

ELECTRICAL LINEWORKER PROGRAM



2018 CATALOG VOLUME 1

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

ELECTRICAL LINEMAN PROGRAM OBJECTIVE

The objective of NLC's Electrical Lineman Program is to provide the training and education needed to ensure graduates are

- highly qualified for initial employment;
- highly successful in completing formalized apprenticeship and other training programs;
- prepared to pursue a long, rewarding career.



MISSION

To improve lives, an industry, and the country, NLC will be a dynamic, visionary, and leading international educational institution providing the benchmark standard of safety, training, and products that exceed the expectations of customers.

CORE VALUES

Passion Love what you do with persistence, motivation, and the attitude to succeed.

Integrity Do the right thing—even when no one is watching—so trust, honor, and dependability are your hallmarks.

Excellence Innovate always, leveraging originality and teamwork, so your legacy of positive contribution to the industry is guaranteed.

Congratulations on considering a career in power delivery—an industry that offers many rewards and challenges with excellent pay, benefits, and security. NLC provides the quality education needed to prepare you for success.

Everyone needs electricity, and it's the highly-respected lineman who keeps the lights on in all weather conditions, at all hours. In my opinion, this is the greatest trade of all, made up of great people. I have yet to find a lineman who'd want to do anything else.

A career in linework should strongly be considered by those who enjoy challenges, adventure, problem-solving, and camaraderie. It's an ideal choice for people who like working with their hands and want variety and physical activity in their work. It also provides many opportunities for advancement into leadership and management roles.

Many of my NLC colleagues and I worked as linemen for leading utility and construction companies throughout the nation; in fact, I graduated from a program quite similar to NLC's Electrical Lineworker Program. It is this firsthand experience as seasoned linemen—and now as professional educators—that allows us to know precisely the knowledge, skill, and behavior required for you to be a top candidate with power and construction companies across the country.

This catalog has a wealth of information that will allow you to explore career possibilities in this industry. Planning and preparation are key, so please read this document thoroughly, ask questions, and visit our campuses to meet with our remarkable training specialists and staff. We want to make sure this industry and our training program are a fit for you and your career goals.

Thank you for considering us for this very important training. NLC creates a positive learning environment and, I assure you, our commitment to providing the best education possible remains unwavering.

You may only be here 15 weeks, but you enroll for a lifetime—NLC will always help you advance.



Sincerely,

Aaron Howell
Chief Executive Officer

NLC founder and CEO Aaron Howell is a lineman, educator, and International Lineman Hall of Fame inductee. He has driven the U.S. multiple times meeting with utility and construction company personnel to ensure NLC is providing the knowledge, skill, and behavior that make graduates the best trained in America.

ABOUT NLC

NLC is an industry-leading institution that provides power-delivery educational services. NLC has revolutionized training methodology in the industry since its founding in 1993.

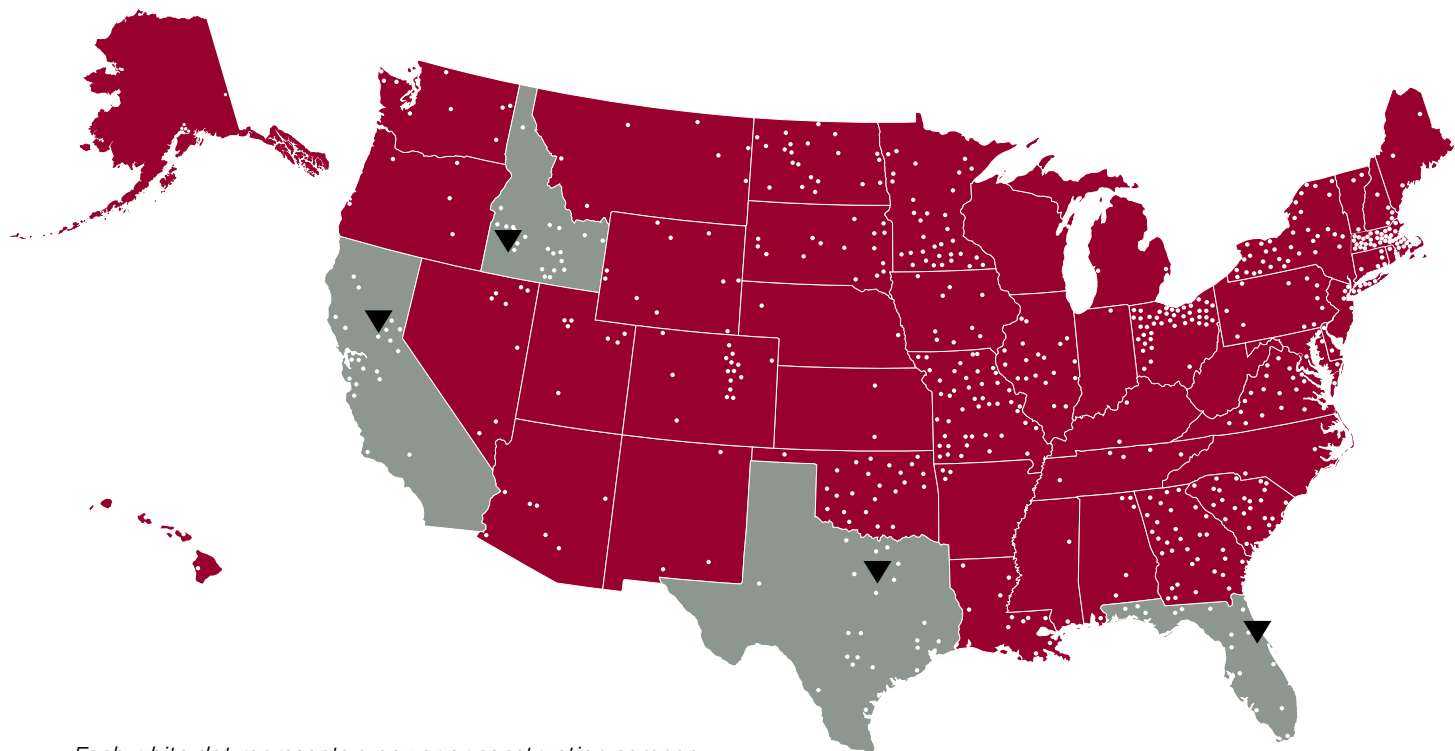
The objective of NLC's Electrical Lineworker Program (ELP) is to provide training and education that ensure graduates are highly qualified for initial employment, highly successful in completing formalized apprenticeship and other training programs, and prepared to pursue long, rewarding careers as lineworkers, substation technicians, and other related professions. The ELP is offered at all NLC campuses; this catalog details that program.

NLC also provides apprentice and journey-level training for hundreds of power and construction companies throughout the United States (as shown on the map on the following page) and even internationally, having designed and built training centers in Kabul, Afghanistan and Tanzania, Africa (curriculum was developed in English and Swahili—a very meaningful project that helped Tanzanians realize rural electrification).

Major industry manufacturers, in their never-ending quest to improve safety and reliability, look to NLC for training and product advice as well. In fact, these relationships led to NLC's development of the OX Block—a remarkable invention by 1996 ELP graduate Mark Groves.

NLC's positive influence in the industry is the result of continual focus on improvement. The NLC approach has always been to do what is best for its students. In the words of president and founder Aaron Howell, "The decisions we make influence our trainees and the industry, and must always be positive."





Each white dot represents a power or construction company that utilizes NLC training. Triangles represent campus locations.

HIGHLIGHTS

LINEMAN LEADERSHIP

Several high-level leaders, including NLC President Aaron Howell, are linemen who have earned degrees and special certifications in education, electrical engineering, and business.

LINEMAN HALL OF FAME INDUCTEES

President Aaron Howell, Senior VP of Research & Development Alan Drew, Texas Campus President Jeff Morris, Florida Campus President Bill Bosch, and Training Specialist Bob Smith (retired) have all been inducted into the International Lineman Hall of Fame.

THREE-PHASE EDUCATIONAL MODEL®

NLC developed and trademarked its own special method of instruction called the *Three-Phase Educational Model®*, which focuses on the three domains of learning while providing a quality education in a positive learning environment.

MAJOR TRAINING INITIATIVES

NLC is regularly called upon by power and construction companies and governments to assist with major training initiatives. At the forefront are NLC training specialists, who travel the world and bring their experiences back to share with ELP students.

CURRICULUM DEVELOPMENT

NLC has been developing curriculum since 1998, and has, to date, the most extensive and modern curriculum available in the industry.

THE “MAROONS”

NLC Training Specialists wear special maroon shirts that only they can wear—they are not available for sale. Often referred to as “The Spine of the Company,” these experienced linemen are experts in sound teaching and training methodologies.

THE AMERICAN LINEMAN

SVP of Research & Development Alan Drew authored *The American Lineman*, considered by many to be the finest historical book about linemen ever written. Visit theamericanlineman.com to learn more.

OX BLOCK®

1996 NLC graduate Mark Groves (now President of NLC Manufacturing) invented the OX Block, revolutionizing rigging in the power industry. It has since been licensed to Buckingham Manufacturing. Videos featuring the OX Block can be found on YouTube.

HISTORY

The history of NLC dates back to 1991, when two of its founders—Gerald McKie and Aaron Howell (both Boise State University lineworker trainers at the time)—realized that a more modern program needed to be developed.

The two decided the best course of action would be to establish a private college dedicated to providing the finest educational offerings ever known in the industry. To help realize this endeavor, Howell approached fellow lineman Shane Porter, NLC's third founder.

McKie brought extensive trade and training experience to the table; Howell and Porter also had considerable experience, in addition to degrees in business and engineering, respectively. The three went to work designing what would become the Electrical Lineworker Program (ELP)—a modernized, student-focused approach to linework training. Studying the needs of power companies across the United States, they developed an innovative curriculum designed to graduate the most competitive candidates in the country. After two years of research and development, NLC was founded in April 1993, opening its doors to the first ELP class in August that same year.

The new approach was well received, drawing considerable attention from the industry's best and brightest. In 1998, Alan Drew—a lineman, engineer, and one of the industry's foremost experts on linework operations and history—joined ranks. Drew contributed immediately, formalizing overall operations of the college, which led to national accreditation in 2000. Drew also captured the true spirit of NLC in establishing its mission: to provide *The Benchmark Standard of Training*®.

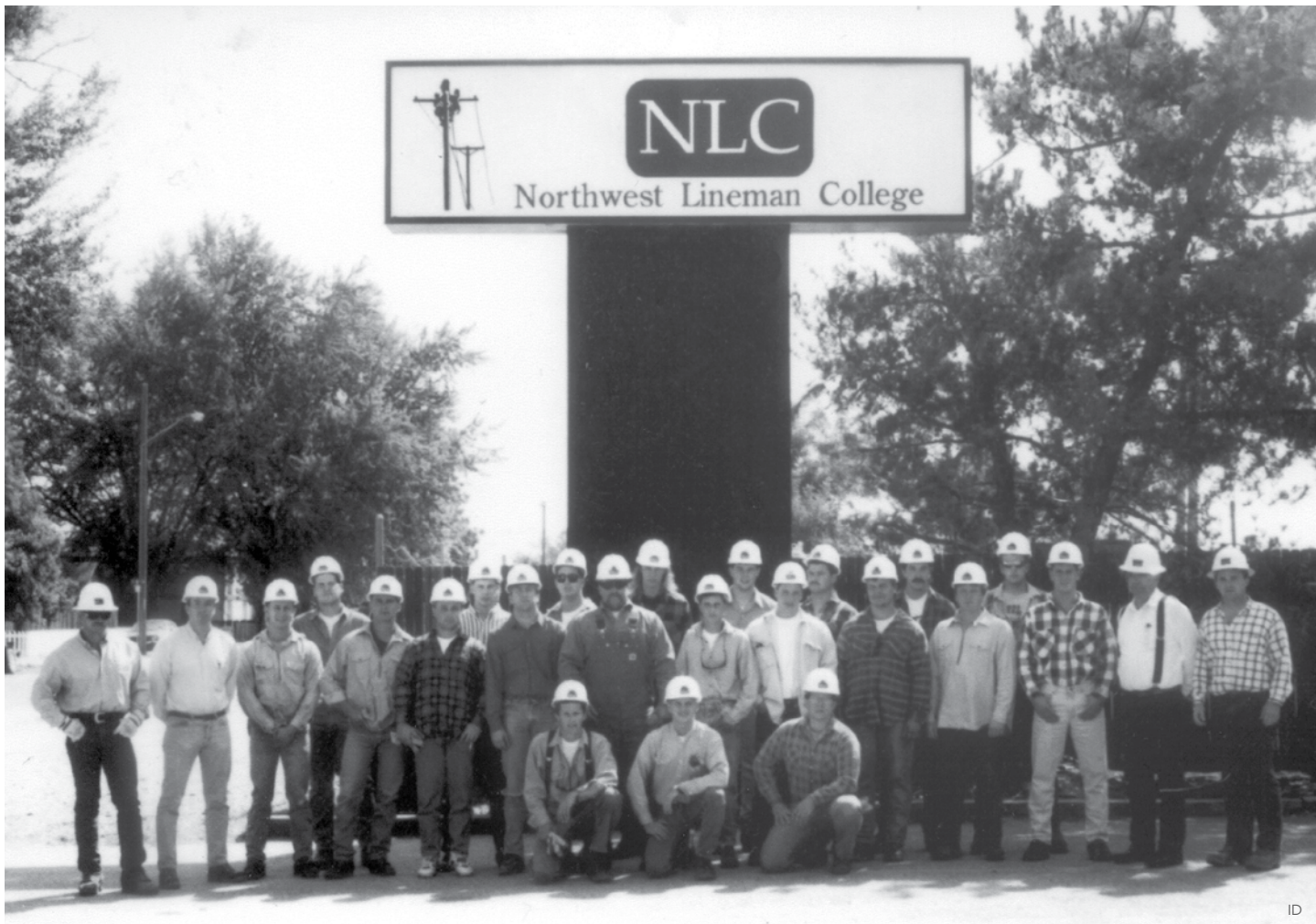
NLC's pioneering spirit proved to be a catalyst for growth in other areas. In 1998, more groundbreaking curriculum was produced that took complex topics and explained them using simple-to-understand language and well-illustrated imagery—luxuries the industry had been starved for. That effort would become the foundation for the Power Delivery Programs, NLC's distance-learning subsidiary. Hundreds of power companies enrolled thousands of employees in the programs, only to request even more training. Before long, NLC was delivering on-site training to thousands more lineworkers and other professionals across the country—even around the world. These efforts were led by alumnus Michael Hennessey, who is now Chief Growth Officer of NLC.

NLC's commitment to continual improvement of the industry was punctuated in 2011 by the hiring of alum Mark Groves, with the intent of manufacturing better, safer tools for the industry. Groves and Howell developed a snatch block with friction capabilities—the highly successful OX Block®—and revolutionized rigging safety with a single product. NLC continues its innovation with a wide range of other safety and training products that will improve the industry well into the future.

Dedication to providing top-notch educational offerings continues, as NLC now produces modern training videos, continually explores and implements cutting-edge technologies in its program offerings, and applies sound pedagogical and andragogical methodologies in its educational design. A vast network of alumni, power companies, construction companies, and manufacturers recognize NLC graduates as highly competitive candidates for long, rewarding careers in the power-delivery industry.

The foundation established years ago is stronger now than ever before—NLC's commitment to its students and the industry is unwavering.





Founding members Shane Porter, (far left), Gerald McKie, and Aaron Howell (far right) with NLC's first ELP class.

August 4, 1993 Northwest Lineman College's first official day delivering instruction.

Twenty-two students from five states converged for training from the Electrical Lineworker Program's three founders. Students and instructors were launching completely new careers on the exact same day.



Original NLC hard hat from 1993.

FACILITIES

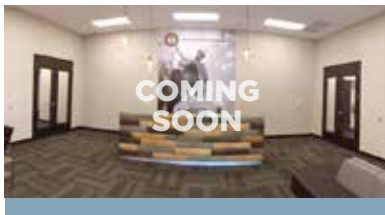
TAKE A VIRTUAL TOUR

nlcsocial.com/campus-and-area

CALIFORNIA CAMPUS



FLORIDA CAMPUS



IDAHO CAMPUS



TEXAS CAMPUS



CAMPUS DETAILS

NLC campuses are located in four beautiful, vibrant communities that provide a wide range of recreational and cultural activities. Students come from all over the country to attend the Electrical Lineworker Program at one of these campuses.

