



Catalog

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Approval Disclosure Statement

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with state standards as set forth in the CEC and title 5 of the CCR (California Code of Regulations).

Neither the institution nor any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

A Graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Information

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school prior to enrolling or signing enrollment agreements. This school currently has some sponsor programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees available.

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.

All information in the content of this school catalog is current and correct and is so certified as true by Mrs. Carla Lorena Galvez, CEO. The time period covered by the catalog is January 1, 2022 to December 31, 2022

Statement of Philosophy / Mission Statement

Dolphin Trucking School strives to educate and train students to become professional commercial drivers for the transportation industry in the United States or professional electrical wiring technicians. This is accomplished through classroom training using written materials, video, visual aids, and a lecture format. The second phase includes practical (hands-on) experience.

Dolphin Trucking School has placement services providing students with access to a vast employment sector with serious shortages of qualified applicants. Income and benefit levels are excellent and provide stable career opportunities for the successful school graduate.

Courses Available

Commercial Drivers Training – Class “A” 168 hours*

Commercial Drivers Training – Class “B” with passenger endorsement 120 hours*

Commercial Driver’s License Advanced Course - 80 hours*

Class “A” Commercial W/ Passenger Endorsement - 240 hours*

Electrical Wiring Technician Residential- 100 hours*

Electrical Wiring Technician Commercial - 100 hours*

Electrical Wiring Technician Industrial - 100 Hours*

**Definition of clock hours: A clock hour is defined as 50 minutes of instruction per each 60 minute hour.

History

Dolphin Trucking School was founded in October of 1999 by Lincoln and Carla Galvez. Together, they noticed the great need for professional Class "A" Commercial drivers. Lincoln knew that with his experience as an over-the-road truck driver and instructor he would be able to better prepare individuals for the trucking industry in the United States; Carla noticed a need for more helpful service toward students in the trucking industry. She knew that she could provide individuals with the best service possible in Southern California.

It all started with a dream and a truck, as the school has grown over the years, new vehicles and training programs have been added to the school. With a convenient school location it is simple for aspiring commercial drivers to train for their license.

Dolphin Trucking School, Inc. Is a family owned and operated business that strives to educate individuals for the Class "A" Commercial and Class "B" Commercial license, so that they may better their future and achieve their dreams. For this reason the school has different modalities of payment and very economic prices, so that all may be able to be a part of the growing transportation industry. The trucking school works with unemployment offices to train individuals for their Class "A" or Class "B" Commercial License. The school's training and lifetime job placement assistance program guarantee the success of its graduates in the transportation industry.

Language Proficiency

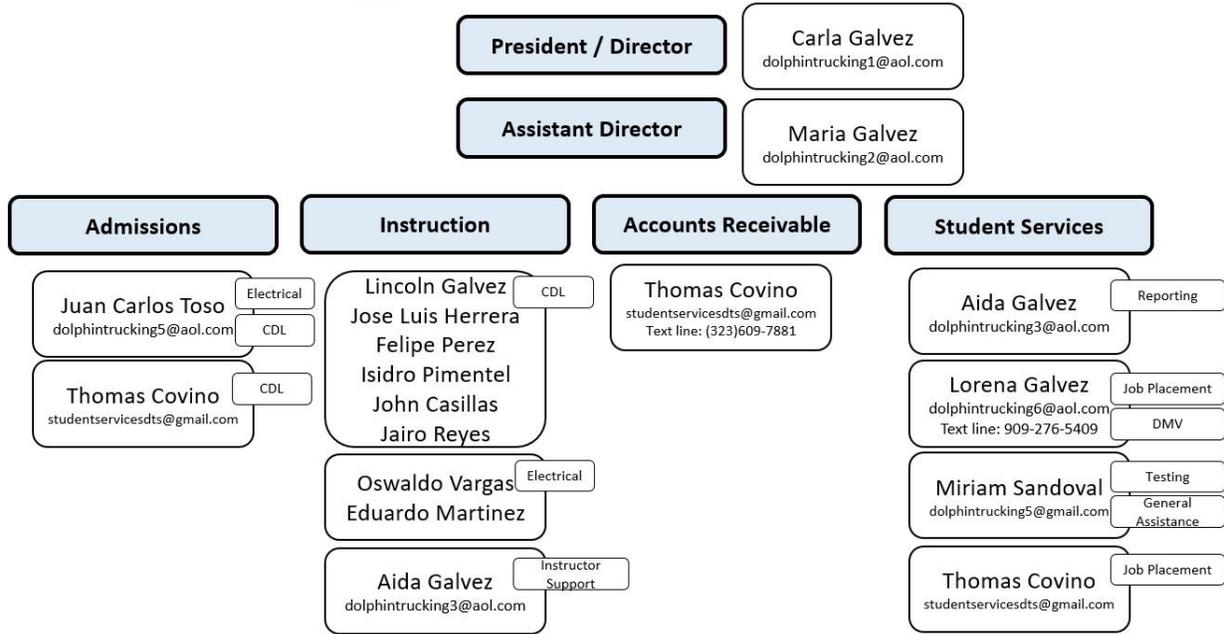
Dolphin does not provide English as a second language (ESL) instruction for the CDL courses. A person must be able to read road signs and minimally communicate in English to train at Dolphin for the Commercial Driver's License Courses.

