

Course Catalog 2022

The logo features a stylized 'A' composed of a grey triangle and a grey lightning bolt. To the left of the 'A' are four horizontal red bars of decreasing length, resembling a wing or a staircase.

# American Career Training



Course Catalog 2022  
American Career Training, LLC  
Staff Members  
June 6, 2022



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**Owner/ Chief Administrator**



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# Course Catalog 2022

## 2022 American Career Training, LLC Catalog Effective January 1, 2022, through December 31, 2022

This catalog was developed for the period January 1, 2022 through December 31, 2022. All statements herein are announcements of present policies and practices. They are subject to change at any time without prior notice. Changes will be published as addendum to this catalog.

All information in this American Career Training catalog is current and correct and is so certified as true by Roger Smith, Owner/ Chief Administrator/ Director.



Roger Smith, Owner/ Chief Administrator/ Director





## Redding Campus Directions

*We are located at:*

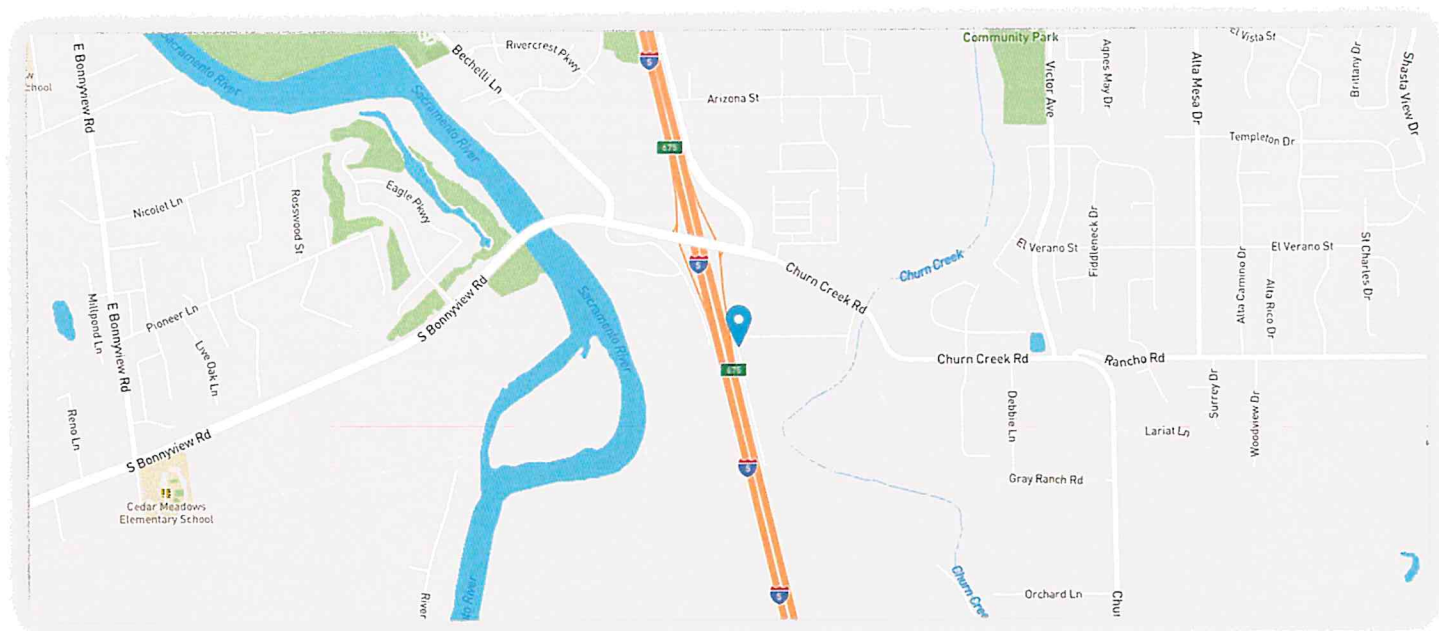
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<http://AmericanCareerTraining.edu>  
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# General Information





# Approval Disclosure Statement

**American Career Training, LLC is located at the following location:**

Redding Campus  
8530 Commercial Way  
Redding, CA 96002  
Phone: (530) 223-5693  
Fax: (530) 223-1086  
(888)700-5693

Email: [AmericanCareerTraining@yahoo.com](mailto:AmericanCareerTraining@yahoo.com)

Webpage: <http://AmericanCareerTraining.edu>

**American Career Training** has been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, **American Career Training** a privately held company, who is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. It does not imply that the Bureau endorses' s programs, or that the Bureau approval means the institution exceeds minimum standards. CEC 94909(a)(2) and 94897(1)(1)(2). Persons seeking any questions or problems should first contact the instructor in charge. Requests for further action may be made to the Chief Administrator of **American Career Training**. 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, PO Box 980818, West Sacramento, CA 95798-0818, Phone (916) 431-6959, Fax (916) 263-1897, [www.BPPE.org](http://www.BPPE.org) OR Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, [www.Council.org](http://www.Council.org)**

California statute requires that a student who successfully completes a course of study should be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational or occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

*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.*

## **OWNERSHIP**

**American Career Training** is locally owned and operated by Roger Smith. **American Career Training** is operated with pride, integrity, and a stated mission to become a premier Training provider in the state of California.

## **ASSOCIATIONS**

**American Career Training** is a member of CTA - California Trucking Association.

**American Career Training** is a member of the National Welfare to Work Partnership

**American Career Training** is a member of CVTA- Commercial Vehicle Training Association





**HISTORY\*** After many years of working in the energy & transportation industry, **American Career Training** along with input from various companies has developed what we believe to be the best combination of curriculum, facilities, and equipment in the northwest.

**MISSION STATEMENT\*** Our Mission is to provide comprehensive instructional programs and support services that achieve educational and career goals for our student's success. We are dedicated to providing quality training, followed by placement services designed to bring graduates and employers together resulting in quality careers.

**American Career Training** office hours are Monday-Friday, 8:00am-5:00pm

\*See program for specific program information

**BILINGUAL INSTRUCTION\*** **American Career Training** does not offer instruction in English-as-a-second language currently. English proficiency is measured by possession of a High School Diploma/GED/or equivalency. No visa services are provided.

**FACILITIES\*** **American Career Training** operates one training facility.

**American Career Training** is located on 4 ½ acres off interstate 5. Access is from the S. Bonny view/Churn Creek Road, exit 675 leading to Commercial Way from Churn Creek Road. The campus is visible from Interstate 5 and is adjacent to a motel and there are several restaurants close by.

The facility consists of approximately 5000 sq. feet divided into; front office, reception area, classroom, breakroom, instructor's office, restrooms, lab, shop, and maintenance area. There is an additional restroom next to the shop and maintenance area.

The Redding Campus provides a resource library complete with training manuals, comprehensive supply of training videos, industry periodicals, employment information, and up-to-date industry information. The resource area is located on the corner shelf in the classroom.

The classroom and lab approximately 2300 sq. ft. The classroom will be available for students to use during school hours to complete individual training in areas in which a student may need additional assistance.



The facility provides for on-site skill practice enabling individual instruction. American Career Training's large campus offers many on-site advantages such as:

Covered Truck Bay for pre-trip training and practice

Skills practice area-approximately 110,000 sq. ft.

Lab & classroom area approximately 2300 sq. ft.

**BANKRUPTCY** • **American Career Training** is a solvent company, does not operate as a debtor in possession. It has never filed Chapter 7, nor does it have any pending petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec.1101 et seq.) (CEC 94909(a)(1 2))





# Admissions Requirements



## **NO PERSONS SHALL BE DENIED ADMISSION ON THE BASIS OF RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.**

**Admissions Requirements\*** To be accepted for training into our **Tractor Trailer Operator** an applicant must:

- You must provide a 3-year driving record from the DMV.  
(If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the American Career Training Assistant Director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.)
- Submit a ten-year verifiable work history
- Disclose any felony convictions
- Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- Possess a California License, and a Class A Learner's permit, or an approved transfer of license application
- Be at least 18 years of age. Minimum age for interstate drivers is 21.
- Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- You must have a High School Diploma/GED or pass an Ability to Benefit Test
- Must complete Department of Transportation (D.O.T.) physical Examination.

**Admissions Requirements\*** To be accepted for training as an **Electrical Lineworker** an applicant must:

- Must be able to pass a Department of Transportation (D.O.T.) physical Examination.
- Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- You must provide a 3-year driving record from the DMV.
- You must pass an admissions test.
- You must be at least 18 years old by your start date.
- You must have a high school diploma or GED
- Possess a Valid License that will not expire during your program
- Be eligible to obtain a Class "A," permit
- Participants must be in good physical and mental health ( medical release form provided during enrollment )
- Provide proof of insurance coverage ( Must cover duration of the program)



# Admissions Requirements



- Disclose any arrests and or misdemeanors/felony convictions. (If the applicant has any misdemeanors/ felony convictions, he/she must meet with the American Career Training Assistant Director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.)
- Maximum weight of 270 pounds
- Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- Carrying a 50# weight a distance of 50 feet and back without stopping
- Climb a ladder, belt off and lift a 20# bag on a rope up one side of the ladder and down the other side.
- Ability to provide yourself with the necessary safety related clothing.

The **American Career Training** Chief Administrator must give final approval before an applicant is accepted as a student. **American Career Training** reserves the right to accept or reject any applicant.

**ADMISSION PROCEDURE** \* Students interested in entering training with **American Career Training** should apply for admission for acceptance to begin enrollment and ensure a start date. After completing the enrollment paperwork and meeting the admission requirements. The application will be reviewed, and the student will be notified, in a timely manner, of the decision. All decisions concerning admission are confidential. Students wishing to transfer from a shorter program to a longer program or a longer program to a shorter program can do so with the approval of the Assistant Director . This institution has not nor will enter into an articulation or transfer agreement with any other college or university. There are no transferable credits earned by completing this course nor are any credits acceptable towards education time when entering this course. Experiential credit not issued.





# COVID-19 RESPONSE



**American Career Training (ACT)** is excited to welcome you to our campus. The health and safety of our students, employees, customers, and their families is our top priority. In accordance with state and CDC guidelines, we have developed a COVID-19 Prevention Program (CPP). All visitors at the facility for any duration longer than the time required to pick up an application are required to complete a visitor screening indicating they meet CDC and state government guidelines regarding health screening and quarantines. Additionally, each person entering the facility will have their temperature checked before engaging in any activity.

## **Travel Policy**

**ACT** has imposed travel restrictions to slow the spread of COVID-19 for the safety of our students and employees. Anyone who does not meet every travel requirement must self-quarantine for 14 days from the day they arrive within the campus zone (25 Miles from the campus) before coming to our campus.