Upon entering the main building at each campus, visitors find themselves surrounded by trade-related historical artifacts and displays. This museum-like atmosphere allows students and guests to learn about the rich history of the linework profession and gain an appreciation for the remarkable efforts of pioneering linemen from years past.

All campuses have the following:

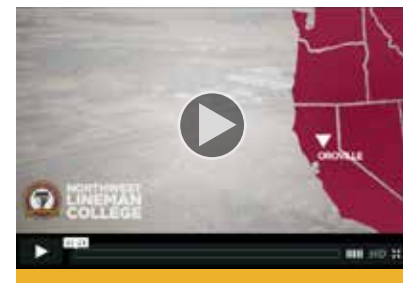
- Classroom facilities with digital projection systems, Internet connectivity, educational props, and instructional posters
- Libraries with computers, industry-related publications, study areas, periodicals, and videos
- Indoor lab areas, complete with modern power line electrical equipment, materials and tools displays, and transformer-banking training stations
- Extensive outdoor field-training areas for constructing overhead distribution and transmission power systems, digger-derrick and aerial lift equipment operation, underground splicing and switching areas, wood pole and steel lattice-tower climbing (ranging in height from 35'-120'), and storage facilities for materials, tools, and equipment
- Student lunchrooms
- Tool and merchandise stores
- Free Wi-Fi

Call 888-LINEWORK to schedule a live tour at any of our campuses.

AREA RECREATION VIDEOS

bit.ly/NLCarea

CALIFORNIA RECREATION

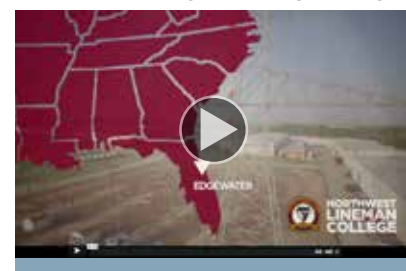


CALIFORNIA CAMPUS

2009 Challenger Ave
Oroville, CA 95965

- 3 classrooms and administration space (10,000ft²)
- 14,000ft² indoor lab area
- 12-acre field-training area

FLORIDA RECREATION



FLORIDA CAMPUS

501 Pullman Rd
Edgewater, FL 32132

- 3 classrooms and administration space (7,000ft²)
- 10,000ft² indoor lab area
- 16-acre field-training area

IDAHO RECREATION



IDAHO CAMPUS

7600 S Meridian Rd
Meridian, ID 83642

- 3 classrooms and administration space including corporate offices (20,000ft²)
- 7,200ft² indoor lab area
- 25-acre field-training area
- Film studio
- Manufacturing facilities

TEXAS RECREATION



TEXAS CAMPUS

5110 Dakota Ln
Denton, TX 76207

- 4 classrooms and administration space (7,000ft²)
- 10,000ft² indoor lab area
- 14-acre field-training area

PROFESSIONALS & EDUCATORS



TO ENSURE STUDENTS ARE EXPOSED TO THE BEST METHODS, TOOLS, AND MOST CURRENT SAFETY REGULATIONS, NLC PLACES GREAT EMPHASIS ON RECRUITING AND TRAINING THE BEST AND BRIGHTEST PROFESSIONALS AND EDUCATORS.

This starts with recruiting trainers who are passionate about educating the next generation of lineworkers, but also extends to support and leadership staff, who design the curriculum and facilities, maintain relationships with the industry, and ensure that NLC's focus remains on the student.

NLC specially selects trainers from pools of candidates from across the U.S. who have broad trade experience. NLC spent years developing a special screening process that ensures only linemen with the greatest knowledge, skill, and aptitude for training are selected. NLC trainers come from all types of power and construction companies, enabling students to learn about different career opportunities from those with firsthand experience.

Upon employment, NLC trainers are enrolled in NLC's internal educational organization, Grid University, and certified in a variety of adult-education courses. This highly dedicated group of training professionals are the only members of NLC's staff that earn the privilege to wear the special maroon shirt, and are commonly referred to as "Maroons".

NLC is very proud of its staff and the credentials they've earned. This includes, but is not limited to

- five training specialists awarded the distinguished NLC *Educator of the Year* award, for continually innovating and advancing NLC educational offerings;
- five International Lineman Hall of Fame inductees;
- two retired Marine Corps aviation officers, dedicated to continually improving operations;
- a former elected state representative, serving as NLC's Chief Culture Officer;
- members of the prestigious IEEE and CIGRE organizations;
- three senior leadership members who are certified journeymen linemen with years of trade experience;
- two three-time winners of the prestigious *Telly Award* for video production.

The efforts of all NLC educators, leaders, and staff have led to the creation of educational programs that focus heavily on safety and student success.



UTS Director of Certification & Training Tony Alves delivers instruction to utility employees at NLC's Texas campus.



Training Specialist Ricky Collins trains underground grounding to apprentice linemen at the Texas campus.



VP of Curriculum & Instruction Jacob Phelps at the training center NLC built in Tanzania, Africa.

Educational offerings delivered by NLC's Power Delivery Programs (PDP) and Utility Training Services (UTS) focus on apprenticeship training, live-line training, crew leadership, trouble investigation, and many other safety and compliance topics. They are available exclusively to employees of power and construction companies.

NLC training specialists rotate between assignments in pre-apprentice and advanced-level courses and programs. This unique educational model is highly beneficial, as NLC staff are continually interacting with established leaders and lineworkers in the industry, observing cutting-edge methods, safety practices, and procedures as they evolve.

NLC also learns directly from these companies what they want to see in future lineworkers, allowing for immediate improvements to ELP offerings. NLC senior leadership, largely made up of trade professionals, designs and implements new, innovative curriculum in a way only achievable by those with firsthand experience.

Because NLC is involved in so much training across the U.S. with leading utility and construction companies, ELP graduates are regularly welcomed to interview for positions in their organizations. It is not uncommon for graduates to begin their careers with these companies and, soon after, be enrolled in a PDP or UTS program.

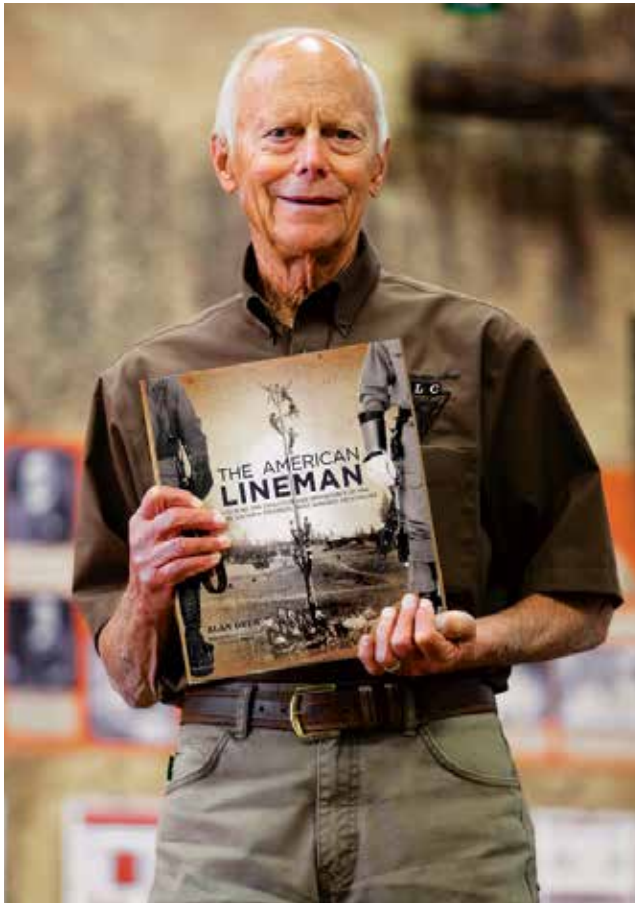
INNOVATION

The linework profession has always been closely associated with innovation. Regularly referred to as “gadgeteers”, lineworkers are responsible for the vast majority of safety, tool, and equipment innovations in the power-delivery industry over the past 100 years. Students are encouraged to be innovative in their learning, and are regularly challenged by training specialists to be inquisitive and problem-solve at every opportunity. NLC is known as an institution of innovation, its remarkable professionals and educators having designed and developed the following:

- Specialized curriculum used by hundreds of power and construction companies across the United States
 - Unique scheduling methodology and field design that maximizes student participation and learning outcomes
 - Modern smart-grid and transformer-banking labs that provide a safe and engaging hands-on learning experience
 - Videos that clarify important safety and technical topics (created by NLC’s in-house studio, NLC Productions)
 - The OX Block®, which has revolutionized rigging and ergonomic safety in linework and related trades
 - Authorship of *The American Lineman*, a history book celebrating the evolution and importance of one of the nation’s toughest, most admired professions
- 15-week ELP, the likes of which had never been seen before its launch in 1993
 - *Three-Phase Educational Model*®, which maximizes student success by concentrating educational efforts on knowledge, skill, and behavior



1996 NLC graduate Mark Groves, President of NLC Manufacturing, created both the OX Block® and TransBanker™ (pictured below).



SVP of Research & Development Alan Drew authored *The American Lineman*.



Top: Students in Florida are trained using the TransBanker™ from NLC Manufacturing. Bottom: An Idaho student builds an electrical system model for a group project.



POWER-DELIVERY CAREERS

CAREER OPPORTUNITIES

The power-delivery industry offers great opportunities for exciting and rewarding long-term careers. It is a robust, \$880-billion industry that employs over 500,000 American workers.

In the U.S. economy, the power industry represents 2.3% of real gross domestic product (GDP). Electricity use continues to rise, and the country is dependent on reliable delivery of electric power more than ever.

The Edison Electric Institute, which represents investor-owned utilities, estimates \$1.4 trillion will be spent between now and 2030 on building new generation and transmission resources. Utilities are beginning to integrate alternative energy sources such as wind, solar, and battery storage into their systems as well. Electrical lineworkers are, and will continue to be, the backbone of these efforts.

After completing the Electrical Lineworker Program, graduates typically enter the power-delivery industry as pre-apprentice lineworkers, substation technicians, equipment operators, staking technicians, or other related positions. NLC provides the most versatile and realistic educational experience possible, preparing graduates for advancement roles such as crew leader, superintendent, safety and training professional, director, and more.

Thanks to the many opportunities in the industry, NLC alumni have advanced from linework to rewarding careers in safety training, engineering, system operation, and construction company ownership. The career paths and potential are nearly limitless for an ambitious individual with an NLC education.

STATISTICS

According to the Bureau of Labor Statistics, there are approximately 119,000 electrical lineworkers in the United States, not including related jobs or support positions. On average, about 6,000 positions in the workforce need to be filled each year by beginning-level lineworkers.



CAREER OUTLOOK

Power delivery is a robust, vibrant, growing industry that provides rewarding careers to hundreds of thousands of individuals, many of whom are graduates of NLC. As illustrated below, employment prospects continue to look up for the foreseeable future.

11% JOB GROWTH RATE* + increased retirements + increased customer reliance on electricity + increased installation and maintenance of the power grid + increased domestic and global initiatives to develop and utilize more renewable energy sources
= A STABLE, LONG-TERM CAREER THAT CAN'T BE OUTSOURCED

2.3% GROSS DOMESTIC PRODUCT**

In the U.S. economy, the electric power industry represents 2.3 percent of real gross domestic product.

\$880 BILLION ELECTRIC POWER INDUSTRY*

Electric power is an \$880-billion industry that provides a vital service to modern life. Electricity powers the economy and enhances everyday life.

500,000+ WORKERS*

America's electric companies pay billions of dollars in tax revenue, employ more than 500,000 workers, and provide a variety of public service programs to benefit the local communities they serve.

OCCUPATION	HOURLY BY PERCENTILE				
	10th	25th	Median	75th	90th
49-9051 Electrical Power-Line Installers & Repairers	\$17.60	\$24.43	\$32.70	\$39.73	\$47.21
49-9052 Telecommunications Line Installers & Repairers	\$13.47	\$17.50	\$25.28	\$35.03	\$40.03
43-5041 Meter Readers, Utilities	\$11.03	\$13.77	\$18.72	\$25.24	\$31.72
49-2095 Electrical & Electronic Repairers, Powerhouse, Substation, & Relay ¹	\$24.47	\$31.15	\$36.38	\$41.93	\$47.54
47-2073 Operating Engineers & Other Construction Equipment Operators ²	\$14.29	\$17.19	\$22.06	\$29.56	\$38.56
49-9081 Wind Turbine Service Technicians	\$17.78	\$20.96	\$25.13	\$30.15	\$36.66
49-9097 Signal & Track Switch Repairers	\$17.36	\$25.03	\$31.42	\$36.67	\$39.81
49-9098 Helpers—Installation, Maintenance, & Repair Workers	\$9.00	\$10.48	\$13.23	\$16.82	\$21.00
51-8099 Plant & System Operators, All Other	\$15.37	\$20.07	\$26.41	\$31.87	\$37.80
37-3013 Tree Trimmers & Pruners	\$11.03	\$13.51	\$16.84	\$21.79	\$27.39
47-2111 Electricians	\$15.29	\$19.02	\$25.35	\$33.49	\$43.47
47-2231 Solar Photovoltaic Installers	\$13.45	\$15.89	\$18.87	\$23.48	\$29.12
47-3013 Helpers—Electricians	\$9.67	\$11.59	\$14.20	\$17.53	\$21.37
49-1011 First-Line Supervisors of Mechanics, Installers, & Repairers	\$18.49	\$23.74	\$30.55	\$38.78	\$48.31
53-7021 Crane and Tower Operators	\$15.18	\$18.80	\$25.08	\$32.17	\$39.71
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers	\$14.99	\$18.89	\$25.23	\$32.64	\$37.95

For more details on the occupations listed above, search the Occupational Outlook Handbook at [bls.gov/oco/](https://www.bls.gov/oco/) or visit onetonline.org/link/summary/49-9051.00

¹ This occupation encompasses the title of Substation Helper.

² This occupation encompasses the title of Equipment Operator.

* Average reported by the Bureau of Labor Statistics, www.bls.gov/ooh/

** As reported by The Edison Electric Institute, www.eei.org

A RENEWABLE FUTURE

Though the “L” in ELP stands for “Lineworker,” the knowledge, skill, and behavior a graduate receives from the program opens many more doors than one might realize. In fact, a common mistake students make is to place too much focus on becoming an apprentice lineworker, overlooking thousands of other opportunities that utilize the same skill set.



According to the BLS, projected average growth rate for a given job opening is 7%. Average growth rate for wind turbine technicians is projected at 108% between now and 2024.

RENEWABLE ENERGY IS ENHANCING THE ELECTRICAL GRID.

Renewable energies such as wind, solar, and even battery storage systems are introducing more sources of generation in all facets of the electrical grid. In addition to renewability, these enhancements are significant in that they increase reliability of the grid by providing multiple avenues for power to flow, especially during times of peak demand. This requires new and innovative technology, work methods, and resources to keep everything working in harmony.

Renewables create thousands of opportunities for occupations such as:

- Wind Turbine Technician
- Solar Voltaic Installer
- Substation/Relay Technician
- Telecommunications Specialist

THESE EXAMPLES EACH PLAY A KEY ROLE IN CONNECTING RENEWABLE ENERGY TO THE GRID.

Consider this: in the four listed occupations alone, the Bureau of Labor Statistics projects approximately 34,000 job openings between now and 2024. Add “electrical lineworker” to the list, and that number nearly triples.



According to multiple recent reports, reduced costs and advances in technology have solar energy quickly becoming America's fastest growing renewable energy source.

The United States Department of Energy has a renewable energy target of 20% by the year 2020. It takes all these occupations—and more—working together to achieve that target and continue to grow. Entirely new occupations will be created.

NLC graduates have multiple opportunities for jobs that lead the way toward a cleaner, more efficient, and more reliable power grid.

PREPARING STUDENTS FOR SUCCESS

Students enrolled in the Electrical Lineworker Program learn about various types of companies, opportunities, and how to prepare to be top-tier candidates.

EDUCATING FOR SUCCESS

NLC provides a specially designed Career Planning & Strategies course where students learn about various jobs and careers to which their education applies. Students also learn effective cover letter and résumé writing, interviewing skills, networking methods, preparation for entrance testing, and professional behaviors. Students and alumni also have exclusive access to NLC's job-posting web portal through lineman.edu.

