

# CENTRAL VALLEY OPPORTUNITY CENTER, INC.



## SCHOOL CATALOG

**School Year: January 1, 2020 to December 31, 2020**

*(Revised 3/1/2020)*

# CENTRAL VALLEY OPPORTUNITY CENTER, INC. SCHOOL CATALOG

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## DISCLOSURE STATEMENTS

1. Central Valley Opportunity Center (CVOC) is a private non-profit institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). The BPPE approval means that the school and its operation comply with the standards established under the law for occupational instruction by postsecondary educational institutions. Approval to operate means compliance with minimal state standards and does not imply any endorsement or recommendation by the State of California or by the BPPE.
2. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897.
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 School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
5. CVOC does not have a pending petition in bankruptcy, and is not operated as a debtor in possession, has not filed a petition within the preceding five years or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States bankruptcy Code (11 U.S.C. Sec. 1101).
6. CVOC students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. CVOC does not offer English as a Second Language through our schools.
7. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
8. CVOC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs. CVOC does not accept credits earned at other institutions or through challenge examinations,
9. CVOC has no dormitory facilities under its control, does not offer student housing assistance and has no responsibility to find or assist a student in finding housing.

10. CVOC does not offer state, federal or private financial aid loan programs. Students may apply for “no cost to student” assistance through WIOA167, WIOA Title I, CSBG or other grant assistance programs offered through the community WIOA Network. Student must meet grant or program eligibility requirements.

11. If student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

12. CVOC does not have an articulation agreement or transfer agreement with any other school, college or university.

13. CVOC is not accredited and its courses are not accredited by an accrediting agency.

### **GENERAL INFORMATION**

CENTRAL VALLEY OPPORTUNITY CENTER, INC.  
SCHOOL CATALOG

Effective School Year: January 1, 2020 to December 31, 2020

#### CENTRAL VALLEY OPPORTUNITY CENTER, INC

##### ADMINISTRATION OFFICE

6838 Bridget Court/ P.O. Box 1389  
Winton, California 95388  
(209) 357-0062  
Web Site: [www.cvoc.org](http://www.cvoc.org)

##### ADMINISTRATORS

Jorge De Nava, Jr. - Executive Director  
Larry Russell- Chief Financial Officer

#### INSTRUCTIONAL CLASSROOMS

##### MAIN CAMPUS

6838 Bridget Ct.  
Winton, CA 95388  
(209) 357-0062

##### MERCED SATELITTE

1735 Ashby Road  
Merced, CA 95348  
(209) 383-7975

##### MADERA SATELLITE

1930 Howard Rd, Ste 125  
Madera, CA 93637  
(559) 662-0100

##### MODESTO SATELLITE

1801 “H” Street, Ste A4  
Modesto, CA 95354  
(209) 577-3210

## CVOC HISTORY AND MISSION

Central Valley Opportunity Center, herein CVOC, is a multi-county social service provider. Classroom vocational training, on-the-job training, remedial education, job referral, and other services are offered through its offices. CVOC's mission is to improve the quality of life for farmworkers and others in need. CVOC's vocational training courses are operated to enhance the effectiveness of our Federal and State employment and training grants and contracts. Courses are offered to increase the employability and job readiness of our employment and training program participants.

Each county has an administrator responsible for providing services to the eligible population residing within the respective county. Vocational classes offered are subject to increase or decrease, depending on labor market demand and funding availability.

## OPERATING SCHEDULES

Office Hours: 8:00 A.M. To 5:00 P.M., Monday - Friday  
Instruction Hours: 8:00 A.M. To 3:30 P.M., Monday - Friday  
*This school closes on legal holidays.*

Classes are scheduled on the basis of enrollment. Students will be advised of projected starting dates at the time of enrollment. Important scheduling information (operating hours, holidays, vacations, class schedules and scheduling changes) will be announced to students in advance.

## PHYSICAL FACILITIES

CVOC's facilities include comfortable lecture rooms, hands-on laboratories, break rooms, and program/administration offices. CVOC's Vocational Center and satellite centers provide modern training equipment, curricula for individualized instruction, and experienced program staff. CVOC's resources include up-to-date welding equipment such as Oxyacetylene, Arc, MIG and TIG equipment. Office Occupations classes use personal Pentium computers. The cooking course is taught in an operational school cafeteria. CVOC's facilities are comfortably located, with easy parking, friendly campus atmosphere, and a staff that is attentive to students' needs. Instruction is in residence, with a facilities occupancy level accommodating two hundred (200) students at any one time.

As a prospective student, you are encouraged to visit the physical facilities of the school, and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school does not offer financial aid or student loan programs, government or otherwise, to provide grants to pay for portions of tuitions or training fees.

## SCHOOL CATALOG CERTIFICATION

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Jorge De Nava, Jr., Executive Director.

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Date

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Jorge De Nava, Jr., Executive Director

## COURSES OF INSTRUCTION

### **GBO - GENERAL BUSINESS OCCUPATIONS**

**Location:** Winton, Madera, Modesto - CA

**Hours/Length:** 665 Clock Hours (19 Weeks)

**Daily Schedule:** Mon – Fri: 8:00am – 3:30pm

**Pre-requisites:** None

**Program Description** - The course provides students with hands-on training to prepare them for employment in an office environment. It includes instruction on Microsoft Office Word and Excel, and offers MOS Certification. In addition, the course provides reinforcement in general skills in math, English, keyboarding/ten-key, and job search/retention skills.

**Educational Objective** - Students will be able to create business documents, professional budget spreadsheet, and apply basic accounting principles, which will prepare them for entry-level employment in clerical and administrative support occupations. MOS Word Certification is offered.