The Electrical Wiring Technician program may also be taught in Spanish. The school has contracted an instructor who is sufficiently qualified to teach the course in English and Spanish. To take the course in Spanish, a participant must have a Professional Working Proficiency in the Spanish language so they could benefit from the instruction.



Administration / Organizational Chart

Organizational Chart



Faculty (Instructors)

The CDL instructors all have their commercial driver’s license. Each member has a minimum of 3 years driving experience, with the head instructor 23 years of experience. Our head electrical course instructor has over 20 years of experience in the field.

Schedule of Classes

Instruction is hourly based, students must complete the course hours

Before being scheduled for testing. Students will be advised on start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules, and revisions to schedules. Over the road training is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

New Years Day, Memorial Day ,Independence Day, Labor Day, Thanksgiving, Christmas, & Veterans Day

Hours of Operation

Instructional Hours					
Commercial Driver's License			Electrical Wiring Technician		
Days	Start	Date	Days	Start	Date
Monday through Friday	6:00 AM	10:00 AM	Tuesday to Friday	4:00 PM	8:00 PM
	10:30 AM	2:30 PM			
	3:00 PM	7:00 PM	Saturday Sunday	9:30 AM	1:30 PM
	7:30 PM	11:30 PM			
Saturday	9:00 AM	1:00 PM			

Office Hours		
Days	Open	Closed
Monday through Friday	9:00 AM	5:00 PM

Hours may change at any time at the discretion of the school administration.

Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.

Facilities and Equipment

Current facilities for the school include:

Corporate office: 3668 S. Soto St. Vernon, CA 90058

CDL training yard site: 2415 E. Washington Blvd., Los Angeles, CA 90018

Electrical Training location: 3668 S. Soto St. Vernon, CA 90058

Commercial Driver's License Program Equipment:

Trucks and trailers include conventional tractors ranging in age from 1992 – 2013, all tractors are two and three axles with wheelbases ranging from 220" to 228". We train on 9,10, and 13 speed manual transmission trucks. Trailers range from 28' to 53' vans.

Electrical Program Equipment:

An electrical training apparatus (board) will be available to students during their training session. The apparatus has the ability to be plugged into an electrical outlet, and includes the items necessary for the training. There will be individual boards for participants as well as a board to be used collectively. The commercial course includes the use of various motors to be used by the participants.

Training Facilities:

Our first classroom has a maximum capacity of 16 persons, and our second classroom has a maximum capacity of 14 persons. The buildings are air conditioned and have ample parking close to the school. The classroom is well equipped with a projector and laptop, good lighting, and comfortable seating.

The computer lab is available for student use during the office hours. The lab has seating available for 6 participants, and the computers have access to the internet. Although these computers are designated to practice for the written examinations, students may also use them in the search for job opportunities.

Learning resources

The required material for the course will be provided by the school at the expense of the student.

CDL Courses:

- Dolphin handbook (Includes: sample questions to the written exam, practice tests for the written exam, air brakes inspection, pre-trip inspection, etc.
 - Provided by the school on enrollment.
- California Commercial Driver Handbook (No cost)
 - Provided by the school on enrollment
 - Available at a DMV Office location
 - Available online: https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf

Electrical Courses:

- Electrical Handbook (Provided by the school on enrollment)
- Black & Decker The Complete Guide to Wiring Updated 8th Edition: Current with 2020-2023 Electrical Codes ISBN-10: 0760371512

The following books are not required, but are also available for student use at the main office location. These books belong to the school, and are not allowed to be taken home; however, if a participant wishes to borrow the book while on campus they may. They may also be purchased online.