## **Before Starting School**

**ACT** recommends, 2 weeks prior to your scheduled start date, that the student does not travel and avoids unnecessary contact with others that do not live in the same household. Once starting school, you will be asked to complete a visitor screening to ensure the health and safety of each student and staff member.

## **While Attending School**

**ACT** recommends that while attending school, that you do not travel to COVID-19 hotspots and that you follow California's travel and quarantine restrictions. To get more information regarding California's travel and quarantine restrictions please visit [www.COVID-19.CA.GOV](http://www.COVID-19.CA.GOV)



# Refund Provisions

**ALL TUITION \*** Private Pay students will arrange at the time of enrollment. Students referred by Vocational Counselors do not have to prepay. Major credit cards will be considered for student tuition payments if alternate programs are not available. If a student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds. **American Career Training** does not currently participate in any federal or state financial aid programs. **American Career Training** is not a title four school therefor we cannot expect the FASFA.

## REFUND PROVISIONS \*

### "STUDENTS RIGHT TO CANCEL"

The student has the right to cancel the agreement for a course and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Any required books, material and registration will be billed at the contracted rate.

Cancellation shall only occur when you give written notice of cancellation at the address of the school. This can be done by mail, hand delivery, telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by this agreement. The student will be given a cancellation notice form to use on the first day of class, but any written notice can be used.

If the school gives the student any equipment, including book or other materials, they can be returned at no cost, on the fifth day providing the books and materials have not been used or written on and are in good condition. Once the materials and/or books have been paid for, they belong to the student without further obligation.

If this agreement is canceled within seven (7) days, the school will refund any money that has been paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after the notice of cancellation is received.

## Withdraw and Refund Rights

If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period, the School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more that the amount that you paid, then you will have to make arrangements to pay it.



# Student Services

**HOUSING \* American Career Training** does not have a dormitory facility. Students can expect an average rent of \$800 per month for this geographical area. **American Career Training** staff can assist students with housing arrangements during the application process. **American Career Training** also communicates regularly with the Super 8 Motel which borders our property. They offer discount rates for students attending **American Career Training**. Housing costs are in addition to any tuition and enrollment expenses and are the responsibility of the applicant.

**TRANSPORTATION\*** Public transportation is available with stops located close to the Redding campus.

**JOB PLACEMENT ASSISTANCE SERVICE \* American Career Training** provides placement assistance to all students who have successfully completed the course. **American Career Training** offers placement assistance to each student by providing:

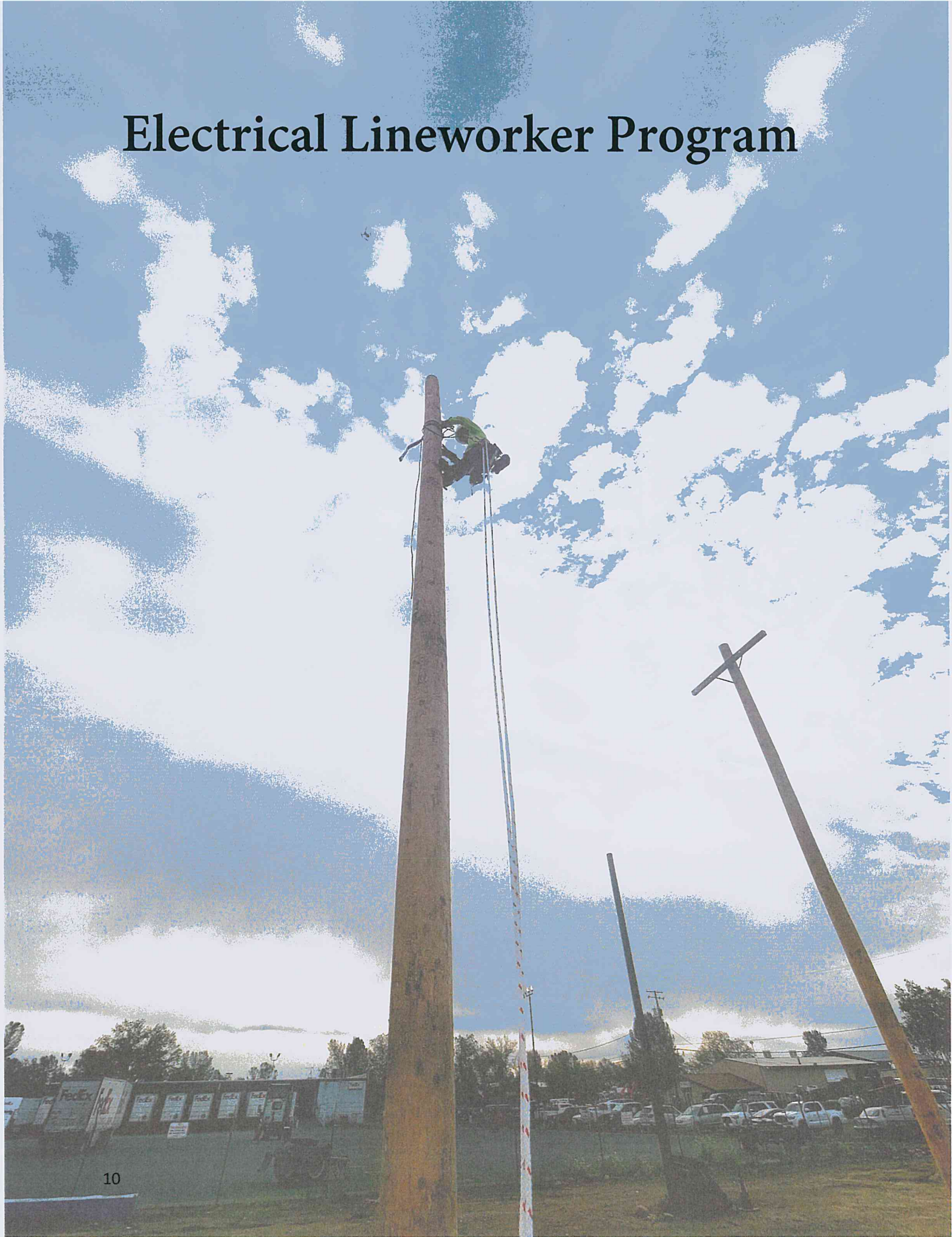
- a. Assistance in completing all pre-employment paperwork
- b. Direct communications with major company recruiters.
- c. FAX services for easy placement.

Placement information will be placed on file and the student will be tracked for six months to assist in building statistics for the future. **American Career Training** strives to attain the highest placement rate possible for our drivers.

**STUDENT COMPLAINTS\*** Students having a complaint against American Career Training, its administration, or staff, may issue that complaint either in writing or by personal contact with the Assistant Director or The Chief Administrator. Management will investigate the complaint; discuss it with the student and/or with the students' counselor or both. If it is within the abilities of the school to correct a warranted complaint, such complaint will be corrected.

**FINANCIAL AID\*** **American Career Training** is not a Title IV School. **American Career Training** does not participate in, receive, or qualify for any federal funding programs, which means we do not accept federal loans or student aid (FAFSA).

# Electrical Lineworker Program







# Electrical Lineworker Course Overview

This 480-clock hour program prepares students for a successful career in the utilities line trade. The goal of this course is to prepare an individual for entry-level ground person and apprentice positions in a field that has a nation-wide shortage. This course is held on a 4 ½ acre campus with all classroom and equipment training on-site. Classes are held daily, Monday thru Thursday. (CIP: 46.0303)

**Absences** are a disruption of a good learning environment and are discouraged. This course is operated on a weekly schedule and each day is scheduled to provide the optimum training opportunity. Daily attendance not only ensures quality training but also assists in providing potential employers with a record of our students' dedication to the training. Students are required to call the school if they are going to be absent. Attendance is required and students are expected to attend all scheduled class times. Students must arrange with the instructor for makeup work and time for classes missed. However, absences will remain on the student record.

**Students must maintain an overall 70% or higher GPA, unless you are a Veteran than you must maintain a 60% or higher in all academic classes**

## **IMPORTANCE OF COMMERCIAL DRIVERS LICENSE (CDL)**

There is one vastly important consideration when deciding whether or not **American Career Training (ACT)** is the right lineman school for you. This consideration relates to your Commercial Driver's License (CDL). It will be especially difficult to find work in the United States as a Lineman if you do not have a CDL.

**ACT** will open up a whole new world, as far as job opportunities, we will train and help you obtain your full CDL. Most schools, require you to obtain the permit and make it your responsibility to find an outside company to test with. With a CDL, you can become very flexible in your career choice, and enter the workforce very quickly. Having a CDL can make you a valuable contribution to your employer.

As a student at **ACT**, you will be trained in our trucks on our paved, 4 ½ acre campus, you will then do your practice road test with one of our instructors, then use our truck to take your driving exam at the local DMV.

Obtaining your CDL is one of the most key factors to becoming a Lineman that is why **American Career Training** strives to help all of our students achieve their main goal to ensure they will have nothing standing in their way after graduating from **American Career Training**.



# Electrical Lineworker Course Overview

## Work Relocation

ACT provides a comprehensive and realistic educational experience. Students will smell the sweet smell of success and long-term career rewards when they graduate from our program.

U.S. retail electricity sales generated 390.7 billion dollars in revenue in 2020. Many of these jobs will not be located in your area. Job seekers will be encouraged to relocate to find work. In addition to Alaska, Minnesota, North Dakota, Hawaii, and Montana, these jobs will be located throughout the United States. People working in this field should be flexible, agile, and thorough in their approach to their work.

After completing the Electrical Lineworker Program, Entry-level linemen are usually hired as helpers, or tree trimmers, who help in clearing the branches from telephone and power lines, equipment operators, or other related positions. Entry-level linemen receive training by working as a helper under the direct supervision of an experienced lineman in order to develop skill sets to become linemen.

After Gaining experience, you could advance to positions stringing cable and performing service installations. With experience and perfectionism, an individual can progress to sophisticated maintenance and repair positions. With so many opportunities in the industry, an ambitious individual with an ACT education has virtually limitless potential and career paths.

Job placement assistance is provided by ACT. These jobs are located outside of your locality. As a result, we expect our graduates to relocate as part of the job process. You will have the opportunity to register with The Union. By interviewing well and taking advantage of the training and assistance ACT provides, you will be able to receive the lineman apprenticeship you require to advance your career. In 2020, Oregon, Nevada, and Idaho were the best states to be a lineman.

Salary Range  
\$ 49,000 - \$ 117,000

Median Salary  
\$ 82,000

Jobs Available  
800+

<https://skillpointe.com/careers/energy/electrical-lineman>

<https://www.bls.gov/oes/current/oes499051.htm>

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 18.80	\$ 26.08	\$ 36.07	\$ 45.47	\$ 52.11
Annual Wage <a href="#">(2)</a>	\$ 39,090	\$ 54,250	\$ 75,030	\$ 94,580	\$ 108,380





# Electrical Lineworker Course Overview

## **California Commercial Learners Permit Requirements:**

Licensure requirements for CA DMV: Complete CDL exam, and skills testing at DMV. Provide current Driver's license and Social Security, provide 4 proofs of citizenship birth certificate/passport, 2 proofs of residency, rental/lease agreement, mortgage bill, utility bill, employment document, tax return.(for other acceptable documents please contact DMV at [www.DMV.CA.GOV](http://www.DMV.CA.GOV) or 1-800- 777-0133.

