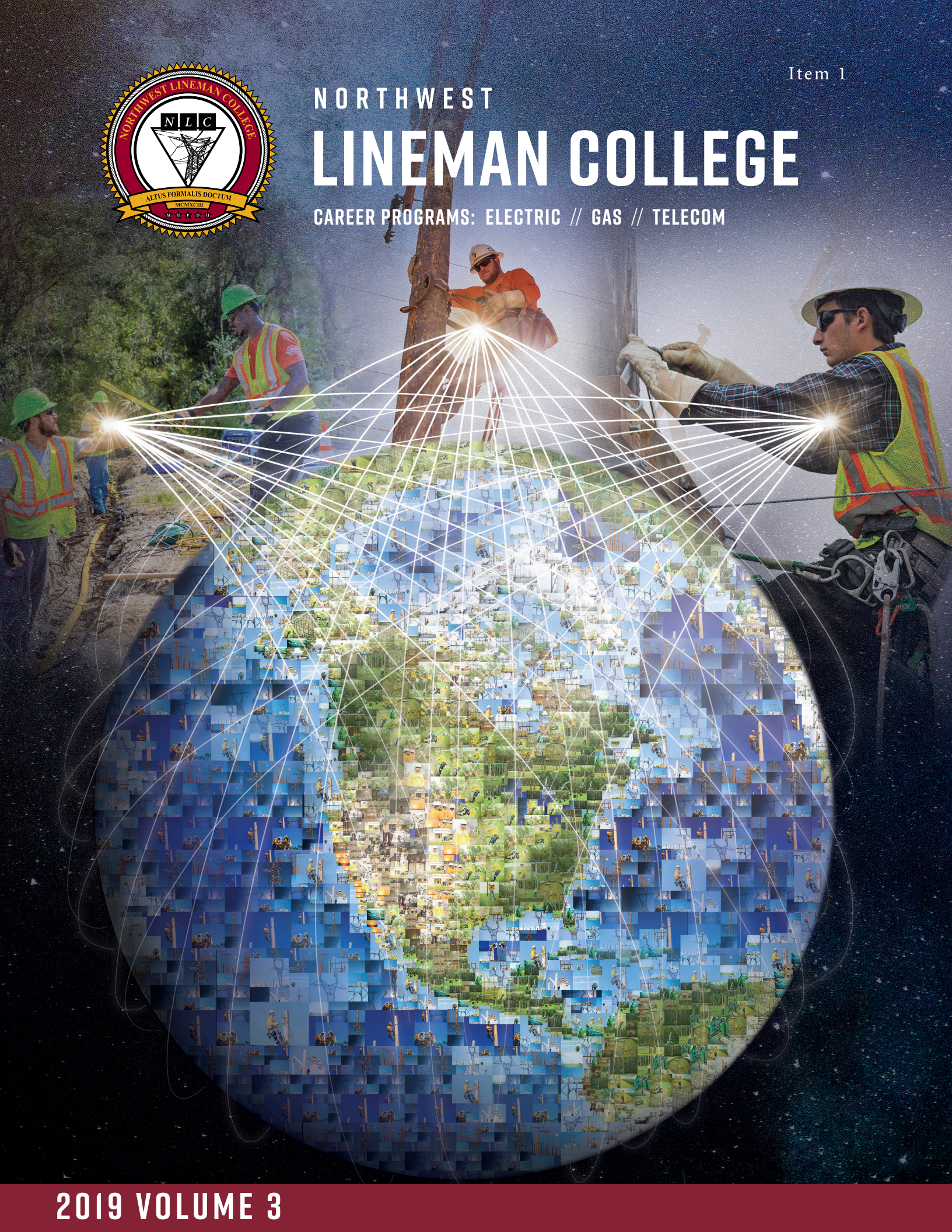




NORTHWEST LINEMAN COLLEGE

CAREER PROGRAMS: ELECTRIC // GAS // TELECOM





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Item 3

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 (CA campus).

The content, costs, and policies stated in this catalog (2019 volume 3) are valid from its publication date of May 8, 2019, through October 1, 2019, or until an updated version is published, whichever comes first. Visit lineman.edu for the most current catalog version.

NLC 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.



NLC 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, gas, or telecom—industries that offer many rewards and challenges with excellent pay, benefits, and security. NLC provides the quality education needed to prepare you for success.

Everyone needs electricity, natural gas, and telecommunications services, and it's the highly respected linemen and tradesmen who keep these services running in all weather conditions, at all hours. In my opinion, these are the greatest trades of all, made up of great people. A career in one of these trades should strongly be considered by those who enjoy challenges, adventure, problem-solving, and camaraderie. These trades are ideal choices for people who like working with their hands and want variety and physical activity in their work. They also provide many opportunities for advancement into leadership and management roles.

Many of my NLC colleagues and I worked as electric and telecommunications linemen and natural gas workers 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 tradesmen—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 companies across the country.

This catalog has a wealth of information that will allow you to explore career possibilities in these industries. 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 these skilled trades 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 that our commitment to providing a quality education remains unwavering.

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



Sincerely,

Aaron Howell
President

NLC founder and President Aaron Howell is a lineman, educator, and International Lineman Hall of Fame inductee. He has traveled the country many times, meeting with utility and construction company personnel to ensure NLC is providing the knowledge, skill, and behavior that make graduates employable across America.

ABOUT NLC

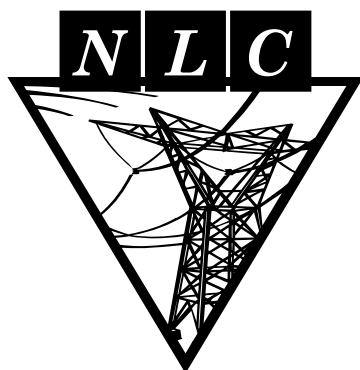
NLC is an industry-leading institution that provides electric, telecom, and natural gas educational services. NLC has revolutionized training methodology since its founding in 1993.

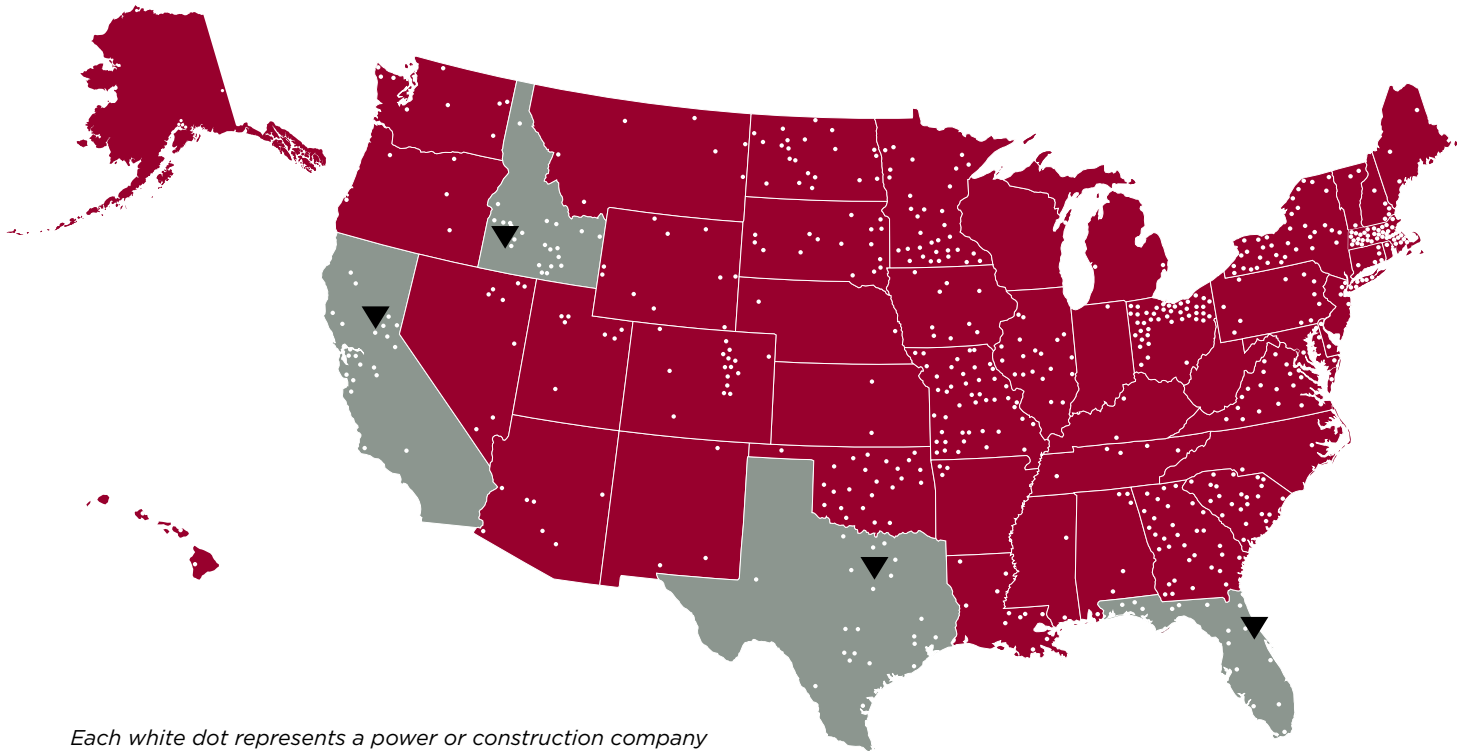
NLC offers career programs (entry level) for electrical linework, telecommunications linework, and natural gas distribution.

NLC also provides apprentice and journey-level training for the electric utility industry. Hundreds of power and construction companies throughout the United States (as shown on the map on the following page), and even internationally, use these programs. NLC has even 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 industries we serve 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 industries, and must always be positive."





Each white dot represents a power or construction company that uses 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, engineering, and business.

LINEMAN HALL OF FAME INDUCTEES

President Aaron Howell, Senior VP of Research & Development Alan Drew (retired), Texas Campus President Jeff Morris, Florida Campus President Bill Bosch, and Training Specialist Bob Smith (retired) are all inductees in 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 utility 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 NLC students.

CURRICULUM DEVELOPMENT

NLC has been developing curriculum since 1998, and has developed an extensive and modern curriculum supporting the industries we serve.

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 tradesmen are trained in sound teaching and training methodologies.

THE AMERICAN LINEMAN

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

SPANNING THE STRAIT

A companion to *The American Lineman*, Alan Drew’s *Spanning the Strait* details the story of one of the most significant projects in the history of the power industry: the crossing of the Carquinez Strait.

OX BLOCK®

1996 NLC graduate Mark Groves invented the OX Block, revolutionizing rigging in the power industry. It is manufactured via license by 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 linework 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.