### **Course Outline**

<b>General Business Occupations</b>	<b>Hours</b>
<b>Orientation</b> – Introduction to course materials, school policies, grading, course content and safety.	5.0
<b>Business English</b> - Student will be able to understand written sentences and paragraphs in work-related documents, communicating effectively with others in writing, filing/retrieving records.	105.0
<b>Typing and 10-Key Operation</b> - The student will be able to operate a standard office typewriter, computer keyboarding, and 10-key calculator.	140.0
<b>Business Math</b> - The student will be able to perform basic math-including decimals, fractions percent, discounts, interpreting tabular and graphic data-to solve problems.	100.0
<b>Word Program</b> – The student will be able to utilize the main functions of a word processor, formatting, table and layout basics.	140.0
<b>Excel Program</b> – The student will be able to utilize the main functions of a spreadsheet and the proper use of formulas.	140.0
<b>Employment Preparation</b> - The student will be able to locate and apply for job opportunities; set up and handle job interviews; and know employer expectations.	35.0

### **Standard Occupational Classification (SOC) Codes**

43-000 Office and Administrative Support Occupations

43-3000 Financial Clerks, 43-4000 Information Record Clerks, 43-6000 Secretaries and Administrative Assistants, 43-900 Other Office and Administrative Support Workers

## **CO - GENERAL COOKING OCCUPATIONS**

<b>Location:</b>	Winton, CA
<b>Hours/Length:</b>	420 Clock Hours (12 Weeks)
<b>Daily Schedule:</b>	Mon – Fri: 8:00am – 3:30pm
<b>Pre-requisites:</b>	None

**Program Description** - The course provides students with a complete overview of cooking skills necessary to enter cooking and food service occupations. The course is based largely on hands-on experience and teaches basic skills for employment in cooking occupations and food service. The General Cooking Occupations program provides training in the planning and preparation of foods for the food service industry. The training also includes sanitation requirements for the proper cleaning of equipment, cooking utensils and work area. Instruction is given through demonstrations, hands-on participation, handouts, lectures, videotapes, and cookbook assignments. Instruction is enhanced by meeting the demands of the cafeteria at the CVOC facility. Evaluation and assessment is accomplished by written and/or verbal performance testing procedures. Students will receive California Food Handler Safety card.

**Educational Objective** - Students will be able to perform basic duties associated with entry-level cooking and food service occupations. Students will be able to demonstrate proper sanitation, safety measures, cooking techniques, meal preparation, food storage and food presentation in a commercial kitchen environment. Food Safety Certificate is offered.

### **Course Outline**

<b>General Cooking Occupations</b>	<b>Hours</b>
<b>Orientation</b> – Introduction to course materials, school policies, grading, course content and safety.	10.0
<b>Work Space Safety/First Aide</b> - The student will be able to demonstrate proper safety precautions in the workplace and be aware of dangers in working in the food service industry. Students will be aware of safety skills in using standard cooking utensils and equipment.	10.0
<b>Food Service Sanitation</b> – The student will be able to demonstrate proper food handling and sanitation practices.	10.0
<b>Proper Food Rotation/Storage</b> - The student will be able to demonstrate proper food rotation and storage practices.	10.0
<b>Usage/Cleaning of Equipment</b> - The student will be able to demonstrate proper handling, sanitation and cleaning practices of kitchen and use of utensils.	40.0
<b>Interpretation of Recipes</b> - The student will be able to demonstrate ability to read and understand terminology in recipes.	40.0
<b>Preparation of Vegetables, Fruit</b> - The student will be able to demonstrate standard preparation and presentation of vegetables, fruits and salads.	40.0
<b>Baking Techniques</b> - The student will be able to demonstrate standard preparation and presentation of breads and pastry.	40.0
<b>Preparation of Starch Foods</b> - The student will be able to demonstrate standard preparation and presentation of pasta, potatoes and rice.	60.0
<b>Preparation of Soups, Sauces, and Stocks</b> - The student will be able to demonstrate standard preparation and presentation of soups and sauces.	80.0
<b>Preparation of Meats/Cooking</b> - The student will be able to demonstrate standard preparation and presentation of beef, chicken, fish and pork.	80.0

### **Standard Occupational Classification (SOC) Codes**

35-0000 Food Preparation and Serving Related Occupations  
35-2000 Cooks and Food Preparation Workers

## **WIM - WELDING AND INDUSTRIAL MAINTENANCE**

<u>Location:</u>	Winton, Madera - CA
<u>Hours/Length:</u>	770 Clock Hours (22 Weeks)
<u>Daily Schedule:</u>	Mon – Fri: 8:00am – 3:30pm
<u>Pre-requisites:</u>	None

**Program Description** - The course in Welding and Industrial Maintenance covers entry-level skills necessary for welding and metal working occupations. The course is based largely on hands-on experience and teaches basic skills of the welding trade. The Welding and Industrial Maintenance Program provides basic training in the areas of: Gas and Oxyacetylene Cutting & Welding, Electric Arc Welding, Mig (Metallic Inert Gas) Welding, Tig (Tungsten Inert Gas) Welding, Layout and Blueprint Reading, Computer Mig Welder, Plasma Torch Cutting, Basic Machinery Maintenance and Basic Electricity. Instruction is given through demonstrations, hands-on participation, handouts, lectures, videotapes, and workbook assignments. Evaluation and assessment is accomplished by written and/or verbal performance testing procedures.

**Educational Objective** - Students will be able to perform basic duties associated with entry-level job skills necessary to enter the welding trade or maintenance mechanic field. Students will demonstrate common welding techniques and metal fabrication methods using standard metal welding, cutting, bending and shaping equipment. AWS D1.1 Certification is offered.

