

# NORTHWEST LINEMAN COLLEGE ELECTRICAL LINeworker PROGRAM



2023 CATALOG



LINEMAN.EDU

# ELECTRICAL LINEWORKER PROGRAM



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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (CA campus).

The content, costs, and policies stated in this catalog (2023 Volume 2) are valid from its publication date of November 30, 2022, until its end date of December 31, 2023, or until an updated version is published, whichever comes first.

Visit [lineman.edu](http://lineman.edu) for the most current catalog version.

# FOUNDER'S MESSAGE



## NLC MISSION

To improve lives, the industries we serve, and the country, Northwest Lineman College will be a dynamic, visionary, and leading international educational institution providing the benchmark standard of human performance, training, and products for the trades that exceed the expectations of customers.

## NLC CORE VALUES

**PASSION:** Love what you do with persistence, motivation, and the attitude to succeed.

**INTEGRITY:** Do the right thing—even when no one is watching—so trust, honor, and dependability are your hallmarks.

**EXCELLENCE:** Innovate always, leveraging originality and teamwork, so your legacy of positive contribution to the industry is guaranteed.

**Congratulations on considering a career in power delivery—an industry that offers many rewards and challenges with excellent pay, benefits, and security. NLC provides the quality education needed to prepare you for success.**

Everyone needs electricity, and it's the highly respected tradespeople who keep this service running in all weather conditions, at all hours. In my opinion, this is one of the greatest trades of all, made up of great people. A career in power delivery should be strongly considered by those who enjoy challenges, adventure, problem-solving, and camaraderie. This trade is an ideal choice for people who like working with their hands and want variety and physical activity in their work. It also provides many opportunities for advancement into leadership and management roles.

Many of my NLC colleagues and I have worked as tradespeople for leading utility and construction companies through the nation; in fact, I graduated from a program quite similar to NLC's Electrical Lineworker Program. It is this firsthand experience as seasoned tradespeople—and now as professional technical educators—that allows us to know precisely the knowledge, skills, and behavior required for you to be a top candidate with companies across the country.

This catalog has a wealth of information to help you explore a career possibility in power delivery. Planning and preparation are key, so please read this document thoroughly, ask questions, and visit our campuses to meet with our remarkable training specialists and staff. We want to make sure this trade and our training program are a good fit for you and your career goals.

Thank you for considering us for this very important training. NLC has created a positive learning environment, and I assure you that our commitment to providing a quality education remains unwavering.

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



Sincerely,

A handwritten signature in black ink, which appears to read "Aaron Howell". The signature is fluid and cursive, written over a white background.

Aaron Howell  
Founder

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

# ELECTRICAL LINEWORKER PROGRAM



A 15-WEEK PRE-APPRENTICESHIP PROGRAM THAT PROVIDES INDIVIDUALS WITH THE KNOWLEDGE, SKILL, AND BEHAVIOR TO HAVE A SAFE AND REWARDING CAREER IN THE POWER DELIVERY INDUSTRY.

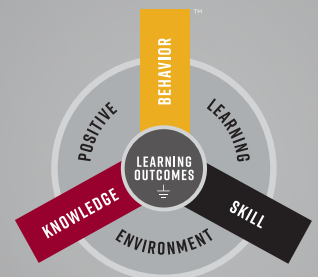
## PROGRAM BENEFITS

### Companies that hire Northwest Linemen College graduates

- Receive employees who are safe, certified, professional, and immediately productive on a crew
- Improve apprenticeship retention rates and reduce turnover.
- Save money and resources by investing in employees who are prepared to enter an apprenticeship and the industry.

### Educational Excellence

- NLC's Department of Education ensures curriculum and training is current and is delivered through a positive learning environment in the classroom, lab, and field.
- Using NLC's Three-phase Educational Model™ as the basis for all training and education ensures graduates have the knowledge, skill, and behavior needed to thrive in the industry.



The Electrical Lineworker Program is a 15-week pre-apprenticeship program created for individuals who are interested in gaining experience to successfully enter the power delivery industry. Upon graduation, graduates are:

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

## PROGRAM OVERVIEW

Instruction and training in the Electrical Lineworker Program include:

COURSES	COMPETENCIES	CERTIFICATIONS
Orientation Electrical Grid Rigging Working on Lines and Equipment Transformers Smart Grid and Electrical Devices Introduction to The Capacity Model® OSHA 10-Hour ET&D Career Planning and Strategies Essentials for Success Behavior Assessment	Climbing Equipment Distribution Transmission Groundman Underground Overlapping Transformer Live-Line Equipment and Maintenance Overhead Secondary Material Identification General Line Construction Chainsaw Safety and Maintenance	Climbing First Aid CPR Pole Top Rescue Enclosed-Space Rescue Aerial-Lift Rescue Digger Derrick Chainsaw Safety and Maintenance OSHA 10-Hour ET&D
		OPTIONAL COURSES
		Crane Operator Certification Applied Mathematics Class A Commercial Driver's License

## PROGRAM HIGHLIGHTS



**15 WEEK PROGRAM** PREPARES GRADUATES TO ENTER THE POWER DELIVERY INDUSTRY



**INCREASED EARNING POTENTIAL**  
AN \$86,000 AVERAGE INDUSTRY WAGE\*



**4 CAMPUSES**  
ACROSS THE UNITED STATES



**CAN PROVIDE ADVANCED STANDING**  
IN APPRENTICESHIP PROGRAMS



**JOURNEYMAN LINEMAN INSTRUCTORS** WHO ARE ALSO CERTIFIED PROFESSIONAL TECHNICAL EDUCATORS



**76% GRADUATION**  
TO EMPLOYMENT RATE\*\*

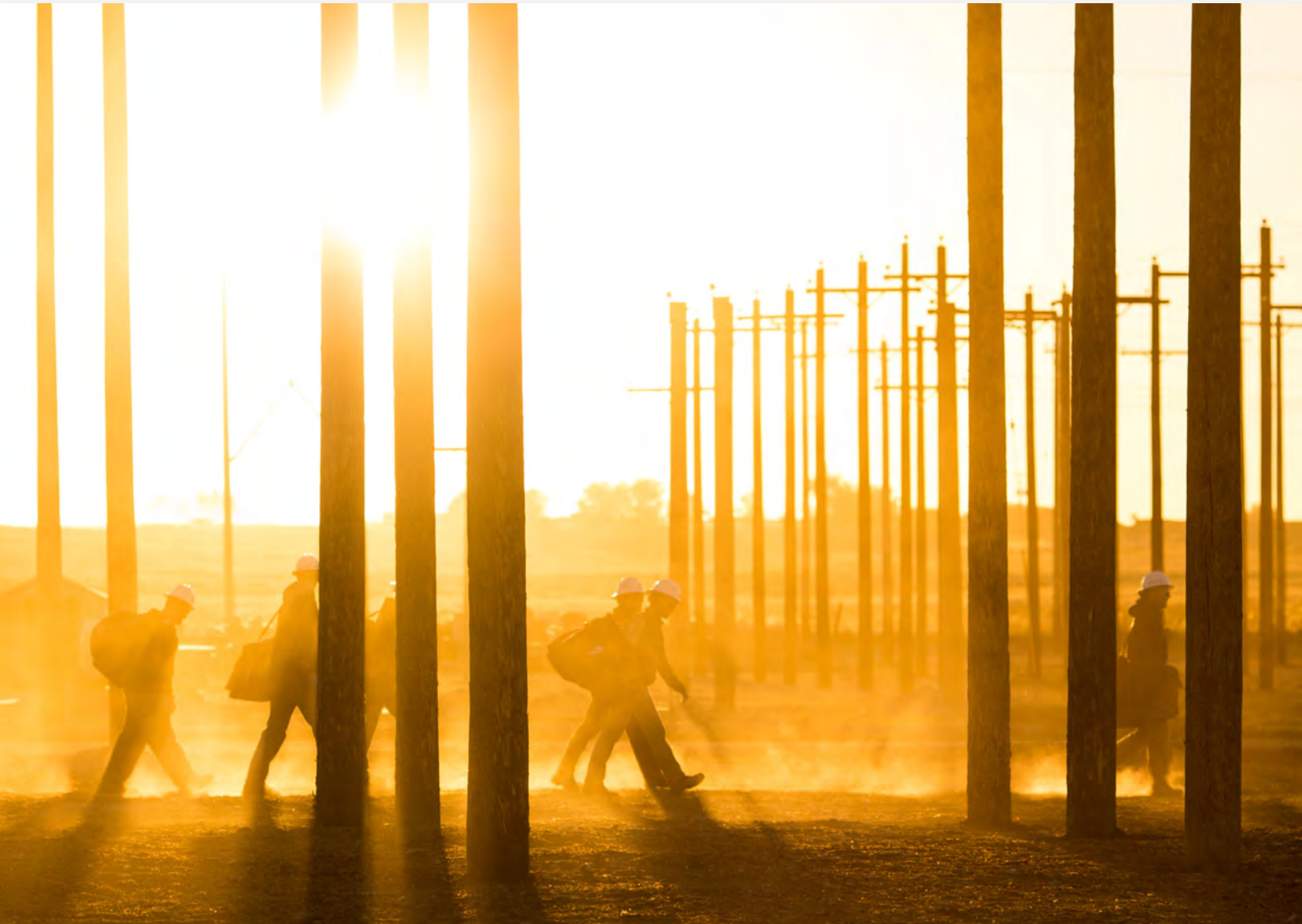


**GRADUATES** POSSESS INDUSTRY RECOGNIZED CERTIFICATIONS THAT COMPANIES VALUE IN TOP-TIER CANDIDATES

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

\*\*<https://lineman.edu/stats/>

# ABOUT NLC



**NLC is an educational institution that trains workers for successful careers in the electric, telecom, and natural gas industries.**

NLC offers an entry-level career program for electrical and telecommunications linework.

We also provide apprentice and journey-level training for the electric utility industry. Hundreds of power and construction companies throughout the United States (as shown on the map on the following page), and even internationally, use these programs. NLC has designed and built training centers in

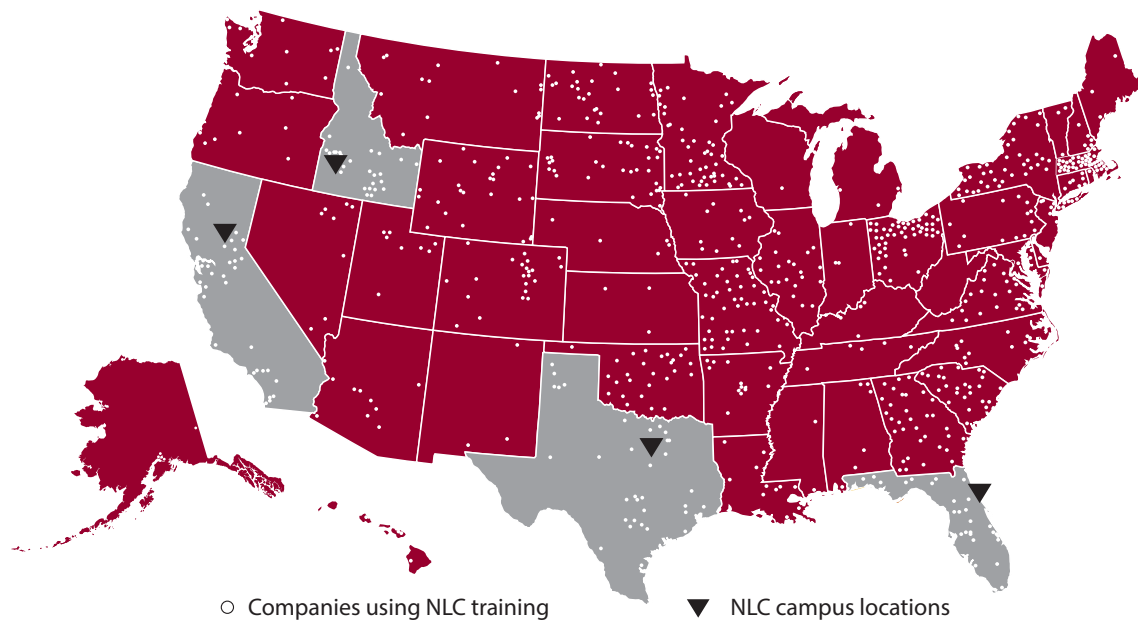
Kabul, Afghanistan, and Tanzania, Africa. (For Africa, curriculum was developed in English and Swahili—a meaningful project that helped Tanzanians realize rural electrification.)