- Federal Motor Carrier Safety Regulations Pocketbook ISBN-10: 9781602875944
- Hazardous Materials Compliance Pocketbook ISBN: 1-59042-383-6 & ISBN: 978-1-61099-409-5

Housing:

This institution has no dormitory facilities under its control. There are several motels around the area where students may stay. Daily prices start at about \$75. This institution has no responsibility to find or assist a student in finding housing.

Curriculum**Commercial Driver's Training—Class A – 160 hour course****Goals and Objectives:**

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional truck driver in either a local or over the road setting. Training includes the DMV competencies required for a Class "A" Commercial license and endorsements. Lifetime job placement assistance is available for graduates to take advantage of. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

Course Description:

Theory 20 Hours

CDL Permit and Endorsement Instruction
Driver Qualification
DOT Regulations
Driver Wellness
Federal Motor Carrier Safety Regulations
Hours of Service and Map Reading
Defensive Driving
Cargo Handling
Railroad Crossing Safety
Whistleblower Protection
Job Placement

Vehicle Inspection 60 Hours

Air Brakes Inspection
In-Cab Inspection
Pre-trip Inspection

Skills Driving 60 Hours

Basic Vehicle Control
Proper use of clutch and gears
Proper Backing Techniques
Coupling/Uncoupling

Road Driving 20 Hours

Vehicle Control
Defensive Driving
Proper use of clutch and gears
Different Roads and Conditions
Observation of Highway Laws
Space Management
Ramps
Turns
Lane Control

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, 3 skills, and driving, and will be administered by a DMV representative.

Commercial Driver's Training—Class B**Training With Passenger Endorsement— 120 hour course****Goals and Objectives:**

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional Truck/Bus driver in either a local or over the road setting. Training includes the DMV competencies required for a Class "B" Commercial license and passenger endorsement. Lifetime job placement assistance is available for graduates to take advantage of successful graduates will receive a diploma and their transcripts remain available for potential employers to review.

Course Description:**Theory 20 Hours**

- CDL Permit and Endorsement Instruction
- Driver Qualification
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection
- Job Placement

Vehicle Inspection 40 Hours

- Air Brakes Inspection
- In-Cab Inspection
- Pre-trip Inspection

Skills Driving 40 Hours

- Pre-trip Inspection
- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques

Road Driving 20 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, 3 skills, and driving, and will be administered by a DMV representative.

Commercial Driver's License Advanced Course (80 Hours)

Goals and Objectives:

Participants who take and complete this course may choose to participate in our job placement assistance program in which we assist with job leads, resume preparation, and company orientations. Although we cannot guarantee a participant will begin to work, these services help participants search for the job best suited for them. To the very core, a student will be prepared to work as a truck/bus driver including but not limited to tow truck, bus, firetruck, bobtail, tanker, etc.

Course Description:

Theory 15 Hours

- CDL Permit and Endorsement Instruction
- DOT Regulations
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading

Vehicle Inspection 20 Hours

- Air Brakes Inspection
- In-Cab Inspection
- Pre-trip Inspection

Skills Driving 35 Hours

- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques
- Coupling/Uncoupling

Road Driving 10 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns

Lane Control

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Individuals who (on enrollment) have a valid commercial driver's license need not take an exam to be licensed.; if one needs to be licensed, they must:
 - Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
 - Complete the minimum 15 hours behind-the-wheel training
 - Submit the DL 1236 form to the DMV
 - The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, 3 skills, and driving, and will be administered by a DMV representative. Note that the DMV examination is not included in this advanced course, so any applicable fees must be paid by the student.

Class "A" Commercial W/Passenger Endorsement (240 Hours)

Goals and Objectives:

Participants who take this course and pass the skills performance exam at the DMV may choose to participate in our job placement assistance program in which we assist with job leads, resume preparation, and company orientations. Although we cannot guarantee a participant will begin to work, these services help participants search for the job best suited for them. A student will be prepared to work as a truck/bus driver including but not limited to tow truck, bus, firetruck, bobtail, tanker, etc.