### **Course Outline**

<b>Welding &amp; Industrial Maintenance</b>	<b>Hours</b>
<b>Shop Safety and General Theory</b> - The student will be able to recognize hazards of welding, accident prevention, safe shop techniques and practices, policies, procedures in welding shops. Students will know employer expectations and an overview of various types of welding in the labor market.	70.0
<b>Gas &amp; Oxyacetylene Cutting &amp; Welding</b> - The student will be able to demonstrate proper utilization of measuring devices and layout, torches and gases, cutting and beveling, equipment use such as oxyacetylene torch, cut-off saw, and band saw.	105.0
<b>Arc Welding</b> - The student will be able to demonstrate knowledge of terminology, shielded metal arc welding and other types of arc welding, setup and shutdown of welding machines, techniques for the operation of welding machines with a variety of welding electrodes.	180.0
<b>Mig Welding</b> - The student will be able to demonstrate knowledge of terminology associated with gas metal arc welding, set-up and shutdown of welding machines, techniques for operating with a variety of wire sizes in a variety of positions to achieve a variety of weld joints.	160.0
<b>Tig Welding</b> - The student will be able to demonstrate knowledge of terminology, machine set-up and shutdown associated with GTAW, proper techniques for machine operation, how to construct weld joints.	105.0
<b>Plasma Torch Cutting</b> - The student will be able to demonstrate knowledge of terminology associated with plasma torch, set-up and shutdown techniques.	45.0
<b>Blueprint Reading</b> - The student will be able to demonstrate knowledge of terminology associated with measuring, identification and accurate use of measuring devices including rulers and micrometers.	70.0
<b>Basic Electricity &amp; Electrical Maintenance</b> - The student will be able to demonstrate knowledge of terminology associated basic electrical layouts.	35.0

### Standard Occupational Classification (SOC) Codes

51-0000 Production Occupations

51-4000 Metal Workers and Plastic Workers, 51-2000 Assemblers and Fabricators (51-4120)



## **RETAIL SALES CASHIER**

**Location:** Modesto, Winton - CA  
**Hours/Length:** 420 Clock Hours (12 Weeks)  
**Daily Schedule:** Mon – Fri: 8:00am – 3:30pm  
**Pre-requisites:** None

**Program Description** - The Retail Sales Cashier course provides instruction in math for retail duties, cash register usage, customer service, record keeping and general stock handling procedures. The course is based largely on a combination of classroom lectures, demonstrations and hands-on experience to prepare the participants for employment in the retail sales environment. Evaluation of competencies gained are obtained through written performance testing.

**Educational Objective** - Students will be able to perform basic duties associated with entry-level employment in the retail sales industry. Students will demonstrate ability to use common cash registers, proper customer service techniques and stock merchandizing procedures.

### **Course Outline**

<b>Retail Sales Cashier</b>	<b>Hours</b>
<b>Math Skills for Retail Sales</b> - The student will demonstrate ability to identify numbers by adding, subtracting, multiplication and dividing.	120.0
<b>Cashier Operations</b> - The student will be able to demonstrate knowledge of common techniques for handling cash registers and applications including understanding and using the End of Day Report.	120.0
<b>Reports and Sales Charts</b> - The student will be able to demonstrate knowledge of common techniques for obtaining and understanding cashier and inventory reports, sales charts, and other documents.	180.0

### **Standard Occupational Classification (SOC) Codes**

41-000 Sales and Related Occupations  
41-2000 Retail Sales Workers

## **TD - PROFESSIONAL TRUCK DRIVER**

<b>Location:</b>	Winton, CA
<b>Hours/Length:</b>	210 Clock Hours (6 Weeks)
<b>Daily Schedule:</b>	Mon – Fri: 8:00am – 3:30pm
<b>Pre-requisites:</b>	Be at least 21 years of age with a good driving record, must have had driver's license for at least one year, a social security card and must pass a Department of Transportation physical exam & drug test.

**Program Description** - The Professional Truck Driver course trains students in the skills and knowledge necessary to qualify to take both the written and skills test administered by the State of California Department of Motor Vehicles (DMV) and to seek employment as an entry-level commercial truck driver. Classroom and behind-the-wheel training totals 210 hours. Students will first attend 35 hours of classroom training covering such subjects as driver qualifications, log books, defensive driving and job search techniques. At the end of this training, students will be required to pass the written exam administered by the DMV and obtain their Class A instructional permit. The classroom training is followed by field training which includes both observation and behind-the wheel time. Road testing and skills/knowledge necessary to qualify to take the behind-the-wheel skills test administered by the State of California DMV. California State Licensing guide on Page 11.

**Educational Objective** - Students will be able to perform basic duties associated with entry-level employment as a truck driver. Students will demonstrate proper driving techniques, safe operating procedures and knowledge of applicable regulations and laws governing the trucking industry.

### **Course Outline:**

<b>Professional Truck Driver</b>	<b>Hours</b>
<b>Introduction and Regulations</b> - The student will have knowledge of truck driving occupation requirements, DMV written learner permit testing, log books and other skill requirements.	40.0
<b>Basic Operation:</b> The student will learn transportation orientation, control systems, vehicle inspection, basic control, as well as to shift, back and turn. Students will practice proficiency development.	40.0
<b>Vehicle Maintenance:</b> The student will know vehicle systems, preventive maintenance, diagnosing & reporting; diesel fuel systems, diesel air systems; diesel cooling systems; diesel electrical systems and diesel lubricating systems.	40.0
<b>General Knowledge</b> - The student will demonstrate visual search, communication, speed management, space management, extreme driving conditions, and proficiency development.	45.0
<b>On the road experience</b> - The student will learn hazard perception, emergency maneuvers, skid control and recovery and ongoing proficiency development.	45.0