Major industry manufacturers, in their never-ending quest to improve safety and reliability, look to NLC for training and product advice as well. In fact, these relationships led to NLC's development of the OX Block®—a remarkable invention by

1996 ELP graduate and NLC Idaho Campus President Mark Groves.

NLC's positive influence in the industries we serve is the result of continual focus on improvement. The NLC approach has always been to do what is best for its students. In the words of founder Aaron Howell, "The decisions we make influence our trainees and the industries, and must always be positive."





## HIGHLIGHTS

### LINEMAN LEADERSHIP

Several high-level leaders, including NLC Founder Aaron Howell, are linemen who have earned degrees and special certifications in education, engineering, and business.

### LINEMAN HALL OF FAME INDUCTEES

Founder Aaron Howell, Senior VP of Research & Development Alan Drew (retired), Training Advisor Jeff Morris (retired), VP of Campus Operations Bill Bosch (retired), NLC Idaho Campus President Mark Groves, and Training Specialist Bob Smith (retired) are all inductees in the International Lineman Hall of Fame.

### THREE-PHASE EDUCATIONAL MODEL

NLC developed its own special method of instruction called the Three-Phase Educational Model™, which focuses on the three domains of learning while providing a quality education in a positive learning environment.

### MAJOR TRAINING INITIATIVES

NLC is regularly called upon by utility and construction companies and governments to assist with major training initiatives. At the forefront are NLC training specialists, who travel the world and bring their experiences back to share with NLC students.

### CURRICULUM DEVELOPMENT

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

### THE “MAROONS”

NLC training specialists wear special maroon shirts that only they can wear—they are not available for sale. Often referred to as “The Spine of the Company,” these experienced tradesmen are trained in sound teaching and training methodologies.

### THE AMERICAN LINEMAN

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

### SPANNING THE STRAIT

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

### OX BLOCK

NLC graduate and NLC Idaho Campus President Mark Groves invented the OX Block®, revolutionizing rigging in the power industry. It is manufactured via license by Buckingham Manufacturing. Videos featuring the OX Block can be found on YouTube.

# HISTORY

The history of NLC dates back to 1991, when two of its founders—Gerald McKie and Aaron Howell (both Boise State University linework trainers at the time)—realized that a more modern program needed to be developed.

The two decided the best course of action would be to establish a private college dedicated to providing the finest educational offerings ever known in the industry. To help realize this endeavor, Howell approached fellow lineman Shane Porter, NLC's third founder.

McKie brought extensive trade and training experience to the table; Howell and Porter also had considerable experience, in addition to degrees in business and engineering, respectively. The three went to work designing what would become the Electrical Lineworker Program (ELP)—a modernized, student-focused approach to linework training. Studying the needs of power companies across the United States, they developed an innovative curriculum designed to graduate the most competitive candidates in the country. After two years of research and development, NLC was founded in April 1993, opening its doors to the first ELP class in August that same year.

The new approach was well received, drawing considerable attention from the industry's best and brightest. In 1998, Alan Drew—a lineman, engineer, and one of the industry's foremost experts on linework operations and history—joined ranks. Drew contributed immediately, formalizing overall operations of the college, which led to national accreditation in 2000.

NLC's pioneering spirit proved to be a catalyst for growth in other areas. In 1998, more groundbreaking curriculum was produced that took complex topics and explained them using simple-to-understand language and well-illustrated imagery—luxuries the industry had been starved for. That effort would become the foundation for the Power Delivery Programs, NLC's distance-learning subsidiary. Hundreds of power companies enrolled thousands of employees in the programs, only to request even more training. Before long, NLC was delivering on-site training to thousands more lineworkers and other professionals across the country—even around the world. These efforts were led by alumnus Michael Hennessey.

NLC's commitment to continual improvement of the industry was punctuated in 2011 by the hiring of alumnus Mark Groves, with the intent of manufacturing better, safer tools for the industry. Groves and Howell developed a snatch block with friction capabilities—

the highly successful OX Block®—and revolutionized rigging safety with a single product. NLC continues its innovation with a wide range of other safety and training products that will improve the industry well into the future.





Founding members Shane Porter (far left), Gerald McKie (second from right), and Aaron Howell (far right) with NLC's first ELP class.



Original NLC hard hat from 1993.

## AUGUST 4, 1993

### Northwest Lineman College's first official day delivering instruction.

Twenty-two students from five states converged for training from the Electrical Lineworker Program's three founders. Students and instructors were launching completely new careers on the exact same day.

# FACILITIES

## CAMPUS DETAILS

NLC campuses are located in four beautiful, vibrant communities that provide a wide range of recreational and cultural activities.

Students come from all over the country to attend NLC programs at one of these campuses. NLC class sessions are held at the addresses listed below for the respective campus a student enrolls in.

All campuses have the following:

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

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

**TAKE A VIRTUAL TOUR AT [LINEMAN.EDU](http://LINEMAN.EDU)**

## IDAHO CAMPUS

7600 S Meridian Rd  
Meridian, ID 83642

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



## CALIFORNIA CAMPUS

2009 Challenger Ave  
Oroville, CA 95965

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



## TEXAS CAMPUS

5110 Dakota Ln  
Denton, TX 76207

- Five classrooms and administration space (7,000 sq ft)
- 10,000-sq-ft indoor ELP lab area
- 14-acre field-training area



## FLORIDA CAMPUS

501 Pullman Rd  
Edgewater, FL 32132

- Three classrooms and administration space (7,000 sq ft)
- 10,000-sq-ft indoor ELP lab area
- 16-acre field-training area
- 3,000-sq-ft advanced training lab



# PROFESSIONAL TECHNICAL EDUCATORS

To ensure students are exposed to prevailing methods, tools, and the most current safety regulations, NLC has a rigorous recruiting, hiring, and training process for its professional educators.

This process starts with recruiting training specialists who are passionate about educating the next generation of workers, but also extends to support and leadership staff, who design the curriculum and facilities, maintain relationships with the industry, and ensure that NLC's focus remains on the student.

NLC specially selects trainers from pools of candidates from across the U.S. who have broad trade experience. NLC spent years

developing a special screening process that ensures only instructors with the greatest knowledge, skill, and aptitude for training are selected. NLC trainers come from all types of utility and construction companies, enabling students to learn about different career opportunities from those with firsthand experience.

Upon employment, NLC trainers are enrolled in NLC's internal training program and are certified in a variety of adult-

education courses. This highly dedicated group of training professionals are the only members of NLC's staff who earn the privilege to wear the special maroon shirt, and are commonly referred to as "Maroons."



NLC is very proud of its staff and the credentials they've earned. This includes, but is not limited to:

- Nine training specialists awarded the distinguished NLC Educator of the Year or Outstanding Training Specialist award, for continually innovating and advancing NLC educational offerings.
- Five International Lineman Hall of Fame inductees (current and retired).
- Many military veterans dedicated to continually improving training effectiveness and operations.
- A former elected state representative, serving as NLC's president.
- Members of the prestigious IEEE and CIGRE organizations.
- Multiple senior leadership members who are certified journeymen electrical linemen with years of trade experience.
- Two three-time winners of the prestigious Telly Award for video production.
- Dozens of leadership and staff members carry graduate credentials.

The efforts of all NLC educators, leaders, and staff have led to the creation of educational programs that focus heavily on safety and student success.

# CURRICULUM

## NLC curriculum has been specially crafted to maximize student learning.

To ensure students are learning, NLC has a curriculum development team that includes technical authors, education professionals, subject-matter experts, graphic designers, and videographers. Materials are well-illustrated, explaining difficult concepts in an easy-to-understand format. This approach maximizes student learning and retention. Classroom topics are related to lab and field activities as well, reinforcing important concepts. The curriculum is designed to expose students to these

concepts in three steps: they read it, hear it, and then practice it.

NLC continually evaluates the effectiveness of its curriculum by measuring student performance. Materials that are not well understood are revised, and unclear test questions are rewritten. Courses are sequenced in such a way that fundamental concepts are learned first, followed by topics that require increased technical understanding. Students are also able to expand their understanding of the topics that interest them the most through

self-directed learning activities. Every effort is made to ensure the curriculum is a vehicle to student success, rather than a barrier.

Hundreds of power and construction companies use NLC's curriculum for training purposes. NLC was also specially selected by the U.S. Department of Energy to write curriculum related to the smart grid. Because the industries we serve continually evolve, NLC modernizes its materials on a regular basis.