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.

Throughout its history, NLC's leaders dreamed of applying its proven educational methods to other skilled trade industries. In 2019, NLC will finally have the opportunity to do just that, by offering entry-level programs in telecommunications linework and in natural gas distribution. These programs mark a new phase in the history of NLC, as we begin to revolutionize these two industries, just as we have done to the electric utility industry.





Founding members Shane Porter (far left), Gerald McKie (second from right), 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.

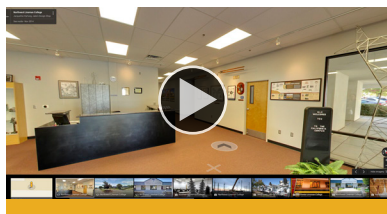


Original NLC hard hat from 1993.

FACILITIES

TAKE A VIRTUAL TOUR
lineman.edu

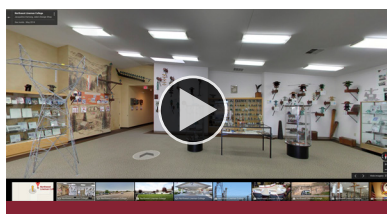
CALIFORNIA CAMPUS



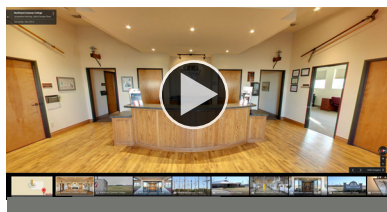
FLORIDA CAMPUS



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 NLC programs at one of these campuses.

All campuses have the following:

- Classroom facilities with digital projection systems, Internet connectivity, educational props, and instructional posters
- Learning resource centers with computers, industry-related publications, study areas, periodicals, and videos
- Appropriately equipped indoor lab areas and extensive outdoor field-training areas for performing competencies listed in the program sections of this catalog
- Student lunchrooms
- Tool and merchandise stores
- Free Wi-Fi

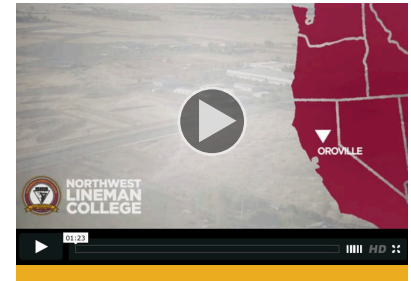
Call 888-LINEWORK to schedule a live tour at any of our campuses.

Item 2

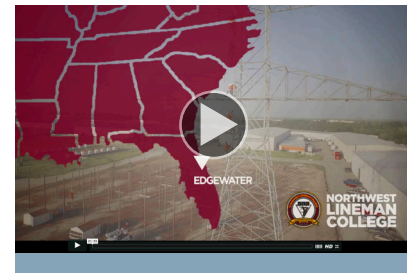
Item 6

AREA RECREATION VIDEOSbit.ly/NLCarea

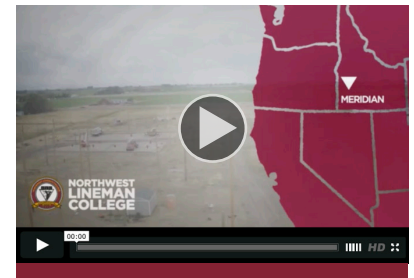
CALIFORNIA RECREATION



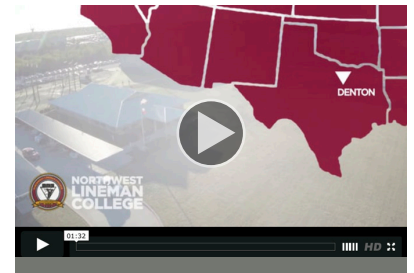
FLORIDA RECREATION



IDAHO RECREATION



TEXAS RECREATION

**CALIFORNIA CAMPUS**

2009 Challenger Ave
Oroville, CA 95965

- 4 classrooms and administration space (10,000 sq ft)
- 14,000 sq ft indoor lab area
- 18-acre field-training areas

**FLORIDA CAMPUS**

501 Pullman Rd
Edgewater, FL 32132

- 3 classrooms and administration space (7,000 sq ft)
- 10,000 sq ft indoor ELP lab area
- 16-acre field-training areas
- 3,000 sq ft gas fusion and plumbing lab

**IDAHO CAMPUS**

7600 S Meridian Rd
Meridian, ID 83642

- 3 classrooms and administration space including corporate offices (20,000 sq ft)
- 7,200 sq ft indoor lab area
- 25-acre field-training areas

**TEXAS CAMPUS**

5110 Dakota Ln
Denton, TX 76207

- 5 classrooms and administration space (7,000 sq ft)
- 10,000 sq ft indoor ELP lab area
- 14-acre field-training areas
- 7,000 sq ft gas fusion and plumbing lab

PROFESSIONALS & EDUCATORS



TO ENSURE STUDENTS ARE EXPOSED TO PREVAILING METHODS, TOOLS, AND THE MOST CURRENT SAFETY REGULATIONS, NLC HAS A RIGOROUS RECRUITING, HIRING, AND TRAINING PROCESS FOR ITS PROFESSIONAL EDUCATORS.

This process starts with recruiting Training Specialists who are passionate about educating the next generation of workers, 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 instructors with the greatest knowledge, skill, and aptitude for training are selected. NLC trainers come from all types of utility 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 training program and are certified in a variety of adult-education courses. This highly dedicated group of training professionals are the only members of NLC's staff who 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:

- six 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 (current and retired);
- Many military veterans, dedicated to continually improving training effectiveness and operations;
- a former elected state representative, serving as NLC's Chief Culture Officer;
- members of the prestigious IEEE and CIGRE organizations;
- multiple senior leadership members who are certified journeymen electrical 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.



NLC Florida Gas Distribution Program Training Specialist Ian Richards shares his trade experience with a student.



NLC VP of Apprenticeship Programs Jacob Phelps at the training center NLC built in Tanzania, Africa.



NLC Texas Training Specialist Jose Lopez loves his job, rain or shine.

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 industries we serve continually evolve, NLC modernizes its materials on a regular basis.

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



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 the training in all NLC programs, each academic course, skill competency, and behavior expectation fits directly into one of the three educational phases: knowledge, skill, or behavior.

KNOWLEDGE PHASE

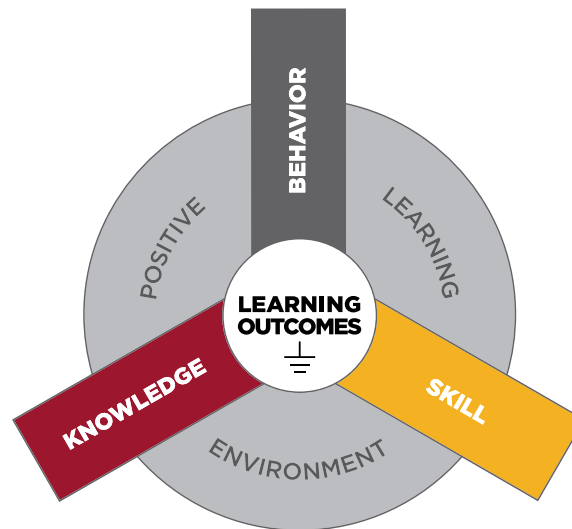
The Knowledge Phase addresses cognitive, or intellectual, activities. Engaging students at the highest cognitive level occurs in a classroom and/or lab setting. The development of intellectual skills includes the recall or recognition of specific facts, procedural patterns, and concepts that serve in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

BEHAVIOR PHASE

While knowledge and skill are important, positive behavior and attitude have been identified by utility 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.



PREPARING STUDENTS FOR SUCCESS

Students enrolled in our programs can learn about various types of companies, opportunities, and how to prepare to be top-tier candidates.

EDUCATING FOR SUCCESS

NLC offers 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. Because program lengths vary, please refer to the program descriptions for specific details.

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 their program.

MAXIMIZE GEOGRAPHIC FLEXIBILITY

Utility and construction companies cover large geographic regions. 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 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

NLC programs serve many industries, as shown in the career charts in this catalog. Graduates who consider all these trades as potential opportunities maximize the number of jobs available to them. Successful graduates understand this fact, and keep all options available as they consider their employment.

BE RELENTLESS AND ORGANIZED IN SEARCH FOR 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 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, its core values, customers, major projects, service area, 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 to start building experience and improving skills and knowledge.

ELECTRICAL LINEWORKER PROGRAM

Item 14

CAREER OPPORTUNITIES

The electric utility industry offers great opportunities for exciting and rewarding long-term careers. It is a robust, \$880-billion industry that employs over 389,000 American workers.

In the U.S. economy, the electric industry represents 5% 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.

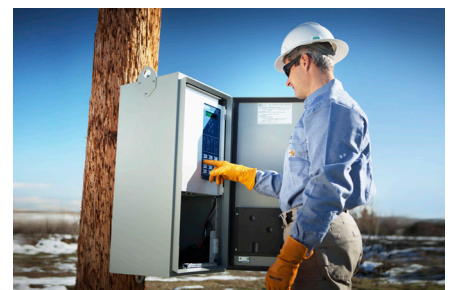
The Edison Electric Institute, which represents investor-owned utilities, estimates \$1.4 trillion will be spent between now and 2030 on building new generation and transmission resources. Utilities are beginning to integrate alternative energy sources such as wind, solar, and battery storage into their 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 116,500 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.



* Source: www.bls.gov/oes/2017/may/oes499051.htm

CAREER OUTLOOK

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

14% JOB GROWTH RATE¹

- + 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 clean energy sources

= A STABLE, LONG-TERM CAREER THAT CAN'T BE OUTSOURCED

5% GROSS DOMESTIC PRODUCT²

In the U.S. economy, the electric power industry represents 5 percent of real gross domestic product.