Course Description:

Theory 20 Hours

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection

Vehicle Inspection 80 Hours

- Air Brakes Inspection
- In-Cab Inspection
- Pre-trip Inspection

Skills Driving 100 Hours

- Basic Vehicle Control
- Proper use of clutch and gears

Proper Backing Techniques
Coupling/Uncoupling

Road Driving 40 Hours

Vehicle Control
Defensive Driving
Proper use of clutch and gears
Different Roads and Conditions
Observation of Highway Laws
Space Management
Ramps
Turns
Lane Control

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, 3 skills, and driving in both a Class A and Class B vehicle; the participant must test at the DMV on each vehicle on two separate dates. The test will be administered by a DMV representative. Note that the DMV examination is not included in this advanced course, so any applicable fees must be paid by the student.

Electrical Wiring Technician - Residential (100 Hours)

Goals and Objectives:

Training includes the competencies required to become proficient in residential electrical wiring and maintenance. This certificate course is for vocational skill development. Successful graduate students receive a certificate and their transcripts remain available for potential employers to review.

Course Description:

Basic Electrical Safety 10 Hours

Electricity and wiring safety basics

Basic Electricity 15 Hours

Learn to read a Wiring Diagram
Understand Residential Circuits
Understand Groundings
Understand Receptacles

Tools Materials and Techniques 15 Hours

Understand Basic Electrical Boxes
Understand Basic Wiring Rules
Receptacle Testing

Power Wall Switches
Installing Basic Electrical Fixtures

Wiring, Cables, and Conduits 20 Hours

Familiarization with Wiring/Grounds
Fluorescent Light Fixture Installation
Plug Testing and Replacing
Thermostat Installation
Doorbell Installation

Residential Circuit Breaker Panels 25 Hours

Panel Box Inspection
Circuit Breaker Selection and Installation
Fuse Selection and Installation
Switch Installation
Electrical Level Testing
Aged Wiring Evaluation

Project Finalization 15 Hours

Continuity Electrical Testing
Troubleshooting Procedures
Final Finishing

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 70%.
- The instructor will review the participants' hands-on projects throughout the course.

Electrical Wiring Technician - Commercial (100 Hours)

Goals and Objectives:

This course is intended for the enhancement of a participant's knowledge/skill in the electrical wiring technician field. The course could lead to employment or self-employment but the school cannot guarantee such employment. This is a non-degree certificate program; students who successfully complete the program will receive a certificate from the school. There is no need for the student to obtain a license once he or she has completed the course.

Course Description:

Planning a Wiring Project 15 Hours

Circuit map and wiring layout familiarization
Examine one's "Main" service
Evaluate electrical load

Codes/Permits 10 Hours

Understand and apply local residential and commercial codes
Draw a wiring diagram and obtain appropriate permit(s)

Tools, Materials, and Techniques for commercial wiring 15 Hours

Understand electrical boxes and wiring options
Understand the selection of proper materials

Electrical box installations

Wiring, Cables, and Conduits 20 Hours

Wiring and cable options familiarization for NM cabling and conduits for commercial loads

Residential/Commercial Circuit Breaker Panels 25 Hours

Circuit breaker panel selection and connection

Breaker selection and connection

Sub-panel installation

Electrical load level management

Project Finalization 15 Hours

Continuity Electrical Testing

Common troubleshooting procedure testing

Final finishing details for residential applications

Requirements for Completion

-Participants must pass the school's theory examination with a minimum score of 70%.

-The instructor will review the participants' hands-on projects throughout the course.

Electrical Wiring Technician - Industrial (100 Hours)

Goals and Objectives:

This course is intended for the enhancement of a participant's knowledge/skill in the field. The course could lead to employment or self-employment but the school cannot guarantee such employment. This is a non-degree certificate program; students who successfully complete the program will receive a certificate from the school. There is no need for the student to obtain a license once he or she has completed the course.

Course Description:

Service and Distribution 10 Hours

Selecting and connecting circuit breaker panels and breaker basics

Conductor and Wiring Methods 20 hours

Wiring and cable option familiarization for installing NM cabling and conduits for commercial and industrial loads.

Electrical Load Calculations 10 Hours

Circuit map and wiring layout familiarization

Evaluate electrical loads examination

Sub-panel installation

Electrical load level management

Wiring Devices 10 Hours

Wiring/grounds and switch options for installing fluorescent light fixture familiarization

Testing and replacing plugs, thermostats, etc. familiarization

Electrical Motors 20 Hours

Individuals will work with simulations and mock ups for practical demonstrations, so they will develop personal familiarity and work with practice equipment including small motors.

