

Bus & Truck
Advance
Driving School



INSTITUTION CATALOG

JANUARY 1, 2020 through DECEMBER 31, 2020

1401 S. FRESNO AVENUE

STOCKTON CA 95206

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www.advancebustruck.com

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DISCLOSURE STATEMENTS

ABTDS is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR (California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations). However, approval to operate does not imply that the Bureau endorses programs or that Bureau approval means ABTDS exceeds minimum state standards.

ABTDS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under chapter 11 of the United States Bankruptcy Code (11 USC. Sec. 1101 et seq).

The catalog is updated at least once a year or whenever changes to policies take place. It is the policy of the institution to provide a copy of the latest catalog to all prospective students. The catalog shall be provided to each potential student upon request via an office visit, on the internet at our website, or by mail.

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.

These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

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. Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589, (916) 574-8900, or by fax (916) 263-1897.

ABTDS is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid. ABTDS does not participate in Federal or State Student Financial Aid Programs.

ABTDS does not offer student loan programs.

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

ABTDS does not offer any degree programs.

ABTDS does not offer distance education courses.

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

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).

MISSION STATEMENT

It is the mission of Advance Bus and Truck Driving School to provide excellent training to individuals and companies who desire to obtain a Class A or Class B commercial driver license as a career need. Our experienced, knowledgeable and friendly staff will help motivate, encourage and inspire our clients to be the very best drivers possible by utilizing industry standard equipment and individual focused training.

Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills as professional heavy vehicle drivers. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in today's transport industry.

OBJECTIVES

- To provide the student with the skill to pass the Commercial Driver's License exam;
- To provide the student with the ability to safely operate a Class A or Class B vehicle; and
- To encourage and foster the value of life-long learning in our students.

TRAINING FACILITIES

The ABTDS campus is located at 1401 S. Fresno Avenue, Stockton CA 95206 where all didactic classes are held. Our Campus is located in an area typical to the Trucking Industry and consists of a Classroom, Administrative Offices, and a Practical Training Yard. Training is Instructor led with classroom space allowing for seating of 8-12 students for instructional purposes. The Administrative Office allows for private meetings and consultation. Enrollment and record keeping takes place at this site. There are separate restrooms for men and women as well as available space for student parking. There is secured space to allow for the training of commercial vehicle backing skills. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

OFFICE HOURS

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. ABTDS observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

EQUIPMENT

Classroom tools will consist of:

- J.J. Keller truck driver training series
 - Backing
 - Coupling
 - Shifting
 - Rural and City Driving
 - Hazardous Materials
 - American Motor Association video
 - Safety driving for commercial vehicles
 - Video Communications
 - Dual air systems
 - Tail swing on buses
 - Left and right turns for buses

- FMCSA website(<http://www.fmcsa.dot.gov/>)
- Overhead projector
- Dry eraser board
- Tables and Chairs

Behind the wheel tools are of industry standards:

- 10 speed Semi Tractor
- GVWR 33K lbs.
- Single & Dual Axle
- Sliding fifth wheel
- Industry standard transit bus
- GVWR 28K lbs.
- 40 Passenger capacity
- 24” Safety cones

As the demands of the industry changes we will modify our equipment and training tools as necessary to meet industry standards.

LIBRARY

While traditional library resources are not necessary to complete our training programs, our facility offers a library for the purpose of the student’s educational enrichment. It is located in a room adjacent to our classroom and consists of a study desk and free access to a computer as well as any industry related magazines, books, or pamphlets we may have available. All other training related resources are provided to the student as part of the curriculum, in the classroom, or hands on training. Tutoring is available upon request at no additional cost and will be scheduled according to Instructor availability.

PROGRAM DESCRIPTIONS

The following programs are designed to lead to employment as a commercial licensed driver and passing the State of California CDL exam. None of the programs are accredited by any accrediting agency recognized by the U.S. Department of Education. A degree will not be issued or obtained by completing any of the programs we offer. Upon successful completion of the training program a Certificate of Completion will be issued.

