit balance on your student account during your enrollment at California Truck Driving Academy. If you have any questions regarding this authorization, contact the California Truck Driving Academy Accounting Office by telephone at (800) 581-2048.

### Title IV Federal Student Aid Authorization Statement

#### Checking the “Yes” box will have the following effect:

To enable California Truck Driving Academy to hold credit balances and apply excess Title IV funds to future tuition and fees for the current award year or loan period you should select “Yes” to the first statement below.

#### AUTHORIZATION STATEMENTS

- 1.) I authorize California Truck Driving Academy to hold any excess Title IV funds on my account as a credit balance and to apply those funds to future tuition and fees, unless I request a refund from my account in writing.

Yes  No

If you select “No” to the first statement your future courses must be paid by the due date of all future courses and fees, generally one week prior to the start date.

To allow California Truck Driving Academy to hold credit balances and apply excess Title IV to other outstanding educationally-related charges you should select “Yes” to the second statement.

- 2.) I authorize California Truck Driving Academy to hold any excess Title IV funds on my account as a credit balance and to apply those funds and any Title IV funds to all other outstanding educationally-related charges that have been or will be charged to my student account by the College during the current award year or loan period.

Yes  No

If you select “No” to the second statement all other educationally-related charges as defined above will be your responsibility.

- 3.) I authorize California Truck Driving Academy to hold any excess Title IV funds on my account as a credit balance and to apply those funds and any Title IV funds to outstanding educationally-related charges that have been charged to my student account by the College for the prior award year not to exceed \$ 200.

Yes  No

To allow California Truck Driving Academy to hold credit balances and apply excess Title IV funds to apply to prior year educationally-related charges up to \$200 you should select “Yes” to the third statement. If you select “No” to the third statement any other educationally-related charges from the prior year will be your responsibility.

**Checking the “No” box or failing to return this form will have the following effect:**

If you do not complete the Authorization Statements below, Title IV funds in excess of your current charges will be refunded directly to you. All outstanding educationally-related and future tuition and fee charges will remain your responsibility.

**FEDERAL (TITLE IV) AUTHORIZATION STATEMENT**

Your authorizations will remain in effect for the entire period that you are enrolled at California Truck Driving Academy; however, these authorizations can be modified or cancelled at any time. To modify or cancel these authorizations you must put your request in writing and forward it to the California Truck Driving Academy Accounting Office at: 921 North Poinsettia Street, Unit A, Santa Ana, CA 92701. Any modification or cancellation is effective on the date the California Truck Driving Academy Accounting Office receives the notice of modification or cancellation. However, notwithstanding any authorization you provide, any remaining Title IV credit balance will be distributed at the end of each loan period or the last payment period in the award year for which the funds were awarded. All other Title IV funds will be applied to the account in accordance with Title IV regulations. In addition, funds will be distributed within the required timeframe upon rescission, in writing, of this authorization.

Printed Name: \_\_\_\_\_

Last 4 digits of your Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RECEIPT OF CATALOG

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## Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Authority cited: Sections 94877 and 94885.1, Education Code. Reference: Sections 94885, 94885.1, 94897, 94900, 94900.5, 94909, 94927.5 and 94932, Education Code.**

California Truck Driving Academy updates this Student Catalog on an annual basis. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

**I have received a copy of the California Truck Driving Academy catalog, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

**Print Name (Veteran or Eligible Person):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Enrolled by:** \_\_\_\_\_

**Date:** \_\_\_\_\_