\$880 BILLION ELECTRIC POWER INDUSTRY²

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

389,000+ WORKERS³

America's electric companies pay billions of dollars in tax revenue, employ more than 389,000 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	\$18.18	\$25.04	\$33.36	\$41.05	\$48.01
49-9052 Telecommunications Line Installers & Repairers	\$13.97	\$17.96	\$26.47	\$35.79	\$41.11
43-5041 Meter Readers, Utilities	\$11.25	\$14.01	\$18.86	\$25.67	\$32.72
49-2095 Electrical & Electronic Repairers, Powerhouse, Substation, & Relay ⁴	\$25.21	\$31.83	\$37.70	\$44.36	\$49.30
47-2073 Operating Engineers & Other Construction Equipment Operators ⁵	\$14.64	\$17.55	\$22.61	\$30.16	\$39.56
49-9081 Wind Turbine Service Technicians	\$18.20	\$21.42	\$25.91	\$31.89	\$38.54
49-9097 Signal & Track Switch Repairers	\$17.49	\$27.01	\$32.88	\$37.08	\$42.03
49-9098 Helpers—Installation, Maintenance, & Repair Workers	\$9.33	\$10.97	\$13.70	\$17.35	\$21.82
51-8099 Plant & System Operators, All Other	\$15.93	\$20.64	\$27.08	\$33.18	\$38.79
37-3013 Tree Trimmers & Pruners	\$11.14	\$13.81	\$17.53	\$22.73	\$28.32
47-2111 Electricians	\$15.47	\$19.38	\$26.01	\$34.34	\$44.56
47-2231 Solar Photovoltaic Installers	\$13.45	\$15.89	\$18.87	\$23.48	\$29.12
47-3013 Helpers—Electricians	\$10.21	\$12.21	\$14.68	\$17.98	\$22.02
49-1011 First-Line Supervisors of Mechanics, Installers, & Repairers	\$18.90	\$24.31	\$31.15	\$39.53	\$49.21
53-7021 Crane and Tower Operators	\$14.86	\$18.67	\$25.10	\$32.77	\$40.53
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers	\$15.72	\$20.20	\$26.92	\$34.47	\$40.07

Occupation wage data reflects numbers reported by the Bureau of Labor Statistics as of May 2017. 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. Source: www.bls.gov/ooh/installation-maintenance-and-repair/line-installers-and-repairers.htm#tab-6

2. As reported by M.J. Bradley and Associates, www.mjbradley.com/about-us/case-studies/powering-america

3. Average reported by the Bureau of Labor Statistics, www.bls.gov/oes/2017/may/naics4_221100.htm

4. This occupation encompasses the title of Substation Helper.

5. This occupation encompasses the title of Equipment Operator.

EMPLOYMENT STATISTICS

NLC is proud of its graduates, and prouder still of our strong employment statistics. Quality of education, employment assistance, and relationships with utility and construction companies (combined with student determination and persistence in pursuing employment)

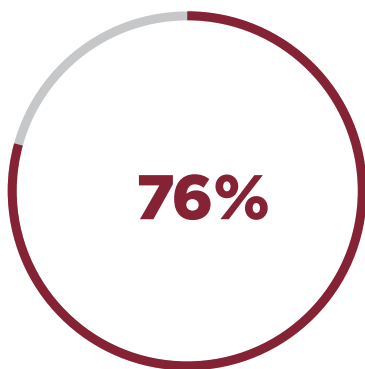
are the determining factors behind these strong results. The following chart displays the percentage of students employed in the trade as a result of the education they received at NLC. Also included is the percentage of students not working in the trade, broken down by category.

This chart displays combined averages from the Idaho, California, Texas, and Florida 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

SIX-YEAR AVERAGE

California, Florida, Idaho, and Texas graduate employment data¹



NLC Graduates Employed in the Trade

NLC Graduates Employed in the Trade



Not Willing to Relocate/Still Pursuing Employment in the Trade



Unknown



No Longer Pursuing Employment in the Trade



¹ Cohort Group: 10/2011–9/2017

Graduate population base is available in the *General Information* section of this catalog.

SAFETY IN POWER DELIVERY

Unlike today, when the electric utility industry began in the late 1800s, it was dangerous—tools and procedures were unsophisticated, insulated equipment was not available, and formalized training like the NLC Electrical Lineworker Program 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.

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.

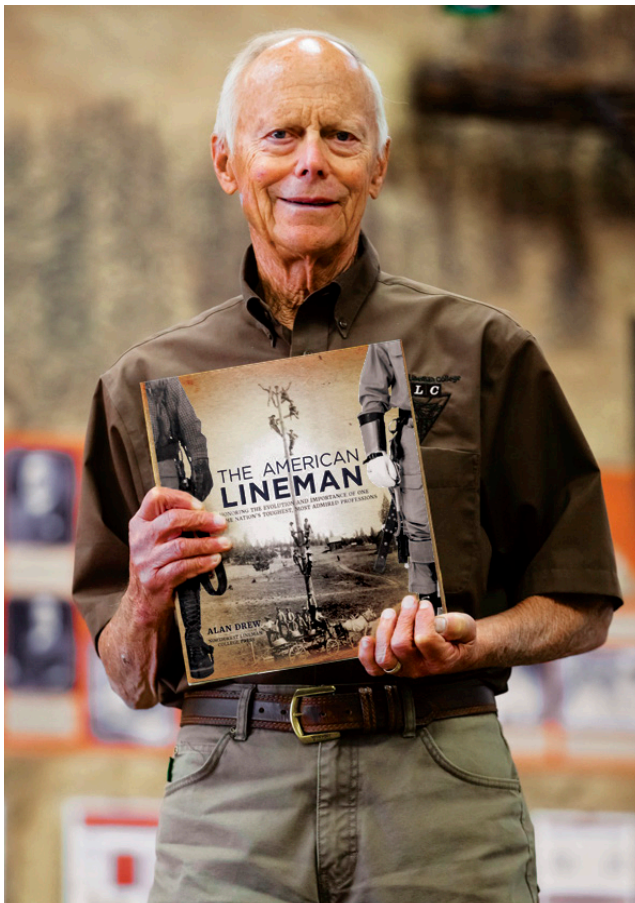
The United States Department of Energy has a renewable energy target of 20% by the year 2020. It takes all these occupations—and more—working together to achieve that target and continue to grow. Entirely new occupations will be created.

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

INNOVATING ELECTRICAL LINEWORK

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



Retired 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.



TRAINING ENVIRONMENT

NLC promotes safety, productivity, and camaraderie, helping prepare students for success.

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 are kept to a maximum of 16:1 in the field and 76:1 in the classroom across all campuses.

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.



GRADUATION REQUIREMENTS



The following requirements must be met for a student to earn an **ELP Certificate of Completion**. [Item 23](#)

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

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



ELP PROGRAM INFORMATION

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 future training programs.
- Prepared to pursue a long, rewarding career.

COURSE OUTLINE

PROGRAM LENGTH

Fifteen 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.

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	48	48	6-14
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 12000	OSHA 10-Hour ET&D	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 10340	Transmission II Competencies	0	24	24	9-14
ELP 10350	Climbing III Competencies	0	24	24	9-14
ELP 11570	Digger Derrick Certification	**	**	**	**
TOTALS:		122	358	480	15 Weeks

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

** Students must demonstrate proficiency in ELP 10090 Equipment I Competencies and ELP 10130 Equipment II Competencies and pass written examination to earn this certification. Associated hours are listed under ELP 10090 and ELP 10130.

¹ California, Florida, Texas only

² Idaho only



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.

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 12000 OSHA 10-HOUR ET&D

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 Construction Safety and Health ET&D* course completion card.



SKILL PHASE



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 NLC 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. Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid. Idaho campus: Coyne First Aid; California campus: Medic First Aid; Texas campus: Medic First Aid; Florida campus: American Red Cross.

BEHAVIOR PHASE

**ELP 10220
CPR CERTIFICATION**

Acquisition of nationally recognized cardiopulmonary resuscitation (CPR) certification. Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR. Idaho campus: Coyne First Aid; California campus: Medic First Aid; Texas campus: Medic First Aid; Florida campus: American Red Cross.

**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. Certification provided by NLC.

**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. Certification provided by NLC.

**ELP 10270
AERIAL-LIFT RESCUE CERTIFICATION**

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

**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. Certification provided by NLC.

**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 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). Certification provided by NLC.

**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.

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, Sca-da-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 or the Accrediting Commission of Career Schools and Colleges. They are not required for program completion and do not count toward Electrical Lineworker Program hours.



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* to operate all swing- and fixed-cab telescopic boom cranes (valid five years).

Tuition includes a non-refundable amount of \$175 paid to the certification agency, 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.

**Certification provided by:
NCCCO: Idaho, California, and Florida campuses
CIC: Texas campus*

**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.

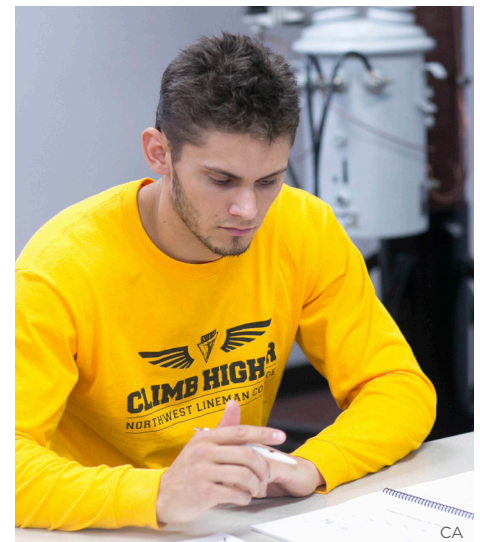
CONTENT:

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.





CDL/CLP 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.

The CLP is not under the purview of the Florida Department of Education Commission for Independent Education. It is required for program completion and does count toward Electrical Lineworker Program hours.

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.

ELP 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

1	GAFF GUARDS One pair included with climbers. Replacements available.
2	CLIMBERS & PADS
3	TOOL/BOLT BAG Attaches to body belt.
4	BODY BELT Full-floating system
5	HARD HAT
6	SAFETY GLASSES ANSI standard Z-87.1
7	CUT-RESISTANT GLOVES One pair short cuff, one pair long cuff
8	TOOL HOLSTER Five-pocket
9	SUPERSQUEEZE & BuckAdjuster
10	LINEMAN BOOTS
11	GAFF SHARPENING KIT
12	CLIMBER SHIELDS
13	LINEMAN TOOL BAG

HAND TOOLS

14	SCREWDRIVER
15	FOLDING RULER 6' fiberglass, inside read
16	PUMP PLIERS 10"
17	9" LINEMAN PLIERS
18	HAMMER 32 oz.
19	LINEMAN'S SKINNING KNIFE
20	ADJUSTABLE WRENCH 12"
21	LINEMAN'S WRENCH
22	RATCHETING BOX WRENCH 9/16"-3/4"
23	PLUMB BOB

CLOTHING

NLC SAFETY SHIRTS

All students are required to purchase a minimum of four shirts (two orange, two yellow), sold exclusively at NLC campuses.

RAIN GEAR

Though not a requirement, it is recommended that students purchase rain gear, as training will proceed regardless of weather.

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:

SCIENTIFIC CALCULATOR

e.g. Texas Instruments 30x

NOTEPAD

PENS & HIGHLIGHTERS

#2 PENCILS

BACKPACK

LUNCH BOX

LAPTOP COMPUTER (optional)

NLC negotiates with manufacturers to provide high quality tools to our students at reduced prices compared to retail. The tools pictured are representative of the actual tools that students receive at the time of catalog publication. NLC reserves the right to change tools as necessary to provide the best quality and value to our students.