## **Prerequisites for the Electrical Lineworker Course:**

- Must be able to pass a Department of Transportation (D.O.T.) physical Examination.
- Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- You must provide a 3-year driving record from the DMV.
- You must pass an admissions test.
- You must be at least 18 years old by your start date.
- You must have a high school diploma or GED
- Possess a Valid License that will not expire during your program
- Be eligible to obtain a Class "A," permit
- Participants must be in good physical and mental health ( medical release form provided during enrollment )
- Provide proof of insurance coverage ( Must cover duration of the program)
- Disclose any arrests and or misdemeanors/felony convictions. (If the applicant has any misdemeanors/ felony convictions, he/she must meet with the American Career Training Assistant Director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.)
- Maximum weight of 270 pounds
- Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- Carrying a 50# weight a distance of 50 feet and back without stopping
- Climb a ladder, belt off and lift a 20# bag on a rope up one side of the ladder and down the other side.
- Ability to provide yourself with the necessary safety related clothing.

**INSTRUCTOR QUALIFICATION\*** American Career Training Instructors are required to have a minimum of three years of experience. Instructors meet utility standards set for students and instructors.



# Electrical Lineworker Course Overview

**EQUIPMENT** \* **American Career Training** will be using late model conventional tractors, 13 Speed Crane, digger Derrick, and a Bucket Truck. **American Career Training** maintains each piece of equipment at the highest level.  
(See pages 66&67 for images of training equipment.)

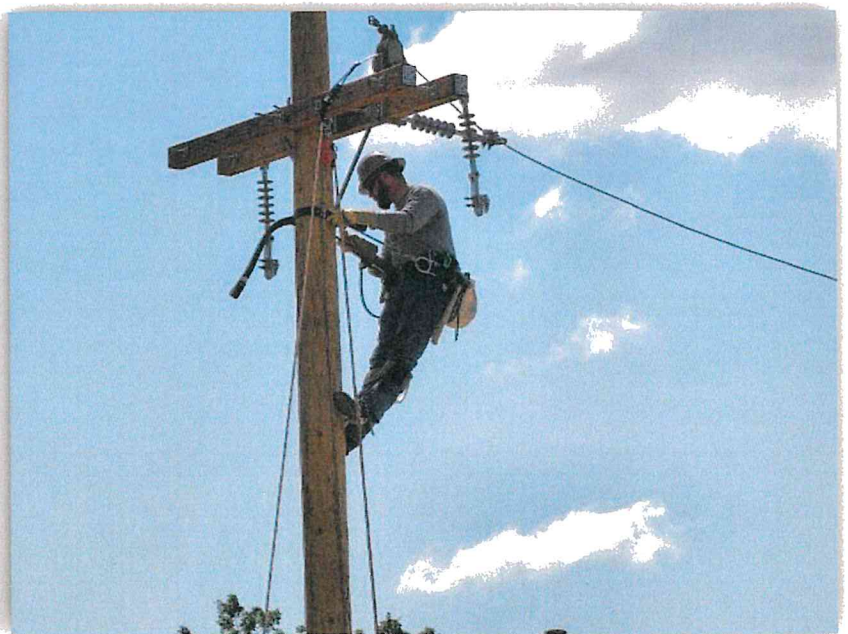
## **COURSE INFORMATION\*** Electrical Lineworker

In order to provide the best training, **American Career Training** uses the latest training techniques in the industry. Students engage in a combination of classroom training, small group participation sessions, and hands-on experience.

**American Career Training** offers on site skills training available during regular business hours. Daily sessions are eight (8) hours per day, four (4) days a week, unless other arrangements have been made with management. The hours of operation are from 7:30 a.m. to 4:15 p.m. with a ¾ hour set aside for a lunch break.

**American Career Trainings** Electrical Lineworker Course has small class sizes and low student to instructor ratio.

**Field and Skills Competencies must be achieved before the start of the students last week of their course.**







# Electrical Lineworker Course Overview

## Curriculum:

### **Basics of Electricity : Classroom**

- Basic Electric Principles
- DC Fundamentals
- General Math Concepts
- AC Concepts
- AC Fundamentals
- Principles of Magnetism
- Electromagnetic Induction

### **First Aid and CPR: Classroom /Lab**

### **Tools and Equipment: Classroom / Lab**

- Use of Tools
- Care and Testing Tools and Equipment
- Multimeter Operation and Use
- Using Electrical Test Equipment
- Load buster Operation and Maintenance

### **Tools and Equipment: Classroom / Lab**

- Tool Practice

### **Introduction to Transmission and Distribution Systems: Classroom**

- Distribution Systems
- Transmission Systems
- Alternative Power and Clean Energy
- Using Electrical Test Equipment

### **Transformers: Classroom / Lab**

- Transformer Basics
- Transformer Installation
- Transformer Connections
- Transformer Troubleshooting

### **High Voltage: Classroom**

- Power Plants
- High Voltage
- Safety



# Electrical Lineworker Course Overview

## **Substations: Classroom**

- Operation and Maintenance
- Safety in Substations and Switchyards
- High Voltage Termination

## **Substation Power Transformers: Lab**

- New Power Transformer Inspections and Test
- Transformer Turns ratio Testing
- Transformer Oil Testing
- Transformer Insulation Resistance Testing
- Transformer Temperature Indicator Testing
- Transformer Pressure Relay Testing

## **Metering: Classroom / Lab**

- Introduction
- Watthour Meter Principles
- Safety in Meter Work
- Math for Meter Work
- Installation Checks and Inspections
- Troubleshooting

## **Poles General Knowledge: Classroom**

- Pole manufacturing and tracking
- Setting and replacing
- Pole framing and guying

## **Poles General Knowledge (Cont.)**

- Working on distribution poles
- Fall protection equipment and inspection
- Pole pulling techniques

## **Pole Safety: Lab**

- Safety in overhead line maintenance
- Safety in transmission and distribution maintenance
- Safe wooden pole handling
- Rescue techniques
- Pole top rescue
- Tool practice





# Electrical Lineworker Course Overview

## **Pole Climbing:**

- Tools and equipment
- Inspection
- Climbing techniques
- Sharpening, gauging, and replacing gaffs

## **Equipment: Bucket Truck Operation: Classroom / Lab**

- Bucket truck safety
- Basic hydraulics for utilities
- Material handling bucket trucks

## **Equipment: Digger Derricks: Classroom / Lab**

- Setup and leveling
- Digging power pole holes
- Installation of power poles
- Back filling and compacting of soil

## **Equipment: Crane: Classroom / Lab**

- Site set up and leveling
- Crane Safety
- Crane load charts
- Load handling

## **Rigging: Classroom / Lab**

- Crane Hand Signals

## **Rigging: Classroom / Lab**

- Rigging principles
- Fiber rope
- Knots
- Blocks

## **Rigging (Cont.)**

- Slings and Chains
- Wire rope
- Rigging hardware
- Hoist



# Electrical Lineworker Course Overview

## **Heavy Equipment: Backhoe Classroom / Lab**

- Inspection
- Typical weight and components
- Machine Stability
- Safe operation
- Special attachments
- Lifting objects
- Controlling worksite access

## **Heavy Equipment: Excavator Classroom / Lab**

- Inspection
- Typical weight and components
- Machine Stability
- Safe operation
- Special attachments

## **Heavy Equipment: Excavator (Cont.)**

- Lifting Objects
- Controlling worksite access

## **Powerline Clearing: Classroom / Lab**

- Tools and equipment
- Line clearance trimming
- Emergency trimming

## **Commercial Driver's License: Classroom / Lab**

- CDL permit preparation
- General Knowledge
- Air Brakes
- Combination Vehicles

## **Commercial Driver's License: Classroom / Lab**

- Tanks
- Doubles and Triples
- Hazardous Material
- Test Preparation
- Pre-Trip Inspection
- Straight Line Backing

## **Commercial Driver's License: (Cont.)**

- Offset Backing
- Alley Dock Backing
- Parallel parking
- Driving techniques





# Electrical Lineworker Course Overview

## American Career Training \*2022 CLASS SCHEDULE

### Electrical Lineworker Program

Graduation dates are Approximate after clock hours are complete

HOLIDAY CLOSURE SCHEDULE American Career Training observes the following holidays:

Memorial Day  
Christmas Day  
Labor Day

New Year's Days  
Thanksgiving Day

<u>Start Date</u>	<u>Graduation date</u>
02/07/2022	05/19/2022
03/07/2022	06/20/2022
04/04/2022	07/18/2022
05/02/2022	08/15/2022
05/31/2022	09/13/2022
06/27/2022	10/10/2022
07/25/2022	11/07/2022
08/22/2022	12/06/2022
09/19/2022	01/02/2023
10/17/2022	01/30/2023
11/14/2022	02/27/2023
12/12/2022	03/23/2023
01/09/2023	04/20/2023

\*A student's first day of class is marked by the distribution of tools and equipment purchased by ACT. The fee is \$ 2,800.00. We ask that you contact our office if you have your own tools.



# Electrical Lineworker Course Overview

## Electrical Lineworker

### Course Cost:

Tuition	\$ 16,910.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 16,995.00

### This includes:

- A. 480 hours of training
- B. Assistance in gathering employment history information
- C. Opportunities to meet with recruiters for your career choice
- D. Individual tutoring if necessary

### Fees Cost:

All fees are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 17,220.00

### Required Additional Fee:

<b>Climbing and Hand tools, ACT Safety Shirts</b> A student's first day of class is marked by the distribution of tools and equipment purchased by ACT. The fee is \$ 2,800.00. We ask that you contact our office at if you have your own tools	\$ 2,800.00
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### Extracurricular Activities:

Crane Operator Training	\$ 1,995.00
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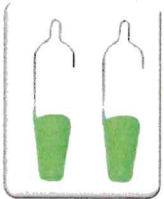


# Tools & Equipment

ACT purchases tools & equipment for our students & supplies them on the first day of training.