NLC is committed to providing each student the tools and resources needed to successfully research, apply for, and secure jobs and careers. Though it is the student's responsibility to decide on their career path, NLC provides substantial assistance and advice.



TRAITS OF SUCCESSFUL GRADUATES

The lengths to which NLC graduates leverage their education are nearly boundless. Presented here are characteristics highly successful graduates embrace to secure jobs and launch long, rewarding careers.



BE AS COMPETITIVE AS POSSIBLE

There can be competition for many jobs, and companies make every effort to select the best applicants. Successful graduates make every effort to assure they will graduate as a top candidate as they progress through the Electrical Lineworker Program.

MAXIMIZE GEOGRAPHIC FLEXIBILITY

Power companies cover large geographic regions. Power construction companies work in large geographic regions as well. Opportunities increase in proportion to the size of the geographic area in which a student is willing to work. A graduate willing to work in any state in the country will have the most opportunities.

BE RELENTLESSLY WISE WITH FREE TIME

There are 168 hours in a week. Successful students understand that when sleep, full-time NLC schooling, and eating are subtracted, a substantial amount of daylight hours remain; they apply these hours to their studies, career research, and job search.

CONSIDER ALL COMPANY TYPES AS OPPORTUNITIES

The power industry includes large utilities, municipalities, electrical cooperatives, public power districts, generation and transmission companies, and electrical contractors. Graduates who consider all these as potential opportunities maximize the number of jobs available to them. Successful graduates understand this, and keep all options available as they consider their employment options.

BE RELENTLESS AND ORGANIZED IN SEARCH OF EMPLOYMENT

New job opportunities continually present themselves. Successful graduates establish a diligent routine searching for jobs, including website exploration, résumé dissemination, employer visits, and more. They check NLC's website at least every other day. They keep record of employers contacted, résumés submitted, and company contacts. They schedule follow-up meetings. They do not become discouraged, knowing their efforts will ultimately be successful.

THOROUGHLY RESEARCH COMPANIES

Successful students and graduates take the time to learn everything they can about each company, including company type, customers, major projects, service area, power-system details, training, and more. The more that can be learned, the better.

DON'T WAIT TOO LONG TO GET INTO THE TRADE

History has shown that students who wait longer periods for a desired job to open often see their skills and knowledge diminish. As more time passes, they become less competitive when the opportunity for a job they really want comes along. It is important to get into the trade as soon as possible and start building experience, skills and knowledge.

EMPLOYMENT STATISTICS

NLC is proud of its graduates, and prouder still that graduate employment statistics are among the strongest in the nation. Quality of education, employment assistance, and relationships with utility and construction companies (combined with student determination and persistence

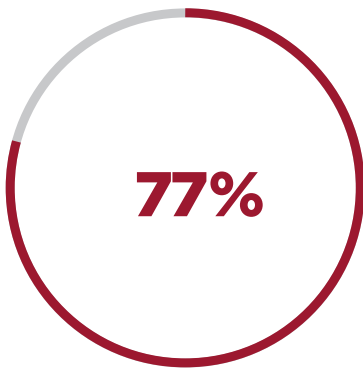
in pursuing employment) are the determining factors behind these strong results. The following chart displays the percentage of students employed in the trade as a result of the education they received at NLC. Also included is the percentage of students not working in the trade, broken down by category.

This chart displays combined averages from the Idaho, California, and Texas campuses, all of which share similar results. With experience and ambition, advancement opportunities in the power-delivery industry are abundant. Graduates of NLC have progressed in careers such as these:

- Pre-Apprentice Lineman
- Utility Worker
- Communications Installer
- Warehouse Assistant
- Meter Reader
- Meter Technician
- Substation Technician
- Groundman
- Equipment Operator
- Transmission & Distribution Tech
- Crew Leader
- Superintendent
- Project Director
- Safety/Training Director
- Engineer
- System Operator
- Construction Company Owner
- Solar Technician

FIVE-YEAR AVERAGE

California, Idaho, and Texas graduate employment data¹



NLC Graduates Employed in the Trade

NLC Graduates Employed in the Trade



¹ Cohort Group: 10/2011-9/2016
Graduate population base is available in the *General Information* section of this catalog.

SAFETY IN POWER DELIVERY

When it began in the late 1800s, the power-delivery industry was dangerous—tools and procedures were unsophisticated, insulated equipment was not available, and formalized training was nonexistent.

Linemen did not understand the laws of electricity, so accidents were common. Over time, tools and protective equipment evolved, as did methodology.

Training became more formalized in the late 1930s thanks to the National Apprenticeship Act (also known as the "Fitzgerald Act"), which set minimum standards for apprenticeship programs; in response, companies began implementing safety rules and procedures. After World War II, manufacturers began replacing homemade, untested tools with properly manufactured, insulated protective gear.

In 1970, the Occupational Safety and Health Administration (OSHA) formed, significantly improving linework safety. By this time, most power companies had founded training

centers, rotating lineworkers through a wide range of safety and educational offerings. They would advance through multi-year apprenticeship programs, eventually earning Department of Labor Certification—a recognition that exists to this day.

Today, all the tools, procedures, and safety gear exist for lineworkers to enjoy a long and rewarding career. As one example, over the past several years equipment has been widely adopted by the trade that ensures linemen are attached to structures 100% of the time—in fact, NLC has been contracted to certify lineworkers in proper use of this equipment by several major utility companies.

Like any trade, linework is not without risk; however, most accidents are related to unsafe behavior (e.g. taking shortcuts or unnecessary risks). It

is likened to driving on a congested freeway in poor weather conditions—safe drivers slow down and hold their lanes, while unsafe drivers weave in and out of traffic at high speed.

Ensuring that lineworkers establish proper safety principles early is the key to working safely, and NLC's Electrical Lineworker Program is focused on imparting these principles at every opportunity. Curriculum includes current OSHA regulations, as well as industry best practices and procedures.

In the lab and field, students are taught to identify all components of electrical systems and the tools needed to safely work on them. When they complete their training, graduates can leverage the important safety values learned in the ELP.



WORKING SAFELY

This student is attached to the pole with a special device called a SuperSqueeze®, which prevents him from falling in the event of a gaff-out.

The SuperSqueeze is just one example of safety advancement in the industry. NLC mandates a 100% attachment policy for all students working in elevated positions.

ELECTRICAL LINeworkER PROGRAM

TRAINING ENVIRONMENT

NLC promotes safety, productivity, and camaraderie, preparing students for success at every opportunity.

Students are engaged in classroom and field learning activities equally each day of the school week (Mon–Thu). Classes are not typically in session Fridays; this time is reserved for preparation and study. In order to maintain a high quality training environment, faculty-to-student ratios never exceed 16:1 in the field or 76:1 in the classroom.

Because of the procedural nature of linework and the strict adherence to safety rules it requires, NLC has established rules and procedures that

train students to operate successfully in the profession. This is achieved by creating a positive learning environment where students are challenged, encouraged, and held accountable. Students are placed in crews where camaraderie and teamwork are emphasized daily.

Exemplifying the best practices and expectations of trade professionals, NLC training specialists leverage experience and adult-education training to facilitate practical and beneficial learning experiences for

each student. The forming of lifelong friendships among classmates and instructors is commonplace. The positive culture that students experience creates a lasting impression they carry throughout their long and rewarding careers.

NLC graduates become lineworkers, crew leaders, safety and training professionals, supervisors, directors, even presidents. Because knowing which students will become presidents is impossible, training is conducted as if they all will.



STUDENT LIFE


Want to see what the ELP experience is like? Visit NLCsocial.com to get a glimpse of campus life from the student perspective.

NLC's Facebook page is a great way to stay connected. In addition to regular updates, Tuesdays feature success stories of alumni working in the trade, with historical trade-related facts highlighted on Thursdays. These weekly posts illustrate the timeline from the industry's significant past to the bright future of NLC graduates.

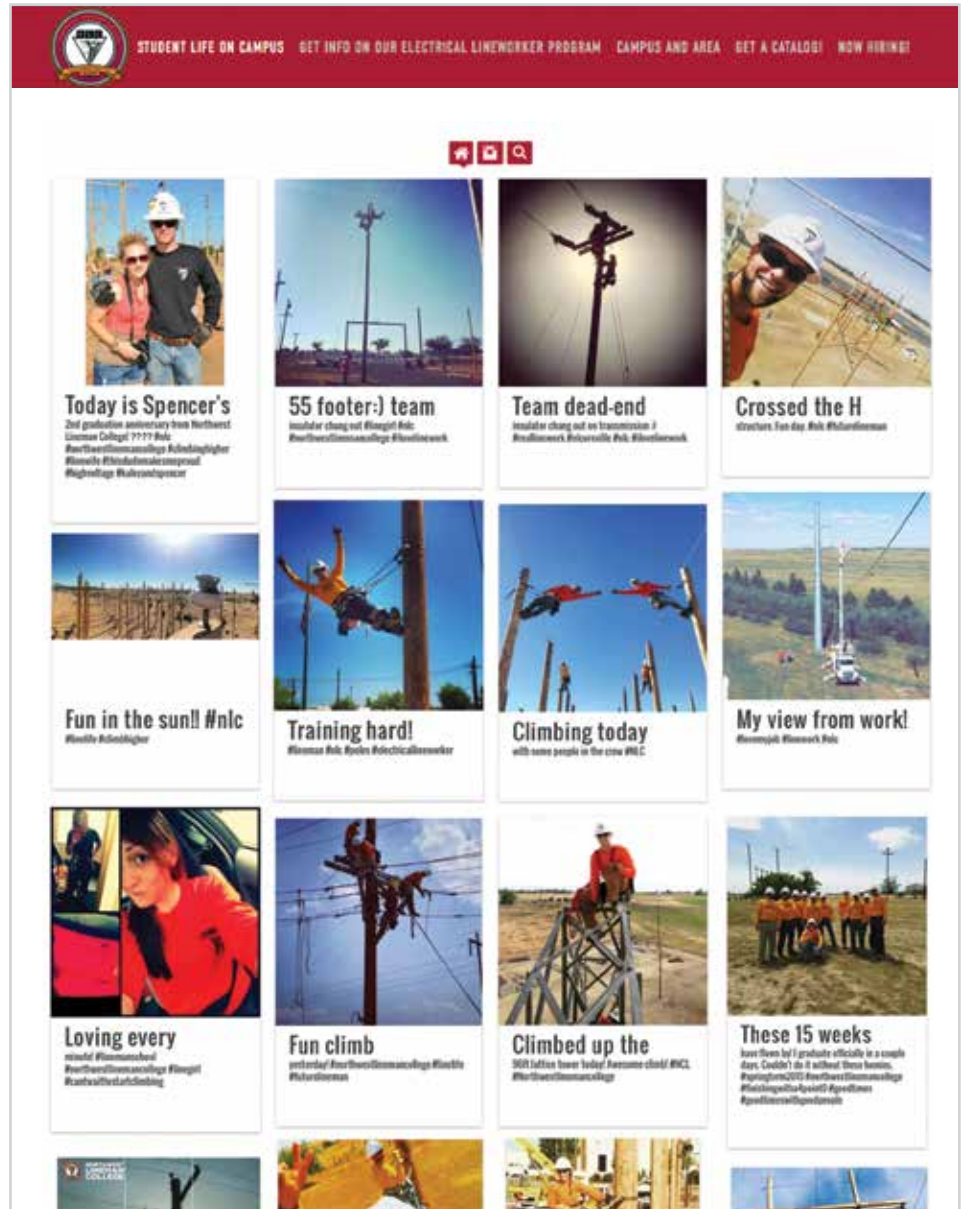
Here's where you can find us:

 **FACEBOOK**
facebook.com/NorthwestLinemanCollege

 **INSTAGRAM**
@nwlincollege

 **SNAPCHAT**
Username: lineman.edu

#nlc
#northwestlineman



ADMISSION REQUIREMENTS

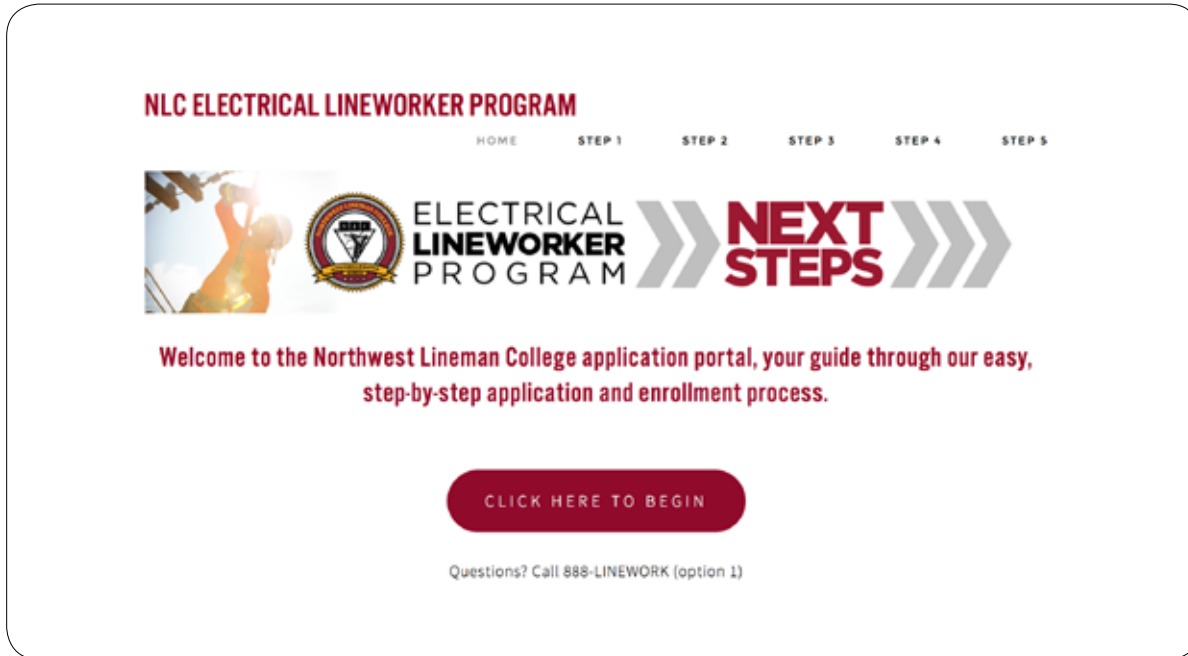
To be eligible for the Electrical Lineworker Program, you must

- be at least 18 years of age by the start date of the term you select;
- have a high school diploma or GED;
- possess a valid driver's license and be eligible to obtain a Class A commercial driver's license (CDL);
- be physically and mentally fit to participate (official *Medical Release* form provided during enrollment process);
- provide proof of medical insurance coverage for the duration of the program;
- not have a felony conviction on your record;
- weigh no more than 270 pounds.

If you meet these qualifications, you are welcome to submit an application.

HOW TO APPLY

Please visit the online application portal at apply.lineman.edu



If you have limited online access or prefer a paper application, please contact Admissions. Otherwise, the next page will help you get started.

ONLINE APPLICATION PORTAL

The portal will guide you through the enrollment process, but here are helpful hints to get you started.



Should only take about 5 minutes

STEP 1: APPLICATION

Completely fill out the online application and pay the \$100.00 application fee (non-refundable)



Should take about 30 minutes if you have all required documents ready

STEP 2: ENROLLMENT

Due to NLC's commitment to maintaining a low student-to-instructor ratio, space is limited. It is recommended that you complete the enrollment process as soon as you've decided the Electrical Lineworker Program is a fit for you. Once this step is complete, your spot is reserved.

Items needed to complete Step Two:

- \$850 lab fee
- Copy of driver's license to upload
- *Medical Release* form (completed by an approved healthcare professional)
- Stamped and sealed high-school transcript or GED transcript

This is a simple process—all information needed to obtain these items is provided as you go.

VIDEOS ON THE PORTAL WALK YOU THROUGH THE ENTIRE PROCESS STEP BY STEP.