SUPERSESSION COMMERCIAL DRIVER CLASS A WITH PASSENGER ENDORSEMENT (196 Clock Hours) This program is a comprehensive training program designed to provide the necessary training to pass the California Department of Motor Vehicle exam and obtain a Class A license with passenger endorsement. The program includes 160 Hours Class A Commercial Driver’s License training and 36 Hours Bus/Passenger Endorsement Training. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and covers the following areas (The allotted hours may be modified to support the success of each student. The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. They must be done within the first 2 available test dates. After the 2 initial uses additional fees will be charged depending on need.).

| | |
|----------------------|----------|
| Classroom- | 70 hours |
| Endorsement Training | 06 hours |
| Inspection Drills | 45 hours |
| Driving Controls | 16 hours |
| Shifting | 13 hours |
| Parking/Backing | 22 hours |
| General Open Road | 24 hours |

Training will be provided on an industry standard 10- speed tractor and a minimum 28 ft. trailer as well as a 40- passenger transit bus with air brakes. Both shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle. Upon completion of the training each student will have received instruction on the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- Providing smooth and safe transportation of goods
- Maintaining a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- Safe Driving Techniques in local traffic as well as highway traffic.
- How to properly connect and disconnect combination vehicles
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Safe transport of passengers

Upon successful completion of the program and passing the Commercial Drivers License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3021 – Bus Driver Transit & Intercity
- 53-3041 – Taxi Drivers and Chauffeurs
- 53-3033 – Driver/Sales Works and Truck Drivers
- 53-3032 – Heavy and Tractor-Trailer Truck Drivers
- 53-7051 – Industrial Truck and Tractor Operators

ADVANCED COMMERCIAL DRIVER CLASS A (160 Clock Hours)

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class A license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry as an entry level truck driver. The training program will be instructor led and cover the follow areas (The allotted hours may be modified to support the success of each student. The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. They must be done within the first 2 available test dates. After the 2 initial uses additional fees will be charged depending on need.

| | |
|----------------------|----------|
| Classroom | 54 hours |
| Endorsement Training | 05 hours |
| Inspection Drills | 37 hours |
| Driving Controls | 13 hours |
| Shifting | 11 hours |
| Parking/Backing | 18 hours |
| General Open Road | 22 hours |

Training will be provided on an industry standard 10- speed tractor and a minimum 28 ft. trailer. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle. Upon completion of the training each student will have received instruction on the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- Providing smooth and safe transportation of goods
- Maintaining a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.
- How to properly connect and disconnect combination vehicles
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions

Upon successful completion of the program and passing the Commercial Drivers License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3033 – Driver/Sales Works and Truck Drivers
- 53-3032 – Heavy and Tractor-Trailer Truck Drivers
- 53-7051 – Industrial Truck and Tractor Operators

ADVANCED COMMERCIAL DRIVER CLASS B- TRUCK OR BUS (128 Clock Hours)

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class B license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and cover the follow areas (The allotted hours may be modified to support the success of each student. The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. They must be done within the first 2 available test dates. After the 2 initial uses additional fees will be charged depending on need).

| | |
|----------------------|----------|
| Classroom | 44 hours |
| Endorsement Training | 4 hours |
| Inspection Drills | 29 hours |
| Driving Controls | 10 hours |
| Shifting | 9 hours |
| Parking/Backing | 14 hours |
| General Open Road | 18 hours |

Training will be provided on an industry standard 10- speed tractor or 40' passenger bus. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per instructor. Upon completion of the training each student will have received instruction on the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- Providing smooth and safe transportation of goods
- Maintaining a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.
- How to properly connect and disconnect combination vehicles
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Safe transport of passengers

Upon successful completion of the program and passing the Commercial Drivers License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3021 – Bus Driver Transit & Intercity
- 53-3041 – Taxi Drivers and Chauffeurs
- 53-3033 – Driver/Sales Works and Truck Drivers
- 53-7051 – Industrial Truck and Tractor Operators

ADVANCED REFRESHER PROGRAM CLASS A OR B (40 Clock Hours)

This program is designed for individuals with either prior commercial driving experience or individuals that are currently employed or seek to have employment where commercial driving is not the primary function of their job (i.e. PGE, Railroad, tree trimming, etc.). It will provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain either Class A or B license. The training program will be Instructor led and cover the follow areas (The allotted hours may be modified to support the success of each student. The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. They must be done within the first 2 available test dates. After the 2 initial uses additional fees will be charged depending on need).

| | |
|----------------------|----------|
| Endorsement Training | 2 hours |
| Inspection Drills | 14 hours |
| Driving Controls | 5 hours |
| Shifting | 4 hours |
| Parking/Backing | 7 hours |
| General Open Road | 8 hours |

Training will be provided on a 10-speed semi-tractor and/or a minimum 28 ft. trailer. The class size will not exceed 3 students per instructor. Upon completion of the training each student will have received instruction on the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- Providing smooth and safe transportation of goods
- Maintaining a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Properly connect and disconnect combination vehicles
- Safe transport of passengers