Each student will receive the following:

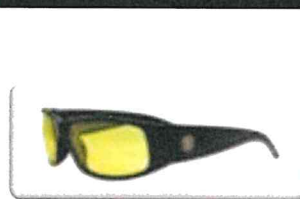
Gaff Guards



Tool Belt



Elite Safety Glasses, Smoke



Alloy Climbers



Straight Hammer



Buck Ecojuster



Hard Hat, White



Black Canvas Bag



Lineman Wrench



Hardened Jaws



Fiberglass Ruler



4" Velcro Pads



Channel Lock



Folding Knife



Adjustable Wrench



Handline Belt Hook



Vinyl Hard Bottom Bag



Super Squeeze Rope



Demolition Driver



5 pocket tool holder



# Tractor Trailer Operator Programs







# Tractor Trailer Operator Programs

## Work Relocation

A comprehensive and constructive educational experience is provided by ACT. Graduates of our program will have a great deal of potential and long-term career rewards.

The U.S. Trucking Industry generated \$732.3 billion in gross freight revenue from trucking in 2020 representing 80.4% of the nation's freight bill. There is a good chance that not all of these jobs are located near you. Potential job candidates are advised to go over the road. You can work at companies such as Werner Enterprises and May Trucking Company. A person working in this industry should be flexible, agile, and thorough in their approach to the work they do.

Following completion of ACT's entry-level driver training, our students are hired within weeks after graduation. When you start your career as a driver, you learn more by working for a company that allows you to train alongside a professional driver.

Following your experience with a professional driver, you will be allowed to drive by yourself. ACT education opens up virtually limitless career paths and potential to an ambitious individual.

Assisting with job placement is one of the services provided by ACT. Many of the job openings will be located outside of your local area. In addition, you'll have the opportunity to speak with recruiters from trucking companies. Interview well and take advantage of the training and assistance that ACT has to offer, and you can advance in your career choice.

### Revenue:

\$732.3 billion in gross freight revenues (primary shipments only) from trucking, representing 80.4% of the nation's freight bill in 2020.

<https://www.trucking.org/economics-and-industry-data>

<https://www.bls.gov/oes/current/oes533032.htm>

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 14.74	\$ 18.20	\$ 22.66	\$ 27.89	\$ 33.41
Annual Wage (2)	\$ 30,660	\$ 37,850	\$ 47,130	\$ 58,010	\$ 69,480



# Tractor Trailer Operator Programs

## **Prerequisites for the Tractor Trailer Operator Course:**

- You must provide a 3-year driving record from the DMV.

If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the American Career Training director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.

- Submit a ten-year verifiable work history
- Disclose any felony convictions
- Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- Possess a California License, and a Class A Learner's permit, or an approved transfer of license application
- Be at least 18 years of age. Minimum age for interstate drivers is 21.
- Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- You must have a High School Diploma/GED or pass an Ability to Benefit Test
- Must complete Department of Transportation (D.O.T.) physical Examination

**INSTRUCTOR QUALIFICATION\*** American Career Training Instructors are required to have a minimum of three years over the road experience. Be able to meet driving record standards set for students and instructors.

**EQUIPMENT \*** American Career Training will be using late model conventional tractors, and long trailers, to meet industry standards. American Career Training maintains each piece of equipment at the highest level

## **COURSE INFORMATION\* Tractor Trailer Operator Program**

American Career Training uses the latest training techniques in the industry. Students participate in a combination of training that involves; classroom training, small group participation sessions, and behind the wheel experience.

American Career Training offers on site skills training available during regular business hours. Daily sessions are eight (8) hours per day, five (5) days a week, unless other arrangements have been made with management. The hours of operation are from 7:30 a.m. to 4:15 p.m. with a ¾ hour set aside for a lunch break.

American Career Training has a ratio of student to instructors/tractors of three (3) to four (4) during the behind the wheel sessions. The ratio during the classroom and skills training sessions is six (6) to eight (8) students per instructor.





# Tractor Trailer Operator Programs

## **TRACTOR TRAILER OPERATOR (1)**

### **Curriculum hours include:**

#### **Classroom: 30 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Logbooks
- Hours of Service
- Air Brakes / Pre-Trip Inspection
- Hazmat Endorsement
- Written Test (CDL)

#### **Vehicle Inspections: 22 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

#### **Drive Test Breakdown: 82 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

#### **Skills Test Breakdown: 22 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

#### **Hooking and Sliding: 4 Hours**

- Truck Trailer Hook-up
- Fifth Wheel Slider
- Trailer Tandem Slider

#### **TOTAL PROGRAM HOURS 160**

#### **Graduation Requirements:**

The following requirements must be met for a student to earn 160hr Certificate of completion.

**ACADEMIC ACHIEVEMENT:**  
60% or higher in all academic classes

**FIELD AND SKILLS COMPETENCIES:**  
field and skills competencies must be achieved before the start of the students last week of their course



# Tractor Trailer Operator Programs

## American Career Training \*2022 CLASS SCHEDULE

### Tractor Trailer Operator (1)

Graduation dates are Approximate after clock hours are complete

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following holidays:

Memorial

Christmas

Labor Day

New Year's Day

Thanksgiving Day

<u>State Date</u>	<u>Graduation Date</u>	<u>Start Date</u>	<u>Graduation Date</u>
01/03/2022	01/28/2022	07/04/2022	07/29/2022
01/10/2022	02/04/2022	07/11/2022	08/05/2022
01/17/2022	02/11/2022	07/18/2022	08/12/2022
01/24/2022	02/18/2022	07/25/2022	08/19/2022
01/31/2022	02/25/2022	08/01/2022	08/26/2022
02/07/2022	03/04/2022	08/08/2022	09/02/2022
02/14/2022	03/11/2022	08/15/2022	09/12/2022
02/21/2022	03/18/2022	08/22/2022	09/19/2022
02/28/2022	03/25/2022	08/29/2022	09/26/2022
03/07/2022	04/01/2022	09/06/2022	10/03/2022
03/14/2022	04/08/2022	09/12/2022	10/07/2022
03/21/2022	04/15/2022	09/19/2022	10/14/2022
03/28/2022	04/22/2022	09/26/2022	10/21/2022
04/04/2022	04/29/2022	10/03/2022	10/28/2022
04/11/2022	05/06/2022	10/10/2022	11/04/2022
04/18/2022	05/13/2022	10/17/2022	11/11/2022
04/25/2022	05/20/2022	10/24/2022	11/18/2022
05/02/2022	05/27/2022	10/31/2022	11/28/2022
05/09/2022	06/06/2022	11/07/2022	12/05/2022
05/16/2022	06/13/2022	11/14/2022	12/12/2022
05/23/2022	06/20/2022	11/21/2022	12/19/2022
05/31/2022	06/27/2022	11/28/2022	12/23/2022
06/06/2022	07/01/2022	12/05/2022	12/30/2022
06/13/2022	07/08/2022	12/12/2022	01/06/2023
06/20/2022	07/15/2022	12/19/2022	01/13/2023
06/27/2022	07/22/2022	12/26/2022	01/20/2023



# Tractor Trailer Operator Programs

## Tractor Trailer Operator (1)

Course Cost:

Tuition	\$ 4,910.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 4,995.00

This includes:

- a. 160 hours of training
- b. Assistance in gathering employment history information
- c. Opportunities to meet with recruiters for your career choice
- d. Individual tutoring if necessary

Additional Cost: are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
Hazmat Endorsement	\$ 86.50
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 5,306.50





# Tractor Trailer Operator Programs

## TRACTOR TRAILER OPERATOR (2)

### Curriculum hours include:

#### Classroom: 30 Hours

- Orientation
- D.O.T. Rules & Regulations
- Logbooks
- Hours of Service
- Air Brakes / Pre-Trip Inspection
- Hazmat Endorsement
- Written Test (CDL)

#### Vehicle Inspections: 21 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

#### Drive Test Breakdown: 135 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

#### Skills Test Breakdown: 40 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

#### Hooking and Sliding: 14 Hours

- Truck Trailer Hook-up
- Fifth Wheel Slider
- Trailer Tandem Slider

#### TOTAL PROGRAM HOURS 240

#### Graduation Requirements:

The following requirements must be met for a student to earn 240hr Certificate of completion.

ACADEMIC ACHIEVEMENT:  
60% or higher in all academic classes

FIELD AND SKILLS COMPETENCIES:  
field and skills competencies must be achieved before the start of the students last week of their course



# Tractor Trailer Operator Programs

## American Career Training \*2022 CLASS SCHEDULE

### Tractor Trailer Operator (2)

Graduation dates are Approximate after clock hours are complete

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following holidays:

Memorial  
Christmas  
Labor Day

New Year's Day  
Thanksgiving Day

<u>State Date</u>	<u>Graduation Date</u>	<u>Start Date</u>	<u>Graduation Date</u>
01/03/2022	02/11/2022	07/04/2022	08/12/2022
01/10/2022	02/18/2022	07/11/2022	08/19/2022
01/17/2022	02/25/2022	07/18/2022	08/26/2022
01/24/2022	03/04/2022	07/25/2022	09/02/2022
01/31/2022	03/11/2022	08/01/2022	09/12/2022
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02/14/2022	03/25/2022	08/15/2022	09/26/2022
02/21/2022	04/01/2022	08/22/2022	10/03/2022
02/28/2022	04/08/2022	08/29/2022	10/10/2022
03/07/2022	04/15/2022	09/06/2022	10/17/2022
03/14/2022	04/22/2022	09/12/2022	10/21/2022
03/21/2022	04/29/2022	09/19/2022	10/28/2022
03/28/2022	05/06/2022	09/26/2022	11/04/2022
04/04/2022	05/13/2022	10/03/2022	11/11/2022
04/11/2022	05/20/2022	10/10/2022	11/18/2022
04/18/2022	05/27/2022	10/17/2022	11/28/2022
04/25/2022	06/06/2022	10/24/2022	12/05/2022
05/02/2022	06/13/2022	10/31/2022	12/12/2022
05/09/2022	06/20/2022	11/07/2022	12/19/2022
05/16/2022	06/24/2022	11/14/2022	12/26/2022
05/23/2022	07/04/2022	11/21/2022	01/02/2023
05/31/2022	07/11/2022	11/28/2022	01/06/2023
06/06/2022	07/15/2022	12/05/2022	01/13/2023
06/13/2022	07/22/2022	12/12/2022	01/20/2023
06/20/2022	07/29/2022	12/19/2022	01/27/2023
06/27/2022	08/05/2022	12/26/2022	02/03/2023



# Tractor Trailer Operator Programs

## Tractor Trailer Operator (2)

Course Cost:

Tuition	\$ 7,210.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 7,295.00

This includes:

- a. 240 hours of training
- b. Assistance in gathering employment history information
- c. Opportunities to meet with recruiters for your career choice
- d. Individual tutoring if necessary

Additional Cost: are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
Hazmat Endorsement	\$ 86.50
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 7,606.50





# Tractor Trailer Operator Programs

## **TRACTOR TRAILER OPERATOR (3)**

### **Curriculum hours include:**

#### **Classroom: 60 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Logbooks
- Hours of Service
- Air Brakes / Pre-Trip Inspection
- Hazmat Endorsement
- Written Test (CDL)

#### **Vehicle Inspections: 44 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

#### **Drive Test Breakdown: 164 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

#### **Skills Test Breakdown: 44 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

#### **Hooking and Sliding: 8 Hours**

- Truck Trailer Hook-up
- Fifth Wheel Slider
- Trailer Tandem Slider

### **TOTAL PROGRAM HOURS 320**

#### **Graduation Requirements:**

The following requirements must be met for a student to earn 320hr Certificate of completion.