PROGRAM CALENDAR

Item 28

IDAHO



TERM 1901

Classes begin Mar 4, 2019
 Graduation..... Jun 14, 2019
No classes—campus closed
 Memorial Day* May 27, 2019

TERM 1902

Classes begin Jun 24, 2019
 Graduation..... Oct 4, 2019
No classes—campus closed
 Independence Day* Jul 4, 2019
 Labor Day* Sep 2, 2019

TERM 1903

Classes begin Oct 21, 2019
 Graduation..... Feb 21, 2020
No classes—campus closed
 Thanksgiving Week* Nov 25–29, 2019
 Christmas Week* Dec 23–27, 2019
 New Year's Week* .. Dec 30, 2019–Jan 3, 2020
 MLK, Jr. Day* Jan 20, 2020

FLORIDA



TERM 1901

Classes begin Jan 28, 2019
 Graduation..... May 10, 2019

TERM 1902

Classes begin May 20, 2019
 Graduation..... Aug 30, 2019
No classes—campus closed
 Memorial Day* May 27, 2019
 Independence Day* Jul 4, 2019

TERM 1903

Classes begin Sep 16, 2019
 Graduation..... Jan 17, 2020
No classes—campus closed
 Thanksgiving Week* Nov 25–29, 2019
 Christmas Week* Dec 23–27, 2019
 New Year's Week* .. Dec 30, 2019–Jan 3, 2020

TEXAS



TERM 1901

Classes begin Jan 7, 2019
 Graduation..... Apr 19, 2019
No classes—campus closed
 MLK, Jr. Day* Jan 21, 2019

TERM 1902

Classes begin Apr 29, 2019
 Graduation..... Aug 9, 2019
No classes—campus closed
 Memorial Day* May 27, 2019
 Independence Day* Jul 4, 2019

TERM 1903

Classes begin Aug 26, 2019
 Graduation..... Dec 13, 2019
No classes—campus closed
 Labor Day* Sep 2, 2019
 Thanksgiving Week* Nov 25–29, 2019

CALIFORNIA



TERM 1901

Classes begin Apr 1, 2019
 Graduation..... Jul 12, 2019
No classes—campus closed
 Memorial Day* May 27, 2019
 Independence Day* Jul 4, 2019

TERM 1902

Classes begin Jul 29, 2019
 Graduation..... Nov 8, 2019
No classes—campus closed
 Labor Day* Sep 2, 2019

TERM 1903

Classes begin Dec 2, 2019
 Graduation..... Mar 27, 2020
No classes—campus closed
 Christmas Week* Dec 23–27, 2019
 New Year's Week* .. Dec 30, 2019–Jan 3, 2020
 MLK, Jr. Day* Jan 20, 2020

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

Item 24

TUITION AND FEES

Application Fee	\$100.00	
Paid with application		\$100.00
Lab Fee	\$850.00	
Paid during enrollment process		\$850.00
Tuition.....	\$13,700.00	\$15,000.00
Due four weeks prior to term start		
TOTAL TUITION AND FEES	\$14,650.00	\$15,950.00

**For terms starting Dec. 1, 2019
and later:**

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..... \$76.00

FLORIDA

Commercial Learner's Permit..... \$75.00

IDAHO

Class A CDL w/ Air Brakes Endorsement ~\$380.00²

TEXAS

Commercial Learner's Permit..... \$325.00

CAMPUS-SPECIFIC FEES

CALIFORNIA

Student Tuition Recovery Fund (STRF) fee \$0³

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

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.



PROGRAM 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	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%
	2017	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	606	601	512	85%


OROVILLE, CA GRADUATE EMPLOYMENT RATE

	YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	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%
	2017	ELECTRICAL LINEWORKER PROGRAM	OROVILLE, CA	512	510	374	73%


MERIDIAN, ID PROGRAM COMPLETION RATE

	YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	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%
	2017	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	475	467	393	84%


MERIDIAN, ID GRADUATE EMPLOYMENT RATE

	YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	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%
	2017	ELECTRICAL LINEWORKER PROGRAM	MERIDIAN, ID	393	392	312	80%


DENTON, TX PROGRAM COMPLETION RATE

	YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	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%
	2017	ELECTRICAL LINeworker PROGRAM	DENTON, TX	215	215	172	80%


DENTON, TX GRADUATE EMPLOYMENT RATE

	YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	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%
	2017	ELECTRICAL LINeworker PROGRAM	DENTON, TX	172	171	119	70%

EDGEWATER, FL PROGRAM COMPLETION RATE

	YEAR	PROGRAM NAME	CAMPUS	STUDENTS WHO STARTED THE PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
	2017	ELECTRICAL LINeworker PROGRAM	EDGEWATER, FL	75	75	64	85%

EDGEWATER, FL GRADUATE EMPLOYMENT RATE

	YEAR	PROGRAM NAME	CAMPUS	GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	GRADUATES EMPLOYED IN THE TRADE	GRADUATE EMPLOYMENT RATE
	2017	ELECTRICAL LINeworker PROGRAM	EDGEWATER, FL	64	63	53	84%

All numbers are disclosed as reported to the ACCSC in the 2013 through 2018 Annual Reports. The Florida campus was opened in late 2016.

Report time frame: The number of students enrolled between 10/1/2011 and 9/30/2017 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.

TELECOMMUNICATIONS LINEWORKER PROGRAM

Item 14

CAREER OPPORTUNITIES

The Telecommunications industry offers many opportunities for exciting and rewarding long-term careers. It is a robust, \$906-billion industry¹ that employs over 100,000² American workers.

THE BACKBONE OF THE DIGITAL WORLD IS TELECOMMUNICATIONS.

Imagine a world without the Internet or wireless digital communication. No smart phones, no online purchases, no streaming video, no social media, no digital apps, and no cloud-based computing. Hard to imagine, right? Without the important work of telecommunications lineworkers and equipment installers and repairers, none of these technologies would exist today. Each time the wireless network adds another “G” or requires more bandwidth, the men and women in the telecommunications industry make it possible.

According to the Telecommunications Industry Association, fiber cabling passes less than one third of homes in the U.S. and only 39 percent of consumers have access to more than one broadband provider of 25 Mbps service. Approximately 10 million rural homes and 3 million urban and suburban homes can't get broadband speeds at all. Now as the market enters the era of 5G, fiber matters more than ever. With 5G relying in large part on high radio frequencies, a large number of small 5G radios, or “cells,” will be required, and those small cells will require a substantial amount of fiber. In fact, estimates call for 1,390,816 miles of fiber cable, to be exact. And that is just to provide full 5G service to the top-25 metropolitan land areas in the United States alone.³



¹ US Bureau of Economic Analysis, www.bea.gov

² US Bureau of Labor Statistics, www.bls.gov

³ Telecommunications Industry Association, www.tiaonline.org

CAREER OUTLOOK

Telecommunications is a robust, vibrant, growing industry that provides rewarding careers to over one hundred thousand people. As illustrated below, the industry is projected to continue to grow for the foreseeable future.

A CAREER THAT CAN'T BE OUTSOURCED

- + increased retirements
 - + increased customer reliance on telecommunications
 - + increased installation and maintenance of telecommunications lines
 - + increased domestic and global initiatives to expand telecommunications capacity
- = 10,700 TELECOMMUNICATIONS LINEWORKER JOBS PROJECTED ANNUALLY¹**

2.1% GROSS DOMESTIC PRODUCT²

In the U.S. economy, the broadcasting and telecommunications industry contributed 2.1 percent of real gross domestic product.

\$511 BILLION TELECOM INDUSTRY²

Telecommunications is a \$511-billion industry that provides a vital service to modern life. Telecommunications data enables the modern economy and enhances everyday life.

100,000+ TELECOM LINEWORKERS³

America's telecom companies pay billions of dollars in tax revenue, employ more than 100,000 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
49-9052 Telecommunications Line Installers & Repairers	\$13.97	\$17.96	\$26.47	\$35.79	\$41.11
49-2022 Telecommunications Equipment Installers & Repairers	\$14.95	\$19.19	\$25.67	\$33.82	\$38.72
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers	\$15.72	\$20.20	\$26.92	\$34.47	\$40.07
37-3013 Tree Trimmers and Pruners	\$11.14	\$13.81	\$17.53	\$22.73	\$28.32
49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers	\$18.90	\$24.31	\$31.15	\$39.53	\$49.21
53-7021 Crane and Tower Operators	\$14.86	\$18.67	\$25.10	\$32.77	\$40.53
49-9098 Helpers--Installation, Maintenance, and Repair Workers	\$9.33	\$10.97	\$13.70	\$17.35	\$21.82
47-2073 Operating Engineers and Other Construction Equipment Operators	\$14.64	\$17.55	\$22.61	\$30.16	\$39.56

Occupation wage data reflects numbers reported by the Bureau of Labor Statistics as of May 2017. For more details on the occupations listed above, search the Occupational Outlook Handbook at bls.gov/oco/ or visit onetonline.org/link/summary/49-9052.0

¹ US Dept of Labor, www.onetonline.org/link/summary/49-9052.00

² US Bureau of Economic Analysis, www.bea.gov

³ US Bureau of Labor Statistics, www.bls.gov

TRAINING ENVIRONMENT

NLC promotes safety, productivity, and camaraderie, helping prepare students for success.

Students are engaged in classroom and field learning activities each day of the school week (Monday through Thursday). In order to maintain a high quality training environment, faculty-to-student ratios are kept to a maximum of 16:1 in the field and 76:1 in the classroom across all campuses.

Because of the procedural nature of telecommunications work and the strict adherence to safety rules it requires, NLC has established rules and procedures that train students to operate successfully in the profession. Success

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. At NLC, 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 can become telecommunications workers, crew leaders, safety and training professionals, supervisors, directors, even company presidents. Because knowing which students will become presidents is impossible, we conduct training as if they all will.



A portion of the NLC Idaho Telecom training yard.

TLP PROGRAM INFORMATION

PROGRAM OBJECTIVE

NLC's Telecommunications 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 future training programs.
- Prepared to pursue a long, rewarding career.