Motor Controls 20 Hours

Wiring/grounds and switch option familiarization

Industrial Lighting 10 hours

Wiring/ground and switch options for installing fluorescent light fixtures and testing/replacing plugs familiarization

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 70%.
- The instructor will review the participants' hands-on projects throughout the course.

Admission Requirements

Prior to being considered for admission to the school, each applicant must:

CDL Courses:

1. Submit a completed qualification application to the admissions office.
2. Provide a high school diploma / transcript, GED certificate, DD-214, college transcript, bring a CDL permit, or Ability to Benefit assessment from the referring agency.
3. Provide valid driver's license from student's resident state.
4. Must be free of physical impairment that would prohibit safe operation of the equipment. Individuals interested in a CDL program must be able to pass the DOT physical Exam.
5. Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance.
6. Meet with an admissions representative to discuss educational plans and tour the facility.

Please note that you will be required to provide the following documents to the DMV when you apply to obtain your CDL permit:

- a. Driver's License
- b. Social Security Card
- c. Medical Certificate
- d. Proof of Residency (with 2 utility bills)
- e. Proof of Citizenship (Birth Certificate or Passport or any other DMV approved documentation)

Eligibility for Licensure:

The preceding (Except Numbers 2 and 6) are all requirements for eligibility for licensure by the Department of Motor Vehicles (DMV). Individuals are required to obtain the Department of Transportation Medical Certificate prior to obtaining a permit, and must take and pass the Skills Performance examination at the DMV to obtain the CDL license.

Disqualifying Offenses:

The preceding (Except Numbers 2 and 6) are all requirements for eligibility for licensure by the Department of Motor Vehicles (DMV). Individuals are required to obtain the Department of Transportation Medical Certificate prior to obtaining a permit, and must take and pass the Skills Performance examination at the DMV to obtain the CDL license.

Electrical Wiring Technician Courses:

1. Submit a completed qualification application to the admissions office.
2. Provide a high school diploma / transcript, GED certificate, DD-214, college transcript, take the ability to benefit test provided by the school.
3. Provide valid driver's license from student's resident state.
4. Must be free of physical impairment that would prohibit safe operation of the equipment.
5. Must be 18 years of age or older.
6. Meet with an admissions representative to discuss educational plans and tour the facility.

Eligibility for Licensure:

The school's Electrical courses are not intended to prepare participants for licensure; therefore, there are no eligibility requirements to do so.

General EducationCommercial Drivers Training – Class “A” & Class “B” w/ Passenger Endorsement & Class “A” Commercial w/ Passenger Endorsement & Electrical Wiring Technician

No general education is required to enroll in these courses.

Commercial Driver's License Advanced Course

No general education is required to enroll in this course; however, the school recommends that the prospective client currently have (or have had in the past) a commercial driver's license or CDL permit. It is at the student's discretion to enroll in this course.

Special notice to applicants

Please discuss any applicable items with your admissions representative prior to enrollment.

To be eligible to obtain ones' CDL license an applicant must not have:

1. More than two D.U.I.'s on your driver's record in a lifetime
2. A DUI conviction in the past 5 years
3. A felony conviction of any type in the last ten years. Please speak to the School counselor for more information.
4. Any recent hospitalization or under physicians care for emotional or mental instability.
5. Currently taking prescription drugs or under a physician's care (Schedule I drugs)
6. No more than one at fault accident in the last twelve months, or two accidents in the last 5 years.
7. Reckless driving or other misdemeanors in the past five years.

AND MUST

8. Be 21 years of age for interstate driving or 18 years of age for intrastate driving
9. Have no delinquencies on child support
10. Not be currently addicted to drugs or alcohol
11. Be able to pass the DOT Physical Examination

12. Be capable of reading and speaking the English language sufficiently to converse with the general public, so that one may understand traffic signs and signals in the English language, and to respond to official inquiries and to make entries or reports and records.