**ACADEMIC ACHIEVEMENT:**  
60% or higher in all academic classes

**FIELD AND SKILLS COMPETENCIES:**  
field and skills competencies must be achieved before the start of the students last week of their course



# Tractor Trailer Operator Programs

## American Career Training \*2022 CLASS SCHEDULE

### Tractor Trailer Operator (3)

Graduation dates are Approximate after clock hours are complete

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following holidays:

Memorial

New Year's Day

Christmas

Thanksgiving Day

Labor Day

<u>State Date</u>	<u>Graduation Date</u>	<u>Start Date</u>	<u>Graduation Date</u>
01/03/2022	02/25/2022	07/04/2022	08/26/2022
01/10/2022	03/04/2022	07/11/2022	09/02/2022
01/17/2022	03/11/2022	07/18/2022	09/12/2022
01/24/2022	03/18/2022	07/25/2022	09/19/2022
01/31/2022	03/25/2022	08/01/2022	09/26/2022
02/07/2022	04/01/2022	08/08/2022	10/03/2022
02/14/2022	04/08/2022	08/15/2022	10/10/2022
02/21/2022	04/15/2022	08/22/2022	10/17/2022
02/28/2022	04/22/2022	08/29/2022	10/24/2022
03/07/2022	04/29/2022	09/06/2022	10/31/2022
03/14/2022	05/06/2022	09/12/2022	11/04/2022
03/21/2022	05/13/2022	09/19/2022	11/11/2022
03/28/2022	05/20/2022	09/26/2022	11/18/2022
04/04/2022	05/27/2022	10/03/2022	11/28/2022
04/11/2022	06/06/2022	10/10/2022	12/05/2022
04/18/2022	06/13/2022	10/17/2022	12/02/2022
04/25/2022	06/20/2022	10/24/2022	12/19/2022
05/02/2022	06/27/2022	10/31/2022	12/26/2022
05/09/2022	07/04/2022	11/07/2022	01/02/2023
05/16/2022	07/11/2022	11/14/2022	01/09/2023
05/23/2022	07/15/2022	11/21/2022	01/16/2023
05/31/2022	07/18/2022	11/28/2022	01/20/2023
06/06/2022	07/25/2022	12/05/2022	01/27/2023
06/13/2022	07/29/2022	12/12/2022	02/03/2023
06/20/2022	08/12/2022	12/19/2022	02/10/2023
06/27/2022	08/19/2022	12/26/2022	02/17/2023





# Tractor Trailer Operator Programs

## **Tractor Trailer Operator (3)**

Course Cost:

Tuition	\$ 9,410.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 9,495.00

This includes:

- a. 320 hours of training
- b. Assistance in gathering employment history information
- c. Opportunities to meet with recruiters for your career choice
- d. Individual tutoring if necessary

Additional Cost: are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
Hazmat Endorsement	\$ 86.50
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 9,806.50



# Tractor Trailer Operator Programs

## **TRACTOR TRAILER OPERATOR ( Oil, Gas, Constr. /Heavy Equip. Training) I** **Curriculum hours include:**

### **Classroom: 80 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Logbooks, Hours of Service
- Hazmat Endorsement
- Written Test (CDL)
- Air Brakes / Pre-Trip Inspection

### **Vehicle Inspections: 44 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

### **Drive Test Breakdown: 205 Hours**

- Shifting, Lane Position, Turns
- Railroad Crossings, Speed Management
- Hazard Perception, Braking Techniques
- Boom Truck (Crane)
- Tank Vehicle Operations

(Vacuum Truck Operation)

### **Trailers/ General Skills: 71 Hours**

- Straight Line Backing, Alley Dock
- Parallel Parking
- Measured Stop
- Trailer Tandem Slider
- Fifth Wheel Slider
- Trailer Tandem Slider
- Pumps
- Forklift

**TOTAL PROGRAM HOURS 400**

### **Graduation Requirements:**

**The following  
requirements must be  
met for a student to earn  
400hr Certificate of  
completion.**

**ACADEMIC  
ACHIEVEMENT:  
60% or higher in all  
academic classes**

**FEILD AND SKILLS  
COMPETENCIES:  
field and skills  
competencies must be  
achieved before the start  
of the students last week  
of their course**





# Tractor Trailer Operator Programs

## American Career Training \*2022 CLASS SCHEDULE

### TRACTOR TRAILER OPERATOR ( Oil, Gas, Constru. /Heavy Equip. Training) I

Graduation dates are Approximate after clock hours are complete

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following holidays:

Memorial

New Year's Day

Christmas

Thanksgiving Day

Labor Day

<u>State Date</u>	<u>Graduation Date</u>	<u>Start Date</u>	<u>Graduation Date</u>
01/03/2022	03/11/2022	07/04/2022	09/12/2022
01/10/2022	03/18/2022	07/11/2022	09/19/2022
01/17/2022	03/25/2022	07/18/2022	09/26/2022
01/24/2022	04/01/2022	07/25/2022	10/03/2022
01/31/2022	04/08/2022	08/01/2022	10/10/2022
02/07/2022	04/15/2022	08/08/2022	10/17/2022
02/14/2022	04/22/2022	08/15/2022	10/24/2022
02/21/2022	04/29/2022	08/22/2022	10/31/2022
02/28/2022	05/06/2022	08/29/2022	11/04/2022
03/07/2022	05/13/2022	09/06/2022	11/11/2022
03/14/2022	05/20/2022	09/12/2022	11/18/2022
03/21/2022	05/27/2022	09/19/2022	11/28/2022
03/28/2022	06/06/2022	09/26/2022	12/05/2022
04/04/2022	06/13/2022	10/03/2022	12/02/2022
04/11/2022	06/20/2022	10/10/2022	12/19/2022
04/18/2022	06/27/2022	10/17/2022	12/26/2022
04/25/2022	07/04/2022	10/24/2022	01/02/2023
05/02/2022	07/11/2022	10/31/2022	01/09/2023
05/09/2022	07/15/2022	11/07/2022	01/16/2023
05/16/2022	07/18/2022	11/14/2022	01/20/2023
05/23/2022	07/25/2022	11/21/2022	01/27/2023
05/31/2022	07/29/2022	11/28/2022	02/03/2023
06/06/2022	08/12/2022	12/05/2022	02/10/2023
06/13/2022	08/19/2022	12/12/2022	02/17/2023
06/20/2022	08/26/2022	12/19/2022	02/24/2023
06/27/2022	09/02/2022	12/26/2022	03/03/2023



# Tractor Trailer Operator Programs

## Tractor Trailer Operator ( Oil, Gas, Constru. /Heavy Equip. Training) I

Course Cost:

Tuition	\$ 12,910.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 12,995.00

This includes:

- a. 400 hours of training
- b. Assistance in gathering employment history information
- c. Opportunities to meet with recruiters for your career choice
- d. Individual tutoring if necessary

Additional Cost: are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
Hazmat Endorsement	\$ 86.50
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 13,306.50



# Tractor Trailer Operator Programs

## TRACTOR TRAILER OPERATOR ( Oil, Gas, Constr. /Heavy Equip. Training) II

### Curriculum hours include:

#### Classroom: 120 Hours

- Orientation
- D.O.T. Rules & Regulations
- Logbooks
- Hours of Service
- Hazmat Endorsement
- Written Test (CDL)

(CDL, Crane, Forklift, Digger Derek, Equipment)

- Air Brakes / Pre-Trip Inspection

#### Vehicle Inspections: 58 Hours

- Walk Around Inspection, In-Cab Inspection
- Brake Adjustment
- Safety, Site Safety
- Equipment Set Up

#### Drive Test Breakdown: 300 Hours

- Shifting, Lane Position, Turns
- Railroad Crossings, Speed Management
- Hazard Perception, Braking Techniques
- Boom Truck (Crane, Digger Derek, Bucket Truck
- Tank Vehicle Operations (Vacuum Truck Operation)

#### Trailers/ General Skills: 122 Hours

- Straight Line Backing , Alley Dock, Parallel Parking
- Measured Stop
- Truck Trailer Hook-up Fifth Wheel
- Trailer Tandem Slider
- Fifth Wheel Slider
- Trailer Tandem Slider, Slider Pumps

(Vacuum and Centrifugal)

- Forklift, Backhoe, Excavator

### TOTAL PROGRAM HOURS 600

#### Graduation Requirements:

The following requirements must be met for a student to earn 600hr Certificate of completion.

ACADEMIC ACHIEVEMENT:  
60% or higher in all academic classes

#### FIELD AND SKILLS COMPETENCIES:

field and skills competencies must be achieved before the start of the students last week of their course





# Tractor Trailer Operator Programs

## American Career Training \*2022 CLASS SCHEDULE

### TRACTOR TRAILER OPERATOR ( Oil, Gas, Constru. /Heavy Equip. Training) II

Graduation dates are Approximate after clock hours are complete

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following holidays:

Memorial

New Year's Day

Christmas

Thanksgiving Day

Labor Day

<u>State Date</u>	<u>Graduation Date</u>	<u>Start Date</u>	<u>Graduation Date</u>
01/03/2022	04/15/2022	07/04/2022	10/17/2022
01/10/2022	04/22/2022	07/11/2022	10/24/2022
01/17/2022	04/29/2022	07/18/2022	10/31/2022
01/24/2022	05/06/2022	07/25/2022	11/07/2022
01/31/2022	05/13/2022	08/01/2022	11/14/2022
02/07/2022	05/20/2022	08/08/2022	11/21/2022
02/14/2022	05/27/2022	08/15/2022	11/28/2022
02/21/2022	06/06/2022	08/22/2022	12/06/2022
02/28/2022	06/13/2022	08/29/2022	12/13/2022
03/07/2022	06/20/2022	09/06/2022	12/20/2022
03/14/2022	06/27/2022	09/12/2022	12/26/2022
03/21/2022	07/04/2022	09/19/2022	01/02/2023
03/28/2022	07/11/2022	09/26/2022	01/09/2023
04/04/2022	07/15/2022	10/03/2022	01/16/2023
04/11/2022	07/18/2022	10/10/2022	01/23/2023
04/18/2022	07/25/2022	10/17/2022	01/30/2023
04/25/2022	07/29/2022	10/24/2022	02/06/2023
05/02/2022	08/12/2022	10/31/2022	02/13/2023
05/09/2022	08/19/2022	11/07/2022	02/20/2023
05/16/2022	08/26/2022	11/14/2022	02/27/2023
05/23/2022	09/02/2022	11/21/2022	03/06/2023
05/31/2022	09/13/2022	11/28/2022	03/10/2023
06/06/2022	09/19/2022	12/05/2022	03/17/2023
06/13/2022	09/26/2022	12/12/2022	03/24/2023
06/20/2022	10/03/2022	12/19/2022	03/31/2023
06/27/2022	10/10/2022	12/26/2022	04/07/2023



# Tractor Trailer Operator Programs

## TRACTOR TRAILER OPERATOR ( Oil, Gas, Constru. /Heavy Equip. Training) II

Course Cost:

Tuition	\$ 18,910.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 18,995.00

This includes:

- a. 600 hours of training
- b. Assistance in gathering employment history information
- c. Opportunities to meet with recruiters for your career choice
- d. Individual tutoring if necessary

Additional Cost: are subject to change without notice.