Upon successful completion of the program and passing the Commercial Drivers License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3021 – Bus Driver Transit & Intercity
- 53-3041 – Taxi Drivers and Chauffeurs
- 53-3033 – Driver/Sales Works and Truck Drivers
- 53-3032 – Heavy and Tractor-Trailer Truck Drivers
- 53-7051 – Industrial Truck and Tractor Operators

DMV LICENSURE INFORMATION

All training programs are designed to lead to positions of employment as a commercial license driver. You must complete the following in order to obtain a State of California issued commercial license:

- 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 (Utility bill, insurance card or cell phone bill, etc).
- Possess a 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. You are allowed three attempts to pass each exam. A new permit application is required if any one exam is failed three times. Additional application fee must be paid to the DMV.
 1. General Knowledge (sect. 1-3),
 2. Air Brakes (sect. 5), and
 3. Combinations Vehicles (sect. 6).
 4. Class C if you have not renewed your license within the past 12 months)
- Pass the following DMV hands on exams with the following scores.
 1. Pre-trip inspection - 80% or greater
 2. Driving-less than 30 points deducted
 3. Backing skills- less than 13 points deducted.

You are allowed three attempts to complete the hands-on exam. If you fail any portion of the exam it will count against the three attempts. If the failure occurs on either the driving or backing part of the exam there will be a minimum retest fee of \$40.00 assessed before your next attempt. If you fail on all three attempts then a new application is required and the applicant must acquire a new CDL permit and pay all applicable fees to the DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

PAYMENT POLICY

ABTDS participates in Federal or State Student Aid program such the WIOA (Workforce Innovation Opportunity Act) as well as Department of Rehabilitation. Advance Bus and Truck Driving School is recognized as a Training Provider for the State of California and appears on the Eligible Training Provider List (ETPL). We are authorized to provide training services to students on behalf of authorized Workforce Investment agencies and public entities. We do not provide loans, grants or make promises of qualification of loans or grants to any potential student. ABTDS accepts payment for tuition, and books and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

FEDERAL OR STATE FINANCIAL AID PROGRAM CONTACT INFORMATION

If you are interested in working with an agency not listed here, please see our staff for assistance with contact information.

Employment Development Department

www.edd.ca.gov

(916)654-7799

CalJobs Customer Service: 1-800-758-0398

San Joaquin County Worknet

www.sjworknet.org

888-512-WORK

(209) 468-3500

Email: info@sjworknet.org

California Department of Rehabilitation

www.rehab.cahwnet.gov

San Joaquin County: (209) 473-5900

Stanislaus County: (209) 576-6220

Tuolumne County: (209) 536-2988

Alameda County : (510) 794 2458

Contra Costa County: (925) 754 7700

Mother Lode Job Training

www.MLJT.org

Sonora: (209) 588-1150

Mariposa: (209) 966-6700

San Andreas: (209) 754-4242

Sutter Creek: (209) 223-3341

Stanislaus County Alliance Worknet

www.allianceworknet.com

(209) 558-WORK

Merced County Department of Workforce Investment

www.co.merced.ca.us

(209) 724-2001 or 1-877-267-9675

East Bay Works

www.eastbayworks.com

Berkeley: (510) 644-6630

Alameda: (510) 748-2208

Hayward: (510) 265-8304

Newark: (510) 742-2323

Dublin: (925) 560-9431

SCHEDULE OF STUDENT CHARGES

| COST BREAKDOWN | PROGRAM OF STUDY | | | |
|---|-----------------------------|---------------------------------|---------------------------------|--|
| | Supersession (196 Hours) | Advanced Class A (160 Hours) | Advanced Class B (128 Hours) | Refresher - Class A or B (40 Hours) |
| Tuition | \$6,000.00 | \$5,000.00 | \$4,000.00 | \$3,000.00 |
| Registration Fee (Non-Refundable) | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| STRF(*) (Non-Refundable) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| COURSE FEE TOTAL | \$6,250.00 | \$5,250.00 | \$4,250.00 | \$3,250.00 |
| Additional Fees (Paid to Third Party Provider) | | | | |
| Physical/Drug Test | \$150.00 | \$150.00 | \$150.00 | \$150.00 |
| TSA Hazmat/TWIC (Non-Refundable) | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| TOTAL PROGRAM COST(**) | \$6,650.00 | \$5,650.00 | \$4,650.00 | \$3,650.00 |

(*)Since January 1st 2015 the STRF fee has been temporarily reduced to \$0.00

()These are the total charges for the period of attendance and are the total charges for the entire program. The estimated schedule of total charges for the entire educational program is based on adding any Additional Fees to the Course Fee Total listed above for the desired program of study. These fees are subject to change.**

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, 1747 N. 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.”