Admission Procedures

To apply for admission for school, applicants should contact the admissions office at the school to schedule an appointment for a personal interview and a tour of the school's facilities. At that time applicants will complete:

1. Submit a completed qualification application to the admissions office.
2. Provide proof of high school diploma/transcript, GED certificate, DD-214 from military service, college transcript, CDL Permit (for CDL courses), or take the ability to benefit test. If one cannot provide the preceding documents they can be eligible if they pass an ability to benefit test. The school can refer him/her to a 3rd party to administer an examination from the list of examinations prescribed as of July 1, 2012 by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965. The student will not be enrolled unless they receive a passing score.
3. School officials will prepare, review the enrollment agreement and notify the applicant in writing on the status of his / her class start date.
4. Enrollees will receive the school catalog and student orientation packet.
5. All students will be emailed a welcome notice that includes the next steps to follow.

This institution has not entered into an articulation or transfer agreement with any other college or university, nor do we accept credits earned at other institutions.

This institution does not award credit for prior experiential learning.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Dolphin Trucking School 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 is not accepted at the institution to which you may 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 Dolphin Trucking School to determine if your certificate will transfer.

Attendance Policy

Students are expected to attend classes as scheduled as they would be expected to be present for work.

1. **Absence** – Absences will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. **Tardiness** – Tardiness is a disruption of a good learning environment and will be discouraged. Tardiness without a legitimate reason on two occasions will be considered an absence.

3. **Interruption for unsatisfactory attendance** – Students with two unexcused absences in any class may receive a written notification of unsatisfactory attendance. Any unexcused absences during such probation period will be reported to the director.
4. **Class cuts** – Class cuts will be considered unexcused absences.
5. **Leave of absence** – Written requests for leave of absence will be considered and such leaves may be granted to students at the discretion of the school director. When available for a reentrance, the student must contact the main office location and sign a reentrance letter. A new estimated completion date will be provided at said time. The revised completion date will be estimated on the days required to complete the remaining course hours.
6. **Dismissal** – Students failing to maintain satisfactory attendance will be advised by the school counselor. If the attendance fails to improve, the school director will dismiss the student for unsatisfactory attendance. Re-admittance may be permitted if the cause or the unsatisfactory attendance has been corrected.

Satisfactory Progress Policy / Student Achievement

Each student must attain a minimum cumulative grade point average (GPA) of 80% on the theory portion of the classes, and a cumulative 70% grade point average upon graduation. Student's progress will be reported at the end of each five day interval. If the student falls behind the above stated grade point average, the student will be placed on formal academic probation. The student will be given lesson plans to bring their grade up to minimum cumulative GPA, this must be accomplished within 5 days. Any student that fails to bring up their GPA within the above mentioned time frame will be dismissed from the school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards and request reinstatement in writing. This must be accomplished within the maximum time frame allowed to complete the training. Failure to complete the training within the scheduled end dates will be grounds for dismissal from the school. Any student earning a grade of less than 70% in any portion of the course must repeat that course and successfully complete the course prior to graduation. If a course is repeated, the grade earned for repeating the course will replace the original grade earned in determining the student's satisfactory academic process and overall cumulative grade point average. All grades earned for all courses the student attempted will remain on the student's transcripts.

Termination Policy

A student is subject to termination for violating any of the following:

- The school must terminate any student who is unable to satisfactory achieve the knowledge and skill required by the occupation for which the training is intended
- Failure to meet the minimum GPA or fail to complete the training within the maximum time frame, the student must be dismissed.
- Failure to comply with the schools attendance policy
- Failure to comply with the schools conduct policy
- Failure to meet all financial obligations to the school
- Violation of any of the conditions set forth and agreed in the enrollment agreement.

Conditions for Reinstatement

Reinstatement will be approved only after evidence is shown to the director's satisfaction that conditions which caused interruption for unsatisfactory progress have been rectified. A diploma will be issued upon satisfactory completion of the course and all tuition and fees must be paid in full or otherwise accounted for.

Students conduct

At the discretion of the school administration; a student may be dismissed from the school for any serious incident or repeated incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol on the school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, administrator or faculty member, or any other stated or determined infraction of conduct.

Tuition Policies and Fees

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made. If needed there are public and private agencies who may provide tuition assistance in the form of loans and grants to those who qualify under their guidelines.

The institution participates in federal and state financial aid programs including the WIOA, DOR, GR, and Grow programs.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Note: we may give participants a discount at the discretion of the school director.