DOT Physical	\$ 80.00
NIDA Drug Screen	\$ 60.00
Class A Permit	\$ 85.00
Hazmat Endorsement	\$ 86.50
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$ 19,306.50



## Tractor Trailer Operator 30+

### Tractor Trailer Operator 30+

Course Cost:

Tuition	\$ 3610.00
Registration	\$ 10.00
Equipment Fees	\$ 75.00
Total Charges for a period of attendance	\$ 3,695.00

Additional Cost: are subject to change without notice.

NIDA Drug Screen	\$ 60.00
STRF Fee	\$ 0.00
Estimated total charges for entire program	\$3,755.00
*If a student does not pass their DMV exam additional training may be required before a second attempt can be scheduled as a new Federal Final rule for " Entry Level Driver Training" requires the Training Provider to certify and maintain an 80% pass rate to remain on the Trainer Provider Registry. Additional training and quantity will be determined on a case-by-case basis according to an individual student abilities. Additional time will be billed at a rate of \$125.00 an hour	





# Tractor Trailer Operator 30+

## Curriculum Hours include:

### Classroom Theory: 10 hours

- D.O.T. Rules and Regulations
- Logbook Hours of Service

### Vehicle Inspection and Skills Test Breakdown: 10 Hours

- Pre-Trip Inspection
- In Cab Inspection
- Walk Around Inspection
- Brake Adjustment
- Alley Dock
- Straight Line Backing

### Behind the Wheel: 10 Hours

- City Driving
- Mountain Driving
- Highway Driving

### TOTAL PROGRAM HOURS 30

#### Graduation Requirements:

The following requirements must be met for a student to earn 30hr Certificate of completion.

ACADEMIC ACHIEVEMENT:  
80% or higher in all academic classes

#### FIELD AND SKILLS COMPETENCIES:

field and skills competencies must be achieved before the start of the students last week of their course

\*If a student does not pass their DMV exam additional training may be required before a second attempt can be scheduled as a new Federal Final rule for "Entry Level Driver Training" requires the Training Provider to certify and maintain an 80% pass rate to remain on the Trainer Provider Registry. Additional training and quantity will be determined on a case-by-case basis according to an individual student abilities. Additional time will be billed at a rate of \$125.00 an hour

# Policies & Procedures

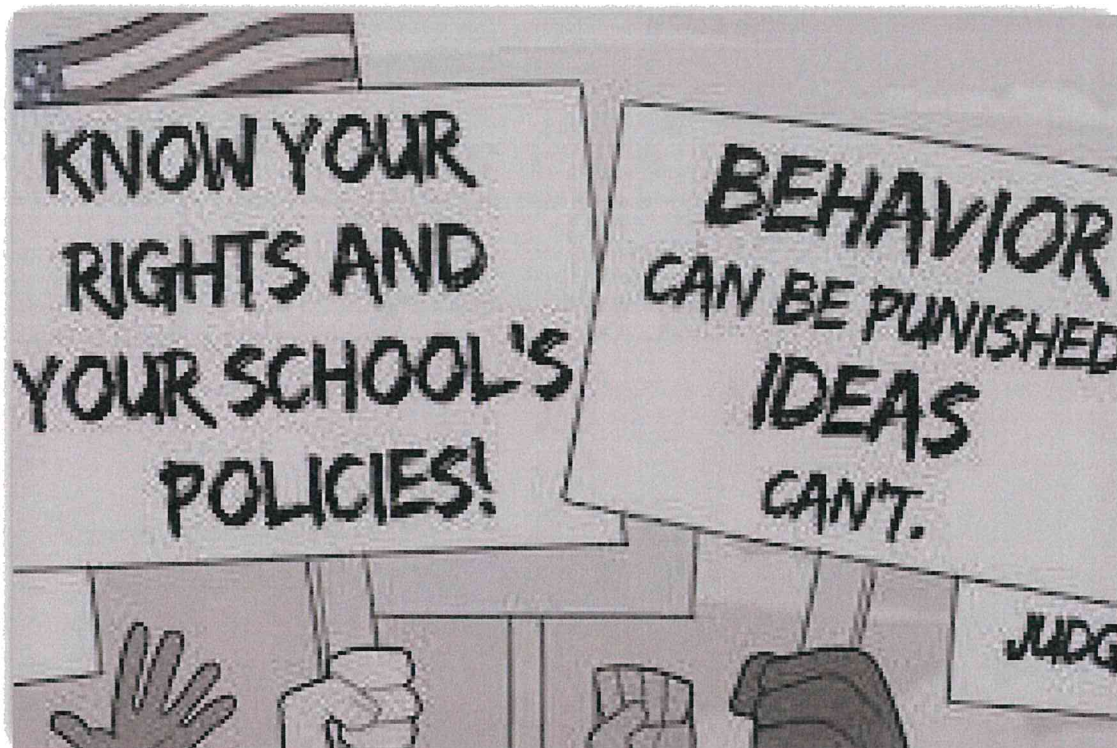






**American Career Training maintains Student Policies & Procedures for the guidance of student services, health, and safety.**

**These Policies and Procedures are reviewed on a yearly basis by the staff of American Career Training.**







## Administrative Plans & Procedures

### Recruitment Plan

#### Recruitment Policy

Our institution uses Television, Radio, Newspaper, and local free publications for Advertising. Catalogs and Brochures are distributed to One-Stop Centers and Vocational Rehabilitation Facilities throughout Northern California. We use web-based advertising companies to drive traffic to our company web page [www.americancareertraining.edu](http://www.americancareertraining.edu)

#### Recruitment Procedure

- Channel 7 news creates and maintains our TV ads
- Charter Media (Cable TV) runs ads on various stations
- Results Radio and Redding Radio contracts run ads on various local radio stations
- Record Searchlight ads are run periodically
- The Nickel and Wheels and Deals are local free publications that we advertise in periodically
- One-Stop Centers and Vocational Rehab Facilities are contacted to see when updated Catalogs and Brochures are needed
- Brand Rep and Unify link are used for web-based advertising

### Pre-Screening Plan

#### Pre-Screening Policy

Students interested in entering training with our institution should apply for

admission for acceptance to begin enrollment and ensure a start date. **NO PERSONS SHALL BE DENIED ADMISSION ON THE BASIS OF RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.** The Chief Administrator must give final approval before an applicant is accepted as a student. We reserve the right to accept, or reject, any applicant. The Assistant Director gives the prospective student an introduction to the Truck Driving Industry.

#### Pre-Screening Procedure

- Pre-Application Questionnaire completed and reviewed
- Work History completed and reviewed
- Driving Records received and reviewed
- Tuition Assistance determined
- Pre-Hire determined
- All Pre-requisites have been met
- Obtain a DMV printout
  - If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the Chief Administrator so that a determination, on an individual basis, can be made concerning the admittance into this training facility.
  - Submit a ten-year verifiable work history
  - Disclose any felony convictions
  - Report any Worker's Compensation claims in the



last three years, and any back or neck problems.

- Possess a California License, and a Class A Learner's permit, or an approved transfer of license application
- Be at least 18 (eighteen) years of age. Minimum age for interstate drivers is 21 (twenty-one).
- Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- Have a High School Diploma/GED or pass an Admissions Ability To Benefit Test
  - All Ability to Benefit tests are administered by a third-party agency using Wonderlic's strict guidelines and tests are graded on a 12-minute deadline for pass/fail grade.
  - Students who were unable to pass the test are counseled regarding their score. It is our policy that they can only take the test a maximum of three times in a week

- Pass DOT Physical

### **Transferability of Credits**

#### **Transferability of Credits Policy**

This institution has not/nor will enter into an articulation or transfer agreement with any other college or university. There are no transferable credits earned by completing this course nor are any credits acceptable towards education time when entering this course.

The transferability of credits you earn at our institution is at the discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in one of our Tractor Trailer Operator Programs 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 our institution to determine if your certificate will transfer.

#### **Transferability of Credits Procedure**

- This policy is stated in our Course Catalog
- This policy is stated in our Enrollment Agreement which must be signed by the student



- This policy is reviewed with the student during the Enrollment process

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION\***

The transferability of credits you earn at American Career Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Tractor- Trailer Operator Program or the Electrical Lineman 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 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 American Career Training to determine if your certificate will transfer.

### **Enrollment Plan**

#### **Enrollment Policy**

Students have read/reviewed and signed their enrollment agreement, fully understand it, have received a signed and executed copy of it and the School's catalog with course descriptions, refund policies, student services, placement assistance, equipment, supplies; and the Notice of

Student Rights; and Graduation and Placement rates.

#### **Enrollment Procedure**

- Contract written, reviewed, and signed
- Enrollment sheet updated
- Student File Created
  - School Record Packet initiated
  - Student Packet created

### **New Student Orientation**

#### **Pre-Trip Inspection and Introduction**

1. Students are incorporated into the daily morning Pre-Trip Inspection.
2. They are first introduced to all of the instructors as well as students who have been enrolled in prior weeks.
3. The Pre-Trip Inspection performed by one of the instructors is their introduction to the Tractor Trailer Equipment that they will be trained on.

#### **Classroom New Student Orientation**

1. New Students are then taken to the classroom to complete their general paperwork
2. The below list of documents are reviewed in detail, signed, and turned in to the Office Manager.
  - a) Enrollment Agreement and Installment Contract
  - b) Application for Placement Assistance
  - c) Consent to Share Records





- d) Education Background Certification Form
- e) Notice of Cancellation
- f) Notice of Compliance
- g) Notice of Student Rights
- h) OTR Commitment
- i) Refund Calculations
- j) Refund Notice
- k) Relatives
- l) Rules and Regulations
- m) Student Policies & Procedures
- n) Performance Fact Sheet

### **Classroom Training Presentation**

- Health & Safety and Fire Prevention Video
- DOT Rules and Regulations/ Quiz
- Pre-Trip, Air Brake Quiz
- Logbook Briefing
- Pre-Trip Requirements Explained

### **Skills Presentation**

- Straight Line backing test requirement is explained.
- Measured Stop requirement is reviewed.
- Measured Right Hand Turn is explained.
- Off-Set Left Backing is described.
- Parallel Parking requirements are explained.