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

CANCELLATION POLICY

You have the right to cancel the enrollment agreement you sign for a course of instruction through attendance at the first class session, or the seventh day after enrollment, whichever is later, and obtain a refund of charges paid less the non-refundable registration fee (not to exceed \$250).

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective from the post mark date or the date. 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 your enrollment agreement. You will be given a notice of cancellation form with your enrollment agreement or on the first day of class, but if you choose to cancel you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 10 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 10-day period, the school may charge you or deduct the documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

WITHDRAWAL POLICY

A student has the right to withdraw from their chosen program at any time. Withdrawal shall occur when you give written notice to withdraw at the address of the school shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective from post mark date. The written notice of withdrawal need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. The request can be either hand delivered to an ABTDS Admissions Representative or Office Manager, or mailed to the address on the enrollment agreement. Upon receipt of notice a refund shall be issued in accordance to the Refund Policy. If the student withdraws from the program after 60% of the time used then no refund shall be issued.

REFUND POLICY

You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, you have the right to receive a pro-rated refund if you have completed 60% or less of the program of instruction. The school will remit a pro-rated refund, less a registration fee not to exceed \$250.00, any non-refundable STRF, and any additional fees paid to third- party providers for services rendered, within 45 days following your withdrawal. You are also obligated to pay the documented cost for any unreturned books or equipment that are not returned within 10 days following the date of withdrawal. The school may offset the documented cost against any refund due.

The method used to calculate the appropriate refund amount is:

- (A) Tuition total divided by program hours to get hourly rate charged.
- (B) Deduct the number of hours attended from total program hours to get hours remaining.
- (C) Multiply the total from (A) with the total from (B).
- (D) Deduct the registration fee and any other non-refundable expenses incurred by student from the total of line (C).
- (E) The refundable amount shall be issued within 45 days.

ABTDS reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled.

ADMISSION POLICIES

PROCEDURES FOR ADMISSIONS

The admissions process begins with the completion of a general questionnaire and an initial interview with the admission representative to determine if prospective student will meet the minimum requirements for enrollment and employment.

A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and arrange to see the school's facilities. The interview usually lasts approximately one-half hour. During that time, the admission representative will discuss the various aspects of the training program offered, tuition costs, and explain entrance requirements.

The prospective student shall receive the latest version of the catalog and the school's performance fact sheets for review. We will explain the documents and review the disclosures required by the Bureau for Private Postsecondary Education.

The admission representative will discuss the pros and cons of professional truck driving so candidates

have all the relevant information to make an informed career decision. We believe it is important that candidates understand what it takes to become a professional driver before they get into the profession. The school will emphasize that safe and defensive driving habits are critical to the success of a professional driver.

The potential student shall be contacted within five (5) business days of the decision to enroll or decline enrollment. All decisions concerning admission are confidential. ABTDS reserves the right to accept or reject any applicant.

BEHIND THE WHEEL EVALUATIONS

Advance Bus and Truck Driving School will administer a behind the wheel test evaluation for potential students with prior commercial driving experience or holding a current commercial class A license, so that we may make a determination as to what training program options will be available for the student. An evaluation fee of \$250.00 will be assessed. This fee is not part of the enrollment fee and is a service provided outside of the enrollment process for our training programs. If the student enrolls within 30 days then the enrollment fee will be waived. All assessments are final and there is no appeal process.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ABTDS 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 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 the ABTDS to determine if your certificate will transfer.

ABTDS does not have an articulation or transfer agreement with any other college, university or institution that provides for the transfer of credits earned in the program of instruction.

ABTDS does not accept hours or credits earned at other institutions through challenge examinations, achievement tests or other experiential learning.

ADMISSION REQUIREMENTS

To make sure that we can properly prepare you for the CDL license exam all potential student of ABTDS must meet the following requirements prior to enrolling:

- Minimum of 18 yrs. old. 21 yrs. old to drive across state lines.
- Read, write & understand English
- Provide proof of legal US residency.
- Must have possessed a Class C Drivers License for at least 6 months.
- Ability to clear Department of Transportation physical and drug test.
- Possess a non-laminated social security card.
- Complete the application information form.
- Review school performance fact sheet
- Must be employable in the commercial driving industry
- Provide a state issued driver report with an acceptable record
- Verification of high school completion or equivalency or other documentation establishing the student's ability to successfully complete the training program, such as passing an ability-to-benefit test or the CDL permit exam.