Commercial Drivers Training Costs

	Class "A" 160 hours	Class "B" 120 Hours	Advanced Course 80 Hours	Class "A" w/Passenger 240 Hours
Institutional Charges:				
Tuition	\$5,040.00	\$3,044.25	\$3,652.50	\$5,856.00
Registration Fee*	\$250.00	\$250.00	\$250.00	\$250.00
Supplies and Materials*	\$97.50	\$97.50	\$97.50	\$97.50
Total Institutional Charges	\$5,387.50	\$3,391.75	\$4,000.00	\$6,203.50
Non Institutional Charges:				
Physical/Drug Test	\$100.00	\$100.00	\$100.00	\$100.00
DMV Fee	\$85.00	\$85.00	\$85.00	\$85.00
Fingerprint Fees	\$86.50	-	\$86.50	\$86.50
STRF*	\$12.50	\$7.50	\$10.00	\$15.00
Estimated Total Charges	\$5,671.50	\$3,584.25	\$4,281.50	\$6,490.00
STRF*	\$2.50 per \$1,000 of Institutional Charges			

Electrical Wiring Technician

	Residential 100 hours	Commercial 100 hours	Industrial 100 hours	
Institutional Charges:				
Tuition	\$2,630.00	\$2,630.00	\$2,630.00	
Registration Fee*	\$250.00	\$250.00	\$250.00	*Non-refundable
Supplies and Materials*	\$107.50	\$107.50	\$107.50	
Total Institutional Charges	\$2,987.50	\$2,987.50	\$2,987.50	
Non Institutional Charges:				
STRF*	\$7.50	\$7.50	\$7.50	
Electrical Tools	\$500.00	\$500.00	\$500.00	
Estimated Total Charges	\$3,495.00	\$3,495.00	\$3,495.00	

STRF* \$2.50 per \$1,000 of Institutional Charges

The tools may be excluded if not needed/wanted.

Additional Services

Additional Fees:The following fees may need to be paid to a 3rd party

		<u>Description</u>	<u>Paid To:</u>	<u>Amount:</u>
DMV Appointment	\$400-\$500	DOT Physical	Any Approved Office	Varies
Late Payment	\$35.00/week	CDL Application Fee	DMV	\$85.00
DMV Cancellation	\$350.00	Fingerprint HAZMAT	IDEMIA	\$86.50
		Fingerprint Twic Card	IDEMIA	\$126.25
		DMV Retest Fee	DMV	\$48.00
		Endorsement Addition	DMV	\$48.00

Student Protection Policies/ Student Tuition Recovery**76215. Student Tuition Recovery Fund Disclosures**

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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916)574-8900 or (888) 370-7589.

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

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

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

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

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

Placement Assistance

Job Placement Services: include resume preparation, career development classes, and job leads.

- If you fail to attend a minimum of 2 job interviews/appointments, the school will stop providing placement services due to lack of participation.
- Students must provide an H-6 printout (attainable at the DMV for a \$6, for CDL courses) before placement services can be rendered.

Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available.

Recruiter presentations: Recruitment orientations will be announced in advance on our website and notices. These presentations will give students/graduates the opportunity to get company information and speak to the company recruiters.

Job Fairs: The school invites companies that hire school graduates. Everyone, including current students and graduates, is encouraged to attend. These presentations will give students/graduates the opportunity to get company information and speak to the company recruiters.

Please note that the school will request job information from all graduates. The information is used to complete the school's performance fact sheets, and is only provided to the BPPE upon request. The information will also be provided to any 3rd party funders who have paid for one's course.

US DOL Standard Occupational Classification Codes:

Commercial Drivers Training – Class "A"

- 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
- 53-3030 Driver/Sales Workers and Truck Drivers

Commercial Drivers Training – Class "B" with passenger endorsement

- 53-3020 Bus Drivers
- 53-3021 Bus Drivers, Intercity
- 53-3022 Bus Drivers, School or Special Client
- 53-3021 Bus Drivers, Transit, Transit and Intercity
- 53-3032 Cement Truck Drivers

Class "A" Commercial W/ Passenger Endorsement or the Commercial Driver's License Advanced Course

- 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
- 53-3020 Bus Drivers
- 53-3021 Bus Drivers, Intercity
- 53-3022 Bus Drivers, School or Special Client
- 53-3022 Bus Drivers, Special Client
- 53-3021 Bus Drivers, Transit, Transit and Intercity
- 53-3030 Driver/Sales Workers and Truck Drivers

Note that the CDL jobs available may vary on whether or not an individual adds the endorsements to their license.