### **Standard Occupational Classification (SOC) Codes**

53-0000 Transportation and Materials Moving Occupations  
53-3000 Motor Vehicle Operators

## TD - PROFESSIONAL TRUCK DRIVER

### DMV LICENSURE REQUIREMENTS

The training program is designed to lead to positions of employment as a commercial license driver. In order to obtain a State of California issued commercial license you must complete the following:

- All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law (example – birth certificate or valid passport) and 2 forms of permanent California residency.
- Possess a non-laminated social security card
- Must be 18 years of age. Must be at least 21 years old to drive a commercial vehicle engaged in Interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce) (CVC §12515).
- A completed Commercial Driver License Application (DL 44C) form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- Provide your true full name
- Pass the federal DOT physical examination and NIDA-5 panel drug test and submit medical exam report (DL 51) to DMV. The DOT physical examination must be performed by an approved M.D, D.O., P.A, or N.P.
- You must take and pass vision, knowledge (law), and performance (pre-trip, skills, and driving, if required) tests to get your original CDL and/or endorsements or to upgrade to a different class of license. Law and vision tests may be required for renewals
- Pay applicable State of California application fee
- Be a California resident before applying for California CDL
- Surrender current license if issued by another state and apply for California license.
- Speak and understand the English language.
- Obtain a commercial driver permit by passing the following DMV written exams with scores of 80% or greater (or as modified by the DMV). Practice information for the exams can be found in the California commercial handbook.

For more information concerning these requirements, visit [dmv.ca.gov](http://dmv.ca.gov) or call 1-800-777-0133.

## **PD - PHOTOVOLTAIC DESIGN AND INSTALLER**

<b>Location:</b>	Madera, Winton - CA
<b>Hours/Length:</b>	210 Clock Hours (6 Weeks)
<b>Daily Schedule:</b>	Mon – Fri: 8:00am – 3:30pm
<b>Pre-requisites:</b>	None

**Program Description** - This program is designed to prepare students to work in the renewable energy industry. Students will gain the knowledge and skills necessary to design and install Photovoltaic systems. The students will also receive an introduction to the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Entry Level Certificate of Knowledge exam requirements. This course provides the fundamentals of solar photovoltaic powered energy systems, gaining the knowledge needed for an entry level position with a dealer, installer, or other photovoltaic industry company. The course examines the history of solar photovoltaic power, and where the PV industry is headed. The course covers basic safety, including how to avoid potential accidents and how to create a safe work environment as well as the use of protective equipment. Course provides the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using Sun path diagrams. Students will complete OSHA 10 Hour Safety Certification.

**Educational Objectives** - Upon completion of this program, students have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. Satisfactory course completion is based on written testing, observation and hands on tests. This program is for you if you want to learn the skills required for an entry level position with a dealer, installer, or other photovoltaic industry company.

### **Course Outline**

<b>Photovoltaic Installer</b>	<b>Hours</b>
<b>Safety, Tools, Blueprints</b> – The student will be able to Identify and use safety devices and equipment, maintain proper workplace behavior, identify potential hazards and complete safety inspection documentation. Read and follow detailed instructions of shop and construction blueprints.	30.0
<b>Introduction to PV Components and Design</b> – The student will demonstrate knowledge of PV design, system wiring, solar radiation, PV components, PV arrays, PV sizing and PV configuration.	30.0
<b>Basic Electricity, Testing Equipment</b> - The student will be able to select proper material, seek out problems and perform repairs, practice cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems.	30.0
<b>PV System Installation</b> – The student will be able to demonstrate ability to install basic residential and array PV panels.	70.0
<b>PV Connections and Controls</b> - The student will be able to demonstrate ability to install basic residential and array PV connections and controls.	50.0

### **Standard Occupational Classification (SOC) Codes**

47.0000 Construction and Extraction Occupations  
47-2230 Solar Photovoltaic Installers

**WX - WEATHERIZATION MEASURE INSTALLER – (Course is not currently offered)**

Location: Madera, Winton - CA  
Hours/Length: 140 Clock Hours (6 Weeks)  
Daily Schedule: Mon – Fri: 8:00am – 3:30pm  
Pre-requisites: None

**Program Description** - The Weatherization training course is tailored specifically to the Department of Energy’s (DOE) Weatherization Program and similar utility funded programs. This course is based on the “Core Competencies for the Weatherization Assistance Program” developed by the Weatherization Trainers Consortium. The course is also compliant with the BPI Energy Analyst Standards. The objective of the Weatherization course is to prepare students to work in the energy efficiency or green building fields. This course will focus on weatherization terminology, testing, and analysis of energy saving technology. The program will cover the Department of Energy’s core competencies including installer fundamentals and intermediate fundamentals. This course will prepare students to obtain entry-level employment in the Green Industry as Weatherization Inspectors and Weatherization Measure Installers.

**Educational Objective** - Students will be able to demonstrate the knowledge and basic skills associated with weatherization, building science basics, worker safety, and weatherization measures. This course is designed to prepare students to work in the weatherization industry. Satisfactory course completion is based on passing written testing and observation of hands on skills. The course stresses fundamental skills such as identifying energy loss in homes and basic weatherization measures.