Additional requirements for Refresher Class A/B Program

- Prior commercial driving experience in the license class that student is applying for, or if local commercial driving is not the primary function of the job requirements (example: PG&E or Caltrans) and the student is currently employed.
- Complete a pre-enrollment evaluation by one of our instructors to determine skill level. An evaluation charge of \$250.00 will be assessed. If student enrolls within 30 days the course registration fee will be waived. Upon completion of evaluation the potential student shall be provided with their score. There are no provisions for appeal of assessment decisions.

ENGLISH LANGUAGE REQUIREMENTS

ABTDS does not offer any English as a Second Language courses. All classes at ABTDS are taught in English. English language proficiency required for licensure under Federal Regulation is that the driver can read and speak the English language sufficiently to converse with the general public, understand highway signs and signals, respond to official inquiries and make entries on reports and records. All applicants whose first language is not English must demonstrate competence in the English language. This requirement not only relates to the training program but also to understanding the Enrollment Agreement, Disclosures and Statements. Competency can be satisfied with documentation of one of the following:

- High School Diploma, GED, or equivalent
- Successfully passing the DMV CDL Permit Exam
- Achieving a passing score on Ability to Benefit exam (as determined by the agency administering the exam)
- Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL iBT is required for admission to all programs. Testing locations for the TOEFL exam can be found here <https://www.ets.org/bin/getprogram.cgi?test=toefl>. Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test. It is the student's responsibility to schedule test date and pay any applicable fees prior to completing the enrollment agreement. Costs for these exams may vary by administrator, but range is approximately \$200.00 to \$250.00.
- Submission of a letter or certificate of completion of an English as a Second Language (ESL) Program at the intermediate level that has been approved by the BPPE.

ABTDS does not admit students from other countries, does not provide visa services to prospective students, and will not vouch for a student's status or any associated charges.

ABILITY TO BENEFIT EXAMS

The Ability-to-Benefit test is an alternative for students to demonstrate that they have the ability to successfully complete our training programs. It is the responsibility of the potential student to contact an independent test facility to schedule the exam. Students must pass the "ability to benefit" (ATB) exam by meeting the minimum scores:

| Exam | Minimum Score |
|-----------------------------|---|
| Wonderlic Basic Skills Test | Verbal- 200 Quantitative-210 |
| Accuplacer | Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34 |
| California CDL Permit Exam | Passing of the California State Exams |
| Work Keys Placement Exam | Math Skills- 3 Reading -3 Comprehension- 3 |

ACADEMIC POLICIES

GRADING AND EVALUATION PROCESS

Grade reports are issued to students at the completion of each week. Grades are based on the quality of work as shown by written tests, practical work including satisfactory drills and driving progress performed consistently. The grading scale is as follows:

| Letter Grade | Grade Point Average (GPA) | Percentage | Indicator |
|--------------|---------------------------|---------------|---------------|
| A | 4.0 | 90 – 100% | Excellent |
| B | 3.0 | 80 – 89% | Good |
| C | 2.0 | 70 – 79% | Average |
| D | 1.0 | 60 – 69% | Below Average |
| F | 0.0 | 59% and below | Failing |
| I | 0.0 | | Incomplete |
| W | 0.0 | | Withdrawn |

STANDARDS OF ACHIEVEMENT

Grades are awarded on a percentage or point basis for all written and practical work. A GPA of 3.0 (“B” Average) or greater is passing. Students shall be evaluated in each area of discipline and points will be assigned for written (tests/quizzes) and practical work (drills/driving skills) performed. A score of 80% or greater overall is passing. Students must maintain at least a 1.0 GPA to successfully complete the training program.

GRADUATION REQUIREMENTS

Students will receive a certificate of completion when attendance requirement (70% of scheduled program hours) and satisfactory progress requirement (3.0 GPA - 80% or greater for all course work) are met. Students may graduate earlier than the total program hours allotted if they demonstrate the ability to advance, but must meet the 70% attendance and 1.0 GPA requirement.

ACADEMIC PROBATION

At the end of the each week, grade points are assigned to each student based on the instructor's evaluation of the student's in-class performance and test results. If the student's grade is below 60% the student will be automatically placed on academic probation, and informed directly by the instructor. The student on Academic Probation is allowed the opportunity to earn the required grade by receiving a grade of 60% or higher during the following training week. If the student's grade point average has not returned to a "D" Average (60%) or better, the student may be dropped from the program. A student is allowed only one Academic Probation during the scheduled length of a program. The student can request reinstatement to the program by written request to the School Director. A decision will be made within three business days.