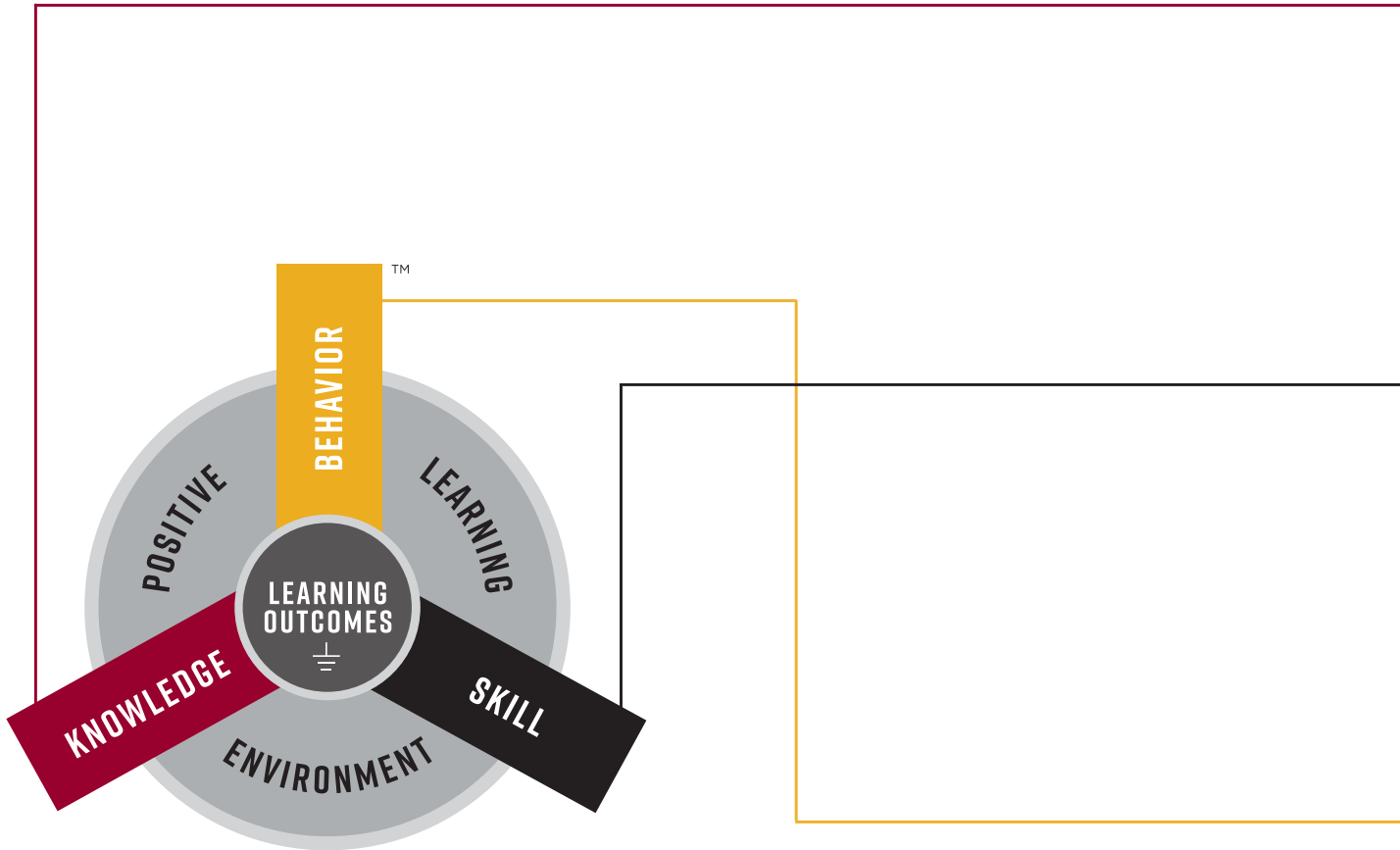


*An example of NLC's curriculum, created by NLC's own development team. It is specially designed to maximize student learning outcomes and is continually updated to include the latest industry standards and best practices.*

# EDUCATIONAL EXCELLENCE

## THREE-PHASE EDUCATIONAL MODEL

NLC created its Three-Phase Educational Model™ based on well-researched educational theories. Using this model as the basis for the training in all NLC programs, each academic course, skill competency, and behavior expectation fits directly into one of the three educational phases: knowledge, skill, or behavior.





## KNOWLEDGE PHASE

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

## SKILL PHASE

The Skill phase is the “hands-on” phase of training. This is where students learn and practice the fundamentals of field-based methods. After skills are first demonstrated by training specialists, students practice and build fluency in each competency, which is later timed and rated for proficiency. Often strenuous, the Skill phase offers students the opportunity to condition their physical strengths to meet the demands of their industry.

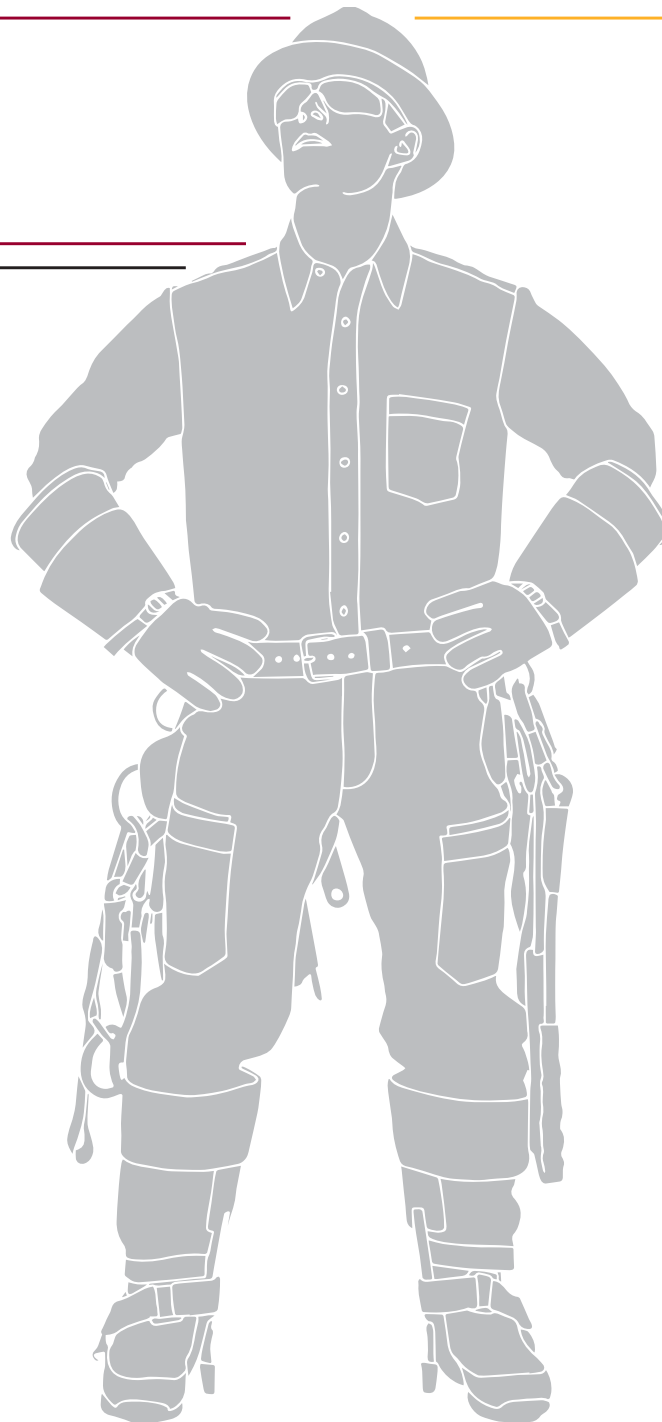
## BEHAVIOR PHASE

While knowledge and skill are important, positive behavior and attitude have been identified by utility and construction company leadership as attributes a potential employee must have. For this reason, the Behavior phase focuses on safety, camaraderie, customer service, and conviction, to help students develop steadfast reputations for being mature, reliable, safe, and civic-minded.

KNOWLEDGE

SKILL

BEHAVIOR



# PREPARING STUDENTS FOR SUCCESS

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

## EDUCATING FOR SUCCESS

NLC offers a specially designed Career Planning and Strategies course where students learn about various jobs and careers to which their education applies. Students also learn effective cover letter and résumé writing, interviewing skills, networking methods, preparation for entrance testing, and professional behaviors.

NLC is committed to providing each student the tools and resources needed to successfully research, apply for, and secure jobs and careers. Though it is the student's responsibility to decide on their career path, NLC provides substantial assistance and advice.



# TRAITS OF SUCCESSFUL GRADUATES

The lengths to which NLC graduates leverage their education are nearly boundless. Presented here are the characteristics highly successful graduates embrace to secure jobs and launch long, rewarding careers.



## BE AS COMPETITIVE AS POSSIBLE

There can be competition for many jobs, and companies make every effort to select the best applicants. Successful graduates make every effort to ensure they will graduate as a top candidate as they progress through their program.

## MAXIMIZE GEOGRAPHIC FLEXIBILITY

Utility and construction companies cover large geographic regions. Opportunities increase in proportion to the size of the geographic area in which a student is willing to work. A graduate willing to work in any state in the country will have the most opportunities.

## BE WISE WITH FREE TIME

There are 168 hours in a week. Successful students understand that when sleep, full-time NLC schooling, and eating are subtracted, a substantial amount of daylight remains; they apply these hours to their studies, career research, and job search.

## CONSIDER ALL COMPANY TYPES AS OPPORTUNITIES

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

## BE RELENTLESS AND ORGANIZED IN SEARCH FOR EMPLOYMENT

New job opportunities continually present themselves. Successful graduates establish a diligent routine searching for jobs, including website exploration, résumé dissemination, employer visits, and more. They keep record of employers contacted, résumés submitted, and company contacts. They schedule follow-up meetings. They do not become discouraged, knowing their efforts will ultimately be successful.

## THOROUGHLY RESEARCH COMPANIES

Successful students and graduates take the time to learn everything they can about each company, including company type, its core values, customers, major projects, service area, system details, training, and more. The more that can be learned, the better.

## DON'T WAIT TOO LONG TO GET INTO THE TRADE

History has shown that students who wait longer periods for a desired job to open often see their skills and knowledge diminish. As more time passes, they become less competitive when the opportunity for a job they really want comes along. It is important to get into the trade as soon as possible to start building experience and improving skills and knowledge.

# PROGRAM OVERVIEW



## GRADUATES ARE:

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

## GRADUATES WILL:

- Learn how to safely construct, maintain, and operate the nation's power grid.
- Learn how to work in elevated positions, using the industry's most up-to-date safety equipment.
- Learn to operate bucket trucks and digger derricks.
- Learn how to identify career options and interview confidently.



# ELECTRICAL LINeworker PROGRAM

# CAREER OPPORTUNITIES

**The electric utility industry offers great opportunities for exciting and rewarding long-term careers. In 2019, the electric power industry in the United States generated revenue of about 401.7 billion U.S. dollars.<sup>1</sup>**

Utilities are beginning to integrate alternative energy sources such as wind, solar, and battery storage into their systems as well. Electrical lineworkers are, and will continue to be, the backbone of these efforts.

After completing the Electrical Lineworker Program, graduates typically enter the power-delivery industry as pre-apprentice lineworkers, substation technicians, equipment operators, staking technicians, or other related positions. NLC provides a versatile and realistic educational experience, preparing graduates for advancement roles such as crew leader, superintendent, safety and training professional, director, and more.

Thanks to the many opportunities in the industry, NLC alumni have advanced from linework to rewarding careers in safety training, engineering, system operation, and construction company ownership. The career paths and potential are nearly limitless for an ambitious individual with an NLC education.