	COURSE	LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
TLP 10210	First Aid Certification	0	4	4	1
TLP 10220	CPR Certification	0	4	4	1
TLP 11860	OSHA 10-Hour ET&D	12	0	12	6-7
TLP 11980	Rigging for Telecommunications	14	0	14	1, 3-4
TLP 11990	Digger Derrick Certification	1	0	1	6
TLP 12030	Behavioral Assessment	2	0	2	4, 7
TLP 12040	Aerial Cable I Competencies	0	12	12	3-4
TLP 12050	Aerial Cable II Competencies	0	24	24	5-7
TLP 12060	Telecommunications Networks I	21	0	21	3-4
TLP 12070	Aerial Lift Certification	0	12	12	1-2
TLP 12080	Climbing I Competencies	0	12	12	1-4
TLP 12090	Equipment I Competencies	0	8	8	2-4
TLP 12100	Climbing II Competencies	0	20	20	5-7
TLP 12110	Work Orders for Telecommunications	7	0	7	5
TLP 12120	Career Planning and Strategies	8.5	0	8.5	3-6
TLP 12130	Telecommunications Networks II	14	0	14	5
TLP 12140	Equipment II Competencies	0	4	4	5-6
TOTALS:		79.5	100	179.5	7 Weeks

COURSE OUTLINE

PROGRAM LENGTH

Seven weeks of full-time enrollment, totaling 179.5 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 (TLP). 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.

Item 13

GRADUATION REQUIREMENTS

Item 22

The following requirements must be met for a student to earn a TLP *Certificate of Completion*. Item 23

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

No behaviors marked as "Unacceptable" on TLP 12030

ATTENDANCE

No more than three absences

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

TLP 11860 OSHA 10-HOUR ET&D

This course is delivered by an authorized Occupational Safety and Health Administration (OSHA) Outreach trainer and follows the OSHA 10 Electrical Transmission and Distribution (ET&D) format. Students will learn about the OSH Act, OSHA's mission, and the regulations that are most applicable to telecommunications crews. Emphasis is also given to OSHA's Focus Four hazards. Each successful participant will earn an OSHA Electrical Transmission and Distribution 10-hour card. Certification provided by OSHA and the ET&D partnership.

TLP 11980 RIGGING FOR TELECOMMUNICATIONS

This course is designed to teach the student about fall protection and the tensions associated with common rigging used on the job site. The proper application of knots and the effects that knots have on ropes are discussed in detail. In addition, students will learn about the mechanical advantage gained with tensions with snatch blocks. Finally, students will explore safety when working around mechanical equipment.

TLP 11990 DIGGER DERRICK CERTIFICATION

This course consists of a test of knowledge acquired from the Rigging course and Equipment Competencies. Students must pass the test and successfully complete TLP 11980 and TLP 12140 to receive certification. *Certification provided by NLC.*

TLP 12060 TELECOMMUNICATIONS NETWORKS I

This course provides an overview of working on telecommunications lines. Specifically, learners will focus on safety practices and situational awareness, working around electricity, and how to ground. Students will learn about the history of telecommunications. There is an emphasis on learning line equipment and hardware. Additionally, students will learn about materials needed for placing strand and cable.

TLP 12110 WORK ORDERS FOR TELECOMMUNICATIONS

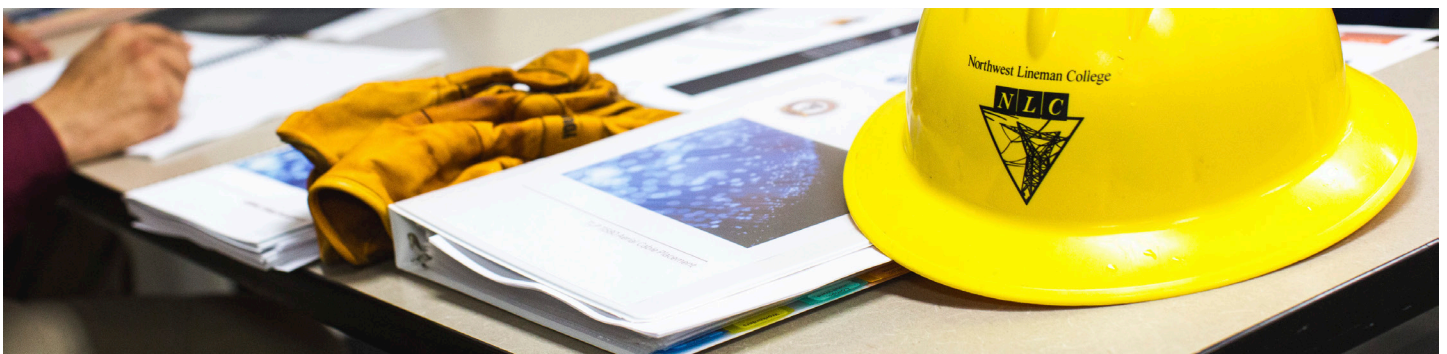
This course instructs students on work orders and the important role they play in the telecommunications field. Students will learn common symbols related to work orders. They will learn how to read work orders and apply those work orders to prospective job sites. Finally, students will identify hazards not captured on the work order.

TLP 12120 CAREER PLANNING & STRATEGIES

A course structured to occur throughout the program term, and designed to simulate the hiring processes employed by the investor-owned utilities. This course guides students as they develop job-hunting materials and skills.

TLP 12130 TELECOMMUNICATIONS NETWORKS II

This course is designed to teach the students about the placement of aerial fiber-optic communications cable. Students will explore the methods of back-pull and drive-off installation and will be introduced to underground systems.



SKILL PHASE

**TLP 10210**
FIRST AID CERTIFICATION

Acquisition of nationally recognized first aid certification. Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid. Idaho campus: Coyne First Aid; California campus: Medic First Aid.

TLP 10220
CPR CERTIFICATION

Acquisition of nationally recognized cardiopulmonary resuscitation (CPR) certification. Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR. Idaho campus: Coyne First Aid; California campus: Medic First Aid.

TLP 12040
AERIAL CABLE I COMPETENCIES

Students will learn and practice the process of placing strand and lashing fiber-optic cable so that the cable can be prepared for splicing.

TLP 12050
AERIAL CABLE II COMPETENCIES

Students build on their previous learning by installing aerial cable using the drive-off and back-pull methods. Students will delash a line and learn how to remove tension from the strand safely.

TLP 12070
AERIAL LIFT CERTIFICATION

Students learn how to safely operate the Altec T40P and the AT235 aerial lift trucks to perform telecommunications activities. After successful course completion, students will be granted a certification provided by Altec.

TLP 12080
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.

TLP 12090
EQUIPMENT I COMPETENCIES

Following instruction about the fundamentals of truck setup, work-site protection, and vehicle operation, the course provides advanced instruction on boom operation—including load lifting and screw anchor installation. Hand signals and safety around suspended loads are also emphasized.

TLP 12100
CLIMBING II COMPETENCIES

Positioning and climbing techniques are refined as students ascend, descend, and rotate at higher elevations. Training incorporates more advanced skills and telecommunications scenarios.

TLP 12140
EQUIPMENT II COMPETENCIES

Advanced instruction on digger-derrick operation—including load lifting, hole excavation (using the auger), and bucket rescue—with an emphasis on hand signals and safety around suspended loads. Training incorporates more advanced skills and telecommunications scenarios.

BEHAVIOR PHASE

TLP 12030
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.

TLP TOOLS

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

In addition to tuition and fees, students in the Telecommunications 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 & BuckAdjuster	22	RATCHETING WRENCH Set of two	LUNCH BOX
10	LINEMAN BOOTS	23	HIGH IMPACT CAN WRENCH	LAPTOP COMPUTER (optional)
11	GAFF SHARPENING KIT			
12	CLIMBER SHIELDS			
13	LINEMAN TOOL BAG			

NLC negotiates with manufacturers to provide high quality tools to our students at reduced prices compared to retail. The tools pictured are representative of the actual tools that students receive at the time of catalog publication. NLC reserves the right to change tools as necessary to provide the best quality and value to our students.





CDL/CLP INFORMATION

Telecommunications work often requires the use of large, heavy equipment that must be driven to and from job sites, so many utility and construction companies require that their workers possess a Class A commercial driver's license (CDL). For this reason, Telecommunications Lineworker Program students are strongly encouraged to obtain their commercial learner's permit (CLP) prior to graduation; however, **obtaining a CDL or CLP is not required for graduation** from the TLP. The CLP is the first step to obtaining a CDL later, and having a CLP makes you more attractive to employers.

NLC recommends that you obtain your CLP or CDL prior to starting the Telecommunications Lineworker Program, if possible. Requirements vary from state to state, so check with your local DMV for specifics. Please refer to the following requirements for obtaining a commercial learner's permit (CLP) in states where NLC offers the Telecommunications Lineworker Program.

IDAHO

CLASS A CDL WITH AIR BRAKES ENDORSEMENT REQUIREMENTS

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.

Item 24

TUITION AND FEES

Application Fee	\$100.00
Paid with application	
Lab Fee	\$500.00
Paid during enrollment process	
Tuition.....	\$5,500.00
Due four weeks prior to term start	
TOTAL TUITION AND FEES	\$6,100.00

REQUIRED ASSOCIATED COSTS

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

PROGRAM CALENDAR

IDAHO



Item 28

TERM 1901

Classes begin	Jun 17, 2019
Graduation.....	Aug 02, 2019
<u>No classes—campus closed</u>	
Independence Day*	Jul 4, 2019

TERM 1902

Classes begin	Aug 12, 2019
Graduation.....	Sep 27, 2019
<u>No classes—campus closed</u>	
Labor Day*	Sep 2, 2019

TERM 1903

Classes begin	Oct 7, 2019
Graduation.....	Nov 22, 2019

TERM 1904

Classes begin	Dec 2, 2019
Graduation.....	Jan 31, 2020
<u>No classes—campus closed</u>	
Christmas Week*	Dec 23–27
New Year's Week*	Dec 30, 2019–Jan 3, 2020
MLK, Jr. Day*	Jan 20, 2020

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

GAS DISTRIBUTION PROGRAM

Item 14

CAREER OPPORTUNITIES

The natural gas industry offers incredible opportunities for exciting and rewarding long-term careers. Natural gas comprises almost one-fourth of all primary energy used in the United States, and the natural gas industry supports the employment of nearly 3 million Americans in all 50 states.¹

The natural gas industry continues to grow, with projected job growth “much faster than average (15% or higher).”² Due to improvements in technology, there is now enough supply of natural gas in the United States to last for at least 100 years.¹ There are currently more than 2.5 million miles of pipeline that transport natural gas to more than 177 million Americans throughout the U.S., and natural gas utilities have installed updated natural gas lines at a rate of 30,000 miles per year over the last decade.

All this growth and work updating America's gas distribution network means a bright future for technicians who have the knowledge, skill, and behavior necessary to be successful in the gas industry.

The NLC Gas Distribution Program is designed to produce graduates who can be successful as gas plumbers, pipefitters, steamfitters, pipelayers, and in other trade positions (see chart on next page). NLC provides a versatile and realistic educational experience, 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 will be prepared to advance into rewarding careers in safety training, engineering, system operation, and construction company ownership. The career paths and potential are nearly limitless for an ambitious person with an NLC education.