**Course Outline**

<b>Weatherization Measure Installer</b>	<b>Hours</b>
<b>Safety</b> – The student will be able to Identify and use safety devices and equipment, maintain proper workplace behavior, identify potential hazards and complete safety inspection documentation.	12.0
<b>Basic Weatherization</b> – The student will have knowledge of the core weatherization measures installed in homes.	40.0
<b>Construction Math</b> - The student will be able to perform required mathematics calculations from addition through percent, cost, and time estimation.	14.0
<b>Tools and Equipment</b> – The student will be able to identify, set up and safely use various hand, power, and special tools associated with trades.	12.0
<b>Home Energy Audits</b> - The student will be able to complete a home energy audit.	20.0
<b>Lab Experience</b> - The student will receive practical hands on experience in basic weatherization techniques.	30.0
<b>Basic Electrical</b> – The student will have knowledge of proper materials, trouble shooting and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems, and all green related methods.	12.0

Standard Occupational Classification (SOC) Codes  
47-0000 Construction and Maintenance Occupations  
47-2130 Insulation Workers

## INSTRUCTORS

### Ivan Herrera, Welding and Industrial Maintenance Instructor

Mr. Herrera has over 9 years combined experience in welding and the industrial arts, including 6 years teaching at private, post-secondary schools, and 3 years practical welding work experience.

### Jose Govea, Welding and Industrial Maintenance Instructor

Mr. Govea has over 10 years combined experience in welding and the industrial arts, including teaching and practical experience.

### Jessica Fregoso, Cashier Retail Sales and General Office Occupations Instructor

Ms. Fregoso's qualifications include practical experience, as well as over 17 years vocational education teaching experience.

### Marlene Lopez, General Office Occupations Instructor

Ms. Lopez has a Multiple Subject Teaching Credential and 12 years of teaching experience as well as practical work experience.

### Olivia Guzman, General Office Occupations Instructor

Ms. Guzman has a B.S. in Business Administration, single subject teaching credential and 14 years of business office teaching experience.

### Juan Parras, General Cooking Occupations Instructor

Mr. Parras has over 24 years' experience in all aspects of food preparation and food service management. He has a food service manager certification, as well as practical and instructional experience.

### Ricardo Jimenez, Professional Truck Driver Instructor

Mr. Jimenez has 5 years' experience working in the truck driver and logistics field and 8 years' experience as a truck driver instructor.

### (Vacant) Photovoltaic Design and Installer Instructor

Class is temporarily closed.

## **ADMINISTRATIVE POLICIES**

### **ADMISSIONS STANDARDS**

CVOC Vocational Training Centers were created in response to the need to have training resources which are accessible to clients served under our employment and training grants. Clients entering CVOC Vocational Training Centers are not simply starting a vocational training course; they are entering a vocational development program, which seeks to resolve a variety of employment barriers. The programs offered by CVOC are available to individuals who are motivated and committed to improve their vocational skill levels.

To be admitted, a student must meet eligibility criteria as established by State, Federal or local funding sources. In general, to be eligible for CVOC training, a person must be the following: Economically disadvantaged, low-income; resident of the CVOC service area, available and able to accept employment upon completion of training or; sponsored by a third-party public or private employment and training program.

In order to be admitted to his/her desired program, an applicant must provide a valid high school diploma/transcript, GED, California High School Proficiency Certificate, or demonstrate the ability to benefit (see section below titled *Entrance Test*). Veteran applicants may submit a valid DD-214 form.

All CVOC course are taught in English only. Prospective students must read, write, speak and understand the English language at a rudimentary level. Some occupations may have employment or licensing requirements beyond these basic admissions standards. Your Case Manager will review these requirements with you as part of your eligibility intake.

### **PROCEDURES**

Interested applicants will interview with a Case Manager, during which a campus tour will be given. The Case Manager will provide detailed information on CVOC's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective. In order to be formally accepted to the school, all applicants must read and sign all required pre-enrollment disclosures, such as the CVOC School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

### **ENTRANCE TESTS**

For the purpose of enrollment, all students who do not have a high school diploma or GED must pass the Combined English Language Skills Assessment (CELSA) Ability-to-Benefit test (ATB), an independently administered examination approved by BPPE and as required by California Education Code Section 94904, and show Eligible in the Ability-to-Benefit Score Report before enrollment. Testing will be arranged by appointment. The candidate must be a minimum of 18 years old. CVOC does not charge for the ATB examination. Following Combined English Language Skills Assessment (CELSA) passing scaled scores are required: FORM 1 – 97 or FORM 2 – 97

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS  
EARNED AT OUR INSTITUTION

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

The CVOC has not entered into any articulation or transfer agreements with any other college or university for credit earned through CVOC courses. CVOC does not accept credits earned at other institutions toward CVOC course completion.

STUDENT GRIEVANCE PROCEDURE

CVOC is very concerned that your vocational development and training meet your personal needs. Should you have any questions or problems, please feel free to talk to your instructors or case manager.

CVOC has a formal complaint procedure, which is designed to provide you with an avenue and recourse for presenting and resolving complaints. County Directors have been designated as the person to receive and resolve student complaints. County Directors have regular office hours, 8:00 A.M. To 5:00 P.M., and are available by appointment at other times to meet with you and to receive complaints.

Students are encouraged to submit complaints in writing with the date of the submission of the complaint. CVOC shall respond to all written complaints within 10 days of receiving the complaint, providing the student with a written response, including a summary of the investigation and disposition of the complaint. Participation in the complaint process shall not affect your status as a student with CVOC or, in any way, limit or waive your right to other remedies or legal recourse. Unresolved complaints may be directed to:

The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (888) 370-7589



## RECORDS RETENTION

Admissions data and student records are kept for five years from the last day of student attendance. Students wishing to view or obtain copies of their school record need to contact CVOC's Administrative Office to make arrangements. Current records are available during normal business hours for inspection and copying. Past students need to provide three work days prior notice to view records. Access to student records is limited to the student or other legally documented inspectors. Current and former students may request release of their transcript upon receipt in CVOC Administrative Office of a written request with the student's signature. CVOC maintains student transcripts indefinitely.