Electrical Wiring Technician - Residential

47-3013 Helpers-Electricians

49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers

49-2092 Electric Motor, Power Tool, and Related Repairers

Commercial and Industrial

This certificate course is for vocational skill development. Although there is a chance that this course could lead to employment, this course by itself is not created to prepare graduates for entry level employment within this vocation.

9-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment

Records Retention

In addition to permanently retaining a transcript as required by section 94900(b) of code 71930, state law requires this educational institution to maintain school and student records for a five year period. We will discard any files not within the 5 year period from the date of the student's completion or withdraw.

Notice of Student Rights

1. You may cancel your contract with the school, without any penalty or obligation on your first class session or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you at the first class you attend.

(Note: you will receive two cancellation forms)

Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost the contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the telephone number listed in #4 for information.
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 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Buyer's right to Cancel and Refund Right

1. You have the right to cancel the enrollment agreement and obtain a refund for charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- a. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the enrollment agreement. You can do this by mail, in person, by fax, or telegram to Maria A. Galvez. The notice of cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you cancel this agreement, the school will refund any tuition you paid within 45 days after your notice is received.
2. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice or cancellation or withdrawal. If you fail to return this equipment in good condition (at the discretion of the school administration) within the 30 day period, the school may retain the portion of payment paid to you by the document cost, and deduct the amount from any refund that may be due to you; once you pay for the equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the school will remit a refund less a registration fee (not to exceed \$250.00) 45 days following your withdrawal. You are obligated to pay only for educational services rendered/reserved and unreturned/Non-refundable equipment. The refund shall be the amount you paid for instruction minus the hours of instruction received/reserved, the registration fee, handout, and supplies/materials. You are liable for the amount, if any, if you have received more training sessions than what you have paid. If the amount you have paid is more than the amount you owe, a refund will be made to you. If the amount you owe is more than the amount you paid, you will have to make arrangements to pay it within 30 days of your withdrawal from the school.
 - a. **Non-refundable fees:**
 - i. Registration Fee: \$250.00 - This fee is non-refundable after the student enrolls in the program. The cost is based upon the cost of recruitment and enrollment of the student into the program.
 - ii. Supplies/Materials: See your enrollment agreement- This fee is charged to cover the cost of school uniform, booklets/resources given to the students, pens/pencils, and paper/computer examinations. This fee is non-refundable, unless all materials were not used, and are returned to the school in mint condition. This includes, but is not limited to having no folds, missing pages, writing, rips/tears, etc.
4. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
 - a. You notify the school of withdrawal or the actual date of withdraw
 - b. The school terminates your enrollment.
 - c. You fail to attend classes for a three day period, and been dropped.
 - d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the day you were supposed to return.
5. If any portion of your tuition was paid from loan proceedings, the refund will be sent to the lender or the agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

Grievance / Complaint Procedure

Under the Dolphin Trucking School grievance / complaint procedure, one is entitled to the following within the specified days from the day they file a grievance or complaint:

1. Assistance from a school representative in preparing your complaint in writing (within 1st day).
2. An informal conference with a school representative in order to discuss your complaint (within 5 days).
3. A decision on your complaint from a school representative (within 10 days).
4. An informal conference with a school representative, Applicant / participant to identify and classify the issues of disagreement in an attempt to reach a mutually satisfactory resolution (within 15 days).
5. An informal hearing on your complaint with the school Director (within 60 days).
6. A final decision on your complaint from the school Director (within 60 days).

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession. No petition has been filed within the preceding 5 years, or has 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 catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.gov, (888)370-7589, (916)574-8900 or by fax (916)-263-1897.

Drug Free Policy

Dolphin Trucking School, Inc. is a Drug-Free Workplace. We intend to provide a drug-free education environment for our clients and our employees. With this goal in mind. We are establishing the following policy for existing and future employees and students:

The school explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.

- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

RANDOM TESTING: Employees and students may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

ENROLLMENT TESTING: Students will be given a drug test within the first week of their start date. Alcohol testing may be conducted on a daily basis when students enter the training facility.

FOR-CAUSE TESTING: The Company may ask an employee/student to submit to a drug and/or alcohol test at any time it feels that the employee/student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Amendments

July 19, 2022

The minimum number of years for the instructors has changed from 5 years to 3 years, as this meets the BPPE's minimum three years of education, experience, and/or training in order to provide instruction.