## STATISTICS

According to the Bureau of Labor Statistics, there are approximately 114,930 electrical lineworkers in the United States as of May 2020.<sup>2</sup>



1. <https://www.statista.com/statistics/190548/>

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

# CAREER OUTLOOK

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

## A CAREER THAT CAN'T BE OUTSOURCED

- + increased retirements
- + increased customer reliance on electricity
- + increased installation and maintenance of the power grid
- + increased domestic and global initiatives to develop and utilize more clean energy sources

= 114,000+ ELECTRICAL LINEWORKERS NATIONWIDE

OCCUPATION	HOURLY BY PERCENTILE				
	10th	25th	Median	75th	90th
49-9051 Electrical Power-Line Installers and Repairers	\$22.21	\$29.08	\$37.65	\$47.59	\$51.49
49-9052 Telecommunications Line Installers and Repairers	\$17.86	\$20.95	\$28.94	\$37.96	\$47.27
43-5041 Meter Readers, Utilities	\$12.41	\$15.25	\$20.33	\$27.77	\$34.82
49-2095 Electrical and Electronic Repairers, Powerhouse, Substation, and Relay <sup>4</sup>	\$28.63	\$36.61	\$44.91	\$48.88	\$57.69
47-2073 Operating Engineers and Other Construction Equipment Operators <sup>5</sup>	\$17.38	\$18.54	\$23.25	\$30.14	\$41.13
49-9081 Wind Turbine Service Technicians	\$22.32	\$22.62	\$27.05	\$30.74	\$37.41
49-9097 Signal and Track Switch Repairers	\$24.31	\$30.46	\$38.73	\$38.90	\$40.47
49-9098 Helpers—Installation, Maintenance, and Repair Workers	\$11.29	\$13.94	\$15.91	\$18.21	\$22.68
51-8099 Plant and System Operators, All Other	\$14.30	\$18.31	\$24.16	\$32.05	\$38.59
37-3013 Tree Trimmers and Pruners	\$14.51	\$18.32	\$22.58	\$27.96	\$30.87
47-2111 Electricians	\$17.80	\$22.55	\$28.87	\$37.19	\$47.98
47-2231 Solar Photovoltaic Installers	\$17.46	\$18.26	\$22.92	\$28.37	\$34.65
47-3013 Helpers—Electricians	\$13.31	\$14.25	\$17.48	\$18.92	\$22.97
49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers	\$21.06	\$24.99	\$34.26	\$43.94	\$50.92
53-7021 Crane and Tower Operators	\$18.02	\$23.15	\$29.92	\$37.47	\$47.35
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers	\$17.74	\$22.71	\$29.02	\$37.40	\$46.74

Occupation wage data reflects numbers reported by the Bureau of Labor Statistics as of May 2021. For more details on the occupations listed above, search the Occupational Outlook Handbook at: [bls.gov/ooh/](https://bls.gov/ooh/)

1. This occupation encompasses the title of Substation Helper.  
 2. This occupation encompasses the title of Equipment Helper.

# CAREER OUTLOOK (CONT.)

NLC is proud of its graduates, and prouder still of our strong employment statistics. Quality of education, employment assistance, and relationships with utility and construction companies (combined with student determination and persistence in pursuing employment) are the determining factors behind these strong results. With experience and ambition, advancement opportunities in the power delivery industry are abundant. Graduates of NLC have progressed in careers such as these:

- Pre-Apprentice Lineworker
- Utility Worker
- Communications Installer
- Warehouse Assistant
- Meter Reader
- Meter Technician
- Substation Technician
- Groundman
- Equipment Operator
- Transmission and Distribution Tech
- Crew Leader
- Superintendent
- Project Director
- Safety or Training Director
- Engineer
- System Operator
- Construction Company Owner
- Solar Technician

## LINEMAN.EDU

Our website at [lineman.edu](http://lineman.edu) displays the percentage of students employed in the trade as a result of the education they received at NLC. The data combines averages from the Idaho, California, Texas, and Florida campuses, all of which share similar results.





# SAFETY IN POWER DELIVERY

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

Lineworkers did not understand the laws of electricity, so accidents were common. Over time, tools and protective equipment evolved, as did methodology.

Training became more formalized in the late 1930s thanks to the National Apprenticeship Act (also known as the "Fitzgerald Act"), which set minimum standards for apprenticeship programs. In response, companies began implementing safety rules and procedures. After World War II, manufacturers began replacing homemade, untested tools with properly manufactured, insulated protective gear.

In 1970, the Occupational Safety and Health Administration (OSHA) formed, significantly improving linework safety. By this time, most power companies had founded training centers, rotating

lineworkers through a wide range of safety and educational offerings. They would advance through multiyear apprenticeship programs, eventually earning Department of Labor Certification—a recognition that exists to this day.

Today, all the tools, procedures, and safety gear exist for lineworkers to enjoy a long and rewarding career. As one example, during the past several years equipment has been widely adopted by the trade that ensures lineworkers are attached to structures 100% of the time—in fact, NLC has been contracted to certify lineworkers in proper use of this equipment by several major utility companies.

Like any trade, linework is not without risk; however, most accidents are related to unsafe behavior (such as taking

shortcuts or unnecessary risks).

It is likened to driving on a congested freeway in poor weather conditions—safe drivers slow down and hold their lanes, while unsafe drivers weave in and out of traffic at high speeds.

Ensuring that lineworkers establish proper safety principles early is the key to working safely, and NLC's Electrical Lineworker Program is focused on imparting these principles at every opportunity. Curriculum includes current OSHA regulations, as well as industry best practices and procedures.

In the lab and field, students are taught to identify all components of electrical systems and the tools needed to safely work on them. When they complete their training, graduates can leverage the important safety values learned in the ELP.



## WORKING SAFELY

This student is attached to the pole with a special device called a SuperSqueeze®, which prevents him from falling in the event of a gaff-out.

The SuperSqueeze is just one example of safety advancement in the industry. NLC mandates a 100% attachment policy for all students working in elevated positions.

# A RENEWABLE FUTURE

Though the “L” in ELP stands for “Lineworker,” the knowledge, skill, and behavior a graduate receives from the program opens many more doors than one might realize. In fact, a common mistake students make is to place too much focus on becoming an apprentice lineworker, overlooking thousands of other opportunities that use the same skillset.



According to the BLS, the average growth rate for wind turbine service technicians between 2016 and 2026 is 96%. [https://www.bls.gov/careeroutlook/2018/data-on-display/green-growth.htm?view\\_full](https://www.bls.gov/careeroutlook/2018/data-on-display/green-growth.htm?view_full)

## RENEWABLE ENERGY IS ENHANCING THE ELECTRICAL GRID

Renewable energies such as wind, solar, and even battery storage systems are introducing more sources of generation in all facets of the electrical grid. In addition to renewability, these enhancements are significant in that they increase reliability of the grid by providing multiple avenues for power to flow, especially during times of peak demand. This requires new and innovative technology, work methods, and resources to keep everything working in harmony.



According to multiple recent reports, reduced costs and advances in technology have solar energy quickly becoming America's fastest growing renewable energy source.

## Renewables create thousands of opportunities for occupations such as:

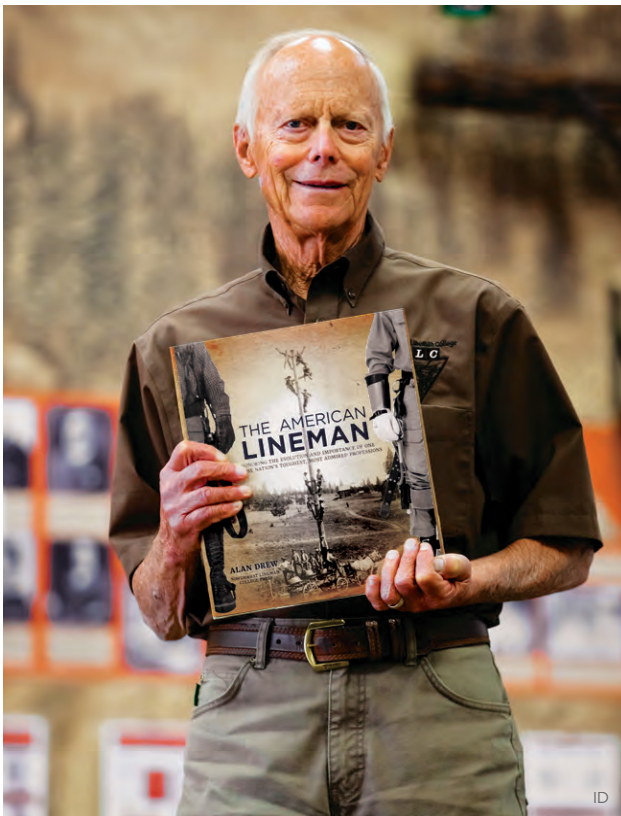
- Wind turbine technician
- Solar voltaic installer
- Substation or relay technician

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

# INNOVATING ELECTRICAL LINEWORK

The linework profession has always been closely associated with innovation. Regularly referred to as “gadgeteers,” lineworkers are responsible for the vast majority of safety, tool, and equipment innovations in the power-delivery industry during the past 100 years. Students are encouraged to be innovative in their learning, and are regularly challenged by training specialists to be inquisitive and problem-solve at every opportunity. NLC is known as an institution of innovation. Its remarkable professionals and educators have designed and developed the following:

- The 15-week ELP, the likes of which had never been seen before its 1993 launch.
- Three-Phase Educational Model®, which maximizes student success by concentrating educational efforts on knowledge, skill, and behavior.
- Specialized curriculum used by hundreds of power and construction companies across the United States.
- Unique scheduling methodology and field design that maximizes student participation and learning outcomes.
- Modern smart-grid and transformer-banking labs that provide a safe and engaging hands-on learning experience.
- Videos that clarify important safety and technical topics (created by NLC’s in-house studio, NLC Productions).
- The OX Block®, which has revolutionized rigging and ergonomic safety in linework and related trades.
- Authorship of *The American Lineman*, a history book celebrating the evolution and importance of one of the nation’s toughest, most admired professions.
- The TransBanker™, which is a transformer training simulator providing a hands-on way to teach lineworkers how to correctly select, connect, and test transformers, comes in two forms: mobile or a stationary lab.



Retired SVP of Research & Development Alan Drew authored *The American Lineman*.



Top: The TransBanker™ from NLC Manufacturing.  
Bottom: A student builds an electrical system model for a group project.

# TRAINING ENVIRONMENT

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

Students are engaged equally in classroom and field learning activities each day of the school week (Mon–Thu). Classes are not typically in session Fridays; this time is reserved for preparation and study. In order to maintain a high-quality training environment, faculty-to-student ratios are kept to a maximum of 16:1 in the field and 76:1 in the classroom across all campuses.

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

This is achieved by creating a positive learning environment where students are challenged, encouraged, and held accountable. Students are placed in crews where camaraderie and teamwork are emphasized daily.

Exemplifying the best practices and expectations of trade professionals, NLC training specialists use their experience and adult-education training to facilitate practical and beneficial learning experiences for each student. The forming of lifelong friendships among classmates and instructors is commonplace. The

positive culture that students experience creates a lasting impression they carry throughout their long and rewarding careers.

NLC graduates become lineworkers, crew leaders, safety and training professionals, supervisors, directors, even company presidents. Because knowing which students will become presidents is impossible, training is conducted as if they all will.



# GRADUATION REQUIREMENTS

The following requirements must be met for a student to earn an Electrical Lineworker Program Certificate of Completion.

## ACADEMIC ACHIEVEMENT

70% or higher in each academic class.

## FIELD COMPETENCIES AND CERTIFICATIONS

All field competencies and certifications achieved before the start of the last week of class.

## PERFORMANCE AND BEHAVIOR

Minimum score of 25 in BEH 1008, and no behaviors marked as "Unacceptable" on final review in BEH 1008.

## CLASS A CDL

### IDAHO

Class A commercial driver's license (CDL) with air brakes endorsement.