### **Driving Presentation**

- Shifting Procedures are explained.
- Lane Positioning is described.
- Turning radius importance.

### **Scheduling Plan**

#### **Scheduling Policy**

It is our policy to schedule the OMV Test appointments for all students. The school maintains a rotating schedule of recruiter presentations from various trucking companies. Student attendance records are maintained.

#### **Scheduling Procedures**

- DMV Appointments made
- Scheduling of student related appointments
- Scheduling of recruiter presentations
- Attendance records maintained

### **Progress Monitoring Plan**

#### **Progress Monitoring Policy**

Our Assistant Director is responsible for ensuring this plan is followed. Student complaints are handled based on the Student Complaint Policy in our catalog, which is reviewed and given to the student upon enrollment. The Assistant Director provide counseling. It is the policy of our institution to ensure that all students have access to tutoring and counseling as needed in order to successfully complete their course.

#### **Progress Monitoring Procedures**

- Student counseling scheduled when necessary



- Student Counseling Form completed based on the area that the student needs to be counseled on:
  - Grades
  - Absences
  - Tardiness
  - Cleanliness
  - Professionally dressed
  - Student interaction issues
  - Non-Payment
  - Financial difficulties
- Tutoring scheduled when necessary
- Student Complaint Handling process is followed

### **Student Complaint Plan**

#### **Student Complaint Policy**

It is our institutions goal to provide a fun, positive and safe learning environment. If a student has a complaint that needs to be addressed, we advise them to discuss it with their instructor first. When an issue is unable to be resolved by the instructor or Lead Instructor it is brought to the Assistant Director for resolution. When no resolution is found by the Assistant Director the responsibility for resolving the student complaint lies with the Chief Administrator

#### **Student Complaint Procedures**

- **Student Complaint to an Instructor:**  
The Instructor attempts to resolve the complaint with the student

Students may post any grievance by submitting their complaint in writing to the Chief Administrator. Each complaint shall be reviewed and evaluated on an individual basis. If the complaint cannot be resolved to the student's satisfaction, they have the option of contacting the Bureau for Private Postsecondary Education or the Council on Occupational Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at

[www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with their national accreditation agency at:

Council on Occupational  
Education  
7840 Roswell Road, Suite 325  
Atlanta, GA 30350  
Phone: (800) 917-2081 / Fax:  
(770) 396-3790  
[www.Council.org](http://www.Council.org)

first. If the complaint cannot be resolved the Instructor must explain the complaint to the Lead Instructor. The Lead Instructor attempts



to resolve the situation either by separation or communication between both the student and instructor. If the issue cannot be resolved, the Lead Instructor takes the complaint to the Assistant Director. All safety sensitive issues must be documented prior to being brought to the Chief Administrator's attention.

- **Student Complaint unresolved by the Lead Instructor:**  
The Lead Instructor must explain the complaint to Assistant Director. The Assistant Director attempts to resolve the situation either by separation or communication with the student or student sponsor. If the issue cannot be resolved, the Assistant Director takes the complaint to the Chief Administrator
- **Student Complaint unresolved by the Assistant Director:**  
Any complaint that the Assistant Director is unable to resolve is brought to the Chief Administrator for resolution. All safety sensitive issues must be documented prior to being brought to the Chief administrator's attention.
- **Student Complaints brought to the Chief Administrator:**  
The Chief Administrator is responsible for resolution of all issues. All student safety related

issues are documented and filed in the student file.

- A Complaints and Grievances file is maintained in the main office for review and accuracy.

### Student Refund Plan

#### **Student Refund Policy**

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the Seventh day after the first class you attended. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. 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 to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day





period, School may retain that portion of payment paid by you and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain

equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. When the amount that you owe is more than the amount that you paid then you will have to make arrangements to pay it.

If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

**HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays

\$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.



\$2,225.00 Total Paid	-	\$75.00 registration fee (the amount the school will retain)	=	\$2,150.00
\$2,150.00 Total Paid	-	\$150 (documented cost of unreturned equipment )	=	\$2,000.00
\$2,000.00	/	400-hour program	=	\$5.00 hourly charge for the program
\$5.00	X	100 hours on instruction attended	=	\$500 owed by the student for instruction received
\$2,000.00	-	\$500.00	=	\$1,500.00 total refund amount

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 School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or 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. If there is a balance due, you will be responsible to pay that amount.

When tuition or fees are collected in advance for a student and the student never starts school, all funds collected are refunded to the student.

### Student Refund Procedures

- The Assistant Director receives a Notice of Cancellation from a student OR it is determined that the student will no longer be attending school
- The Chief administrator is notified and refunds the appropriate amount owed to the student
- Notice of Cancellation is filed in the students file
- The students file is flagged that this person has withdrawn
- STRF spreadsheet is updated showing that this student has withdrawn from the course



## **Transferring Between Programs Plan**

### **Transferring Between Programs Policy**

It is our policy if any student cannot complete the program within the program time they signed up for (i.e., 160) and need further training they are transferred to a longer program (i.e., 240 or 320) and are trained until they have the skills necessary to become an entry level driver.

On occasion a student enrolled in a longer course has the ability to complete the shorter course and desires to transfer down. We allow this to occur with counseling of the student by our Assistant Director and in agreement with the Lead Instructor.

### **Transferring Between Programs Procedures**

- During Progress Monitoring if the Assistant Director finds that the student needs additional training, he discusses the transfer to a longer course.
- If the student is sponsored by a funding agency their counselor is contacted about transferring to a longer program to see if additional funds are available.
- A new contract has to be written and signed
- The STRF tracking spreadsheet is updated for the new program

- The Student Sign-Up sheet is updated
- New DMV Drive test is scheduled

## **Graduation Process Plan**

### **Graduation Process Policy**

All Certificates and Final Transcript hard copies are maintained for 5 years. Electronic student file records are maintained on a permanent basis on and off campus in a fireproof safe. These documents are also given to the student upon completion of the course during the Graduation Packet presentation. A Graduation Exit interview ensures that all student evaluation forms have been completed and any further comment that the student has is recorded.

### **Graduation Process Procedures**

- Student File reviewed for completion
- Contact information is updated.
- Create Certificates
- Print Final Transcript
- Put Graduation Packet together
- Copy and file the new license
- Ensure the student has had the opportunity to complete all of the evaluation forms for each aspect of the program and staff involvement
- Document any additional student comments made during the exit interview





- Scan student file for electronic preservation
- Update STRF spreadsheet with Completion and Licensure data

### **Placement Plan**

#### **Placement Policy**

The Office Manager is responsible for all placement activities. It is the policy of our institution to contact and schedule the orientation with the student's company of choice. In addition, we offer Job Placement assistance to any graduate.

#### **Placement Procedures**

- Recruiter contact made with the company of choice in the week prior to graduation
- Schedule orientation with company of choice
- Arrange for transportation to orientation if necessary
- Orientation Follow-Up calls made to ensure orientation was completed
- Date Placed, Placement Employer and Salary Data is recorded in our STRF spreadsheet which is used for annual reporting purposes
- Future job placement assistance when necessary

### **Follow-Up Plan**

#### **Follow-Up Policy**

It is the responsibility of the student to provide ACT with a copy of their

paystub as proof of employment. Students can send this proof via Email, Fax, Text, US mail, or in person. Employers and recruiters are contacted to get up to date feedback as well as salary data. Follow-up feedback is recorded for each graduate and used for annual reporting of our school's performance. Annual reporting is reviewed by our staff, perspective students and BPPE to insure the effectiveness of our programs. Ensure that we meet COE benchmarks for annual reporting.

#### **Follow-Up Procedures**

- Graduates Send Proofs (Paystubs) via Email, Fax, Text, US Mail, or in person.
- This data: Date of employment, Placement Employer and Salary Data is updated in our STRF spreadsheet which is used for annual reporting purposes
- The Student File is updated with the employer data and salary data.
- Placement is reviewed quarterly. In the event a graduate is found to be not in compliance, every attempt will be made to reach that graduate based of the placement contact sheet in the students file. Placement contact sheets are updated just prior to graduation
- Student Evaluation Feedback



- Student Evaluation are gathered during each aspect of training
  - These are kept in a Student Evaluation file in the main office
  - The Assistant Director presents the student evaluation results to staff to improve on training strategy.
- Potential Employer Feedback
  - Annually potential employers must review our curriculum for effectiveness
  - This is recorded on the Employer Program Verification Forms, which are downloaded directly from the COE website at the time of evaluation.
  - These are filed in the COE file cabinet
- Faculty Feedback
  - Instructors attend Recruiter presentations in order to get feedback from each company.
  - Results are shared with faculty.
  - Outcomes are implemented when possible
- Annual Faculty meeting to share current Performance Fact Sheets

## **Student Record Management Plan**

### **Student Record Maintenance**

Our Student File has 3 parts, School Record Packet, Student Packet and Progress Report and Grade Packet. These packets are maintained as follows:

#### **School Record Packet:**

- Initial file is created by the Office Manager when orientation is completed.
- This folder is populated with the information on the School Record Packet checklist during the course of the students program.
- This packet is also updated with Placement information.

#### **Student Packet:**

- Created by the Office manager when student enrollment documents are signed after their orientation was completed.
- This folder's contents should be complete by the time the student's orientation has finished.
- The Student Packet checklist is reviewed for completion.

**Progress Report and Grade Packet:**

- The Lead Instructor maintains a Progress Report and Grade packet for each student as they work through the classroom activities.
- The Driving/Skills Instructor assigned to the student maintains daily grade sheets and attendance records.
- Upon completion of the course and passing of their DMV drive test the instructor-maintained grade sheets and attendance records are placed into the student file.

**Security of Student Records:**

Current Student Files are maintained in a fireproof filing cabinet in the main office for a period of the current year and one year prior. The Assistant Director Office Manager and Chief Administrator are the only staff members that have access to the student files. These files are maintained for a minimum of five years. They are disposed of by a professional document shredding company.

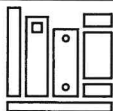
Electronic copies of student files are kept permanently on a USB drive in a locked fireproof box, on our main Computer, as well as on the cloud.

**Student File Access:**

When a student needs access to their file they must make an appointment with the Office Manager. The Office Manager pulls their file for the student to access whatever document they want to review with the supervision of the Assistant Director. If the student needs to take any of the information in the file with them, then the Office Manager makes a copy.

The student signs the Consent to Share Records form so that his file can be shared with the selected entities designated by the student.