## HARASSMENT POLICY

CVOC is committed to providing a school environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, military or veterans status, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The School's anti-harassment policy applies to all persons involved in the operation of the School and its students. It also prohibits unlawful harassment by any employee of the School, including staff and faculty, as well as vendors, customers, students, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has and of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Prohibited harassment includes, but is not limited to, the following behavior: verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures; physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis; threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and retaliation for reporting or threatening to report harassment.

If you believe that you have been harassed, submit a written complaint to any school official or the Executive Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. The school will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. If the school determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A school representative will advise all parties concerned of the results of the investigation. The school will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

## DRUG AND ALCOHOL ABUSE

CVOC is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the school. Use of these substances, whether on or off the school grounds can detract from a student's performance, efficiency, safety, and health, and therefore may seriously impair the student's ability to learn at the school. In addition, the use or possession of these substances on the school grounds constitutes a potential danger to the welfare and safety of other students and exposes the school to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect a student's school performance. The following rules and standards of conduct apply to all students either on school property or during the school day (including meals and rest periods). Behavior that violates school policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on school grounds;
- Driving a school vehicle or operating school equipment while under the influence of alcohol or drugs; and
- Distribution, sale, or purchase of an illegal or controlled substance while on school grounds.

Violation of these rules and standards of conduct will not be tolerated. CVOC also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, CVOC reserves the right to conduct searches of school property or employees/students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Students who are using prescription or over-the-counter drugs with safety warnings that may impair his/her ability to safely perform assigned tasks or affect the safety or well-being of others, must notify school administration of such use immediately before starting or resuming class.

## HANDICAPPED ACCESSIBILITY

In accordance with Section 504/ADA Policy, CVOC does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the County Director. You may request academic adjustments or auxiliary aids at any time. The County Director is 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 who are persons 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 the County Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made during the first week of class. The County Director will respond within two weeks of receiving the request.

## **ACADEMIC POLICIES**

### **ATTENDANCE POLICY**

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students will be expected to attend classes as they would attend work if they were employed. All tardiness and absences are recorded. It is the responsibility of the student to telephone the school in advance to advise their instructor that they will be absent or late, as it would be necessary to inform an employer.

The following policies apply to encourage satisfactory attendance:

- Tardiness and absences are a disruption of a good learning environment and is discouraged. Students with excessive unexcused absences in one month may receive notification of probation for a period of one month. Any unexcused absences during probation may be cause for interruption of the student's training program. If a student has five unexcused absences, they will be dropped from the training program.
- Leaves of absence will be considered, and such leaves may be granted at the discretion of the school directors.
- Students must arrange with the instructor for make-up work for classes missed; however, absences will remain on the record.
- Certificates of Perfect Attendance are awarded those students who complete training with no unexcused absences.

### **PROBATION AND DISMISSAL POLICY**

#### **Probation**

A student may be placed on probation for the following reasons:

1. Failure to follow Student Conduct Policy.
  2. Failure to meet satisfactory academic progress.
- Probation indicates that a student may continue participation in the course under certain conditions for a specific period, not to exceed one year.

- When a student is placed under probation, a conference is scheduled with the student, administration, and any concerned faculty member to determine the requirements that must be met for the student to continue in the program. A specific timetable is set for meeting those requirements.
- If the student is unable to rectify the problems discussed during the counseling session, they will be placed on a one-week suspension. If the problem should arise again, the student will be dismissed from the school.

### **Dismissal Policy**

CVOC reserves the right to dismiss any student that does not comply with any school policy, at the school or at any school function. Re-entrance may be accepted if a student can demonstrate that conditions causing the situation have been resolved.

### DROPOUT AND LEAVE-OF-ABSENCE POLICY

Students with extenuating circumstances that anticipate being absent for more than 10 consecutive days can apply for a leave of absence. Clients will need to obtain prior approval for a leave of absence from their sponsoring agency. In order to request a leave of absence, please provide prior written notification to your instructor with sponsoring agency approval. Leave requests must specify reason for leave, length of leave and must be signed and dated. Under no circumstances may a student exceed 90 days leave of absence time. Approval of leaves of absence shall be at the discretion of CVOC Executive Director. If the leave of absence is granted the students contract will be amended to include new expected completion date.

You have the right to withdraw from a course of instruction at any time. CVOC encourages you to discuss any problems that may be affecting your continued participation with your CVOC Case Manager and/or your sponsoring agency representative. Refunds to sponsoring agencies for unused training hours will be made per the conditions contained in the Enrollment Agreement.

### PROGRESS/GRADING SYSTEM

CVOC training courses are based on a set number of competencies that a client must obtain as demonstrated through written tests and/or hands-on performance. Clients must successfully complete all prescribed competencies detailed in the training curriculum. Evaluation of student achievement will be based on meeting the objectives for each class. Grade reports are issued to students at the completion of each competency. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the course syllabus. The grading scale is as follows:

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Percentage</b>
A	4.0	100 – 90 %
B	3.0	89 – 80 %
C	2.0	79 – 70 %

D	1.0	69 – 60 %
F	0.0	Below 59 %
W	0.0	-
I	0.0	-

CVOC will complete monthly student performance evaluations for all students. Monthly evaluations summarize participant grades, attendance, progress in meeting training expectations, perceived learning problems and projected progress to be made in the next month. Monthly performance evaluations are discussed with students and forwarded to CVOC Case Manager and sponsoring agencies.

### CERTIFICATE OF COMPLETION

Students successfully completing a course of study will be awarded a Certificate of Completion attesting to his or her successful completion of the program.