Any questions? Contact Admissions at
888-LINEWORK (option 1) or nlc@lineman.edu

PROGRAM CALENDAR



ID1801

- Start: January 8, 2018
- End: April 20, 2018
- Key Holidays:
 - Martin Luther King Jr. Day (January 15, 2018)

ID1802

- Start: June 25, 2018
- End: October 5, 2018
- Key Holidays:
 - Independence Day (July 4, 2018)
 - Labor Day (September 3, 2018)

ID1803

- Start: October 22, 2018
- End: February 22, 2019
- Key Holidays:
 - Thanksgiving Week (November 19-23, 2018)
 - Christmas Week (December 24-28, 2018)
 - New Year's Week (December 31, 2018-January 4, 2019)
 - Martin Luther King Jr. Day (January 21, 2019)



FL1801

- Start: January 29, 2018
- End: May 11, 2018

FL1802

- Start: May 21, 2018
- End: August 31, 2018
- Key Holidays:
 - Memorial Day (May 28, 2018)
 - Independence Day (July 4, 2018)

FL1803

- Start: September 17, 2018
- End: January 18, 2019
- Key Holidays:
 - Thanksgiving Week (November 19-23, 2018)
 - Christmas Week (December 24-28, 2018)
 - New Year's Week (December 31, 2018-January 4, 2019)



TX1801

- Start: January 8, 2018
- End: April 20, 2018
- Key Holidays:
 - Martin Luther King Jr. Day (January 15, 2018)

TX1802

- Start: April 30, 2018
- End: August 10, 2018
- Key Holidays:
 - Memorial Day (May 28, 2018)
 - Independence Day (July 4, 2018)

TX1803

- Start: August 27, 2018
- End: December 14, 2018
- Key Holidays:
 - Labor Day (September 3, 2018)
 - Thanksgiving Week (November 19-23, 2018)



CA1801

- Start: April 2, 2018
- End: July 13, 2018
- Key Holidays:
 - Memorial Day (May 28, 2018)
 - Independence Day (July 4, 2018)

CA1802

- Start: July 30, 2018
- End: November 9, 2018
- Key Holidays:
 - Labor Day (September 3, 2018)

CA1803

- Start: November 26, 2018
- End: March 22, 2019
- Key Holidays:
 - Christmas Week (December 24-28, 2018)
 - New Year's Week (December 31, 2018- January 4, 2019)
 - Martin Luther King Jr. Day (January 21, 2019)

Holidays do not count toward training time. Classes falling on holidays are rescheduled; refer to orientation guide for dates. Albeit rare, dates are subject to change; any travel arrangements made should be flexible.

TUITION AND FEES

Application Fee	\$100.00
Paid with application	
Lab Fee	\$850.00
Paid during enrollment process	
Tuition.....	\$13,700.00
Due four weeks prior to term start	
TOTAL TUITION AND FEES	\$14,650.00

REQUIRED ASSOCIATED COSTS

Climbing & Hand Tools, NLC Safety Shirts	\$2,800.00
Due four weeks prior to term start	

Class A CDL/Commercial Learner’s Permit¹

Due to differing state laws, CDL/CLP requirements vary by campus. See CDL/CLP section of this catalog for further information.

CALIFORNIA

Commercial Learner’s Permit.....	\$73.00
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FLORIDA

Commercial Learner’s Permit.....	\$75.00
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IDAHO

Class A CDL w/ Air Brakes Endorsement	~\$380.00 ²
---------------------------------------------	------------------------

TEXAS

Commercial Learner’s Permit.....	\$325.00
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CAMPUS-SPECIFIC FEES

CALIFORNIA

Student Tuition Recovery Fund (STRF) fee	\$0 ³
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OPTIONAL COURSES

ADVANCED TRAINING COURSES

Smart Grid & Electrical Devices Certification.....	\$1,895.00
NCCCO Crane Operator Certification.....	\$1,895.00

REFRESHER COURSE

Applied Mathematics	\$250.00
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¹DMV costs are estimated, and are subject to change without notice. Please confirm current pricing with the applicable state DMV.

²Costs include tuition of \$290.00 for a Class A Commercial Driver’s License Skills Test course, which includes a four-hour testing protocol class, truck rental, fuel, insurance, and one skills test; in the event a retake is necessary, additional fees may apply. It is the responsibility of the student to ensure they are eligible to obtain an Idaho Class A CDL with air brakes endorsement, and to secure a commercial learner’s permit prior to taking this course. Driver’s License Office fees for required written tests and issuance of permit (\$48.00-\$51.00; not included in tuition) are paid directly to the DMV by the student. Consult the Idaho Department of Motor Vehicles for eligibility questions and to obtain a permit. Other additional fees (not included in tuition) include issuance of CDL (\$40.00; valid four years) Course and testing conducted at 7600 S Meridian Rd, Meridian, ID 83642. DMV costs are estimated, and are subject to change without notice. Visit dmv.idaho.gov for current pricing.

³The STRF fee is not currently being charged because the California State STRF account has met the maximum amount allowed by state statute. This amount could be increased by the BPPE at any time. See *California-Specific Policies* in the back of this catalog for more information.



FUNDING

Not sure how you will pay for your education? You're not alone—most prospective students have the same questions and concerns. It's important to keep in mind that your education is an investment, with the potential of great return. The following information will give you a few options other students have used to successfully fund their education.

LOANS*

When it comes to higher education, there are traditionally two types of loans available: federal and non-federal (private) student loans. In an effort to keep tuition costs as affordable as possible, NLC does not participate, receive, or qualify for federal funding programs—meaning it does not accept any federal loans or student aid (FAFSA). However, private student loans are accepted, which a great number of NLC students have used to pay for their education.

SALLIE MAE

A majority of students that have used private student loans have utilized the *Sallie Mae Career Training Smart Option Student Loan*, which covers tuition, associated costs, and living expenses. Representatives at Sallie Mae recommend the following:

- Use a co-signer when possible, even if you believe you don't need one.
- Avoid over-borrowing (borrow the minimum amount needed for tuition, associated costs, and living expenses).
- Apply for funding as soon as you enroll in the program.

Learn more and apply for the *Sallie Mae Career Training Smart Option Student Loan* at salliemae.com.

MOUNTAIN AMERICA CU

Any ELP student enrolled at the Idaho campus is eligible to apply for MACU's private student loan. For more info or to apply, visit macu.com and click on *Loans*, then the *Student Loans* link.

GREATER TEXAS FCU

Students attending the Denton campus (and those eligible to join GTFCU based on Texas residency) may take advantage of all products and services, including loans for program costs and supplies. For more info or to apply, visit gtfcu.org/northwest-lineman-college.

MERITIZE

Meritize is a unique academic lender that bases its loan approvals not only on credit score, but also academic performance, offering loans with better terms that may not require a cosigner. If you have little to no credit history, you may benefit. Even if your academic record isn't perfect, Meritize will work with you to customize a loan that meets your specific needs.

A Meritize loan:

- uses academic data for better options
- offers expedited approval
- can be repaid over five years
- has no prepayment penalty
- can cover full cost of attendance
- provides full in-school deferment option
- offers 90-day-payback grace period

For more info visit meritize.com.

OTHER PRIVATE LOANS

Local banks and credit unions sometimes offer loans to those pursuing education, and can be a great resource. That said, it's important to know the following when seeking untraditional private student loans:

- NLC does not receive, participate, or qualify for Title IV Funding (anything requiring a FAFSA application—Pell Grant, Stafford Loan, etc). As such, NLC does not provide 1098-T tax forms. Pass this info on to your loan officer to help them find the best option for you.
- Not all banks offer student loans, but don't be discouraged—ask them to help you explore all options.
- Private student loans are becoming more and more common, and most can be applied for online. An Internet search using keywords like “private student loans”, “non-federal student loans”, or “career training loans” may generate useful results.

SCHOLARSHIPS

Though scholarships can take time and commitment to research and obtain, it is often worth the effort. Quite a few students have received assistance for tuition, fees, and associated costs through scholarships. Remember, every little bit helps. There are a surprising number of scholarships available from a huge variety of companies and organizations, often with very few applicants. When searching for scholarships to apply for, consider the following:

HIGH SCHOOLS

If you are still in high school, speak with your guidance counselor about scholarship opportunities. It is common for counseling centers to have lists of scholarships and applications on hand.

COMMUNITY ORGANIZATIONS

Local chapters of organizations such as Rotary Club, Elks Club, American Legion, and many churches offer scholarships.

EMPLOYERS

The company you or your parents work for may offer scholarships for employees and their families.

POWER COMPANIES/MUNICIPALITIES

Several power and utility companies throughout the U.S. offer community scholarships, some being trade-specific.

MINORITY ORGANIZATIONS

Several organizations provide scholarships for minority students.

**PLEASE NOTE: Financial assistance is available only to those who qualify. When obtaining a loan to pay for your education at NLC, you are responsible for repaying the full amount of the loan plus any interest agreed upon in your loan contract.*

GOVERNMENT FUNDING

GI BILL® (CA, ID, TX only)*

NLC is grateful to our men and women in service, and we are proud to accept funding provided by the GI Bill program. If you have served in the armed forces, please contact your local Veterans Affairs (VA) office or visit gibill.va.gov for more information. We are currently limited to the GI Bill program, and are unable to accept funds from GoArmyEd's Tuition Assistance (TA) program.

If you are using your GI Bill, you will need to provide the following documents, obtained through your VA representative:

- DD214 Form
- Certificate of Eligibility
- Military Transcript
- Postsecondary College Transcript
(if you've attended college in the past)

VOCATIONAL REHABILITATION & EMPLOYMENT PROGRAM

VR&E services, offered by the VA, may help with job training, employment accommodations, résumé development, and job-seeking skills for qualifying vets. For more info visit benefits.va.gov/vocrehab.

STATE FUNDING

Many students have been able to utilize grant funds through their local Department of Labor office to attend NLC for career training. When contacting your local office, inquire about the following programs:

- Workforce Innovation Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Worker's Compensation Program
- Vocational Rehabilitation (VocRehab)

NLC is continually looking for new sources to help students find funding to power their education. For the most current information on loans, scholarships, and other available options, please visit

lineman.edu/funding

For questions or assistance, call Admissions:

888-LINEWORK

**The Department of Veterans Affairs requires a campus to be in existence for two years before GI Bill benefits can be used. Veterans benefits will not be available for use at the Florida campus until the end of 2018. Please consider attending one of our other campuses if you plan to use veterans benefits to pay for your education.*

"GI Bill" is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more info on education benefits visit the official U.S. government website gibill.va.gov.

WHAT'S THE DIFFERENCE?

Loans, scholarships, and grants are the three leading methods of funding an education. Learn more about the differences between scholarships, grants and loans to determine the right combination for you.

LOAN

Student loans are borrowed funds which you (or your parents or guardians) are obligated to pay back over a certain agreed-upon period, with interest.

SCHOLARSHIP

Scholarships are a form of financial aid that do not have to be repaid. Scholarships are granted based on a variety of criteria, including academic merit, athletic involvement, extracurricular activities, essays, ethnicity, and financial need.

GRANT

Grants are monetary awards that, like scholarships, do not need to be repaid. Grants are funded by federal and state governments.



CDL INFORMATION

Electrical linework often requires use of large, heavy equipment that must be driven to and from job sites, so most utility and construction companies require that their lineworkers possess a Class A commercial driver's license (CDL). For this reason, students are required to obtain their Class A CDL (Idaho campus) or commercial learner's permit (California, Texas, Florida) prior to graduation.

Surveyed graduates commonly recommend obtaining a CDL before attending NLC. Requirements vary from state to state, so check with your local DMV for specifics. Getting this step out of the way early gives students a nice head start, in addition to preventing potential delay due to lengthy DMV processes or restrictive state residency requirements. Please refer to the following requirements for obtaining a CDL or commercial learner's permit (CLP) in states where NLC campuses are located.

CALIFORNIA COMMERCIAL LEARNER'S PERMIT REQUIREMENTS

Though this list contains the necessary steps, further details are available at dmv.org/ca-california/apply-cdl.php#Getting-a-CDL-Permit

To obtain a commercial learner's permit in the state of California, you must

- visit a DMV office;
- complete a *California Commercial Driver License Application* (form DL 44C);
- complete a *10-Year History Record Check* form;
- give a thumbprint;
- have your picture taken;
- provide verification of your Social Security number;
- verify your birthday and legal presence;
- pay the application fee;
- pass a vision exam;
- submit a completed *Medical Examination Report* (form DL 51);
- pass the traffic laws and signs tests for the class of vehicle that will be driven.

FLORIDA COMMERCIAL LEARNER'S PERMIT REQUIREMENTS

Though this list contains the necessary steps, further details are available at flhsmv.gov/handbooks/EnglishCDLHandbook.pdf

To obtain a commercial learner's permit in the state of Florida, you must

- be a resident of Florida (info on obtaining residency can be found at: stateofflorida.com/residency.aspx)
- be at least 18 years of age to drive intrastate, 21 to drive interstate;
- hold a Florida Class D license;
- surrender any and all other driver's licenses issued by Florida or any other state;
- not be under suspension, revocation, cancellation, or disqualification in Florida or any other state;
- submit a valid medical report or card;
- provide proof of Social Security number;
- pass all required tests and pay fees.

IDAHO

CLASS A CDL WITH AIR BRAKES ENDORSEMENT REQUIREMENTS

The Idaho campus offers on-campus CDL testing using NLC equipment. If you haven't yet learned how to drive a vehicle with standard transmission (stick-shift), that's a good place to begin the process.

For more detailed information on the steps listed below, please visit cdlidaho.com

To obtain a Class A CDL with air brakes endorsement in the state of Idaho, you must

- obtain a CDL manual at a DMV or at http://itd.idaho.gov/dmv/driverservices/documents/cdl_manual.pdf;
- complete a *Self-Certification of Driving Category* form;
- take the required written tests;
- obtain a CDL instruction permit;
- take the skills test and obtain a receipt;
- DOT medical card recommended, but not required.

TEXAS

COMMERCIAL LEARNER'S PERMIT REQUIREMENTS

Though this list contains the necessary steps, further details are available at

txdps.state.tx.us/DriverLicense/commerciallicense.htm

To obtain a commercial learner's permit in the state of Texas, you must

- apply in person at a driver's license office;
- present appropriate documents to verify your identity;
- present documents to verify Texas residency;
- present evidence of your Social Security number;
- meet the self-certification of medical status requirement by completing the *Self-Certification Affidavit*;
- if applicable, meet the nonresident commercial requirements;
- present proof of Texas vehicle registration and liability insurance on all vehicles registered in your name;
- complete the *Supplement Application Texas Commercial Driver License Certifications and Record of CDL Examination* (CDL-1);
- consent to be photographed, fingerprinted, and provide a signature;
- pass a vision test;
- pass the knowledge and skills tests for the appropriate driver's license, including endorsements;
- pay the required fee;
- provide a commercial motor vehicle (CMV) for the driving test.

TOOLS

Tools listed here are stocked on campus for purchase. NLC training specialists explain the use of each and provide a personal fitting for every student.

In addition to tuition and fees, students in the Electrical Lineworker Program are required to purchase the climbing and hand tools listed below. NLC works closely with leading utility and construction companies to identify widely utilized

tools in the industry, then works with manufacturers and distributors to secure discounted prices. Though manufacturer and distributor prices fluctuate, every effort is made to ensure NLC students receive the lowest possible prices.

CLIMBING TOOLS		HAND TOOLS		CLOTHING	
1	GAFF GUARDS One pair included with climbers. Replacements available.	14	SCREWDRIVER	NLC SAFETY SHIRTS All students are required to purchase a minimum of four shirts (two orange, two yellow), sold exclusively at NLC campuses.	
2	CLIMBERS & PADS	15	FOLDING RULER 6' fiberglass, inside read	RAIN GEAR Though not a requirement, it is recommended that students purchase rain gear, as training will proceed regardless of weather.	
3	TOOL/BOLT BAG Attaches to body belt.	16	PUMP PLIERS 10"	CLASSROOM SUPPLIES The cost of your training manual is included in tuition, and will be provided the first day of class. All other classroom supplies should be purchased prior to the first day of the term. The following are recommended:	
4	BODY BELT Full-floating system	17	9" LINEMAN PLIERS	SCIENTIFIC CALCULATOR e.g. Texas Instruments 30x	
5	HARD HAT	18	HAMMER 32 oz.	NOTEPAD	
6	SAFETY GLASSES ANSI standard Z-87.1	19	LINEMAN'S SKINNING KNIFE	PENS & HIGHLIGHTERS	
7	CUT-RESISTANT GLOVES One pair short cuff, one pair long cuff	20	ADJUSTABLE WRENCH 12"	#2 PENCILS	
8	TOOL HOLSTER Five-pocket	21	LINEMAN'S WRENCH	BACKPACK	
9	SUPERSQUEEZE & BuckEcojuster	22	RATCHETING BOX WRENCH 9/16"-3/4"	LUNCH BOX	
10	LINEMAN BOOTS	23	PLUMB BOB	LAPTOP COMPUTER (optional)	
11	GAFF SHARPENING KIT				
12	CLIMBER SHIELDS				
13	LINEMAN TOOL BAG				



11



12



13



14



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19



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21



22



23

CURRICULUM

NLC curriculum has been specially crafted to maximize student learning.