## Academic Policies

**Absences \*** are a disruption of a good learning environment and are discouraged.

**American Career Training** operated on a weekly schedule and each day is scheduled to provide the optimum training opportunity. Daily attendance not only ensures quality training but also assists in providing potential employers with a record of our students' dedication to the training. Students are required to call the school if they are going to be absent. Attendance is required and students are expected to attend all scheduled class times. Students must arrange with the instructor for makeup work and time for classes missed. However, absences will remain on the student record.

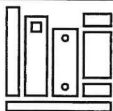
If student has 3 absents, he will have to meet with the Assistant Director for program review. If student has incurred 5 absents student will be reviewed for termination. If student has a hardship beyond their control examples (physical impairment, illness, or family tragedy.) the student can request a hardship withdrawal in writing, submitted to the Chief Administrator. If approved student may re-enroll within 90 days.

**TARDINESS POLICY \*** Students are expected to attend all scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students are required to call if they expect to be late for their scheduled classes, as it would be necessary to inform an employer.

- Students who are 15 minutes late or less will be recorded as tardy & sent to the office for a late slip
- Students who are 15 minutes late or more will be marked absent
- 3 Tardies will be recorded as one absent
- Students who leave 15 minutes early or more, will be marked as tardy for the

### **TERMINATION\***

- Any student who violates our Policies and Procedures
- Stealing or purposely destroying property that belongs to ACT
- Stealing or purposely destroying property that belongs other students or employees of ACT
- Use or possession of ANY drugs or alcohol while on ACT campus
- Use of tobacco products including; vape, cigarettes, and or chewing while in an academic setting. There is a designated smoking area where these actions can take place
- Any behavior that may, interrupt class being taught, behavior on or off ACT that negatively affect ACT.
- Any discrimination, disrespect or inappropriateness towards any ACT employee or student.
- Lack of personal hygiene
- Poor grade or lack of attendance.
- Any Vulgar language directed towards an ACT employee or student



## Academic Policies

**LEAVE OF ABSENCE POLICY \*** There might be, due to physical or personal problems, a need to interrupt a student's training program. This is allowed with authorization from the student's vocational rehabilitation counselor and the **American Career Training** Chief Administrator. The student must reschedule his/her return, in writing, to insure the availability of space and equipment. The **American Career Training** Chief Administrator has the final decision on the rescheduling of training.

**DRESS CODE AND CONDUCT\*** Casual dress is acceptable. Students are expected to dress appropriately for the trade and meet industry (employer) standards for grooming.

**American Career Training** students are expected to have regular attendance, be punctual, to complete assignments, participate in the classroom, and be

respectful of fellow students completing skills exercises or over the road driving.

Students are expected to conduct themselves in a professional manner as will be required when they are employed. A student may be dismissed from school for disrespectful behavior, or for creating a safety hazard to other students, administrators, or staff

**SUBSTANCE ABUSE \*** **American Career Training** will not tolerate the use of alcohol or drugs on the premises. If an employee is under the influence of either substance while on the school premises, he/she is subject to immediate dismissal. If a student comes to school under the influence of either substance, he/she will be asked to leave. If another agency is involved, that agency will be notified. Substance abuse among students will be dealt with in a proper and legal manner.



## Academic Policies

**GRADING\*** Evaluation for a letter grade will be made through the **American Career Training** students' achievement in relation to the obtainment of specific objectives of the training course. The student grades are recorded in a permanent file with copies provided to agencies as agreed with a 'consent to share' release on file.

LETTER GRADE	PERCENTAGE %	ACADEMNIC ACHIEVEMENT
A	100-90	Excellent
B	89-80	Highly Satisfactory
C	79-70	Satisfactory
D	69-60	Minimal Achievement
F	59-0	Below Standard
"I"	Incomplete	Only granted after consultation with the Chief Administrator

**ACADEMIC ACHIEVEMENT\*** Skills development is graded daily and a letter grade from 'A' to 'D' is assigned to each student's performance. This determination is a combination of industry standards and comparative student performance. All students must attend all classes complete all assignments and exams with a (60%) or greater. Any grade lower than (60%) in any area will result in student counseling and tutoring until a passing grade has been achieved. Student transcripts are electronically filed and maintained on a permanent basis. **American Career Training** requires students to maintain satisfactory progress to continue as a student in good standing. All assignments such as; pre-trip

worksheets, daily logs, and driving skills will be assessed daily. Any students not achieving a satisfactory level will be scheduled for individual tutoring.

**CERTIFICATE OF COMPLETION\*** A "Certification of Completion" will be awarded each student upon the satisfactory completion of the program requirements and the recommendations of the faculty that the student is sufficiently knowledgeable for entry-level employment.

The student will obtain a CDL license upon successful completion of the DMV license exam at the completion of training.

*Licensure requirements for CA DMV: Complete CDL exam, and skills testing at DMV. Provide current Driver's license and Social Security, provide 4 proofs of citizenship birth certificate/passport, 2 proofs of residency, rental/lease agreement, mortgage bill, utility bill, employment document, tax return.(for other acceptable documents please contact DMV at [dmv.ca.gov](http://dmv.ca.gov) or 1-800- 777-0133.*





## Student Services; Continued

### Health & Safety Plan and Procedure

**Medical Emergencies:** For all medical emergencies dial 911

**Health & Safety Policy:** It is the policy of American Career Training to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to students, visitors, faculty, or employees.

**Sickness Policy:** In case a student or employee becomes sick or ill at our institution we refer them to a doctor or a medical clinic.

### Accident Policy and Procedure:

**Facility Related:** All injuries are immediately reported to their current instructor. The instructor determines the seriousness of the injury. When the accident is major or life threatening the instructor will call 911 immediately. When minor medical assistance is needed, they are referred to a doctor or taken to a medical facility. For minor cuts and bruises first aid kits are available.

**Driving Related:** All injuries are immediately reported to their current instructor. The instructor determines the seriousness of the injury or accident. When the accident is major or life threatening the instructor will call 911 immediately and secure the scene. The scene is secured in order to prevent other accidents from occurring. Three reflective triangles are used to block off the accident

area. The instructor contacts the Assistant Director to report the accident. For minor cuts and bruises first-aid kits are available in the vehicle.

**Accident Reporting and Investigation:** An Accident Report form is completed and given to the Assistant Director or Chief Administrator. The report form will describe the nature and details of the accident. The Chief Administrator and Assistant Director review the report and investigate how and why this accident happened. If steps could have been taken to prevent it, they will be implemented.

**First Aid Equipment:** There is a first aid kit in the main office, classroom, instructor office and one in each tractor that is used for instructional purposes. These first aid kits are inspected every 90 days.

**Fire Extinguisher:** There is a fire extinguisher located in the main office, two located in the shop area and one located in each tractor. Fire extinguishers are serviced annually by Safety Fire Protection Company and inspected by the Fire Marshal.

**Emergency Evacuation plan:** In case of emergency know the facility, layout and proceed to the nearest exit. Exit the building in a safe manner. In case of flood exit the building and head north (back of the building) and proceed up the hill.

**Personal Protective/Safety Equipment:** If deemed necessary hard hats and safety



## Student Services; Continued

glasses may be required to do a function if so, they will be provided by the institution.

**Safety meeting:** Weekly tailboard style meetings are arranged to discuss safety issues as well as student outcomes. Safety sensitive concerns are reported to the Chief Administrator for resolution.

**Hazard Assessment and reduction:** To maintain a safe workplace faculty and staff are required to inspect work areas and identify any unsafe conditions. If unsafe conditions exist corrective action must be taken immediately. Notify the Assistant Director and document the unsafe condition so it will not occur again. All work areas are to be kept clean.

**General Rules:** Appropriate clothes and shoes must be worn when adjusting brakes, working on vehicles or any safety sensitive function(s).

**Reporting and Resolving Safety Issues:** Employees and students are encouraged to report safety concerns to the Assistant Director. If the Assistant Director is not available or cannot resolve the issue contact the Chief Administrator.



# Notice of Student's Rights

## NOTICE OF STUDENT'S RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the seventh day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the 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 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 your 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 through the Student Tuition Recovery Fund from the Bureau for Private Postsecondary Education.  
The Bureau for Private Postsecondary Education  
PO Box 980818, W. Sacramento, CA 95798-0818  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone (888-370-7589) FAX (916)263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)
4. REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS For information or resolution of specific payment problems, the veteran should call the VA nationwide toll-free number at 1-800-827-1000.
5. Students may post any grievance by submitting their complaint in writing to the Chief Administrator. Each complaint shall be reviewed and evaluated on an individual basis. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling [888] 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov) OR
7. Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, [www.Council.org](http://www.Council.org)
8. **American Career Training** shall maintain student records for each student, whether or not the student completes the education service, for a period ending not less than five years after the date of the student's graduation, withdrawal, or termination.



# Student Tuition Recovery Fund (STRF)

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." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "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 California Code of Regulations Division 7.5. Private Postsecondary Education may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or 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."



### **Sexual Harassment**

**American Career Training** must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employees and students will be free of harassment on the basis of race, color, religious affiliation, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age.

Harassment on the campus is illegal no matter what its form. Innocently intended remarks or uninvited touching can be seen as harassment. If this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action.

Harassment includes, among other things, verbal, physical, sexual, or visual harassment. Sexual harassment includes conditioning, a promotion, or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment.

Dismissal of both student and staff can result if allegations of harassment are proven to be true.

### **Accessibility to Handicapped Individuals**

**American Career Training** encourages all individuals to visit the school to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and/or physical requirements of the Department of Transportation for Class A driver.

### **Language Policy**

Only professional language can be used. No vulgar or suggestive language will be tolerated.

### **Pet Policy**

No animal of any kind is permitted on the campus or in any vehicle owned by American Career Training, LLC.



# Training Equipment

## Digger Derrick



Altec Double Bucket, Bucket Truck AM-A55





## Training Equipment

Late Model 6-speed with a 24' flatbed trailer



13 Speed crane

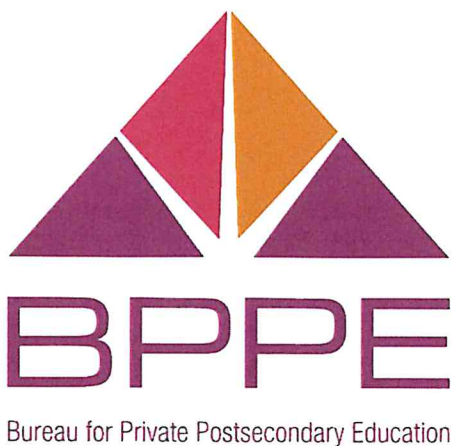


American Career Training is Nationally Accredited By:



The Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325  
Atlanta, GA. 30350 \*800-971-2081

American Career Training is Licensed By:



The Bureau for Private Postsecondary Education  
P.O. Box 980818 West Sacramento, CA.  
95798-0818 \*800-370-7589