### CALIFORNIA, FLORIDA, TEXAS

None

## ATTENDANCE

No more than five absences.



# DISTANCE LEARNING

**NLC's Electrical Lineworker Program is offered in both a hybrid and residential option at our California and Idaho campus for all 2023 terms.\***

To ensure students enrolled in the Hybrid program receive the same education as they would in a face-to-face environment, NLC employs a variety of technologies. These include a learning management system equipped with teleconferencing software for real-time training. The online delivery allows instructors to use slide decks, handouts, videos, and classroom resources to actively engage students.

While online, students interact via chat rooms, audio-video integration, and polls. Instructors call on students to use their microphones to answer questions during class, and students can use the chat feature to ask and answer questions and participate in online activities. Students can also use

the "raise hand" feature to get the attention of the instructor. All digital classrooms are staffed with a moderator, who ensures swift communication between instructor and student.

In addition, students have access to a Student Portal, where they can access lecture recordings, field videos, classroom resources, and Student Services. All assignments and tests are submitted through the Student Portal, and will be graded/evaluated within five business days.

NLC offers additional support specifically designed to help students achieve program objectives through distance education. Online lectures may be recorded and

posted, so students can re-watch lessons 24/7 for two weeks following the lecture. Instructors host office hours throughout the week, providing optional drop-in sessions where students can access the instructor after hours for questions and additional teaching. Lastly, students are provided a technical support number to get immediate assistance for technology problems.

**\*Hybrid offerings are based on demand and campus resources; NLC may cancel a hybrid offering if requirements are not met. Students enrolled in a canceled hybrid offering will have the opportunity to enroll in a residential offering for the same term they were scheduled for.**

## STUDENT DEVICE REQUIREMENTS

### MICROSOFT PC/LAPTOP

- Windows 10 or higher
- 16 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10mbps, 25mbps preferred)

### APPLE LAPTOP

- MACOS 10.x or higher
- 8 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10mbps, 25mbps preferred)

When on campus, NLC provides an open guest network for Wi-Fi.

# PROGRAM INFORMATION

## PROGRAM OBJECTIVE

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

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

## COURSE OUTLINE

### PROGRAM LENGTH

The program is fifteen weeks of full-time enrollment, totaling 480 clock hours (50 minutes of instruction per clock hour). See the table on the next page for a complete breakdown of hours.

### DAILY SCHEDULE



























Class and field training are in session Monday through Thursday (occasionally Friday) 8:00 AM–4:30 PM. Included in this time frame are two 15-minute breaks (one morning, one afternoon) and a 30-minute lunch break. NLC reserves the right to adjust the daily scheduled course hours as deemed necessary by NLC staff.

California students only: If a schedule change is deemed necessary, the change proposed will only be executed after receiving the consent of a minimum of 90 percent of the students enrolled. Any student who does not consent to the change will be issued a full refund.

## COURSE NUMBERING SYSTEM




Course numbers consist of a three or four character prefix followed by a four digit number sequence. The prefix represents a course category. The number sequence is broken into three parts: the first digit represents the level of the course, the second represents the version of the course, and the third and fourth numbers are sequential and build on each other as courses are added to a particular category.

## IDAHO

PROGRAM COURSES		DELIVERY FORMAT	LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
ORE 1008	Orientation		10	-	10	1
ORE 1009	Essentials for Success		2	5	7	1
SAF 1007	Introduction to The Capacity Model*		4	4	8	1
ELS 1001	Electrical Grid I		30	-	30	2-5, 15
RIG 1006	Rigging		30	2	32	2-5, 15
ELS 1002	Electrical Grid II		23	-	23	6-8, 15
ELS 1005	Working on Lines and Equipment		23	2	25	6-8, 15
TRA 1005	Transformers		30	-	30	9-12, 15
CAR 1007	Career Planning and Strategies		23	5	28	9-12, 15
ELS 1006	Smart Grid and Electrical Devices		10	10	20	13-14
BEH 1008	Behavior Assessment		-	2	2	8, 15
CLI 1001	Climbing I Competencies		-	20	20	1-5
EQU 1001	Equipment I Competencies		-	8	8	2-5
DIS 1001	Distribution I Competencies		-	12	12	2-5
URD 1007	Underground I Competencies		-	16	16	2-5
CLI 1002	Climbing II Competencies		-	12	12	6-8
EQU 1002	Equipment II Competencies		-	18	18	6-14
DIS 1002	Distribution II Competencies		-	28	28	6-12
TRS 1005	Transmission I Competencies		-	12	12	6-8
TRS 1006	Transmission II Competencies		-	20	20	9-11, 13-14
GRD 1005	Groundman Competencies		-	14	14	2-8, 13-14
CLI 1003	Climbing III Competencies		-	24	24	9-14
TEL 1007	Overlapping Competencies		-	8	8	13-14
TRA 1005 C	Transformer Competencies		-	8	8	9-12
LIV 1005	Live-Line Equipment and Maintenance Comp.		-	4	4	2-8, 13-14
DIS 1005	Overhead Secondary Competencies		-	4	4	12
PLD 1005	Material Identification Competencies		-	14	14	4-7, 12 <sup>1</sup>
PLD 1006	General Line Construction Competencies		-	19	19	15
OSH 1005	OSHA 10-Hour ET&D		12	-	12	13-14
EQU 1009	Chainsaw Safety and Maintenance Comp.		-	4	4	2-5
FIR 1006	First Aid		-	4	4	1
CPR 1005	CPR		-	4	4	1
<b>TOTALS:</b>			<b>197</b>	<b>283</b>	<b>480</b>	<b>15 WEEKS</b>

## CERTIFICATIONS

Chainsaw Safety and Maintenance Certification	Enclosed-Space Rescue Certification
First Aid Certification	Aerial-Lift Rescue Certification
CPR Certification	Digger Derrick Safety Certification*
Pole-Top Rescue Certification	Climbing Certification**
OSHA 10-Hour ET&D	

OPTIONAL COURSES		DELIVERY FORMAT	LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
CRA 1005	Crane Operator Certification Training		20	40	60	varies
MAT 1005	Applied Mathematics		39	-	39	varies
CDL 1005	Class A CDL Testing Course - ID		4	16	20	varies
<b>PROGRAM &amp; OPTIONAL COURSES TOTALS:</b>			<b>260</b>	<b>339</b>	<b>599</b>	<b>15 WEEKS</b>

## PROGRAM DELIVERY FORMAT

## RESIDENTIAL PROGRAM

All program courses are taken on-campus.

## HYBRID PROGRAM

Program courses are taken online or on-campus. Reference key below for class delivery format.

DELIVERY FORMAT



Classes are held on-campus.



Classes are held online.

1. Weeks represent dedicated lab time. Material identification occurs throughout the term as part of related courses.

\* Students must successfully complete RIG 1006, EQU 1001, and EQU 1002 to earn this certification. Associated hours are listed with respective course descriptions.

\*\* Students must successfully complete CLI 1001, CLI 1002, and CLI 1003 to earn this certification. Associated hours are listed with respective course descriptions.

Northwest Lineman College-Idaho is not accredited by the Accrediting Commission of Career Schools and Colleges.

# PROGRAM INFORMATION (CONT.)

## CALIFORNIA

PROGRAM COURSES		DELIVERY FORMAT	LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
ORE 1008	Orientation		10	-	10	1
ORE 1009	Essentials for Success		2	5	7	1
SAF 1007	Introduction to The Capacity Model®		4	4	8	1
ELS 1001	Electrical Grid I		30	-	30	2-5, 15
RIG 1006	Rigging		30	2	32	2-5, 15
ELS 1002	Electrical Grid II		23	-	23	6-8, 15
ELS 1005	Working on Lines and Equipment		23	2	25	6-8, 15
TRA 1005	Transformers		30	-	30	9-12, 15
CAR 1007	Career Planning and Strategies		23	5	28	9-12, 15
ELS 1006	Smart Grid and Electrical Devices		10	10	20	13-14
BEH 1008	Behavior Assessment		-	2	2	8, 15
CLI 1001	Climbing I Competencies		-	20	20	1-5
EQU 1001	Equipment I Competencies		-	8	8	2-5
DIS 1001	Distribution I Competencies		-	12	12	2-5
URD 1007	Underground I Competencies		-	16	16	2-5
CLI 1002	Climbing II Competencies		-	12	12	6-8
EQU 1002	Equipment II Competencies		-	18	18	6-14
DIS 1002	Distribution II Competencies		-	28	28	6-12
TRS 1005	Transmission I Competencies		-	12	12	6-8
TRS 1006	Transmission II Competencies		-	20	20	9-11, 13-14
GRD 1005	Groundman Competencies		-	14	14	2-8, 13-14
CLI 1003	Climbing III Competencies		-	24	24	9-14
TEL 1007	Overlapping Competencies		-	8	8	13-14
TRA 1005 C	Transformer Competencies		-	8	8	9-12
LIV 1005	Live-Line Equipment and Maintenance Comp.		-	4	4	2-8, 13-14
DIS 1005	Overhead Secondary Competencies		-	4	4	12
PLD 1005	Material Identification Competencies		-	14	14	4-7, 12 <sup>1</sup>
PLD 1006	General Line Construction Competencies		-	19	19	15
OSH 1005	OSHA10-Hour ET&D		12	-	12	13-14
EQU 1009	Chainsaw Safety and Maintenance Comp.		-	4	4	2-5
FIR 1006	First Aid		-	4	4	1
CPR 1005	CPR		-	4	4	1
<b>TOTALS:</b>			<b>197</b>	<b>283</b>	<b>480</b>	<b>15 WEEKS</b>

## CERTIFICATIONS

Chainsaw Safety and Maintenance Certification	Enclosed-Space Rescue Certification
First Aid Certification	Aerial-Lift Rescue Certification
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Pole-Top Rescue Certification	Climbing Certification**
OSHA 10-Hour ET&D	

OPTIONAL COURSES		DELIVERY FORMAT	LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
CRA 1005	Crane Operator Certification Training		20	40	60	varies
MAT 1005	Applied Mathematics		39	-	39	varies
CDL 1006	Class A CDL Training Course - CA		4	16	20	varies
<b>PROGRAM &amp; OPTIONAL COURSES TOTALS:</b>			<b>260</b>	<b>339</b>	<b>599</b>	<b>15 WEEKS</b>

## PROGRAM DELIVERY FORMAT

### RESIDENTIAL PROGRAM

All program courses are taken on-campus.

### HYBRID PROGRAM

Program courses are taken online or on-campus. Reference key below for class delivery format.

DELIVERY FORMAT		Classes are held on-campus.
		Classes are held online.

1. Weeks represent dedicated lab time. Material identification occurs throughout the term as part of related courses.

\* Students must successfully complete RIG 1006, EQU 1001, and EQU 1002 to earn this certification. Associated hours are listed with respective course descriptions.

\*\* Students must successfully complete CLI 1001, CLI 1002, and CLI 1003 to earn this certification. Associated hours are listed with respective course descriptions.

## ACCSC

Northwest Lineman College—California is accredited by the Accrediting Commission of Career Schools and Colleges.

ACCSC is a recognized accrediting agency by the U.S. Department of Education.