To ensure students are learning the most modern, relevant concepts, NLC has a curriculum development team that includes technical authors, education professionals, subject-matter experts, graphic designers, and videographers. Materials are well illustrated, explaining difficult concepts utilizing an easy-to-understand format. This approach maximizes student learning and retention. Classroom topics are related to lab and field activities as well, reinforcing important concepts. The curriculum is designed to expose students to these concepts in three steps: they read it, hear it, then practice it.

NLC continually evaluates the effectiveness of its curriculum by measuring student performance. Materials not well understood are revised, and unclear test questions are rewritten. Courses are sequenced in such a way that fundamental concepts are learned first, followed by topics that require increased technical understanding. Students are also able to expand their understanding of the topics that interest them the most through self-directed learning activities. Every effort is made to ensure the curriculum is a vehicle to student success, rather than a barrier.

Hundreds of power and construction companies utilize NLC's curriculum for training purposes. NLC was also specially selected by the U.S. Department of Energy to write curriculum related to the smart grid. Because the power-delivery industry continually evolves, NLC modernizes its materials on a regular basis.

ELP curriculum, created by NLC's own development team, is specially designed to maximize student learning outcomes and is continually updated to include the latest industry standards and best practices.



PROGRAM OBJECTIVE

NLC's Electrical Lineworker Program objective is to provide the training and education needed to ensure that graduates are

- highly qualified for initial employment;
- highly successful in completing formalized apprenticeship and other training programs;
- prepared to pursue a long, rewarding career.

COURSE OUTLINE

PROGRAM LENGTH

15 weeks of full-time enrollment, totaling 480 clock hours (50 minutes of instruction per clock hour).

DAILY SCHEDULE

Class and field training are in session Monday-Thursday (occasionally Friday) 8:00am-4:30pm. Included in this time frame are two 15-minute breaks (one morning, one afternoon) and a 30-minute lunch break.

COURSE NUMBERING SYSTEM

Course numbers consist of a three-character prefix followed by a five-digit number sequence. The prefix represents the program (ELP). The number sequence is broken into three parts: the first number is an internal classification code; the second part includes three digits, which represent the section of curriculum; and the third part is the final digit, which indicates the apprentice level of the course.

* Students must successfully complete ELP 10080, ELP 10120, and ELP 10350 to earn this certification; all hours, etc. are listed with respective course descriptions.

¹ California, Florida, Texas only

² Idaho only

COURSE		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
ELP 10010	Electrical Grid I	18	4	22	2-5 + final
ELP 10020	Rigging	18	4	22	2-5 + final
ELP 10030	Electrical Grid II	14	6	20	6-8 + final
ELP 10040	Working on Lines & Equipment	14	7	21	6-8 + final
ELP 10050	Transformers	18	19	37	9-12 + final
ELP 10060	Career Planning & Strategies	18	8	26	9-12 + final
ELP 10070	Behavior Assessment	5	15	20	1-15
ELP 10080	Climbing I Competencies	0	24	24	2-5
ELP 10090	Equipment I Competencies	0	18	18	2-5
ELP 10100	Distribution I Competencies	0	24	24	2-5
ELP 10110	Underground I Competencies	0	24	24	2-5
ELP 10120	Climbing II Competencies	0	24	24	6-8
ELP 10130	Equipment II Competencies	0	24	24	6-14
ELP 10140	Distribution II Competencies	0	24	24	6-8
ELP 10150	Transmission I Competencies	0	18	18	6-8
ELP 10160	Pre-employment Competencies	0	5	5	2-14
ELP 10170	Groundman Competencies	0	15	15	2-14
ELP 10190	Climbing Certification	*	*	*	*
ELP 10200	OSHA for Power Delivery	13	0	13	13-14
ELP 10210	First Aid Certification	0	4	4	1
ELP 10220	CPR Certification	0	4	4	1
ELP 10230	Commercial Learner's Permit (CLP) ¹	0	4	4	1-15
ELP 10240	Class A Commercial Driver's License (CDL) ²	0	4	4	1-15
ELP 10250	Pole-Top Rescue Certification	0	4	4	6-12
ELP 10260	Enclosed-Space Rescue Certification	0	2	2	2-5
ELP 10270	Aerial-Lift Rescue Certification	0	2	2	6-12
ELP 10280	Metering Certification	4	3	7	9-12
ELP 10290	Lineworker Excellence	0	0	0	1-15
ELP 10340	Transmission II Competencies	0	24	24	9-14
ELP 10350	Climbing III Competencies	0	24	24	9-14
ELP 10360	Distribution III Competencies	0	24	24	9-14
ELP 11570	Digger Derrick Certification	*	*	*	*
TOTALS		122	358	480	15 Weeks



Northwest Lineman College is accredited by the Accrediting Commission of Career Schools & Colleges.

ACCSC is a recognized accrediting agency by the U.S. Department of Education.

THREE-PHASE EDUCATIONAL MODEL[®]

NLC created and trademarked its Three-Phase Educational Model based on well-researched educational theories. Using this model as the basis for all training in the Electrical Lineworker Program, each academic course, skill competency, and behavior expectation fits directly into one of the three educational phases: knowledge, skill, or behavior.

KNOWLEDGE PHASE

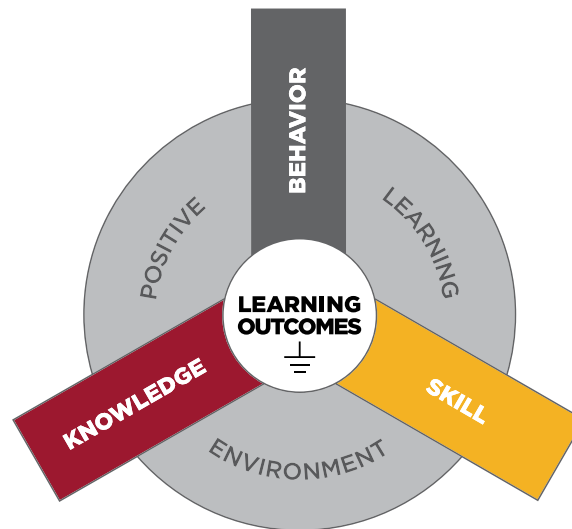
The knowledge phase addresses cognitive, or intellectual, activities. Engaging students at the highest cognitive level occurs in a classroom and/or lab setting. The development of intellectual skills includes the recall or recognition of specific facts, procedural patterns, and concepts that serve in the development of intellectual abilities and skills.

SKILL PHASE

The Skill Phase is the “hands-on” phase of training. This is where students learn and practice the fundamentals of field-based methods. First demonstrated by training specialists, students follow their direction in practicing and building fluency in each competency, which is later timed and rated for proficiency. Often strenuous, the Skill Phase offers students the opportunity to condition their physical strengths to meet the demands of linework.

BEHAVIOR PHASE

While knowledge and skill are important, positive behavior and attitude have been identified by power and construction company leadership as attributes a potential employee must also have. For this reason, the Behavior Phase focuses on safety, camaraderie, customer service, and conviction, to help students develop steadfast reputations for being mature, reliable, safe, and civic-minded.



COURSE DESCRIPTIONS

To ensure a well-rounded education, students are required to complete all courses detailed in this section. The following descriptions provide a basic overview of the fundamentals of each course. If you have any questions, please contact NLC for further information.

KNOWLEDGE PHASE

ELP 10010 ELECTRICAL GRID I

Encompasses basic electricity and the elements of the electrical grid. Materials cover electrical quantities and Ohm's law (and their roles in the grid) as well as electrical generation methods and components associated with transmission, subtransmission, and distribution systems.

ELP 10020 RIGGING

Teaches students about fall protection and tensions associated with rigging commonly used on job sites. Proper application of knots and the effects they have on ropes are discussed in detail. Mechanical advantage gained with parted blocks, tensions with snatch blocks, and work safety around mechanical equipment are also covered.

ELP 10030 ELECTRICAL GRID II

Theories covered in Electrical Grid I are carried further, including how electrical quantities behave in series and parallel circuits, a detailed dive into three-phase power, and an introduction to currently trending smart-grid concepts and practices.

ELP 10040 WORKING ON LINES & EQUIPMENT

Covers the two main methods of working on lines and equipment—energized and de-energized—with primary focus on the latter, including isolation of energy sources, lockout/tag-out, and personal protective grounding. Instruction on tools and equipment used to perform energized work and discussion of related work methods are also covered.

ELP 10050 TRANSFORMERS

Classroom lectures and activities in the transformer lab focus on installation and operation of distribution transformers, including theory and primary/secondary connections of single-phase and three-phase transformer banks. Students learn to identify system voltage, nameplate voltage ratings, and customer voltage needed to properly install transformers and transformer banks.

ELP 10060 CAREER PLANNING & STRATEGIES

NLC's heaviest weighted course teaches students to identify power companies and their respective structures, establish contact with potential employers, create and submit a résumé and cover letter, effectively participate in an interview, and identify various employment opportunities and career paths. The ultimate objective is to empower students to be the most competitive employment candidates in the industry.

ELP 10200 OSHA FOR POWER DELIVERY

Students learn about state and federal OSHA regulations and the roles employers and employees play in achieving a safe and healthful workplace, with specific focus on electric power generation, transmission, and distribution. Course covers hazard recognition, prevention, and critical methods of protection. Earns *OSHA 10-Hour for Construction* course completion card.





ELP 10080 CLIMBING I COMPETENCIES

Students learn to use climbing gear and proper techniques for working from wood poles. Ascending, descending, and rotating at lower elevations are central themes.

ELP 10090 EQUIPMENT I COMPETENCIES

Truck setup, work-site protection, and operation are covered, as well as hand signals and basic boom operation.

ELP 10100 DISTRIBUTION I COMPETENCIES

Familiarizes students with materials and tools associated with distribution systems; students use these items to complete common tasks related to distribution system construction.

ELP 10110 UNDERGROUND COMPETENCIES

Tools and materials associated with underground residential distribution systems are covered, focusing mainly on common URD terminations for both primary and secondary systems.

ELP 10120 CLIMBING II COMPETENCIES

Positioning and climbing techniques are refined as students ascend, descend, and rotate at higher elevations, enhancing pole-top work skills.

ELP 10130 EQUIPMENT II COMPETENCIES

Advanced instruction on digger-derrick operation—including load lifting, hole excavation (using the auger), and setting poles—with an emphasis on hand signals and safety around suspended loads.

ELP 10140 DISTRIBUTION II COMPETENCIES

Students perform common tasks associated with working on distribution structures, with primary focus on use of materials and tools working from pole-top.

ELP 10150 TRANSMISSION I COMPETENCIES

Students learn climbing and maneuvering from different work positions on wood-pole transmission structures. Various methods of fall protection are introduced.

ELP 10160 PRE-EMPLOYMENT COMPETENCIES

Training activities designed to improve hand/eye coordination, physical stamina, and core strength. Students must safely demonstrate fluent ability in various trade-related tasks that prepare them for the physical requirements of pre-employment performance tests.

ELP 10170 GROUNDMAN COMPETENCIES

Linecrew support activities. Students learn to safely perform various trade-related tasks that prepare them for linecrew support, and must demonstrate a fluent level of ability in each.

ELP 10190 CLIMBING CERTIFICATION

This certification—earned upon completion of ELP 10080, 10120, and 10350 (in compliance with NLC certification requirements and applicable OSHA regulations)—is reflected on graduate transcripts and certification cards.

ELP 10210 FIRST AID CERTIFICATION

Acquisition of nationally recognized first aid certification (e.g. Red Cross, Coyne). Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid.

ELP 10220 CPR CERTIFICATION

Acquisition of nationally recognized cardiopulmonary resuscitation (CPR) certification (e.g. Red Cross, Coyne). Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR.

BEHAVIOR PHASE

ELP 10230**COMMERCIAL LEARNER'S PERMIT (CLP)**

Students who do not possess a current Class A commercial driver's license (CDL) prior to attending NLC must obtain a commercial learner's permit (CPL) prior to graduation. *(California, Florida, Texas campuses only)*

ELP 10240**CLASS A CDL**

Students who do not possess a current Class A commercial driver's license (CDL) prior to attending NLC must obtain one prior to graduation *(Idaho only)*.

ELP 10250**POLE-TOP RESCUE CERTIFICATION**

Students learn to safely perform pole-top rescue activities, and must complete the *Pole-Top Rescue* competency.

ELP 10260**ENCLOSED-SPACE RESCUE CERTIFICATION**

Hazards associated with working in enclosed spaces are outlined, along with discussion of OSHA requirements for enclosed-space attendants. Students are required to demonstrate proper vault-rescue procedure.

ELP 10270**AERIAL-LIFT RESCUE CERTIFICATION**

Students learn to safely perform aerial rescue activities, and must complete the *Aerial Lift Rescue* competency.

ELP 10280**METERING CERTIFICATION**

Combines classroom lecture with specific meter-related tasks utilizing the transformer lab. Primary focus is on safe installation and removal of meters.

ELP 10340**TRANSMISSION II COMPETENCIES**

Students apply knowledge and skills learned in the program to perform common maintenance tasks on transmission structures. Necessary rigging skills and proper use of fall protection systems are taught, in addition to climbing and navigating steel structures.

ELP 10350**CLIMBING III COMPETENCIES**

Climbing and work positioning are further refined in this final segment of climbing instruction, during which students perform work-related tasks at pole-top. Workmanship plays a significant role, paving the way for successful completion of other program certifications.

ELP 10360**DISTRIBUTION III COMPETENCIES**

Students apply knowledge and skills learned in the program to perform common maintenance tasks on distribution structures, with an emphasis on job briefings and work procedures.

ELP 11570**DIGGER DERRICK CERTIFICATION**

Complies with certification requirements outlined in *OSHA 1926 Subpart CC, Cranes and Derricks in Construction*. Students must demonstrate proficiency in all Equipment I and II competencies and pass written examination to earn a certification card, valid five years (per OSHA).

ELP 10070**BEHAVIOR ASSESSMENT**

Discussion, demonstration, and display of behaviors essential to the success of entry-level lineworkers. Instruction and assessment occur in classroom and field environments. Students learn the levels of general attitude, responsibility, and motivation required of lineworkers, and how to project themselves in a positive, professional manner utilizing verbal and non-verbal skills.

ELP 10290**LINWORKER EXCELLENCE**

This course teaches students how to effectively follow directions, work within a crew setting, interact with community leaders and organizations, develop effective research skills on technical topics and industry regulations, and develop a high level of pride and passion for the power-delivery industry, the companies they work for, and the communities in which they live. Includes community service activities.



OPTIONAL COURSE DESCRIPTIONS

These courses are not considered part of ELP curriculum, and are not required for graduation.

Highly valued in certain facets of the power-delivery industry, these courses are for students who desire a focused experience in specific disciplines. Because not all utility and line-construction companies require that their workforce obtain these certifications, they are offered as optional courses. Classes may be scheduled after hours and on weekends, so students interested in enrolling should remain flexible. While noted on a student's transcript, these courses do not affect GPA. Every effort is made to accommodate all who wish to enroll; however, enrollment is limited.

ELP 10300 SMART GRID & ELECTRICAL DEVICES CERTIFICATION

With significant advancements in smart-grid technology, power companies are integrating "smart" electrical devices into their systems. The *Smart Grid & Electrical Devices Certification* course introduces students to many of the smart devices being used today. Unavailable anywhere else, this certification is valued by large utilities, and helps NLC graduates stand out.

In this class, students take theories learned in the *Electrical Grid* courses and put them into practice in NLC's specially designed smart-grid electrical equipment lab. Using simulated energized lines, students are trained to operate the latest technologically advanced equipment, such as IntelliRupters, Scada-Mate switches, TripSavers, NOVA reclosers, SMART capacitor banks and regulators, and more. Students also learn operation of older "legacy" equipment, deepening their appreciation for the benefits these new smart devices provide.

COST: \$1,895.00

TRAINING HOURS: 32

See campus-specific policies for refund information.