STATISTICS

According to the Bureau of Labor Statistics, there are approximately 112,000 people employed in the natural gas industry in the United States, with 22,000 employed as installation, maintenance, and repair workers.²



1. American Gas Association, <https://www.natfuel.com/EmployeeRetireePortal/docs/Natural%20Gas%20-%20The%20Facts.pdf>

2. Bureau of Labor Statistics, https://www.bls.gov/oes/2017/may/naics4_221200.htm

CAREER OUTLOOK

Natural gas delivery is a fast-growing industry. As illustrated below, employment prospects continue to look up for the foreseeable future. Anyone can do the math:

15% JOB GROWTH RATE¹

- + increased retirements
 - + increased customer reliance on natural gas
 - + increased installation and maintenance of gas pipelines
 - + increased domestic and global initiatives to develop and utilize more clean energy sources
- = A STABLE, LONG-TERM CAREER THAT CAN'T BE OUTSOURCED**

OCCUPATION	HOURLY BY PERCENTILE				
	10th	25th	Median	75th	90th
47-2152 Plumbers, Pipefitters, and Steamfitters	\$15.13	\$18.97	\$25.28	\$33.52	\$44.14
17-1022 Surveyors	\$16.57	\$21.98	\$29.40	\$38.69	\$48.28
47-3015 Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	\$9.64	\$11.28	\$13.70	\$16.82	\$20.02
43-5041 Meter Readers, Utilities	\$10.52	\$13.27	\$18.07	\$24.26	\$29.89
47-2151 Pipelayers	\$12.67	\$14.84	\$18.46	\$25.32	\$33.26
17-3031 Surveying and Mapping Technicians	\$12.82	\$16.15	\$20.84	\$27.40	\$34.34
53-7071 Gas Compressor and Gas Pumping Station Operators	\$20.19	\$25.40	\$30.20	\$35.08	\$38.67
51-4121 Welders, Cutters, Solderers, and Brazers	\$13.20	\$15.99	\$19.35	\$24.25	\$30.37
51-8092 Gas Plant Operators	\$22.04	\$27.26	\$33.19	\$38.94	\$46.76
49-9012 Control and Valve Installers and Repairers, Except Mechanical Door	\$15.29	\$19.54	\$26.85	\$35.28	\$43.08
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers	\$10.85	\$13.64	\$17.95	\$23.95	\$30.99

Occupation wage data reflects numbers reported by the Bureau of Labor Statistics as of May 2017. For more details on the occupations listed above, search the Occupational Outlook Handbook at [bls.gov/oco/](https://www.bls.gov/oco/)

1. US Dept of Labor as reported through ONet at <https://www.onetonline.org/link/summary/47-3015.00>

TRAINING ENVIRONMENT

NLC promotes safety, productivity, and camaraderie, helping prepare students for success.

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 normally reserved for career preparation and academic study. In order to maintain a high quality training environment, faculty-to-student ratios are kept to a maximum of 16:1 in the field and 48:1 in the classroom across all campuses.

Because of the procedural nature of gas work and the strict adherence to safety rules it requires, NLC has

established rules and procedures that train students to operate successfully in the profession. Success 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. At NLC, 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 will become gas workers, crew leaders, safety and training professionals, supervisors, directors, even company presidents. Because knowing which students will become presidents is impossible, we conduct training as if they all will.



Students get hands-on training in the NLC Gas Distribution Program training yard.

GDP PROGRAM INFORMATION

PROGRAM OBJECTIVE

NLC's Gas Distribution Program objective is to provide the training and education needed to ensure that graduates are:

- Highly qualified for initial employment.
- Highly successful in completing future training programs.
- Prepared to pursue a long, rewarding career.

COURSE		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
GDP 11600	OSHA 10-Hour for Construction	12	-	12	1
GDP 11610	NFPA 54	7	-	7	5
GDP 11620	Principles of Natural Gas	16	-	16	2-3
GDP 11630	Natural Gas Lines	30	-	30	2-5
GDP 11640	Behavioral Assessment	-	2	2	4 & 7
GDP 11650	Markings and Locates	-	8	8	1-2
GDP 11660	Excavations	-	8	8	2
GDP 11670	Fusion Lab	-	20	20	3-4
GDP 11680	Gas Distribution Installation and Operation	-	32	32	5-6
GDP 11690	Gas Plumbing Lab	-	16	16	6-7
GDP 11700	Mini-Excavator Operator Certification	-	16	16	2-3
GDP 10210	First Aid Certification	-	4	4	1
GDP 10220	CPR Certification	-	4	4	1
GDP 12020	Career Planning & Strategies	13	-	13	2-6
TOTALS:		78	110	188	7 Weeks

COURSE OUTLINE

PROGRAM LENGTH

7 weeks of full-time enrollment, totaling 224 hours on campus and 188 contact clock hours (50 minutes of instruction per clock hour). See the table at left for a complete breakdown of hours.

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 (GDP). 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.

Item 13

GRADUATION REQUIREMENTS

Item 22

The following requirements must be met for a student to earn a **GDP Certificate of Completion**. Item 23

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

No behaviors marked as "Unacceptable" on GDP 11640

ATTENDANCE

No more than three absences

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

GDP 11600

OSHA 10-HOUR FOR CONSTRUCTION

This course is delivered by an authorized OSHA Outreach trainer and follows the OSHA 10 Hour for Construction Industry format. Students will learn about the OSH Act, OSHA's mission, and the regulations that are most applicable to gas distribution crews. Emphasis is also given to OSHA's Focus Four hazards. This course is taught during the first week of the Gas Distribution Program, so as to encourage safe working practices throughout the rest of the term. Each successful participant will earn an *OSHA 10-Hour for Construction* course completion card.

GDP 11610

NFPA 54

Students spend a week immersed in the National Fire Protection Association (NFPA) 54 manual, learning how to navigate the layout and look up regulations. The course includes summaries of key sections and

emphasizes rules that are highly relevant in the field. Students will be able to explain key codes and address how they impact their training and on-the-job work tasks.

GDP 11620

PRINCIPLES OF NATURAL GAS

This two-week course provides an overview of the natural gas industry and scientific context of gas as a resource. Students will learn how gas is extracted and measured, its chemical makeup, and the different states and behaviors of methane, including leak behavior. Students will understand the elements of the natural gas system, from processing through transmission, distribution, and consumption.

GDP 11630

NATURAL GAS LINES

An introductory course that familiarizes students with the tools, equipment, and work methods of natural gas distribution.

It begins with a focus on safety, federal regulations, common hazards, and job briefings. This is followed by an overview of distribution pipe, couplings, joints, and fusion methods. Students will also learn the basics of gas plumbing, including metering, testing, and interacting with customers.

GDP 12020

CAREER PLANNING & STRATEGIES

A course structured to occur throughout the program term, and designed to simulate the hiring processes employed by the investor-owned utilities. It is derived from the overall program's objective, which is to provide the training and education needed to ensure graduates are highly qualified for initial employment, highly successful in completing future training programs, and prepared to pursue a long, rewarding career. This course guides students as they develop job-hunting materials and skills.



SKILL PHASE

**GDP 10210**
FIRST AID CERTIFICATION

Acquisition of nationally recognized first aid certification. Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid. Texas campus: Medic First Aid; Florida campus: American Red Cross.

GDP 10220
CPR CERTIFICATION

Acquisition of nationally recognized cardiopulmonary resuscitation (CPR) certification. Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR. Texas campus: Medic First Aid; Florida campus: American Red Cross.

GDP 11650
MARKINGS AND LOCATES

Students learn and practice the skills necessary for marking and locating obstacles within a working area, such as electrical and cable lines. These skills are critical for working safely on any job site.

GDP 11660
EXCAVATIONS

Students learn and practice prudent excavation techniques and the skills necessary to perform the duties of a swamper on a gas job site.

GDP 11700
MINI-EXCAVATOR CERTIFICATION

Students learn and practice the skills necessary to safely and effectively operate a mini-excavator to perform tasks on a gas job site. Certification provided by NLC.

GDP 11670
FUSION LAB

In a controlled lab setting, students learn and practice the proper way to perform the various types of pipe joint fusions that they might use in the trade, including butt fusion, electrofusion, mechanical coupling, and socket fusion.

GDP 11680
GAS DISTRIBUTION INSTALLATION AND OPERATION

Students learn and practice how to apply their knowledge and skill to a realistic job site by installing gas distribution pipelines in a simulated housing development.

GDP 11690
GAS PLUMBING LAB

Students learn and practice how to perform tasks at the service end of the gas distribution system, including building and installing meters, metal pipe work, purging and pressure testing systems, and performing relights on appliances. Students also learn how to interact with customers in service situations.

BEHAVIOR PHASE

GDP 11670
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.



CDL/CLP INFORMATION

Gas distribution work often requires the use of large, heavy equipment that must be driven to and from job sites, so many utility and construction companies require that their workers possess a Class A commercial driver's license (CDL). For this reason, Gas Distribution Program students are strongly encouraged to obtain their commercial learner's permit (CLP) prior to graduation; however, **obtaining a CDL or CLP is not required for graduation** from the GDP. The CLP is the first step to obtaining a CDL later, and having a CLP makes you more attractive to employers.

NLC recommends that you obtain your CLP or CDL prior to starting the Gas Distribution Program, if possible. Requirements vary from state to state, so check with your local DMV for specifics. Please refer to the following requirements for obtaining a commercial learner's permit (CLP) in states where NLC offers the Gas Distribution Program.

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.

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.

TUITION AND FEES

Item 24

Application Fee	\$100.00
Paid with application	
Lab Fee	\$300.00
Paid during enrollment process	
Tuition.....	\$4,400.00
Due four weeks prior to term start	
NLC Safety Equipment and Shirts.....	\$700.00
Due four weeks prior to term start	
TOTAL TUITION AND FEES	\$5,500.00

PROGRAM CALENDAR

Item 28

TEXAS



TERM 1901

Classes begin.....	Jul 29, 2019
Graduation.....	Sep 13, 2019
<u>No classes—campus closed</u>	
Labor Day*	Sep 2, 2019

TERM 1902

Classes begin.....	Sep 23, 2019
Graduation.....	Nov 8, 2019

TERM 1903

Classes begin.....	Dec 2, 2019
Graduation.....	Jan 24, 2020
<u>No classes—campus closed</u>	
Christmas Week*	Dec 23–27, 2019
New Year's Day*	Jan 1, 2020
MLK, Jr. Day*	Jan 20, 2020

FLORIDA



TERM 1901

Classes begin.....	Sep 23, 2019
Graduation.....	Nov 8, 2019

TERM 1902

Classes begin.....	Dec 2, 2019
Graduation.....	Jan 24, 2020
<u>No classes—campus closed</u>	
Christmas Week*	Dec 23–27, 2019
New Year's Day*	Jan 1, 2020
MLK, Jr. Day*	Jan 20, 2020

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

GENERAL INFORMATION

STUDENT SERVICES Item 27

Our staff helps students get access to the services that we provide in-house and also helps them find information for local providers for services such as transportation, child care, counseling, etc. Students needing help should consult the information below or complete a student request form, and a member of our staff will provide prompt assistance. Here are some of the student services available:

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. Admission consultants can also connect students to our Student Accounts department for 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 in Meridian, Idaho. 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 Item 26

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 graduates.