### STUDENT CONDUCT POLICY

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of the following: an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons upon school premises; behavior creating a safety hazard to other persons at the school; disobedient or disrespectful behavior to another student, administrator, faculty member; or any other stated or determined infraction of conduct.

Clients who are in programs leading to job placement will be required to fully participate in all job search activities. You will fully cooperate and participate in résumé preparation, job search planning, and weekly-supervised job search activities

All students must abide by the CVOC Code of Ethics and Rules and Regulations.

CVOC receives funds from public and private institutions and, therefore, must abide by the policies, procedures, regulations and contracts governing the use of these funds.

CVOC does not tolerate harassment of its employees or participants. Any form of harassment of employees or participants including harassment based upon pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, military or veterans status, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation Harassment is a violation of this policy and will be treated as a disciplinary matter.

All students will be provided with a copy of CVOC's discrimination policy. Discrimination in any activity is prohibited. If you believe you have been subjected to any illegal discriminatory actions you need to immediately report this situation to your Instructor, Case Manager or County Director.

No participant shall accept or give money, gifts, favors or considerations for any action that is in accordance with their regular vocational training program. Participants shall refrain from providing staff with gifts, gratuities or favors that may be interpreted as an attempt to influence actions or as payment for training services.

Participants shall not disclose confidential information to which they may be exposed to during daily contact with staff and other students, or use such information for personal gain or to discredit other students or staff.

Participants have an obligation to put forth the effort needed to reach their training goals and maintain a high standard of behavior throughout their participation in CVOC programs.

Participants are required to practice honesty when preparing attendance and financial forms and when completing tests, examinations, class assignments and other tasks.

## TUITION POLICY

### CANCELLATION OF ENROLLMENT AGREEMENT

You have the right to cancel this agreement and obtain a refund of charges paid through attendance at the first class or the seventh day after enrollment whichever is later. This includes course tuition and includes any equipment such as books, materials, and supplies or any other goods related to the instruction offered in this agreement. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on top of the front page of this agreement or by a written notice to, CVOC, P.O. Box 1389, Winton, CA 95388. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

### REFUND INFORMATION

The student has the right to full refund of all charges less the amount of \$75.00 for the registration fee and any applicable STRF assessment if he/she cancels this agreement prior to or on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and received a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300	X	60 clock hours of instruction	=	\$200.00
amount paid for		<u>paid for but not received</u>		refund amount
instruction		90 clock hours of instruction		
		for which the student has paid		

Students completing 60% or more of a course will be charged the full tuition amount. The registration fee of \$75.00 is non-refundable. Student Tuition Recovery Fund charges are non-refundable.

The school will also refund money collected for sending to a third party on the student's

behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid funds.

### FEDERAL AND STATE FINANCIAL AIDE

CVOC only accepts students sponsored by Federal, State and Rehabilitation Agencies. CVOC accepts students who are sponsored by the Workforce Investment Act, Greater Avenues for Independence, Community Services Block Grant, and Private Rehabilitation Benefits. CVOC does not accept tuition or training fees paid by students and does not offer student loan programs, government or otherwise, to provide grants to pay for tuitions or other training fees. You are encouraged to schedule an appointment with a CVOC Case Manager prior to enrollment so that eligibility for financial assistance can be determined. This practice enables applicants to evaluate their options for tuition assistance under employment and training grants.

### PAYMENT PLANS

Sponsoring agencies who pay tuition plus books/tools should ensure that payment is made prior to the first regular class day. Sponsoring agencies may request alternative payment plans with installments made at pre-set times. In general, CVOC does not accept payment plans on a cost reimbursement method for training services. Grants and contracts will be billed according to the provisions of payment contained in these documents or the referral agencies payment policy.

## TUITION COSTS

The following course costs are for the entire educational program.

<u>GEN. BUSINESS OCC.</u>		<u>GENERAL COOKING</u>	
Registration Fee	\$75	Registration Fee	\$75
Tuition	\$5,390	Tuition	\$4,500
Tools, books, cloth.	\$357	Tools, books, cloth.	\$188
Test Fees	\$123	Test Fees	\$45
STRF***	(\$0)	STRF***	(\$0)
<b>TOTAL</b>	<b>\$5,945</b>	<b>TOTAL</b>	<b>\$4,808</b>

<u>PRODUCTION WELDING</u>		<u>CASHIER RETAIL SALES</u>	
Registration Fee	\$75	Registration Fee	\$75
Tuition	\$5,390	Tuition	\$3,360
Tools, books, cloth.	\$320	Tools, books, cloth.	\$25
Test Fees	\$400	Test Fees	\$0
STRF***	(\$0)	STRF***	(\$0)
<b>TOTAL</b>	<b>\$6,185</b>	<b>TOTAL</b>	<b>\$3,460</b>

<u>WEATHERIZATION INSTALLER</u>		<u>TRUCK DRIVER</u>	
Registration Fee	\$75	Registration Fee	\$75
Tuition	\$2,400	Tuition	\$4,000
Tools, books, cloth.	\$83	Tools, books, cloth.	\$46
Test Fees	\$25	Test Fees	\$223
STRF***	(\$0)	STRF***	(\$0)
<b>TOTAL</b>	<b>\$2,583</b>	<b>TOTAL</b>	<b>\$4,344</b>

<u>PHOTOVOLTAIC INSTALLER</u>	
Registration Fee	\$75
Tuition	\$3,601
Tools, books, cloth.	\$427
Test Fees	\$25
STRF***	(\$0)
<b>TOTAL</b>	<b>\$4,128</b>

*\*Cooking Course tuition includes initial testing for TB. Costs for additional testing are not covered by this tuition and are not the responsibility of CVOC.*

*\*\*All costs are subject to change.*

*\*\*\*The BPPE has halted Student Tuition Recovery Fund assessment effective 1/1/15.*

If you obtain a student loan, you are responsible for repaying the full loan amount plus any interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid funds.