Optional Courses are not under the purview of the Florida Department of Education Commission for Independent Education. They are not required for program completion and do not count toward Electrical Lineworker Program hours.



NCCCO CRANE OPERATOR CERTIFICATION

In the power-delivery industry, large-line construction companies use cranes to install towers, substation equipment, and large wood-pole structures. For this reason, many construction companies place a high value on crane certification when recruiting. This course is an accelerated test-preparation course. Students who pass the written and practical exams receive nationally recognized certification from the National Commission for Certification of Crane Operators (NCCCO) to operate all swing- and fixed-cab telescopic boom cranes (valid five years).

Tuition includes a non-refundable amount of \$175 paid to NCCCO (per NCCCO refund policy), as well as all required course materials. Additional expenses may be incurred as follows: \$50 late registration fee; \$65-\$165 retest fees for written exams (dependent upon which and how many); \$175 re-registration fee (if student no-shows).

COST: \$1,895.00

TRAINING HOURS: 32

See campus-specific policies for refund information.



ELP 10330 APPLIED MATHEMATICS

Applied Mathematics has been specially developed for students to refresh or refine the math skills needed to pass industry-standard entrance exams. This optional course starts out reviewing basic arithmetic and gradually incorporates algebraic material. Though geared toward improving basic math skills, many graduates report that it not only helped them in passing employment entrance exams, but also in meeting the college-level math requirements of various power and construction companies.

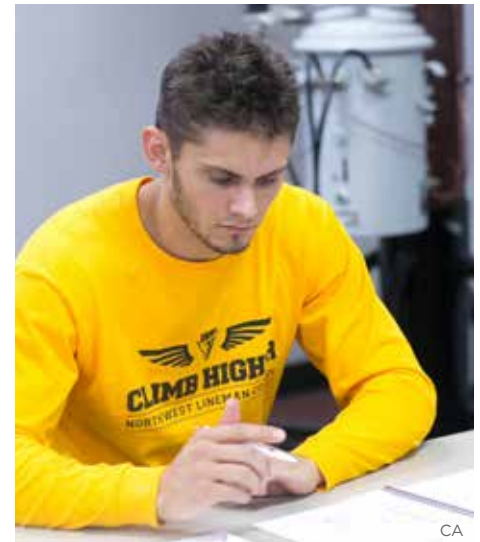
CONTENT:

Decimals
Percentages
Fractions
Equations and Inequalities
Positive Integer Exponents
Variables
Algebraic Expressions
Word Problems

COST: \$250.00

HOURS OF INSTRUCTION: 39

See campus-specific policies for refund information.





GRADUATION REQUIREMENTS



The following requirements must be met for a student to earn an ELP Certificate of Completion.

ACADEMIC ACHIEVEMENT

70% or higher in each academic class

FIELD COMPETENCIES & CERTIFICATIONS

All field competencies and certifications achieved before the start of the last week of class

PERFORMANCE AND BEHAVIOR

- Minimum score of 25 in ELP 10070, and no behaviors marked as "Unacceptable" on final review
- "Pass" grade in ELP 10290

CLASS A CDL/CLP

IDAHO

Class A Commercial Driver's License (CDL) with Air Brakes Endorsement

CALIFORNIA, FLORIDA, TEXAS

Commercial Learner's Permit (CLP)

ATTENDANCE

No more than five absences



GENERAL INFORMATION

STUDENT SERVICES

ENROLLMENT ASSISTANCE

NLC's Admissions Department is located at the Idaho campus. Admissions consultants specialize in processing student applications, and are available to answer questions regarding enrollment or financial assistance. Call 888-LINEWORK to connect with a consultant.

ACADEMIC/BEHAVIORAL GUIDANCE

It is the goal of NLC to set students up for success, and training specialists work daily to provide the guidance needed to do just that. Through daily and weekly behavioral and academic assessments, routine one-on-one evaluations, and academic improvement plans, instructors provide expertise and encouragement.

STUDENT RECORDS

The Office of the Registrar is located at the Meridian, Idaho campus. The registrar is responsible for maintaining student records. To connect with the registrar's office, call 888-LINEWORK.

STUDENT COMPLAINTS

Student complaints are resolved by the respective president of each campus. Please see the *Policies* section of this catalog for further information on complaint procedure. To contact a Campus President, call 888-LINEWORK.

HOUSING

NLC partners with Collegiate Housing Services (FL, ID, TX) and the Historic Oroville Inn (CA) to provide assistance to students with short-term housing needs. For more information, visit lineman.edu.

EMPLOYMENT ASSISTANCE

NLC works diligently to make sure students have everything they need to find gainful employment after graduation. Through initiatives taught in the Career Planning and Strategies course, students learn how to write résumés and cover letters, proper interviewing behavior, and effective methods for researching job opportunities—all tailored to hiring practices common in the power-delivery industry. In addition to this course, NLC also provides the following:

COMPANY VISITS

It is common for utility and construction company representatives to visit NLC to recruit future ELP graduates.

ALUMNI JOB PORTAL

The *Alumni Job Portal* at lineman.edu is accessible only by alumni of the Electrical Lineworker Program, where companies throughout the industry post job openings exclusively for NLC graduates to view.

ALUMNI OUTREACH

After graduation, each graduate is contacted by an NLC alumni-outreach specialist to follow up on employment status and job prospects, and to offer assistance with transcripts and NLC-related business.

CONTACT INFORMATION

NLC staff are well trained to answer your questions; this page will help you find exactly the right person to contact. You are invited to visit any NLC campus for a tour, meet the friendly staff, and get a glimpse of what campus life is like—call 888-LINEWORK to schedule!

NORTHWEST LINEMAN COLLEGE
MAIN CAMPUS—IDAHO
7600 S Meridian Rd
Meridian, ID 83642
Phone: 888-LINEWORK
Fax: 208-888-4275
Email: nlc@lineman.edu

NORTHWEST LINEMAN COLLEGE
BRANCH CAMPUS—CALIFORNIA
2009 Challenger Ave
Oroville, CA 95965
Phone: 888-LINEWORK
Fax: 530-534-7087
Email: nlc@lineman.edu

NORTHWEST LINEMAN CENTER
BRANCH CAMPUS—FLORIDA
501 Pullman Rd
Edgewater, FL 32132
Phone: 888-LINEWORK
Fax: 208-888-4275
Email: nlc@lineman.edu

NORTHWEST LINEMAN TRAINING CENTER
BRANCH CAMPUS—TEXAS
5110 Dakota Ln
Denton, TX 76207
Phone: 888-LINEWORK
Fax: 940-383-0088
Email: nlc@lineman.edu

Statement of Ownership The following are all wholly owned subsidiaries of Grid Training Corporation, an Idaho corporation: NLC CA., Inc. doing business as Northwest Lineman College—Oroville Campus; NLC FL., Inc. doing business as Northwest Lineman Center; NLC ID., Inc. doing business as Northwest Lineman College; NLC TX., Inc. doing business as Northwest Lineman Training Center. Use of the name "NLC" encompasses all of these entities.

For information regarding accreditation, admissions, class schedules, facility tours, housing, funding, or general information, contact an Admissions consultant:

IRIS HIGGINS *Admissions Supervisor*
ihiggins@lineman.edu

TASHA JONES
tjones@lineman.edu

JASON KAISER
jkaiser@lineman.edu

KRISTI MATTULAT
tjones@lineman.edu

KANDICE RINGENARY
kringenary@lineman.edu

PAYTON WARNER
pwarner@lineman.edu

For information regarding records or transcripts:

MELISSA YARNO *Registrar*
myarno@lineman.edu

For account information:

PATTI PARK
ppark@lineman.edu

SHANNON PATENOUE
spatenoude@lineman.edu

ROSE REICH
rreich@lineman.edu

GOVERNING BOARD

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JACOB PHELPS *VP Curriculum & Instruction*
HARRY SCARBOROUGH *Campus President, CA*
BILL BOSCH* *Campus President, FL*
MIKE APPLEFORD *Campus President, ID*
JEFF MORRIS* *Campus President, TX*

*International Lineman Hall of Fame Inductee

TRAINING PERSONNEL

All training personnel are linemen certified by the U.S. Department of Labor and/or state apprenticeship councils.

GARY ALEXSON
Training Specialist, TX
Entered trade: 2006
Joined NLC: 2017

PHILLIP ERICKSON
Training Specialist, TX
Entered trade: 2004
Joined NLC: 2016

JOHN HANCE
Training Specialist, CA
Entered trade: 1998
Joined NLC: 2003

JOE McMAHON
Training Specialist, CA
Entered trade: 2008
Joined NLC: 2012

DAVID SIMS
Training Specialist, TX
Entered trade: 1977
Joined NLC: 2012

JOE BROWN
Training Specialist, TX
Entered trade: 2009
Joined NLC: 2016

DENNIS FERGUSON
Training Specialist, ID
Entered trade: 1990
Joined NLC: 2010

KEONI HANCE
Training Specialist, CA
Entered trade: 2008
Joined NLC: 2015

LONNIE MESAR
Training Supervisor, TX
Entered trade: 1994
Joined NLC: 2016

BRIAN SPRAGUE
Training Specialist, ID
Entered trade: 1984
Joined NLC: 2007

CODY CHILDERS
Training Specialist, CA
Entered trade: 2009
Joined NLC: 2017

ROY FLOOK
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2016

TRAVIS HORTON
Training Supervisor, CA
Entered trade: 2001
Joined NLC: 2015

MICHAEL MUÑOZ
Training Specialist, TX
Entered trade: 2007
Joined NLC: 2017

ADAM STANWOOD
Training Specialist, ID
Entered trade: 2009
Joined NLC: 2016

MICHAEL COLF
Training Specialist, TX
Entered trade: 2012
Joined NLC: 2017

GEORGE FLOURNOY
Training Specialist, TX
Entered trade: 1982
Joined NLC: 2016

NICK JONES
Training Supervisor, ID
Entered trade: 1999
Joined NLC: 2012

JIM PETERSON
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2016

ROSS WALKER
Training Specialist, FL
Entered trade: 1994
Joined NLC: 2016

RICKY COLLINS
Training Specialist, FL
Entered trade: 1979
Joined NLC: 2012

HANS FOSS
Training Specialist, ID
Entered trade: 2005
Joined NLC: 2011

DARROW LESLIE
Training Specialist, ID
Entered trade: 1985
Joined NLC: 2015

TOM SCHOONOVER
Training Specialist, CA
Entered trade: 2006
Joined NLC: 2011

BUTCH WELLS
Training Specialist, CA
Entered trade: 1979
Joined NLC: 2013

MICHAEL DION
Training Specialist, ID
Entered trade: 1978
Joined NLC: 2013

ANDREW GREEN
Training Specialist, ID
Entered trade: 2010
Joined NLC: 2016

JIM LOVERCHECK
Training Specialist, CA
Entered trade: 1979
Joined NLC: 2015

ROBERT SEEKELL
Training Specialist, ID
Entered trade: 1999
Joined NLC: 2013

BRANDEN WINDSOR
Training Specialist, FL
Entered trade: 2007
Joined NLC: 2016

PROGRAM COMPLETION/GRADUATE EMPLOYMENT STATISTICS

NLC is committed to providing potential students and their families accurate program information, in compliance with state and accrediting agency regulations. As an ACCSC-accredited institution, NLC is required to disclose graduate employment statistics. The information is listed here in an easy-to-read format with all required details included.

OROVILLE, CA PROGRAM COMPLETION RATE

YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION ¹	GRADUATES	COMPLETION RATE
2012	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	291	288	279	97%
2013	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	375	374	350	94%
2014	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	417	408	385	94%
2015	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	642	636	595	94%
2016	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	600	591	522	88%

OROVILLE, CA GRADUATE EMPLOYMENT RATE

YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT ²	GRADUATES EMPLOYED IN THE TRADE	GRADUATE EMPLOYMENT RATE
2012	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	279	278	223	80%
2013	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	350	348	269	77%
2014	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	385	382	273	71%
2015	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	595	588	426	72%
2016	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	522	513	376	73%

MERIDIAN, ID PROGRAM COMPLETION RATE

YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION ¹	GRADUATES	COMPLETION RATE
2012	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	360	357	324	91%
2013	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	372	367	332	90%
2014	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	389	384	338	88%
2015	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	419	417	385	92%
2016	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	540	537	452	84%

MERIDIAN, ID GRADUATE EMPLOYMENT RATE

YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT ²	GRADUATES EMPLOYED IN THE TRADE	GRADUATE EMPLOYMENT RATE
2012	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	324	314	260	83%
2013	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	332	328	276	84%
2014	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	338	335	260	78%
2015	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	385	383	288	75%
2016	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	452	450	323	72%

DENTON, TX PROGRAM COMPLETION RATE

YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION ¹	GRADUATES	COMPLETION RATE
2012	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	91	90	84	93%
2013	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	108	108	102	94%
2014	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	172	172	159	92%
2015	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	149	149	140	94%
2016	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	194	194	157	81%

DENTON, TX GRADUATE EMPLOYMENT RATE

YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT ²	GRADUATES EMPLOYED IN THE TRADE	GRADUATE EMPLOYMENT RATE
2012	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	84	83	76	92%
2013	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	102	102	82	80%
2014	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	159	156	119	76%
2015	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	140	140	121	86%
2016	ELECTRICAL LINEWORKER PROGRAM	DENTON, TX	157	156	117	75%

All numbers are disclosed as reported to the ACCSC in the 2013, 2014, 2015, 2016, and 2017 Annual Reports.

Report time frame: The number of students enrolled between 10/1/2011 and 9/30/2016 for the program.

Percentage of Graduates Employed: ACCSC outcomes are calculated by program length, and by tracking start cohorts from their start date through graduation.

Employment is calculated by taking the total graduates placed in the field, divided by the total number of graduates minus graduates waived for employment because of continuing education, military, health, incarceration, foreign students or death. Time frame: To determine the cohort date range, the ACCSC calculation counts backward from the report date (July 1) as follows: program length times 150 percent plus 3 months of employment activity.

POLICIES

GENERAL PROGRAM POLICIES

STUDENT CONDUCT

NLC graduates set the benchmark standard for personal conduct throughout their careers, and that behavior begins as students. Students who do not conduct themselves appropriately may be terminated from the program. Examples of conduct that may result in termination include, but are not limited to:

- Violation of rules or policies listed in the program catalog, curriculum, or program documents;
- Violation of the Academic Honesty policy;
- Any behavior on or off campus that brings discredit to NLC, negatively affects student or staff morale, or negatively impacts the quality of training or training environment;
- Use or possession of any illegal substance, on or off campus;
- Being under the influence of any intoxicating substance while on NLC property (for alcohol, defined as blood alcohol content (BAC) of 0.04 or higher);
- Stealing or deliberately destroying property of NLC, its employees, students, or any other individuals;
- Blatant disrespect of fellow students, faculty, staff, or others.

DRUGS/ALCOHOL

Electrical linework is a drug-/alcohol-free profession; therefore, NLC is a drug-/alcohol-free educational institution. All marijuana use is prohibited.

PRESCRIPTION DRUG NOTIFICATION

Students must notify NLC of any prescription drug they are taking while enrolled at NLC. Students who fail to notify NLC of prescription medication immediately upon enrollment (or upon receipt of a new prescription during the program), or if any reported prescriptions might impair the student's behavior physically or mentally, NLC reserves the right to terminate enrollment. Correspondence or discussion with the prescribing physician may be required.

DRUG/ALCOHOL TESTING

Students may be randomly tested for drugs or alcohol. Students may be drug/alcohol tested for reasonable cause or suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, credible reports, etc. Students will be terminated from the program for refusing a drug/alcohol test. Students who alter, dilute, tamper with, provide a false sample, deliberately delay, or in any way compromise the drug/alcohol testing procedure will be terminated from the program. Students who possess, use, or sell any drugs or alcohol on campus will be terminated from the program.

RESULTS OF A DRUG/ALCOHOL TEST

If drug/alcohol testing occurs on campus and initial test results are available, they are classified as either conclusively negative or non-conclusively positive. Non-conclusive tests are sent to a laboratory for conclusive analysis. Results may take up to 72 hours. In the event of a non-conclusive positive test result, the student is permitted to stay on campus during lab analysis, so long as they are found to be in compliance with NLC *Drugs/Alcohol* policy and all prescribed medications have been previously disclosed. In such case, the student will be limited to activities that do not endanger themselves or others until lab results are obtained. Immediate reinstatement to full participation occurs if and when a negative test result is produced by the lab. In the event of a non-conclusive test result where a student is found to be out of compliance by having failed to disclose prescribed medication, they will be required to leave campus for the duration of the lab analysis and marked absent for days missed. Immediate reinstatement to full participation occurs if and when a negative test result is produced by the lab. In both cases, a positive analysis from the lab results in immediate termination.