ALUMNI JOB PORTAL

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

ALUMNI OUTREACH

After graduation, each graduate is contacted by a member of the campus staff to follow up on employment status and job prospects, and to offer assistance with transcripts and NLC-related topics.

Item 8

ADMISSION REQUIREMENTS

To be eligible for NLC Career Programs, 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 (ELP and TLP only), due to weight restrictions of fall protection equipment.

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

NLC PROGRAMS

HOME



Welcome to the Northwest Lineman College Application.

We are excited to introduce your new online application and student Portal. Please read the following important information and click the **START YOUR APPLICATION** button to begin.

Our career programs are designed to prepare you for a safe and rewarding career in the Power Delivery and Telecom industries.

Our most successful **students**:

- Arrive physically and mentally prepared.
- Maintain a positive attitude.
- Dedicate themselves to the program while on campus.

Our most successful **graduates**:

- Are geographically flexible when seeking employment.
- Proficiently apply the knowledge, behavior and skills learned while attending our Programs.

To be eligible for the 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 medically fit to participate (official *Medical Release* form provided during application);
- weigh 270 lbs or less (ELP and TLP only);
- provide proof of medical insurance coverage for the duration of the program;
- not have a felony conviction on your record.

START YOUR APPLICATION

Questions? Call (800)338-8875

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 application fee (non-refundable)



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

STEP 2: ENROLLMENT

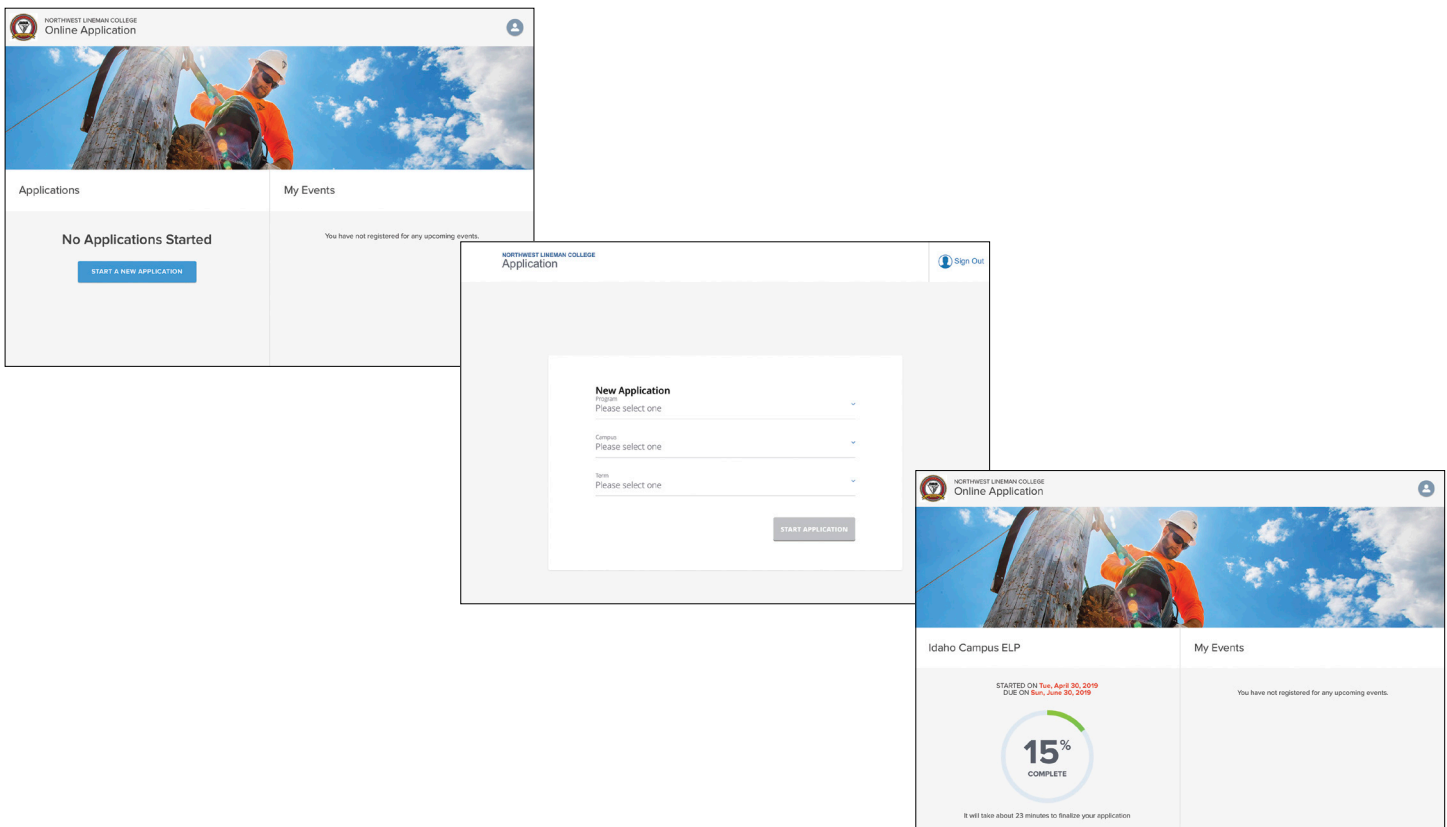
Due to NLC's commitment to maintaining a low student-to-instructor ratio, space is limited. It is recommended that you complete the enrollment process as soon as you've decided that our programs are a fit for you. Once this step is complete, your spot is reserved.

Items needed to complete Step Two:

- Lab fee (see the program chapters for specific amount)
- 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.

THE PORTAL WALKS YOU THROUGH THE ENTIRE PROCESS STEP BY STEP.



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

STAY CONNECTED

Connecting with NLC on social media is a great way to get a sense of what NLC is really all about and the in-demand industries we train for; Power, Telecom, and Gas. Highlighting things like: The Lineman Rodeo, student elected positions, current events, important announcements, graduates working in the trades and even verified reviews; NLC's social media pages are a great way to get a glimpse into NLC and the industry!



Connect with us today:

Facebook: <https://www.facebook.com/NorthwestLinemanCollege/>

Instagram: <https://www.instagram.com/nwlinemancollege/>

Twitter: https://twitter.com/NW_lineman

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 a 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 who 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 a NLC program.

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

MOUNTAIN AMERICA CU

Any NLC 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.

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®¹

NLC is grateful to our men and women in service, and we are proud to accept funding provided by the GI Bill® program for the Electrical Lineworker 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.:

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

*At the time of this publication, both the Telecommunications Lineworker Program and the Gas Distribution Program have yet to be approved for GI Bill® funding. Please contact NLC's VA Certifying Official to inquire about these specific program approvals at the time of your enrollment.

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

¹ 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.

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 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 Center. Use of the name “NLC” encompasses all of these entities. Grid Training Corporation is a wholly owned subsidiary of Quanta Services, Inc., a Delaware corporation.

GOVERNING BOARD

CAROLYN CAMPBELL
RANDALL WISENBAKER
DANIEL GOVIN

Vice President & Secretary, Quanta Services
Vice President, Quanta Services
Vice President, Quanta Services

NLC OFFICERS & KEY STAFF

AARON HOWELL*
JOSH LUCK
CHRIS SALVAGGIO
LEANNA WHITNEY
DON HARBUCK
CARLY FINSETH
ANDREW BURCHFIELD
JACOB PHELPS
DOUG DEPRIEST
HARRY SCARBOROUGH
TODD CARTER
BILL BOSCH*
JEFF MORRIS*
JEFF WILDING
MIKE DANIELS

President—B.S. Business
President, Strategic Solutions—Master of Military Art and Science
Chief Executive Officer—Master of Business Administration
Chief Culture Officer
SVP, Customer Success—B.B.A. Finance
SVP, Education—Ph.D. Technical Communication and Rhetoric
VP, Product & Project Management—Master of Military Studies
VP, Apprenticeship Programs
VP, IT—Master of Business Administration
VP, Campus Operations—M.S. Management Science
VP, Power Delivery Programs—B.S. Occupational Safety and Health
Campus President, FL
Campus President, TX
Campus President, ID—B.A. Business Management
Campus President, CA—M.A. Organizational Leadership

**International Lineman Hall of Fame Inductee*

ADMISSIONS SUPERVISOR

PAUL MITCHELL
pdmitchell@lineman.edu

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

SAMANTHA GALLI
sgalli@lineman.edu
SYDNEY GILL
sdgill@lineman.edu
MARIE GOFF-ARBAUGH
megoff@lineman.edu
TASHA JONES
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JACKIE MELESIO
jmelesio@lineman.edu
CHRIS SADLER
csadler@lineman.edu

For information regarding records or transcripts:

MELISSA YARNO Registrar
myarno@lineman.edu

If you have funding related questions, contact student accounts at:

studentaccounts@lineman.edu.