# COURSE DESCRIPTIONS

To ensure a well-rounded education, students are required to complete all courses detailed in this section. The following descriptions provide a basic overview of the fundamentals of each course. If you have any questions, please contact NLC for further information.

## ■ KNOWLEDGE PHASE

### ELS 1001 ELECTRICAL GRID I

This course encompasses basic electricity and the elements of the electrical grid. Materials cover electrical quantities, Ohm's law, and the roles they play within the various elements of the electric grid. The methods of electrical generation and the components associated with transmission, subtransmission, and distribution systems are also covered in this course.

### RIG 1006 RIGGING

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

### ELS 1002 ELECTRICAL GRID II

This course is designed to carry the concepts discussed in Electrical Grid I further. Students will gain a better understanding of how electrical quantities behave in series and parallel circuits and experience a detailed dive into three-phase power.

### ELS 1005 WORKING ON LINES AND EQUIPMENT

This course teaches students about the two main methods of working on lines and equipment, de-energized or energized. Much of the focus is on the de-energized method, including disconnecting sources of energy, lockout/tagout, and protective grounding. This course also provides instruction on the tools and equipment for performing energized work, with some discussions on work methods.

### TRA 1005 TRANSFORMERS

Classroom lectures and NLC's state-of-the-art transformer lab focus on installing and operating distribution transformers, including theory and primary and secondary connections of single-phase and three-phase transformer banks. Students learn to identify system voltage, nameplate voltage ratings, and customer voltage needed to properly install transformers or a transformer bank.

### OSH 1005 OSHA 10-HOUR ET&D

This course is delivered by an authorized OSHA Outreach trainer and follows the OSHA 10 Electrical Transmission and Distribution (ET&D) format. Students will learn about the OSH Act, OSHA's mission, and important regulations for electrical crews. Emphasis is also given to OSHA's Focus Four hazards. Each successful participant will earn an OSHA Electrical Transmission and Distribution 10-hour card.

### ELS 1006 SMART GRID AND ELECTRICAL DEVICES

Students will receive a broad overview of the smart grid and its protective equipment, plus an in-depth understanding of specific electrical devices such as reclosers, capacitor banks, voltage regulators, and overhead and underground switches.

## ■ SKILL PHASE

### CLI 1001 CLIMBING I COMPETENCIES

Students learn to use climbing gear and proper techniques for working from wood poles. Ascending, descending, and rotating at lower elevations are central themes.

### EQU 1001 EQUIPMENT I COMPETENCIES

Course activities familiarize students with truck setup, work-site protection, equipment operation, boom operation, and hand signals.

### DIS 1001 DISTRIBUTION I COMPETENCIES

Activities familiarize students with materials and tools associated with distribution systems; students use these items to complete common tasks related to distribution system construction.

### URD 1007 UNDERGROUND I COMPETENCIES

Tools and materials associated with underground residential distribution systems are covered, focusing mainly on common URD terminations for both primary and secondary systems.

### CLI 1002 CLIMBING II COMPETENCIES

Positioning and climbing techniques are refined as students ascend, descend, and rotate at higher elevations, enhancing pole-top work skills.

### EQU 1002 EQUIPMENT II COMPETENCIES

This field course provides advanced instruction on digger-derrick operation—including load lifting, hole excavation (using the auger), and setting poles—with an emphasis on hand signals and safety around suspended loads.

# COURSE DESCRIPTIONS (CONT.)

## SKILL PHASE (CONT.)

DIS 1002 

### DISTRIBUTION II COMPETENCIES

Students perform common tasks associated with working on distribution structures, with primary focus on use of materials and tools working from pole-top.

TRS 1005 

### TRANSMISSION I COMPETENCIES

Students learn climbing and maneuvering from different work positions on wood-pole transmission structures. Various methods of fall protection are introduced.

TRS 1006 

### TRANSMISSION II COMPETENCIES

Students apply knowledge and skills learned in the program to perform common maintenance tasks on transmission structures. Necessary rigging skills and proper use of fall protection systems are taught, in addition to climbing and navigating steel structures.

GRD 1005 

### GROUNDMAN COMPETENCIES

Students learn to safely perform various trade-related tasks that prepare them for linecrew support.

CLI 1003 

### CLIMBING III COMPETENCIES

Climbing and work positioning are further refined in this final segment of climbing instruction, during which students perform work-related tasks at pole-top. Workmanship plays a significant role, paving the way for successful completion of other program certifications.

TEL 1007 

### OVERLASHING COMPETENCIES

Students will learn and practice the process of overlashing fiber-optic cable.

TRA 1005 C 

### TRANSFORMER COMPETENCIES

Students perform tasks associated with installing and operating single-phase and three-phase distribution transformers as well as final meter connections and meter set installations.

LIV 1005 

### LIVE-LINE EQUIPMENT AND MAINTENANCE COMPETENCIES

Students learn how to use and care for common live-line tools and equipment used in the construction, operation, and maintenance of electric transmission and distribution systems. *This course does not teach or certify students to conduct live-line work.*

DIS 1005 

### OVERHEAD SECONDARY COMPETENCIES

Students will perform common tasks associated with overhead distribution secondary and services. There will be an enhanced focus on the correct use of materials and tools while working from a wood pole.

PLD 1005 

### MATERIAL IDENTIFICATION COMPETENCIES

In this course, students will be able to identify and explain the operation and purpose of various pieces of equipment and tools used in the construction, operation, and maintenance of electric transmission and distribution systems.

PLD 1006 

### GENERAL LINE CONSTRUCTION COMPETENCIES

This culminating course is designed for the students to apply and refine the knowledge, skills, and behaviors learned during their term in the Electrical Lineworker Program to rebuild the ELP training yard.

EQU 1009 

### CHAINSAW SAFETY AND MAINTENANCE COMPETENCIES

The course teaches the essentials of chainsaw safety, maintenance, and use. Students will learn the skills to safely perform the basic chainsaw-related tasks on a jobsite.

FIR 1006

### FIRST AID

Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid.

CPR 1005

### CPR

Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR.

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## CERTIFICATIONS

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### CHAINSAW SAFETY AND MAINTENANCE CERTIFICATION

This certificate is earned upon completion of EQU 1009. Students learn the essentials of chainsaw safety, maintenance, and use. Certification provided by NLC

### FIRST AID CERTIFICATION

Successful completion of FIR 1006 results in a nationally recognized first aid certification. Idaho campus: Coyne First Aid; California campus: Medic First Aid; Texas campus: Medic First Aid; Florida campus: Medic First Aid.

### CPR CERTIFICATION

Successful completion of CPR 1005 results in a nationally recognized cardiopulmonary resuscitation (CPR) certification. Idaho campus: Coyne First Aid; California campus: Coyne First Aid; Texas campus: Medic First Aid; Florida campus: American Red Cross.

## POLE-TOP RESCUE CERTIFICATION

Students learn to safely perform pole-top rescue activities, and must complete the Pole-Top Rescue competency. Certification provided by NLC. This certificate is earned upon completion of CLI 1003.

## ENCLOSED-SPACE RESCUE CERTIFICATION

Hazards associated with working in enclosed spaces are outlined, along with discussion of OSHA requirements for enclosed-space attendants. Students are required to demonstrate proper vault-rescue procedure. Certification provided by NLC. This certification is earned upon completion of GRD 1005.

## AERIAL-LIFT RESCUE CERTIFICATION

Students learn to safely perform aerial rescue activities, and must complete the Aerial Lift Rescue competency. Certification provided by NLC. This certification is earned upon completion of EQU 1002.

## DIGGER DERRICK SAFETY CERTIFICATION

Students learn the necessary behaviors, knowledge, and skills to safely work on and around digger derricks in utility construction sites. Topics include work-site protection, truck setup, underground facilities, lifting capacities, and sling tensions. This certification is earned upon completion of RIG 1006, EQU 1001, and EQU 1002. Certification provided by NLC.

## CLIMBING CERTIFICATION

This certificate is earned upon completion of CLI 1001, CLI 1002, and CLI 1003 (in compliance with NLC certification requirements and applicable OSHA regulations)—is reflected on graduate transcripts and certification cards. Certification provided by NLC.

## OSHA 10-HOUR ET&D

This certificate is earned upon successful completion of OSH 1005. Each successful participant will earn an OSHA Electrical Transmission and Distribution 10-hour card.

## BEHAVIOR PHASE

### ORE 1008 ORIENTATION

In this course, students are introduced to the learning management system (LMS), the grading system and policies, important program dates, and campus rules and expectations. Students will also tour the campus.

### ORE 1009 ESSENTIALS FOR SUCCESS

This course introduces students to essential information for successfully completing the Electrical Lineworker Program at Northwest Lineman College (NLC). Students will learn how NLC defines success, the objectives of the program, and the methods of grading and completion of program components. The course also provides students with study habits, tips, and information for successfully completing the program.

### SAF 1007 INTRODUCTION TO THE CAPACITY MODEL®

In this blended learning course, students learn the essentials of workplace safety: the principles and elements of The Capacity Model®, STKY™ Controls for Crews, and job briefings and job hazard analysis. Students will also learn proper methods for using their climbing gear and hand tools.

### CAR 1007 CAREER PLANNING AND STRATEGIES

This course teaches students to identify employers, employment options, and career paths in the industry. The course is designed to simulate the hiring process. It guides students through the development of the materials and skills they need to secure a job: creating cover letters and resumes, establishing contact with potential employers, and developing their interviewing skills.

### BEH 1008 BEHAVIOR ASSESSMENT

Discussion, demonstration, and display of behaviors essential to the success of entry-level lineworkers. Instruction and assessment occur in classroom and field environments. Students learn the levels of general attitude, responsibility, and motivation required of lineworkers, and how to project themselves in a positive, professional manner using verbal and nonverbal skills.

# OPTIONAL COURSE DESCRIPTIONS

These courses are not considered part of ELP curriculum, and are not required for graduation.

Highly valued in certain facets of the power-delivery industry, these courses are for students who desire a focused experience in specific disciplines. Because not all utility and line-construction companies require that their workforce obtain these certifications, they are offered as optional courses. Classes may be scheduled after hours and on weekends, so students interested in enrolling should remain flexible. Every effort is made to accommodate all who wish to enroll; however, enrollment is limited.



## CRA 1005 CRANE OPERATOR CERTIFICATION TRAINING

In the power delivery industry, large-line construction companies use cranes to install towers, substation equipment, and large wood-pole structures. For this reason, many construction companies place a high value on crane certification when recruiting. This course will provide classroom lecture, hands-on training, and skill-building exercises on the essential knowledge and practical skills necessary to successfully pass all exams required to receive a nationally recognized certification provided by NCCCO.

Testing for the five required exams to receive NCCCO certification are built into this course, three written and two practical. Upon notification of a passing score for all five exams, the student will receive the NCCCO nationally recognized certification to operate all swing-cab and fixed-cab telescopic boom cranes (valid for five years).