If drug/alcohol testing occurs off campus and/or initial test results are not available, all students subjected to random testing are assumed to be negative (drug/alcohol-free) and may fully participate in training until conclusive test results are received. A student subjected to testing based on reasonable cause or suspicion is

permitted to stay on campus during lab analysis (which may take up to 72 hours), so long as that student is found to be in compliance with NLC *Drugs/Alcohol* policy and all prescribed medications have been previously disclosed. In such case, the student will be limited to activities that do not endanger themselves or others until lab results are obtained. Immediate reinstatement to full participation occurs if and when a negative test result is produced by the lab. A student subjected to testing based on reasonable cause or suspicion who is found to be out of compliance by having failed to disclose prescribed medication will be required to leave campus for the duration of the lab analysis and marked absent for days missed. Immediate reinstatement to full participation occurs if and when a negative test result is produced by the lab. In both cases, a positive analysis from the lab results in immediate termination.

RE-ENROLLMENT REQUIREMENTS

Students terminated from the program due to violation of the drug/alcohol policy may re-enroll in the program only after completion of an approved drug/alcohol rehabilitation program. Contact Admissions in advance of selecting a program to ensure it meets requirements.

ATTENDANCE

The best lineworkers in the world show up early and ready to work. Punctual attendance is required Monday through Thursday, and occasionally Friday. Students who incur more than five absences will be terminated from the program. If excessive absences are due to hardship beyond a student's control, the student can request a leave of absence (see *Leave of Absence* in Campus-Specific Policies).

TARDIES

Students 1-14 minutes late for class are recorded as tardy. Students 15 or more minutes late (or leaving 15 or more minutes before class ends) are recorded as absent. Two tardies are recorded as one absence, subject to the *Attendance* policy.

ACADEMIC HONESTY

Honesty and integrity are essential traits of great lineworkers; thus, NLC students are expected to be honest in their academic work. Any academic dishonesty (e.g. cheating, plagiarism, or collusion in connection with examinations) results in automatic termination.

GRADING SYSTEM

KNOWLEDGE PHASE

- A = 100%-90%
- B = 89%-80%
- C = 79%-70%
- D = 69%-60%
- F = Below 60%

Students must earn a letter grade of "C" or better in each Knowledge Phase course to complete the program. The grading system is a straight scale with no rounding; only whole numbers are reported and used to determine a student's final grade in any applicable class..

SKILL PHASE

Pass/Fail: A "Pass" for a certification is achieved when a student satisfactorily completes required training as determined by an instructor. A "Pass" for a competency is achieved when an instructor observes a student complete competency requirements per the respective standard.

BEHAVIOR PHASE

Behavior Assessment (ELPA 10070)

Behavior is graded on the following scale:

- Exceptional
- Expected
- Unacceptable

Students must receive a grade of "Expected" or "Exceptional" on their Behavior Assessment to complete the program.

Lineworker Excellence (ELP 10290)

Pass/Fail. A "Pass" for this course is achieved when a student satisfactorily completes all requirements.

GPA

Grade point average (GPA) is calculated based on the following scale:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0

The average of all Knowledge Phase courses is calculated to determine GPA for the program. If a student re-enrolls or retakes a course under the *Course Retake* policy, new grades replace previous grades.

GRADING PERIOD DEFINITION AND FREQUENCY

The program is organized into four segments. Student progress is recorded at the end of each segment. Students receive two formal progress evaluation reviews by a Training Specialist: once after Week 8 and once during Week 15. Training Specialists may also conduct spot performance assessments at any time.

SATISFACTORY PROGRESS AND PROBATION

To earn a *Certificate of Completion*, students must successfully complete all courses within each phase of NLC's Three-Phase Educational Model®:

- **Knowledge**—academic training that addresses cognitive or intellectual activities
- **Skill**—hands-on, competency-based training wherein students must physically demonstrate proficiency
- **Behavior**—continual exhibition of positive attitude, safe work habits, and team-oriented behaviors that industry employers seek

KNOWLEDGE PROBATION

Students are placed on Knowledge Probation in a course when their cumulative score in that course falls below 70 percent. The Training Supervisor or designee meets with the student to review deficient performance, identify possible causes, and introduce an Academic Improvement Plan (AIP). The Training Supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. While completion of an AIP is optional, probationary students are encouraged to do so because of its proven effectiveness. Students who raise their cumulative score in the course above 70 percent are removed from probation. Students who fail to raise their average above 70 percent may choose to complete the remainder of the program and retake the failed course(s) during a subsequent term, in accordance with the *Course Retake* policy.

SKILL PROBATION

Students are placed on Skill Probation when they fail to complete a Skill Phase course to standards within its scheduled calendar time frame. The Training Supervisor or designee meets with the student to review deficient performance, identify possible causes, and list steps for improvement. The Training Supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. The student remains on probation until the Skill Phase course is complete. Students who fail to complete all competencies or certifications within a Skill Phase course prior to the end of the term may choose to retake the failed Skill Phase course during a subsequent term, in accordance with the *Course Retake* policy.

BEHAVIOR PROBATION

Students who fail to meet behavior standards may be terminated from the program or, at the discretion of the respective Campus President, assigned Behavior Probation. If assigned probation, the Training Supervisor or designee meets with the student to review deficient behavior, identify possible causes, and list recommended or mandatory steps for improvement. The Training Supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. The student remains on probation until the deficient behavior has been corrected or mandatory action has been completed. Students who fail to correct their behavior are terminated from the program and are not eligible to take advantage of the *Course Retake* policy, but may be eligible for program re-enrollment under the *Program Re-Enrollment* policy.

COURSE RETAKE

Students who fail to successfully complete one or more Knowledge or Skill Phase courses, but successfully complete all other program requirements (including full term attendance), may choose to retake the failed course(s) during a subsequent term at any NLC campus. Returning students who successfully complete any failed or incomplete course per this policy are eligible to receive a graduation certificate if all other requirements have been met.

Students who are terminated, receive a grade of "Unacceptable" on their Behavior Assessment, or withdraw from the program prior to completion are ineligible for course retake; however, they may be eligible for program re-enrollment.

Time Limit: Students who retake one or more courses under this policy must complete the course no later than the regularly scheduled course during the following term at the original campus. Alternatively, students may attend an earlier-scheduled offering of the same course at another NLC campus.

Scheduling: To schedule a course retake, call Admissions at 888-LINEWORK (888-546-3967). Currently, the online application portal does not support course retake scheduling, but assistance by phone is happily provided.

Courses must be retaken in their entirety, during regularly scheduled dates. Customized course scheduling is not available under the *Course Retake* policy, but term dates are staggered across NLC campuses to provide convenient scheduling options.

Once scheduled, contact administrative staff at the respective campus to confirm the reporting date and make sure you are ready for the course. Attending Orientation for the retake term is optional.

To receive full credit for a retake, students must meet minimum requirements for successful completion as follows:

KNOWLEDGE PHASE COURSES

- Attend all classroom sessions in accordance with all policies
- Complete all required course assignments
- Take all required written exams, including the final
- Earn a letter grade of "C" or better (70%), per the Grading System policy
- Successfully complete all associated lab activities
- Comply with all Behavior Phase expectations and maintain appropriate conduct

SKILL PHASE COURSES

- Attend all course-related classroom and field sessions in accordance with all policies
- Earn a grade of "Pass" on all competencies and/or certifications, per the Grading System policy
- Comply with all Behavior Phase expectations and maintain appropriate conduct

Absences: Absences from the original term carry over, and are added to any absences incurred during the retake term. Cumulative absences are subject to the *Attendance* policy.

Curriculum: Curriculum for retake courses corresponds with the retake term, not the unsuccessfully completed term. New books/materials for the retake course will be issued if curriculum has been revised, or if requested by the student.

Course Retake Tuition: \$100 application fee, plus a non-refundable charge (per course) equaling 5% of the tuition rate in effect during the retake term. The application fee and total charge for all retake courses must be paid in full prior to the start date of the first retake course.

MISSED EXAMINATIONS AND MAKE-UP WORK

Students are expected to make every effort to attend regularly scheduled examinations, including finals. Students who will miss an examination due to circumstances beyond their control must, prior to the regularly scheduled exam, coordinate a make-up exam with the course instructor. The make-up exam must be completed within three school days of the regularly scheduled exam date. Because of the additional study

time available to students who miss a regularly scheduled exam, make-up versions are generally more challenging and require deeper understanding of course material. All make-up exams must be completed prior to conclusion of the program (graduation day), and all assignments must be turned in by the end of Week 14 to receive credit, unless stated otherwise in the Orientation Guide.

PROGRAM INCOMPLETION

Students who do not complete the program as scheduled are designated *Leave of Absence* (see campus-specific policies), *Withdrawal*, or *Enrollment Termination*.

WITHDRAWAL

Students who wish to withdraw from the program for any reason should complete a *Withdrawal Form* (available from the respective Campus President or Operations Manager), and are encouraged to discuss their decision with the Campus President. If a student withdraws without completing the form or notifying the school in writing, the official withdrawal date will be the last date of recorded attendance. Students who withdraw may reapply for a later term. If accepted, the applicant will be responsible for program costs and fees in effect for the new term in which they enroll.

ENROLLMENT TERMINATION POLICY

Enrollment may be terminated if a student

- violates *Student Conduct, Attendance, or Academic Honesty* policies;
- fails to maintain satisfactory behavior as indicated in behavior assessments;
- fails to meet financial obligations to the school;
- violates conditions stipulated in their Enrollment Agreement.

A student whose enrollment is terminated will be refunded tuition if a refund is due in accordance with *Tuition Refund* policy for their respective campus (see campus-specific policies). Incomplete Knowledge and Skill Phase courses are recorded as "IT" (Institutional Termination) on official transcripts, issued at the end of the term.

PROGRAM RE-ENROLLMENT

Students who do not complete the program may apply for re-enrollment in a later term, subject to any and all tuition increases, policy changes, and course requirements. Returning students are required to complete a new enrollment package. Refer to the *Drugs/Alcohol* policy if re-enrolling following termination due to a violation thereof.

ENROLLMENT TRANSFER

Once an applicant has been accepted into the Electrical Lineworker Program, NLC allows one request for transfer into the following term. The request must be submitted in writing and include a transfer fee of \$50.00. Requests for transfer must be made prior to tuition due date.

CREDIT/TRAINING CLOCK HOUR ACCEPTANCE AND TRANSFERABILITY

NLC does not accept credits or training clock hours earned through other institutions, employers, challenge examinations, or achievement tests.

NLC is a clock hour institution. The term "credit" as referenced herein pertains to training clock hours required to complete the Electrical Lineworker Program. NLC has not entered into an articulation agreement with any other institution. NLC does not accept ability-to-benefit students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NLC

The transferability of credits you earn at NLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the training hours and/or certificate you earn at NLC is also at the complete discretion of the institution to which you may seek to transfer. If the training hours and/or 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 NLC to determine if your training hours and/or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

ELECTRONIC DEVICES

Electronic devices may be used during training hours only if their use is directly related to the lecture/lesson (e.g. taking notes). Other stipulations for use of electronics include that they be battery operated—devices may not be plugged into an outlet under any circumstance—and that they are not distracting or interrupting the learning environment in any way (e.g. loud key clicking). Internet use is allowed only if the Internet search is mandated by the instructor and is directly related to the lecture being given at that time. At the instructor's discretion, a student may be asked to surrender any electronic device found to be disrupting the learning environment, being a distraction to the instructor or fellow students, or for usage violation. The device will be returned at the end of the day. If the infraction occurs again, the student will lose the privilege of using the device during school hours for the remainder of the term. A spot assessment will be filled out, indicating the student's lack of responsibility, respect, and courtesy to fellow students and/or the instructor. Once a device has been banned during school hours, the student risks expulsion if the policy is violated. Students are responsible for security of their electronic devices.

SECTION 504/ADA

NLC does not discriminate in admission or access to programs on the basis of age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request reasonable accommodations, please use the process outlined below to contact the respective individual responsible for coordinating compliance with Section 504 of the *Rehabilitation Act of 1973* and Title III of the *Americans with Disabilities Act of 1990*.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify Admissions, in writing, of the accommodation needed, date needed, documentation of the nature and extent of the disability including any individualized education plan (IEP), and any need for auxiliary aid. The request should be made at least four weeks in advance of the term start date. NLC will respond within two weeks of receiving a request.

To make a request after the start of a respective ELP term, an enrolled student must make an appointment with the Campus President to start the formal *Request for Reasonable Accommodation* process. Accommodations are not retroactive.

GENERAL PROVISIONS AND CONDITIONS

NLC may reject an applicant in the event it is unable to verify information provided at the time of application for enrollment. The enrollment agreement does not constitute a contract for training until it has been approved by an official of NLC at its administrative office. A copy of the agreement indicating acceptance by NLC will be mailed to the student upon approval. Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the ELP catalog. NLC reserves the right to modify program curriculum content as deemed necessary for improvement and update. Changes that require prior approval from a state that regulates such changes shall have state approval prior to being implemented.

Upon completion of training, each student is awarded a Certificate of Completion, showing the title of the program and that training was satisfactorily completed. No certificate will be issued until all student accounts have been paid in full.

NLC DOES NOT GUARANTEE EMPLOYMENT.

Students understand and agree to abide by all rules of conduct and appearance provided both in writing and by direction of instructors or other NLC officials. Excessive absences, failing grades, unsatisfactory conduct, or appearance may result in disciplinary action and possible dismissal or suspension.

Students accept full responsibility for tools, vehicles, and personal property on school premises. The school is not responsible for lost, damaged, or stolen property.

Students are required to attend orientation.

NLC may sell and assign its rights hereunder, and the student or other financial sponsors hereby consent to such sale. Any such sale and assignment shall not relieve the student of any obligation hereunder. In the event of sale, stated refund policy of the institution shall remain in effect.

If a student leaves school under any circumstance with a balance due, the outstanding balance must be paid within 45 days of student's last date of attendance. In the event of a default, the student and/or parents or legal guardian promise to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promise to pay any additional sums, including but not limited to court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances.) Returned checks incur a \$30 fee.

GRADE APPEAL

Final grade discrepancies must be appealed in writing, with justification, to the Registrar's Office within one year of receipt of the grade.

STUDENT GRIEVANCE PROCEDURE

A student with a grievance relating to classroom matters must first discuss the grievance with the instructor. If the grievance is unresolved to the student's satisfaction, the grievance will be elevated to the Training Supervisor. If the grievance is still not resolved to the student's satisfaction, he or she may submit a written appeal letter to their respective Campus President. If the grievance is still not resolved to the student's satisfaction, the student may submit an appeal to their respective state licensing agency:

California Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Call (888) 370-7589

Complete a complaint form at the bureau website,
bppe.ca.gov/enforcement/complaint.shtml

Florida Commission for Independent Education
325 W. Gaines St, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
fldoe.org/policy/cie/file-a-complaint.shtml

Idaho State Board of Education
650 West State Street, 3rd Floor
Boise, ID 83702
(208) 332-1587
boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001
Phone: 512-936-3100
texasworkforce.org/careerschools

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools & Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response, which can be accomplished by filing an ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Admissions department or online at accsc.org

STUDENT RECORDS

Student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to student's qualifications for admission
- Copies of all documents signed by student, including contracts, instruments of indebtedness, and documents relating to financial aid
- Copies of all tests given to student before admission
- Records of dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation
- Transcripts showing all classes, courses, or other educational services completed or attempted, along with grades/evaluations
- Copies of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency
- Documentation showing total amount of money received from or on behalf of the student and date(s) money was received
- Documentation specifying amount of any refund, including amounts refunded for tuition and equipment, method of calculating refund, date refund was made, check number of refund, and name and address of person or entity to which refund was sent
- Copies of any official advisory notices or warnings regarding student's progress
- Complaints received from student, including any correspondence, notes, memoranda, or telephone logs related to complaint
- Student attendance records

RECORD RETENTION

NLC maintains student records for each student on the following schedule:

- Transcripts are retained permanently
- Documentation supporting attendance and final grades, including competency and certification sheets, is retained for one year from conclusion of the term
- All other records outlined in this section are retained for five years from student graduation, withdrawal, or termination

ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

NLC does not offer ESL instruction. All instruction is conducted in English.