ATTENDANCE

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the trucking industry. Students are required to attend class daily. More than three unexcused absences or failure to meet satisfactory attendance requirement (70% of program hours) due to excused absences will be grounds for termination of the training program. If a student's training program is terminated due to excessive excused absence that student will be allowed to re-enter upon next available start date.

If a student's training program is terminated due to unexcused absence that student may re-enroll after a period of three months from termination date. Any make up classes shall be at the discretion of and will be scheduled by the School Director. Your timeslot is allocated to you. Days missed will count against your program time.

ATTENDANCE PROBATION

Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has missed more than 30 % of the scheduled class hours in any week will be put on probation until the end of the next week.

ABSENCE

An absence will be considered as "excused" under the following conditions: Sickness, death or birth in the immediate family or required military service. All excused absences must be in writing and will be at the discretion of the lead instructor and/or the School Director. All other absences will be considered "unexcused".

TARDINESS

Tardiness is a disruption of a good learning environment and is strongly discouraged. We believe that punctuality is very important not only during the course but also in the transportation industry as a whole. Students who arrive more than twenty minutes late without good reason on three occasions will incur an "unexcused" absence.

MAKE UP WORK

Excused absences will be given priority for make-up work. Students must schedule make-up work with the instructor. Make-up work for unexcused absences can be requested but requires approval of the School Director. Students will receive a zero "0" grade score for any incomplete work that that is not made up.

LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any academic term provided that the duration of the leave will not significantly interfere with the planned completion of the program of study. If the leave of absence will significantly impact the planned completion of the program then a withdrawal of the program is required. A refund shall be issued in accordance with the Refund Policy. Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification and approval from the School Director will result in immediate dismissal. Any refund due will be made within forty-five calendar days from the end of an approved leave of absence. The student may return to school after a no cost assessment, and will be reintroduced at the appropriate point depending on the results of the assessment.

The School Director may grant a leave of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

TERMINATION, APPEALS AND REINSTATEMENTS

Students shall be terminated for failure to meet minimum standards for attendance, academic progress, conduct standards, or failure to return from an approved leave of absence on the scheduled return date. Students have the right to appeal dismissal decisions made by the school by submitting a written request

to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the conditions stipulated by the School Director.

Terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

GENERAL TERMS AND CONDITIONS

STUDENT CONDUCT REQUIREMENTS

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. ABTDS defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

Students are expected to dress and act properly while attending classes. Students must adhere to the guidelines including but not limited to:

- Attend class daily and on time. Missed days are not made up and will count towards total program hours.
- Maintain proper hygiene (clean clothes and person must be maintained daily).
- **Dress appropriately.** The following are not allowed :
Do-rags, wave caps, hair scarves, rollers, clothes that reveal private parts, shorts that expose the buttocks or any part of the cheek, tops that expose the nipple area or abdomen, soiled pants or shirts, dirty hands, clothes that expose underwear, flip flops, sandals, high heel shoes or shoes that expose the toes.
- No smoking during class session.
- No eating or drinking in class unless approved by instructor.
- Complete homework and follow instructions explicitly.
- Follow rules and instructions of faculty.
- Keep vehicle/classroom clean

At the discretion of the school, a student may be dismissed for a serious incident(s) including but not limited to:

- Coming to class in an intoxicated or drug induced state.
- Academic deficiency
- Possession of drugs or alcohol on campus.
- Sexual misconduct, unsolicited sexual advances or behaviors
- Possession of a weapon on campus
- Behavior creating a safety or an emotional hazard to other person(s).
- Disobedient or disrespectful behavior to other students, a School Director or instructor.
- Stealing or damaging the property of another.
- Unsafe, unauthorized use, or damaging operation of equipment.
- Excessive tardiness or absence
- Willful damage of institution's equipment or facilities

STUDENTS RIGHTS

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

STUDENT GRIEVANCE PROCEDURES

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.

Advance Bus and Truck Driving School is dedicated to fair dealing and professional conduct. Should a student have a complaint, he or she has the right to request a meeting with the School Director and/or file a complaint with the Office Manager. The complaint shall be documented and the student shall receive a copy for their records. The Office Manager will process the complaint and work with the student in good faith to settle the dispute in a manner acceptable to the student and the institution. The formal process will involve:

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term.
2. The Office Manager will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the School Director responsible for the policy will be notified.
3. A timeline (of less than 5 days) for resolution will be delivered to the principals by the Office Manager.
4. Interested parties will communicate with the Office Manager in order to make recommendations to resolve the grievance.
5. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, **or any time during the grievance process** the student retains the right to file a complaint with the Bureau for Private Postsecondary Education.