## STUDENT TUITION RECOVERY FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

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

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

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

period has been extended by another act of law.

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

### **STUDENT SERVICES**

#### **ACCIDENT INSURANCE COVERAGE**

You are covered by CVOC's and/or your sponsoring agency's liability and accident insurance coverage. Should you be injured while in training, your medical treatment will be covered up to the limits and with the conditions imposed by these policies. You may be expected to pay for items such as medical prescriptions, with reimbursement possible depending on policy coverage limitations. No worker's compensation benefits are provided under this training program. Should you be injured while in training, at a job site or at a CVOC-sponsored activity, you must immediately report the injury/illness to a CVOC representative. Failure to report injuries or accidents could result in loss of any potential insurance coverage.

#### **HOUSING ASSISTANCE**

CVOC does not provide a dormitory or have housing facilities or assistance for students and has no responsibility to assist in student housing. The region has adequate local housing which can be located using a variety of rental websites. An internet search ([www.rentalhouses.com](http://www.rentalhouses.com)) reflected the current price range for apartments within a ten-mile radius was \$500 - \$900 per month. CVOC has no responsibility to find or assist a student in finding housing.

#### **PLACEMENT ASSISTANCE**

CVOC maintains active Case Managers and Job Developers who will assist clients in finding and applying for employment. CVOC staff may also assist clients through placement at employer worksites under training agreements, such as on-the-job training contracts. CVOC makes no guarantee of employment or entry level wages. *Please note that not all training sponsors allow CVOC to assist you with job search assistance.*

#### **STUDENT TOOLS**

You will be provided, at no cost to you, with all necessary tools, supplies, safety equipment and books required to participate in this program. It is not expected or encouraged that participants bring personal tools or supplies. CVOC does not accept responsibility for lost, stolen or damaged personal items.

## LIBRARY

The CVOC centers do not have onsite libraries but students have access to reference texts and materials useful in completing the programs of study. Each vocational class has manuals, catalogs, and tutorial aides that can be used as references. The materials available to students contain technical information that is specifically designed to provide students with any additional skills that will assist them in obtaining a job. CVOC instructors have listings of general reference material available online and at local public libraries. Each CVOC center has computers and internet access for student use in accessing additional study materials. Materials are to be used on campus and are available during normal class hours. All students will be given the required course textbooks the first week of starting class. No outside books or materials are required in order to successfully complete the classes. Reference materials are also available through community libraries.

### **Modesto Library**

1500 I Street  
Modesto, CA 95354  
Phone (209) 558-7800

### **Merced Library**

2100 O Street  
Merced, CA 95340  
Phone (209) 385-7484

### **Madera Library**

121 North G Street  
Madera, CA 93637  
Phone (559) 675-7871

## STUDENTS RIGHTS AND RESPONSIBILITIES

### **The student has the right to ask the school:**

1. The name of its approval and licensing organizations.
2. About its programs, and other physical facilities, and its faculty.
3. What is the cost of attending classes.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. How the school determines whether you are making satisfactory progress and what happens if you are not.
6. What special facilities and services are available to the handicapped.
7. To submit a complaint either through CVOC's Grievance Procedure (See page 12 of this catalog) or through BPPE Complaint Process (See page 2 of this catalog).

### **It's the student's responsibility to:**

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for employment and training assistance.
3. Provide all documentation, corrections, and/or new information requested by the eligibility officer.
4. Notify the school of any information that has changed since you applied.
5. Read, understand, and keep copies of all forms you are asked to sign.
6. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.

## STUDENT CATALOG

The Student Catalog, published once a year, is a comprehensive guide to school policies and services that, as a student at CVOC, you have a right to receive. To help you achieve your vocational goals, it is recommended that you carefully read all the policies and procedures in the School Catalog. CVOC will update the vocational training catalog annually. The update will include a review of curriculum, update of BPPE requirements and review of course tuition/tools prices. If a major adjustment is needed prior to the annual review an addendum will be printed for inclusion in the School Catalog.

## CVOC WEBSITE

CVOC maintains [www.cvoc.org](http://www.cvoc.org). Please feel free to access information regarding CVOC, its programs and schools. The website includes a copy of our most current School Catalog, School Performance Fact Sheets for each CVOC educational program, student brochures, and CVOC's most recent Annual Report to the Bureau of Private Postsecondary Education (BPPE). The website also contains a link to the BPPE website.

### Student Copy of School Catalog

CVOC policies require that clients interested in vocational classroom training be provided with a copy of the school catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which also must be provided to you before signing an enrollment agreement. Prospective students or members of the public may pick up a CVOC School Catalog at any of our service centers or they may request a copy be mailed to them. A copy of CVOC School Catalog is also available at CVOC's website [www.cvoc.org](http://www.cvoc.org). A student who chooses to enter a CVOC course must sign this receipt of the school catalog to document compliance with this requirement. CVOC Case Managers must also attest to the provision of a school catalog.

Copy for client file:

**I HAVE RECEIVED A CENTRAL VALLEY OPPORTUNITY CENTER SCHOOL CATALOG.**

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### MAIN CAMPUS

6838 Bridget Court  
Winton, CA 95388  
(209) 357-0062

### MERCED SATELITTE

1735 Ashby Road  
Merced, CA 95348  
(209) 383-7975

### MADERA SATELLITE

1930 Howard Rd, Suite 125  
Madera, CA 93637  
(559) 662-0100

### MODESTO SATELLITE

1801 H Street, Suite A4  
Modesto, CA 95354  
(209) 577-3210