If you have VA related questions, contact your SCO by emailing:
veterans@lineman.edu

JESSICA VAN HYNING
SHANNON LAMBERT NLC'S SCO
ROSE REICH

FACULTY

TRAINING SUPERVISORS

JOE BROWN

Training Supervisor, TX
Entered trade: 2009
Joined NLC: 2016

TRAVIS HORTON

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

NICK JONES

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

BRANDEN WINDSOR

Training Supervisor, FL
Entered trade: 2007
Joined NLC: 2016

TRAINING SPECIALISTS

GARY ALEXSON

Training Specialist, TX ELP
Entered trade: 2006
Joined NLC: 2017

MARK BERTHOLOMEW

Training Specialist, ID ELP
Entered trade: 2012
Joined NLC: 2018

KYLE BRAUDE

Training Specialist, ID TLP
Entered trade: 2009
Joined NLC: 2018

CODY CHILDERS

Training Specialist, CA ELP
Entered trade: 2009
Joined NLC: 2017

MICHAEL COLF

Training Specialist, TX ELP
Entered trade: 2012
Joined NLC: 2017

MICHAEL DION

Training Specialist, ID ELP
Entered trade: 1978
Joined NLC: 2013

DAVID DUTTON

Training Specialist, FL ELP
Entered trade: 1988
Joined NLC: 2018

ALLAN EDMONDSON

Training Specialist, ID ELP
Entered trade: 2006
Joined NLC: 2019

ROY FLOOK

Training Specialist, ID ELP
Entered trade: 2006
Joined NLC: 2016

HANS FOSS

Training Specialist, ID ELP
Entered trade: 2005
Joined NLC: 2011

ROBERT GANTT

Training Specialist, TX GDP
Entered trade: 2013
Joined NLC: 2019

ANDREW GREEN

Training Specialist, ID ELP
Entered trade: 2010
Joined NLC: 2016

JOHN HANCE

Training Specialist, CA ELP
Entered trade: 1998
Joined NLC: 2003

KEONI HANCE

Training Specialist, ID ELP
Entered trade: 2008
Joined NLC: 2015

HEATH HUCKABY

Training Specialist, TX ELP
Entered trade: 2004
Joined NLC: 2018

BILLY KIDD

Training Specialist, TX GDP
Entered trade: 2000
Joined NLC: 2019

VINCENT KUBICHEK

Training Specialist, FL GDP
Entered trade: 2010
Joined NLC: 2018

BRIAN LALEME

Training Specialist, FL ELP
Entered trade: 1986
Joined NLC: 2017

CALEB LENZ

Training Specialist, TX ELP
Entered trade: 2007
Joined NLC: 2018

ARTHUR LOHR

Training Specialist, CA ELP
Entered trade: 1997
Joined NLC: 2017

JIM LOVERCHECK

Training Specialist, CA ELP
Entered trade: 1979
Joined NLC: 2015

NOAH MALLARD

Training Specialist, ID ELP
Entered trade: 2008
Joined NLC: 2018

JED MARTIN

Training Specialist, ID ELP
Entered trade: 2001
Joined NLC: 2019

JOE McMAHON

Training Specialist, CA ELP
Entered trade: 2008
Joined NLC: 2012

LONNIE MESAR

Training Specialist, TX ELP
Entered trade: 1994
Joined NLC: 2016

MICHAEL MUÑOZ

Training Specialist, TX ELP
Entered trade: 2007
Joined NLC: 2017

JUSTIN ODOM

Training Specialist, TX ELP
Entered trade: 2003
Joined NLC: 2019

ISAAC OLIVAS

Training Specialist, TX ELP
Entered trade: 2002
Joined NLC: 2019

JIM PETERSON

Training Specialist, ID ELP
Entered trade: 2006
Joined NLC: 2016

RICHARD PROPP

Training Specialist, FL ELP
Entered trade: 2007
Joined NLC: 2018

IAN RICHARDS

Training Specialist, FL GDP
Entered trade: 2014
Joined NLC: 2018

CHRIS RODGERS

Training Specialist, ID ELP
Entered trade: 2001
Joined NLC: 2010

SETH ROSE

Training Specialist, FL ELP
Entered trade: 2005
Joined NLC: 2018

AARON RUESCH

Training Specialist, CA ELP
Entered trade: 2000
Joined NLC: 2018

TOM SCHOONOVER

Training Specialist, CA ELP
Entered trade: 2006
Joined NLC: 2011

RICHARD SCOTT

Training Specialist, CA ELP
Entered trade: 2010
Joined NLC: 2018

CHRIS SEXTON

Training Specialist, ID TLP
Entered trade: 2000
Joined NLC: 2018

ADAM SMITH

Training Specialist, TX ELP
Entered trade: 2010
Joined NLC: 2018

CHARLIE SOBOLEWSKI

Training Specialist, ID ELP
Entered trade: 1999
Joined NLC: 2006

ZACHARY STANKO

Training Specialist, ID TLP
Entered trade: 2014
Joined NLC: 2019

JUSTIN VAUGHAN

Training Specialist, CA ELP
Entered trade: 1999
Joined NLC: 2018

ROSS WALKER

Training Specialist, FL ELP
Entered trade: 1994
Joined NLC: 2016

BUTCH WELLS

Training Specialist, CA ELP
Entered trade: 1979
Joined NLC: 2013

JERRY WILSON

Training Specialist, FL ELP
Entered trade: 2002
Joined NLC: 2018

RICHARD WILSON

Training Specialist, FL GDP
Entered trade: 1993
Joined NLC: 2018

POLICIES

GENERAL PROGRAM POLICIES

STUDENT CONDUCT Item 18

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

NLC conducts training and prepares its students for careers in industries where drugs and alcohol create unsafe conditions; therefore, NLC is a drug and 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 self 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 self 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 Item 15

The best employees in the world show up early and ready to work. Punctual attendance is required Monday through Thursday, and some Fridays. Students who incur more than five absences (ELP) or three absences (TLP & GDP) will be terminated from the program. If excessive absences are due to hardship beyond a student's control, the student can request a hardship withdrawal.

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. If approved, the student must re-enroll in a subsequent term that begins within 180 days of the effective date of the hardship withdrawal. Students may attend a term at a different campus, providing approval is granted by the Campus Presidents at both campuses. Students will be required to restart their respective program at the beginning, completing all contact hours, regardless of when the hardship withdrawal occurred during their original term. 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 a term beginning within 180 days of the hardship withdrawal effective date, all grades will be changed from "I" (incomplete) to "W" (withdrawn) on their official transcript.

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 employees; 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 Item 20

KNOWLEDGE PHASE

Grade	Range	Grade	Range
A+	100-97	C+	79-77
A	96-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
		F	Below 60

Students must earn a letter grade of "C-" or better ("Pass" for OSHA classes) 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

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.

GPA

Grade point average (GPA) is calculated based on a 4.0 scale as follows:

Grade	Points	Grade	Points
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
		F	0

The average of all Knowledge Phase courses (except OSHA) 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 programs are organized into segments. Student progress is recorded at the end of each segment. Students receive formal progress evaluation reviews by a Training Specialist. Training Specialists may also conduct spot performance assessments at any time.

Item 21

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 **Item 19**

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 be eligible to retake the failed course(s) during a subsequent term at any NLC campus, with the approval of both respective Campus Presidents, who shall review the student's performance record prior to approval. 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. The maximum time to complete the program and any retake courses shall not exceed 1.5 times the normal duration of the program.

SCHEDULING

You should begin the process of scheduling a retake course as soon as you know that you have failed or will fail a course. To schedule a course retake, submit a Student Request Form if you are a current student on campus. If you are not on campus, call the Registrar's Office at 888-LINE-WORK (888-546-3967) extension 8024. Currently, the online application portal does not support course retake scheduling, but assistance by phone will be happily provided to you.

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.

COMPLETION REQUIREMENTS

To receive full credit for a retake course, 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 exam
- 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 (per term, regardless of number of retake courses), plus a non-refundable charge equaling 5% of the tuition rate in effect during the retake term, per course. 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.

Item 17

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 the week prior to the final week 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.

Item 19

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 submitted an application for the Electrical Lineworker Program and paid the associated fee, 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 transfers may only be submitted by students who 1) have not yet attended class and 2) submit the request prior to the deadline of three days after the term start.

Item 10

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.

Item 12

NLC is a clock hour institution. The term "credit" as referenced herein pertains to training clock hours required to complete the programs. 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 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 emailed to the student upon approval. Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the 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 Item 30

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

ACCSC

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 to third party entities, including the general public and employers, 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. Students who do not wish to release directory information must notify the Registrar's Office by completing and submitting the *Request to Opt Out of Directory Information* form, which may be obtained by emailing registrar@lineman.edu.

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 Northwest Lineman College, Attn: Admissions Department 7600 S Meridian Rd., Meridian, ID 83642
- 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 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 three 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.
- Students whose last date of attendance is after the first three scheduled class days or after seven days of signing the enrollment agreement, whichever is later, but within 60% 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 will receive no refund.
- Lab fee is non-refundable after the first three scheduled class days of the program or seven days after signing the enrollment agreement, whichever is later.
- Student 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 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
 - 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;
 - 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.

ELP 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 prior to any scheduled start of the SGED course within the student's 15-week ELP term. 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.
6. No claim can be paid to any student without a Social Security or taxpayer ID number.

HOUSING

NLC partners with the Historic Oroville Inn, located approximately 4 miles from the NLC campus. Monthly rates range from \$580 to \$870 a month. In addition, students may seek to rent in the Chico area, located approximately 30 miles from the NLC campus. Rent ranges start from \$800 a month.

LEAVE OF ABSENCE

NLC CA, Inc. does not have a Leave of Absence policy.

BPPE STATEMENT

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

CANCELLATION 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 Northwest Lineman College, Attn: Admissions Department 7600 S Meridian Rd., Meridian, ID 83642
- 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.
- Students whose last date of attendance is after the first five scheduled class days, but prior to completion of 40% of the program, receive a pro rata tuition refund based on the number of hours completed.
- Students who withdraw after completing more than 40% 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
 - 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;
 - 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

Optional courses (listed below) are not licensed by the Florida Department of Education Commission for Independent Education.

ELP 10330 APPLIED MATHEMATICS

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

ELP 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 prior to any scheduled start of the SGED course within the student's 15-week ELP term. Students falling into one of these categories receive a full refund, less a \$150 registration fee.

CIE STATEMENT

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

CANCELLATION OF ENROLLMENT

CANCELLATION 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.

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 Northwest Lineman College, Attn: Admissions Department 7600 S Meridian Rd., Meridian, ID 83642
- Hand delivered to 7600 S Meridian Rd, Meridian, ID 83646
- 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 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 three scheduled class days of the program will receive a full refund of monies paid for tuition and fees.
- Students whose last date of attendance is after the first three scheduled class days but within 60% 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, 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 will receive no refund.
- Lab fee is non-refundable after the first three scheduled class days of the program.

- Student tools and NLC safety shirts are non-refundable after purchase.
- CLP and 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 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
 - 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;
 - 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.

ELP 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 prior to any scheduled start of the SGED course within the student's 15-week ELP term. Students falling into one of these categories will receive a full refund, less a \$150 registration fee.

TEXAS-SPECIFIC POLICIES

CANCELLATION OF ENROLLMENT

CANCELLATION 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.

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 Northwest Lineman College, Attn: Admissions Department 7600 S Meridian Rd., Meridian, ID 83642
- Hand delivered to 5110 Dakota Ln, Denton, TX 76207
- 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

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 cancellation 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 cancellation 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. Under Texas Education Code, Section 132.061(f) 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 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.
 8. 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

9. 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.
10. The payment of refund 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.

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.

NLC CAMPUSES



Meridian, Idaho

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