LIABILITY

ABTDS assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip. The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 30 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

NON - DISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

STUDENT SERVICES

Any services provided by ABTDS are limited to the job placement assistance as listed below. Advance Bus and Truck Driving School makes a sincere effort to help graduates obtain employment. Students shall have access to the employment board available to them which will provide them:

- Name of company
- Locations
- Qualifications
- Salary (if included)

In order to best prepare the student for job placement we will provide the following services:

- Resume review and modification- this shall be performed by the Office Manager. We will make sure the student's resume accurately reflects their training received.
- Practice Interviewing skills- to be performed by Instructor. We will provide the student the opportunity to practice their interviewing skills and answer actual pre-hire questions.
- Employment search skills
- Hiring company referrals
- Internet access for employment search, email access and online applications
- Access to fax machine and copier to apply for jobs or make additional copies of requested employer documents.

JOB PLACEMENT SERVICES

ABTDS has made arrangements with many of the trucking companies nationally and locally to offer conditional pre-hire letters for our students prior to graduation. It is the responsibility of the student to meet all other employer requirements in order to retain employment. ABTDS will provide the necessary training and Certificate of Completion that so many of the transportation companies require in order to fulfill the employment requirements.

Information or employment leads supplied by ABTDS regarding employers or placement assistance should not be considered either expressly or implied as a guarantee or promise of employment, an indication of the level of employment or compensation expected, or guaranteed placement of the types or job titles of positions for which students or graduates may qualify.

HOUSING OPTIONS

ABTDS does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. ABTDS does not provide housing assistance services to the students. ABTDS has no responsibility to find or assist a student in finding housing.

There are hotels conveniently within a 5 mile radius of the school. Below are a few with the starting daily rates per room. The rates may change without notice. It is recommended that you call in advance to reserve space and to verify rates.

University Plaza: \$109.00/day

Extended Stay America: \$95.00/day (recommended-has full kitchen)

La Quinta Inn: \$75.00/day

Red Roof Inn: \$85.00/day

Other options can be found online by searching hotels in Stockton, CA on google.com, yahoo.com or from any internet search engine of your choice.

RETENTION OF RECORDS

ABTDS shall maintain, for a period of not less than five years from date of completion, withdrawal or termination, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by ABTDS and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.(c) Any other records required to be maintained by California Private Postsecondary Education Act of 2009, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928). If the institution ceases to operate for any reason all student records and transcripts shall be maintained by the appointed Custodian of Record as required by the California Education Code.

ABTDS will maintain student records for five years, as required by state law. Student transcripts will be permanently retained as required by section 94900(b) of the Code. Students have a right to access their records anytime the institution is open and during normal business hours. A state issued driver license or identification card is required as proof of identity. Students desiring to view their records may request this in the school office during normal business hours, or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted on request of the student.

Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, other agency officials, or upon proper subpoena. A transcript for course work will be issued upon request by the student. Should a student feel upon review, that his or her records are inaccurate or misleading; the student may request that errors be corrected. In the event of a difference of opinion regarding the existence of errors, the student may ask that a meeting be held to resolve the matter.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the Student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee of \$25.00. Diplomas and Official Transcripts of records are available within fifteen (15) days from the receipt of a written request.

FACULTY AND STAFF

Woodrow Lucas -Owner/Instructor

Woodrow has over 15 yrs. of commercial driving experience and over 20 yrs. of management and superior customer service training. He has developed training programs on behalf of fortune 500 companies as well as public sector agencies and school districts within the state of California. His success is largely attributed to excellent organizational and communication skills. His commitment to excellence will insure that ABTDS will provide the commercial driving industry the best qualified entry level drivers for years to come!

INSTRUCTORS

Michael Johnson- Michael Johnson has over 30 yrs. of combination truck driving experience. He as been tapped several times by many of the companies he has worked for to be the lead trainer and finish driver. He has a passion to help others succeed and achieve the goal of being a safe commercial license driver.

Francis Gaines- Francis Gaines has been driving commercially for over 6 years. She utilize her driving knowledge, safe driving experience and people skills to teach new drivers that a career as a professional driver is very valuable and life changing.

CLASS SCHEDULES

In order to ensure quality of training there will be 3 sessions available for training. A clock hour is 50 minutes of instruction during a 60 minute period.