Total cost for this course includes an amount of \$240 paid to the certification agency\* as well as all required course materials.<sup>1</sup> If a student fails any exams re-test fees will apply.<sup>2</sup>

### COURSE DETAILS

- Six 10-hour days, delivered over two weekends (Friday, Saturday & Sunday)
- 60 total contact hours: 24 classroom hours, 36 field hours

TUITION: \$1,855  
NCCCO TESTING FEE<sup>1</sup>: \$240  
TOTAL: \$2,095\*  
TRAINING HOURS: 60

*See campus-specific policies for refund information.*

*\*Certification provided by NCCCO.*

1. The \$240 fee is paid by Lift Tech on the behalf of the student to NCCCO in advance of the course start for their written exams.

- Prior to payment to NCCCO the fee is refundable.
- The fee becomes nonrefundable by NCCCO within 7 business days of the scheduled test date.
- Prior to 7 business days of the scheduled test dates, but after payment to NCCCO, \$215 of the \$240 may be refunded if a valid reason is provided and accepted by NCCCO or students can elect NCCCO to retain the fee for up to one year to go towards a rescheduled exam.
- If a student misses their scheduled written exams, an additional \$240 will be charged to re-schedule, regardless of whether the fee was refunded or not.

2. Retest fees will apply for any failed exams; students will work directly with Lift Tech to pay for and schedule exams for re-testing. Re-test fees vary depending on which exam is failed, ranging from \$60-\$260 per test. There is a 30-day wait period to retake written exams.

## MAT 1005 (CA) / (ID) APPLIED MATHEMATICS

Applied Mathematics has been specially developed for students to refresh or refine the math skills needed to pass industry-standard entrance exams. This optional course starts out reviewing basic arithmetic and gradually incorporates algebraic material. Though geared toward improving basic math skills, many graduates report that it not only helped them in passing employment entrance exams, but also in meeting the college-level math requirements of various power and construction companies.

### CONTENTS:

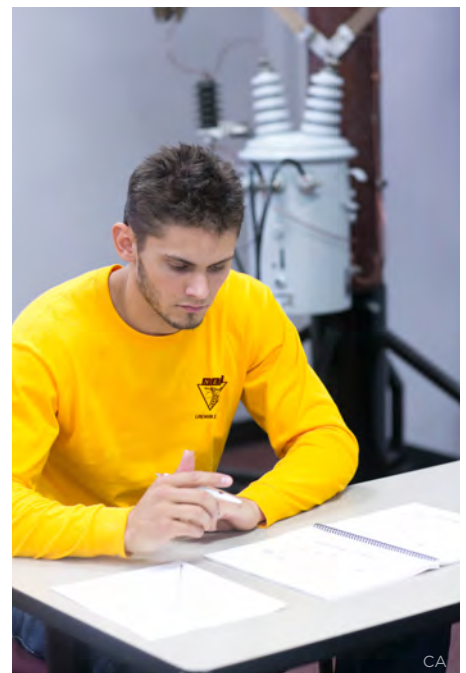
- Decimals
- Percentages
- Fractions
- Equations and Inequalities
- Positive Integer Exponents
- Variables
- Algebraic Expressions

Word Problems

TUITION: \$250\*  
HOURS OF INSTRUCTION: 39

*See campus-specific policies for refund information.*

**\*California students only:** In alignment with California state statute, NLC shall collect an STRF assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. This amount could be increased by the BPPE at any time. Assessments paid to NLC are non-refundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.



# CDL COURSE DESCRIPTIONS

Utility employers across the nation are increasingly requiring that new employees come to them with a valid Class A commercial driver's license (CDL). It is NLC's objective to create the most highly employable graduates possible, and offering in-house Class A CDL training and testing as an optional course is another way to accomplish this goal.

## IDAHO



A valid Class A CDL is required for graduation at the Idaho campus. This optional course, CDL 1005, is NLC's in-house option to aid students in seamlessly completing this graduation requirement.

### CDL 1005 CLASS A CDL TESTING COURSE - ID

This course was designed in coordination with Idaho CDL Training LLC to deliver NLC students a customized training program patterned after the Federal Motor Carrier Safety Administration's proposed minimum standards for training tractor trailer drivers. Included in the course is training on the essential knowledge and practical skills necessary to successfully pass the CDL skills test through the applicable licensing agency, including behind-the-wheel driving time.

Training will be delivered by Idaho CDL Training LLC in coordination with NLC. Twenty hours of instruction will be provided during the term, of which 16 hours are behind-the-wheel time and 4 hours (1 in classroom, 3 in the field) are lecture. Course hours may take place any day of the week, including after hours and on the weekends to accommodate all trainees.

TUITION: \$2,900  
SKILLS TEST FEE<sup>1</sup>: \$250  
DRUG TESTING FEE: \$75  
TOTAL: \$3,225

*1. Subsequent retake tests are currently \$250 each, paid directly to Idaho CDL Training LLC. Idaho CDL Training LLC reserves the right to change the cost of the retake tests as deemed necessary; however, prices cannot be raised after a student has paid for the test.*

*See campus-specific policies for refund information.*

## PREREQUISITE

**Students must obtain a commercial learner's permit (CLP) as a prerequisite for this course.**

The CLP must be for the same state as the student's driver's license and must be obtained before a student can start training. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.

**Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class D license in Idaho, then obtain their CLP in Idaho, after which they can train and test as part of this course.**

Idaho CDL Training LLC offers an affordable online course option to help you meet this prerequisite. This online course also qualifies for the federal theory training that drivers are required to obtain prior to taking the CDL skills test, and is also the study guide for a CLP. A DOT physical exam is recommended but not required; these are provided by a DOT-approved medical provider. Students must successfully pass the Idaho Transportation Department's skills test to receive a Class A CDL.

**CDLs will be issued by the student's state of residence licensing agency (the agency that issued the driver's license and CLP).**

Students enrolled in CDL 1005 Class A CDL Testing Course, agree to be drug tested in accordance with DOT requirements before and randomly during training and/or testing.

## DRUG TESTING

All students enrolled in CDL 1005 will be drug tested; failure of this drug test, including for marijuana (regardless of your state of residence), will result in termination from the school as defined in the NLC *Drug and Alcohol* policy.

## IDAHO CDL TRAINING LLC'S CLP PREPARATION COURSE

Securing a commercial learner's permit (CLP) prior to the commencement of training is a prerequisite of CDL 1005. CDL Online offers a convenient online option to help students obtain their CLP. Students may register for this preparation course online at [cdlonline.com](http://cdlonline.com).

ONLINE PREPARATION COURSE COST<sup>2</sup>: \$150<sup>3</sup>

*2. The course cost does not include the fees collected by your local DMV to take the written knowledge tests required to obtain your CLP. As a reminder, the student's CLP must be for the same state as the student's driver's license.*

*Students may secure their CLP in any way preferred; this online preparation course is not required, but recommended to help ensure a successful pass of the written knowledge test.*

*3. CDL Online reserves the right to change the cost of this course as deemed necessary. Prices cannot be raised after a student has paid for the course. Preparation course cost will be paid through [cdlonline.com](http://cdlonline.com).*

## NLC STUDENT HOTLINE

For any questions on state-by-state CLP and CDL requirements or this course, please call:

**208-918-8420**

## CALIFORNIA



Obtaining a Class A CDL prior to graduation is highly recommended and can make the graduate more desirable to potential employees. CDL 1006 is NLC's in-house option to aid students in obtaining their class A CDL.

### CDL 1006 CLASS A CDL TRAINING COURSE - CA

This course was designed in coordination with Idaho CDL Training LLC to deliver NLC students a customized training program patterned after the Federal Motor Carrier Safety Administration's proposed minimum standards for training tractor trailer drivers with an automatic transmission truck. (Students who test in an automatic transmission will have a restricted Commercial License.) Included in the course is training on the essential knowledge and practical skills necessary to successfully pass the CDL skills test through the applicable licensing agency, including behind the wheel driving time. **Students will be required to schedule their skills test at the state's testing agency following the training course.**

Training will be delivered by Idaho CDL Training LLC in coordination with NLC. Twenty hours of instruction will be provided during the term, of which 16 hours are behind-the-wheel time and 4 hours (1 in classroom, 3 in the field) are lecture. Course hours may take place any day of the week, including after hours and on the weekends to accommodate all trainees.

TUITION: \$3,250  
DRUG TESTING FEE: \$75  
TOTAL<sup>1</sup>: \$3,325\*

1. Optional fees not included in total include: online school—\$150 (paid to [cdlonline.com](http://cdlonline.com)) and, CDL truck rental fee for CDL skills test—call Idaho CDL Training LLC for pricing, 916-827-3990 (paid to Idaho CDL Training LLC).

See campus-specific policies for refund information.

## PREREQUISITE

**Students must obtain a commercial learner's permit (CLP) as a prerequisite for this course.**

The CLP must be for the same state as the student's driver's license and must be obtained before a student can start training. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.

**Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class C non-commercial license in California, then obtain their CLP in California, after which they can train and test as part of this course. Check the state's required documents list so you come prepared with all documentation.**

*You will be able to take your CDL test in California, only if you have a CLP from California. If you have out-of-state permit, are age 21 or older and not a resident of Washington state, you must take your CDL skills test in the state that issued your CLP.*

Idaho CDL Training LLC offers an affordable online course option to help you meet this prerequisite. This online course also qualifies for the federal theory training that drivers are required to obtain prior to taking the CDL skills test, and is also the study guide for a CLP. A DOT physical exam is required to apply for a CLP in California. These are provided by a DOT-approved medical provider. Students must successfully pass the state's skills test to receive a Class A CDL. **CDL's will be issued by the student's state of residence licensing agency (the agency that issued the driver's license and CLP).**

Students enrolled in CDL 1006, Class A CDL Training Course, agree to be drug tested in accordance with DOT requirements before and randomly during training and/or testing.

### NLC STUDENT HOTLINE

For any questions on state-by-state CLP and CDL requirements or this course, please call:

**916-827-3990**

## DRUG TESTING

ALL students enrolled in CDL 1006 will be drug tested; failure of this drug test, including for marijuana (regardless of your state of residence), will result in termination from the school as defined in the NLC *Drug and Alcohol* policy.

### IDAHO CDL TRAINING LLC'S CLP PREPARATION COURSE

Securing a commercial learner's permit (CLP) prior to the commencement of training is a prerequisite of CDL 1006. CDL Online offers a convenient online option to help students obtain their CLP. Students may register for this preparation course online at [cdlonline.com](http://cdlonline.com).

ONLINE PREPARATION COURSE COST<sup>2</sup>: \$150<sup>3</sup>

2. The course cost does not include the fees collected by your local DMV to take the written knowledge tests required to obtain your CLP or for the skills testing. As a reminder, the student's CLP must be for the same state as the driver's license. Idaho CDL Training LLC does have a truck available to rent for the skills test.

Students may secure their CLP in any way preferred; this online preparation course is not required, but recommended to help ensure a successful pass of the written knowledge test.

3. CDL Online reserves the right to change the cost of this course as deemed necessary. Prices cannot be raised after a student has paid for the course. Preparation course cost will be paid through [cdlonline.com](http://cdlonline.com).

**\*California students only:** In alignment with California state statute, NLC shall collect an STRF assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. This amount could be increased by the BPPE at any time. Assessments paid to NLC are non-refundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.