OFFICIAL TRANSCRIPTS

Graduates receive official transcripts upon graduation at no cost. Official transcripts thereafter may be obtained by submitting a written, signed request and fee as follows: \$5.00 for one official transcript or bulk order (all copies requested on the same request form), five transcripts for \$15.00, or ten for \$25.00. Requests should include the date, the number of transcript copies needed, the name and address of where the transcript(s) should be sent, and a signature. The request may be faxed or mailed to NLC. Forms are available through NLC. Unofficial transcripts may be obtained free of charge.

Graduates also receive official Certificates of Completion and Competency Cards upon graduation at no cost. Certificate and Competency Card replacements are \$25.00/ea for each occurrence.

FERPA DIRECTORY INFORMATION

At its discretion, Northwest Lineman College may provide Directory Information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. § 1232g; 34 CFR Part 99). This information may include the following data: Student's Name, Student's Address, Student's Phone Number, Student's Email Address, Student's Photograph, Enrollment Status, Dates of Attendance, Candidacy for Certificate, and Certificate Conferred and Date.

CALIFORNIA-SPECIFIC POLICIES

STUDENT'S RIGHT TO CANCEL

Cancellation Refund Policy: Applicants who cancel within three business days of signing an enrollment agreement receive a full refund of all monies paid, including the application fee. Applicants who cancel more than three business days after signing an enrollment agreement but prior to entering school receive a full refund of all monies paid minus the \$100 application fee and a \$50 administrative fee.

Cancellation Procedure: Cancellation occurs when a student gives written notice of cancellation. The written notice need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement, is signed by the student, and dated. Written notice of cancellation may be provided the following ways:

- Delivered by U.S. Mail to PO Box 430, Meridian, ID 83680
 - Hand delivered to 2009 Challenger Ave., Oroville, CA 95965
 - Emailed to nlc@lineman.edu
- Notice of cancellation, if sent by U.S. Mail, is effective when deposited in the mail, properly addressed with postage prepaid.

TUITION REFUND

Students who choose to withdraw, take a leave of absence, or are terminated from the program will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the program or within seven days of signing the enrollment agreement, whichever is later, will receive a full refund of monies paid for tuition and fees, minus the \$100 application fee and a \$50 administrative fee.
- Students whose last date of attendance is after the first five scheduled class days or after seven days of signing the enrollment agreement, whichever is later, but within 60% (9 weeks) of the program start date shall receive a refund of all monies paid for tuition and fees less the application fee, less the lab fee, less the Student Tuition Recovery Fund, and less all payment due for educational services rendered. Charges for educational services rendered will be prorated based on completion of training hours on the date the notice of withdrawal is received or the last date of attendance, whichever is earlier.
- Students who withdraw after 60% completion (9 weeks) will receive no refund.
- Lab fee is non-refundable after the first five scheduled class days of the program or seven days after signing the enrollment agreement, whichever is later.
- Climbing/hand tools and NLC safety shirts are non-refundable after purchase.
- CLP costs are paid to the DMV and are non-refundable by NLC.
- Any monies due a student shall be refunded within 45 days of the withdrawal, request for leave of absence, or termination date.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refund of tuition paid via Sallie Mae loan, state funding agency, or scholarship will be issued to the respective entity.
- Refund of tuition paid by a private entity will be issued to the student.
- If a student obtains a loan to pay for the course of instruction, the student bears responsibility for repaying the full amount of the loan plus interest, less the amount of any refund issued directly to the lender by NLC.
- If a student is eligible for a loan guaranteed by the government and the student defaults on the loan a. the government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the

person is entitled to reduce the balance owed on the loan;

- b. the student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

OPTIONAL COURSE REFUND

ELP 10330 Applied Mathematics

Fees for this course are non-refundable one business day after the first scheduled Applied Mathematics class session.

NCCCO Crane Operator Certification

Fees for this course are non-refundable after the first five scheduled class days of the ELP. Tuition for this course includes a non-refundable amount of \$175 that will not be refunded once the student has signed the NCCCO contract and fee has been paid to NCCCO on the student's behalf.

ELP 10300 Smart Grid & Electrical Devices Certification

Fees for this course are refundable in full during the first five scheduled class days of the ELP. After this time, fees for this course are non-refundable unless a student withdraws, is terminated, or is granted a leave of absence from the ELP. Students falling into one of these categories will receive a full refund, less a \$150 registration fee.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if both of the following apply to you:

1. 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 either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident, or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

No claim can be paid to any student without a Social Security or taxpayer ID number.

LEAVE OF ABSENCE

Students in this category have incurred a hardship beyond their control that has caused them to involuntarily leave the program. Typical examples of hardship are physical impairment, serious illness, or family tragedy. Students are required to request a leave of absence in writing, submitted to the Training Lead. A leave of absence shall not exceed 180 days in any 12-month period. If approved, the student must re-enroll in one of the two next scheduled terms to complete the 15-week program. Incomplete test scores and competencies will be recorded as "I" on the student's transcript. The student will be subject to program requirements of the new term. A student on an approved leave of absence is not required to pay the full amount of tuition and fees upon re-enrollment in the program. The student is required to pay any amount refunded upon withdrawal plus any increase in tuition or fees. If the student does not re-enroll in one of the two following terms, all grades will be changed from "I" (incomplete) to "W" (withdrawn) on their official transcript.

NLC CA, Inc. is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. NLC CA, Inc. does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and 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.*).

Any questions a student may have regarding this document that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

PO Box 980818
West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Phone: 888.370.7589
Fax: 916.263.1897

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 toll-free or completing a complaint form, which can be obtained on the bureau's website bppe.ca.gov.

FLORIDA-SPECIFIC POLICIES

CANCELATION OF ENROLLMENT

Cancellation Refund Policy: Applicants who cancel within three business days of signing an enrollment agreement receive a full refund of all monies paid, including the application fee. Applicants who cancel more than three business days after signing an enrollment agreement but prior to entering school receive a full refund of all monies paid minus the \$100 application fee and a \$50 administrative fee. All monies will be refunded if an applicant is not accepted by the school.

Cancellation Procedure: Cancellation occurs when a student gives written notice of cancellation. The written notice need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement, is signed by the student, and dated. Written notice of cancellation may be provided the following ways:

- Delivered by U.S. Mail to PO Box 430, Meridian, ID 83680
- Hand delivered to 501 Pullman Rd, Edgewater, FL 32132
- Emailed to nlc@lineman.edu

Notice of cancellation, if sent by U.S. Mail, is effective when deposited in the mail, properly addressed with postage prepaid.

TUITION REFUND

Students who choose to withdraw or are terminated from the program receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the program receive a full refund of all monies paid minus the \$100 application fee and a \$50 administrative fee.

- Students whose last date of attendance is after the first five scheduled class days, but prior to completion of 40% (6 weeks) of the program, receive a pro rata tuition refund based on the number of hours completed.
- Students who withdraw after completing 40% (6 weeks) of the program receive no refund.
- Lab fee is not part of tuition and is non-refundable after the first five scheduled class days of the program.
- Climbing/hand tools and NLC safety shirts are non-refundable after purchase.
- CDL costs are paid to the DMV and are non-refundable by NLC.
- Any monies due a student shall be refunded within 30 days of the withdrawal or termination date.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refund of tuition paid via Sallie Mae loan, state funding agency, or scholarship will be issued to the respective entity.
- Refund of tuition paid by a private entity will be issued to the student.
- If a student obtains a loan to pay for the course of instruction, the student bears responsibility for repaying the full amount of the loan plus interest, less the amount of any refund issued directly to the lender by NLC.
- If a student is eligible for a loan guaranteed by the government and the student defaults on the loan
 - a. the government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan;
 - b. the student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

OPTIONAL COURSE REFUND

ELP 10330 Applied Mathematics

Fees for this course are non-refundable one business day after the first scheduled Applied Mathematics class session.

NCCCO Crane Operator Certification

Fees for this course are non-refundable after the first five scheduled class days of the ELP. Tuition for this course includes a non-refundable amount of \$175 that will not be refunded once the student has signed the NCCCO contract and fee has been paid to NCCCO on the student's behalf.

ELP 10300 Smart Grid & Electrical Devices Certification

Fees for this course are refundable in full during the first five scheduled class days of the ELP. After this time, fees for this course are non-refundable unless a student withdraws, is terminated, or is granted a leave of absence from the ELP. Students falling into one of these categories receive a full refund, less a \$150 registration fee.

DELAYED COMPLETION DUE TO HARDSHIP WITHDRAWAL

Students in this category have incurred a hardship beyond their control that has caused them to involuntarily leave the program. Typical examples of hardship are physical impairment, serious illness, or family tragedy. Students are required to request a hardship withdrawal in writing, submitted to the Campus President. A hardship withdrawal shall not exceed 180 days in any 12-month period. If approved, the student must re-enroll in one of the two next scheduled terms to complete the 15-week program. Incomplete test scores and competencies will be recorded as "I" on the student's transcript. The student will be subject to program requirements of the new term. A student on an approved hardship withdrawal is not required to pay the full amount of tuition and fees upon re-enrollment in the program. The student is required to pay any amount refunded upon withdrawal plus any increase in tuition or fees. If the student does not re-enroll in one of the two following terms, all grades will be changed from "I" (incomplete) to "W" (withdrawn) on their official transcript.

The Florida campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

IDAHO-SPECIFIC POLICIES

CANCELATION OF ENROLLMENT

Cancelation Refund Policy: Applicants who cancel within three business days of signing an enrollment agreement will receive a full refund of all monies paid, including the application fee. Applicants who cancel more than three business days after signing an enrollment agreement but prior to entering school will receive a full refund of all monies paid minus the \$100 application fee and a \$50 administrative fee.

Cancelation Procedure: Cancelation occurs when a student gives written notice of cancelation. The written notice need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement, is signed by the student, and dated. Written notice of cancelation may be provided the following ways:

- Delivered by U.S. Mail to PO Box 430, Meridian, ID 83680
- Hand delivered to 7600 S Meridian Rd, Meridian, ID 83646
- Emailed to nlc@lineman.edu

Notice of cancelation, if sent by U.S. Mail, is effective when deposited in the mail, properly addressed with postage prepaid.

TUITION REFUND

Students who choose to withdraw, take a leave of absence, or are terminated from the program receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the program will receive a full refund of monies paid for tuition and fees, minus the \$100 application fee and a \$50 administrative fee.
- Students whose last date of attendance is after the first five scheduled class days but within the first four weeks of the program will receive a 50% refund of tuition.
- Students whose last date of attendance is within weeks five through eight of the program will receive a 25% refund of tuition.
- Students who withdraw after completing eight weeks of the program will receive no refund.
- Lab fee is not part of tuition and is non-refundable after the first five scheduled class days of the program.
- Climbing/hand tools and NLC safety shirts are non-refundable after purchase.
- CDL costs are paid to the DMV and are non-refundable by NLC.
- Any monies due a student shall be refunded within 45 days of the withdrawal, request for leave of absence, or termination date.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refund of tuition paid via Sallie Mae loan, state funding agency, or scholarship will be issued to the respective entity.
- Refund of tuition paid by a private entity will be issued to the student.
- If a student obtains a loan to pay for the course of instruction, the student bears responsibility for repaying the full amount of the loan plus interest, less the amount of any refund issued directly to the lender by NLC.
- If a student is eligible for a loan guaranteed by the government and the student defaults on the loan
 - a. the government or the loan guarantee agency can take action against the student, including

applying any income tax refund to which the person is entitled to reduce the balance owed on the loan;

- b. the student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

OPTIONAL COURSE REFUND

ELP 10330 Applied Mathematics

Fees for this course are non-refundable one business day after the first scheduled Applied Mathematics class session.

NCCCO Crane Operator Certification

Fees for this course are non-refundable after the first five scheduled class days of the ELP. Tuition for this course includes a non-refundable amount of \$175 that will not be refunded once the student has signed the NCCCO contract and fee has been paid to NCCCO on the student's behalf.

ELP 10300 Smart Grid & Electrical Devices Certification

Fees for this course are refundable in full during the first five scheduled class days of the ELP. After this time, fees for this course are non-refundable unless a student withdraws, is terminated, or is granted a leave of absence from the ELP. Students falling into one of these categories will receive a full refund, less a \$150 registration fee.

LEAVE OF ABSENCE

Students in this category have incurred a hardship beyond their control that has caused them to involuntarily leave the program. Typical examples of hardship are physical impairment, serious illness, or family tragedy. Students are required to request a leave of absence in writing, submitted to the Training Lead. A leave of absence shall not exceed 180 days in any 12-month period. If approved, the student must re-enroll in one of the two next scheduled terms to complete the 15-week program. Incomplete test scores and competencies will be recorded as "I" on the student's transcript. The student will be subject to program requirements of the new term. A student on an approved leave of absence is not required to pay the full amount of tuition and fees upon re-enrollment in the program. The student is required to pay any amount refunded upon withdrawal plus any increase in tuition or fees. If the student does not re-enroll in one of the two following terms, all grades will be changed from "I" (incomplete) to "W" (withdrawn) on their official transcript.

TEXAS-SPECIFIC POLICIES

CANCELATION OF ENROLLMENT

Cancelation Refund: Applicants who cancel within three business days of signing an enrollment agreement will receive a full refund of all monies paid. Applicants who cancel more than three business days after signing an enrollment agreement but prior to entering school will receive a full refund of all monies paid minus a \$100 administrative fee.

CANCELATION PROCEDURE

Cancelation occurs when a student gives written notice of cancelation. The written notice need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement, is signed by the student, and dated. Written notice of cancelation may be provided the following ways:

- Delivered by U.S. Mail to PO Box 430, Meridian, ID 83680
- Hand delivered to 5110 Dakota Ln, Denton, TX 76207
- Emailed to nlc@lineman.edu

Notice of cancelation, if sent by U.S. Mail, is effective when deposited in the mail, properly addressed with postage prepaid.

TUITION REFUND

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

- a. The last date of recorded attendance, if the student does not follow the withdrawal procedure or is terminated by the school; or
 - b. The date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancelation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancelation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
 5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, or tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school.
 - b. The course of instruction is discontinued by the school, preventing the student from completing the course.
 - c. The student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials, or by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancelation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll

- in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

ADDITIONAL REFUND INFORMATION

1. Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
2. Refund of tuition paid via Sallie Mae loan, state funding agency, or scholarship will be issued to the respective entity.
3. Refund of tuition paid by a private entity will be issued to the student.
4. If a student obtains a loan to pay for the course of instruction, the student bears responsibility for repaying the full amount of the loan plus interest, less the amount of any refund issued directly to the lender by NLC.
5. If a student is eligible for a loan guaranteed by the government and the student defaults on the loan
 - a. the government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan;
 - b. the student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

In all cases, refunds will meet or exceed the requirements of *TEC §§132.061 and 132.0611* and *TAC Chapter 807, Subchapter N*.

OPTIONAL COURSE (SEMINAR) REFUND

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. the last date of attendance; or
 - b. the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - a. an enrollee is not accepted by the school;
 - b. if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials, or by the owner or representatives of the school.

STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student

being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

LEAVE OF ABSENCE

TAC Rule 807.245 prohibits NLC from allowing leaves of absence.

ADDITIONAL TERMINATION POLICY

A student whose enrollment is terminated due to unsatisfactory progress or violation of *Student Conduct* policy may not be readmitted until a minimum of one grading period has passed. A student whose enrollment is terminated for violation of *Attendance* policy may not be readmitted before the start of the next grading period (*Title 40, Texas Administrative Code, Section 807-221-224*).

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

NLC received its Certificate of Approval to Operate from the Texas Workforce Commission, Career Schools and Colleges Section on July 20, 2010, and was granted initial approval for national accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) on September 14, 2012.

Unresolved complaints may be referred to the Texas Workforce Commission (TWC):

Texas Workforce Commission
 Career Schools and Colleges, Room 226T
 101 East 15th Street
 Austin, TX 78778-0001
 Phone: 512-936-3100
texasworkforce.org/careerschools

All information and policies contained in this catalog are represented to be true and correct to the best of my knowledge at the time of publication. Information that has changed, if any, since the last date of publication will be represented on addenda that accompany this catalog.



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