- 7 am-11am
- 12 pm-4pm
- 5 pm-8pm (class size for this session will not exceed 2 students per vehicle. Spring and Summer only)

SCHOOL HOLIDAYS

ABTDS observes the following school holidays. There will be no training in session during these dates.

| 2019 School Holidays | Date(s) Observed |
|---|----------------------|
| Labor Day | September 2, 2019 |
| Veterans Day | November 11, 2019 |
| Thanksgiving Day | November 28-29, 2019 |
| Christmas | December 25-27, 2019 |
| Winter Holidays will last from December 25, 2019 until January 2, 2020. Additional holidays or school closures may be declared at the discretion of the School Director. | |
| 2020 School Holidays | Date(s) Observed |
| New Years Day | January 1, 2020 |
| Martin Luther King Day | January 20, 2020 |
| Memorial Day | May 25, 2020 |
| Labor Day | September 7, 2020 |
| Veteran's Day | November 11, 2020 |

PROGRAM START DATES

New classes start approximately every two weeks until the class is full. Additional Dates will be added as needed. The Advanced Refresher Program Class A or Class B will be scheduled on an as needed basis.

September, 2019 to December 31, 2019

| Month | Start Date | Last Date to Cancel | Supersession End Date | Advanced Class A End Date | Advanced Class B End Date |
|------------------|------------|---------------------|-----------------------|---------------------------|---------------------------|
| September | 09/03/2019 | 09/09/2019 | 11/08/2019 | 10/28/2019 | 10/16/2019 |
| | 09/16/2019 | 09/22/2019 | 11/22/2019 | 11/08/2019 | 10/29/2019 |
| | 09/30/2019 | 10/06/2019 | 12/10/2019 | 11/25/2019 | 11/13/2019 |
| October | 10/14/2019 | 10/20/2019 | 12/24/2019 | 12/11/2019 | 11/27/2019 |
| | 10/28/2019 | 11/03/2019 | 01/16/2020 | 01/03/2020 | 12/13/2019 |
| November | 11/04/2019 | 11/10/2019 | 01/24/2020 | 01/10/2020 | 12/20/2019 |
| | 11/18/2019 | 11/24/2019 | 02/06/2020 | 01/24/2020 | 01/13/2020 |
| December | 12/02/2019 | 12/08/2019 | 02/18/2020 | 02/05/2020 | 01/24/2020 |
| | 12/16/2019 | 12/22/2019 | 03/03/2020 | 02/19/2020 | 02/07/2020 |

January, 2020 to August, 2020

| Month | Start Date | Last Date to Cancel | Supersession End Date | Advanced Class A End Date | Advanced Class B End Date |
|-----------------|-------------------|----------------------------|------------------------------|----------------------------------|----------------------------------|
| January | 01/06/2020 | 01/12/2020 | 03/13/2020 | 03/02/2020 | 02/19/2020 |
| | 01/21/2020 | 01/27/2020 | 03/27/2020 | 03/16/2020 | 03/04/2020 |
| February | 02/03/2020 | 02/09/2020 | 04/09/2020 | 03/27/2020 | 03/17/2020 |
| | 02/17/2020 | 02/23/2020 | 04/23/2020 | 04/10/2020 | 03/31/2020 |
| March | 03/02/2020 | 03/08/2020 | 05/07/2020 | 04/24/2020 | 04/14/2020 |
| | 03/16/2020 | 03/22/2020 | 05/21/2020 | 05/08/2020 | 04/28/2020 |
| | 03/30/2020 | 04/05/2020 | 06/05/2020 | 05/22/2020 | 05/12/2020 |
| April | 04/13/2020 | 04/19/2020 | 06/19/2020 | 06/08/2020 | 05/27/2020 |
| | 04/27/2020 | 05/03/2020 | 07/03/2020 | 06/22/2020 | 06/10/2020 |
| May | 05/11/2020 | 05/17/2020 | 07/17/2020 | 07/06/2020 | 06/24/2020 |
| | 05/26/2020 | 06/01/2020 | 07/31/2020 | 07/20/2020 | 07/08/2020 |
| June | 06/08/2020 | 06/18/2020 | 08/13/2020 | 07/31/2020 | 07/21/2020 |
| | 06/22/2020 | 06/28/2020 | 08/27/2020 | 08/14/2020 | 08/04/2020 |
| July | 07/06/2020 | 07/12/2020 | 09/11/2020 | 08/28/2020 | 08/18/2020 |
| | 07/20/2020 | 07/26/2020 | 09/25/2020 | 09/14/2020 | 09/01/2020 |
| August | 08/03/2020 | 08/09/2020 | 10/09/2020 | 09/28/2020 | 09/16/2020 |
| | 08/17/2020 | 08/23/2020 | 10/23/2020 | 10/12/2020 | 09/30/2020 |
| | 08/31/2020 | 09/06/2020 | 11/06/2020 | 10/26/2020 | 10/14/2020 |