# IDAHO'S CDL GRADUATION REQUIREMENTS



**Electrical linework often requires use of large, heavy equipment that must be driven to and from job sites, so most utility and construction companies require that their lineworkers possess a Class A commercial driver's license (CDL).**

For this reason, students are required to obtain their Class A CDL at the Idaho campus, and are encouraged to obtain it at our California, Texas and Florida campuses, prior to graduation. **Requirements vary from state to state, so check with your local DMV for specifics as early as possible.** Lengthy DMV processes or restrictive state residency requirements can be difficult to navigate. Please refer to the following requirements for obtaining a CDL or commercial learner's permit (CLP) in states where NLC campuses are located.

## IDAHO

### CLASS A CDL WITH AIR BRAKES ENDORSEMENT REQUIREMENTS

**A valid Class A CDL with air brakes endorsement is required for graduation at the Idaho campus.**

NLC, in coordination with Idaho CDL Training LLC, offers an in-house option to aid students in fulfilling this requirement. To obtain a Class A CDL with air brakes endorsement through NLC's optional course, CDL 1005, the general steps are outlined below:

For more detailed information on the steps below go to [idahocdltraining.com](http://idahocdltraining.com) and click the NLC Students tab.

- Recommended: Complete the online commercial learner's permit test preparation course. There is a \$150 charge to access the online training that is paid directly to [cdlonline.com](http://cdlonline.com). Follow the directions to sign up for the online Commercial Learner's Permit test preparation course by going to [idahocdltraining.com](http://idahocdltraining.com) and click on the NLC Students tab.
- Take the required knowledge written tests at your local Department of Motor Vehicles (DMV) to gain your Class A learner's permit with air brakes. Fees for the written test and CDL learner's permit vary by state; please check with your local DMV regarding fees. (These fees are outside of any Idaho CDL Training LLC fees or NLC fees charged.)
- Take the three required written tests (general knowledge, combination vehicles, and air brakes) to obtain a Class A CDL learner's permit with air brakes at the DMV.

- Obtaining your commercial learner's permit (CLP) is a prerequisite for CDL 1005. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.
- **Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class D license in Idaho, then obtain their CLP in Idaho, after which they can train and test as part of this course.**
- Complete the recommended hours of instructor-led training (12 hours covering pretrip, backing, and road driving).
- Successfully complete the CDL skills test administered by Idaho CDL Training LLC.
  - The DOT medical card is recommended, but not required for graduation.

*If you do not already possess a valid Class A CDL, NLC's optional course, CDL 1005, is the recommended route. However, students can obtain a Class A CDL that meets graduation requirements any way they prefer. Please contact your local DMV for details on how to obtain a Class A CDL in your residence state as applicable. Most states will let you complete your CDL skills test in Idaho except for a few (such as WA, NC). Students from states that will not let you take the CDL skills test in Idaho with your home state CLP will either need to obtain the CDL in your home state or get an Idaho driver's license and Idaho CLP to be able to take the optional CDL course CDL 1005. Visit [idahocdltraining.com](http://idahocdltraining.com) for more information.*

Students under the age of 21 will be given 20 business days after the start of their term to provide the Idaho CLP.

- Required by the DMV for any out-of-state student who must get an Idaho driver's license and Class A CLP:
  - Birth certificate (no photocopies accepted) or passport
  - Official state-issued driver's license from their current state
  - Proof of residency (these documents must show an Idaho address to qualify to show proof of residency):
    - Rental agreement
    - Power bill, gas bill or any utility bill in your name
    - Bank statement
  - Social Security card (original only, copies are not accepted)
- Successfully complete and pass the mandatory drug screening facilitated by Idaho CDL Training LLC during the first week of the term.



# COMMERCIAL LEARNER'S PERMIT REQUIREMENTS

NLC strongly recommends students obtain their Class A CDL BEFORE graduation to increase their desirability to potential future employers. Since having a Commercial Learner's Permit (CLP) is a prerequisite to obtaining a CDL, we have listed each state's CLP requirements for your reference.

## CALIFORNIA

Though this list contains the necessary steps, further details are available at:

[dmv.ca.gov/portal/driver-licenses-identification-cards/commercial-driver-licenses-cdl/](https://dmv.ca.gov/portal/driver-licenses-identification-cards/commercial-driver-licenses-cdl/)

To obtain a commercial learner's permit in the state of California, you must:

- Be 18 years of age or older.
- Complete a Commercial Driver License Application.
- Complete a 10-Year History Record Check form (DL 939) if you have been issued a driver license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous 10 years.
- Provide your true full name.
- Present an acceptable birth date/legal presence document.
- Present acceptable residency documents, if you have never had a California driver license or California identification card.
- Provide your Social Security number.
- Pay the application fee.
- Pass a knowledge test for the class of vehicle you will drive.

## TEXAS

Though this list contains the necessary steps, further details are available at:

[dps.texas.gov/section/driver-license/how-do-i-apply-commercial-driver-license](https://dps.texas.gov/section/driver-license/how-do-i-apply-commercial-driver-license)

To obtain a commercial learner's permit in the state of Texas, you must:

- Apply in person at a driver's license office.
- Present appropriate documents to verify your identity.
- Present documents to verify Texas residency.
- Present evidence of your Social Security number.
- Meet the self-certification of medical status requirement by completing the Self-Certification Affidavit.
- If applicable, meet the nonresident commercial requirements.
- Present proof of Texas vehicle registration and liability insurance on all vehicles registered in your name.
- Complete the Supplement Application Texas Commercial Driver License Certifications and Record of CDL Examination (CDL-1).
- Consent to be photographed, fingerprinted, and provide a signature.
- Pass a vision test.
- Pass the knowledge and skills tests for the appropriate driver's license, including endorsements.
- Pay the required fee.
- Provide a commercial motor vehicle (CMV) for the driving test.

## FLORIDA

Though this list contains the necessary steps, further details are available at:

[flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/commercial-driver-license/](https://flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/commercial-driver-license/)

To obtain a commercial learner's permit in the state of Florida, you must:

- Be a resident of Florida (info on obtaining residency can be found at: [stateofflorida.com/residency.aspx](https://stateofflorida.com/residency.aspx)).
- Be at least 18 years of age to drive intrastate, 21 to drive interstate.
- Hold a Florida Class D license.
- Surrender any and all other driver's licenses issued by Florida or any other state.
- Not be under suspension, revocation, cancellation, or disqualification in Florida or any other state.
- Submit a valid medical report or card.
- Provide proof of Social Security number.
- Pass all required tests and pay fees.

*Note: International students and students from U.S. Territories should refer to the applicable policy in the Policies section of this catalog for additional information regarding the CDL graduation requirement at NLC-Idaho: "Idaho's CDL Graduation Requirements—International Students" and "Idaho's CDL Graduation Requirements—U.S. Territory Students."*

# PROGRAM TOOLS AND SUPPLIES

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

In addition to tuition and fees, students in the Electrical Lineworker Program are required to purchase the climbing and hand tools listed below. NLC works closely with leading utility and construction companies to identify widely utilized tools in the industry, then works with manufacturers and distributors to secure discounted prices. Though manufacturer and distributor prices fluctuate, every effort is made to ensure NLC students receive the lowest possible prices.

CLIMBING TOOLS		HAND TOOLS		CLOTHING	
1	<b>Gaff Guards</b> One pair included with climbers; replacements available	14	<b>Screwdriver</b> 6-in	<b>NLC Safety Shirts</b> All students are required to purchase a minimum of four shirts sold exclusively at NLC campuses.	
2	<b>Climbers and Pads</b>	15	<b>Folding Ruler</b> 6-ft fiberglass, inside read	<b>Rain Gear</b> Though not a requirement, it is recommended that students purchase rain gear, as training will proceed regardless of weather.	
3	<b>Tool/Bolt Bag</b> Attaches to body belt	16	<b>10-inch Pump Pliers</b>	<b>CLASSROOM SUPPLIES</b>	
4	<b>Body Belt</b> Full-floating system	17	<b>9-inch Lineman Pliers</b>	The cost of your training manual is included in tuition, and will be provided the first day of class. All other classroom supplies should be purchased prior to the first day of the term. The following are recommended:	
5	<b>Hard Hat</b>	18	<b>Hammer</b> 22 oz	<b>Scientific Calculator</b> (e.g., Texas Instruments 30x)	
6	<b>Safety Glasses</b> ANSI standard Z-87.1	19	<b>Lineman's Skinning Knife</b>	<b>Notepad</b>	
7	<b>Cut-Resistant Gloves</b> Two pairs short cuff	20	<b>Adjustable Wrench</b> 12"	<b>Pens and Highlighters</b>	
8	<b>Tool Holster</b> Five-pocket	21	<b>Lineman's Wrench</b>	<b>#2 Pencils</b>	
9	<b>SuperSqueeze™ and BuckAdjuster</b>	22	<b>Ratcheting Box Wrench</b> 9/16-3/4-inch	<b>Backpack</b>	
10	<b>Lineman Boots</b> Steel or composite toe	23	<b>Plumb Bob</b>	<b>Lunch Box</b>	
11	<b>Gaff Sharpening Kit</b>			<b>Laptop Computer (optional)</b>	
12	<b>Climber Shields</b>				
13	<b>Lineman Tool Bag</b>				

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



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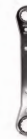
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# PROGRAM CALENDAR



## IDAHO

### 2023 TERM 1

Classes begin .....Mar 6, 2023  
 Graduation.....Jun 16, 2023  
*No classes—campus closed*  
 Memorial Day\* .....May 29, 2023

### 2023 TERM 2

Classes begin .....July 3, 2023  
 Graduation.....Oct 13, 2023  
*No classes—campus closed*  
 Independence Day\* .....Jul 4, 2023  
 Labor Day\* .....Sep 4, 2023

### 2023 TERM 3

Classes begin .....Oct 30, 2023  
 Graduation.....Feb 23, 2024  
*No classes—campus closed*  
 Thanksgiving Break\* .....Nov 20-24, 2023  
 Christmas Break\* .....Dec 25-29, 2023  
 New Year's Day\* .....Jan 1, 2024  
 Martin Luther King Jr. Day\* .....Jan 15, 2024



## TEXAS

### 2023 TERM 1

Classes begin .....Jan 30, 2023  
 Graduation.....May 19, 2023  
*No classes—campus closed*  
 Company-Wide Training\* .Feb 27-Mar 3, 2023

### 2023 TERM 2

Classes begin .....Jun 5, 2023  
 Graduation.....Sep 15, 2023  
*No classes—campus closed*  
 Independence Day\* .....Jul 4, 2023  
 Labor Day\* .....Sep 4, 2023

### 2023 TERM 3

Classes begin .....Sep 25, 2023  
 Graduation.....Jan 26, 2024  
*No classes—campus closed*  
 Thanksgiving Break\* .....Nov 20-24, 2023  
 Christmas Break\* ..Dec 25, 2023-Jan 5, 2024  
 New Year's Day\* .....Jan 1, 2024  
 Martin Luther King Jr. Day\* .....Jan 15, 2024



## CALIFORNIA

### 2023 TERM 1

Classes begin .....Apr 10, 2023  
 Graduation.....Jul 21, 2023  
*No classes—campus closed*  
 Memorial Day\* .....May 29, 2023  
 Independence Day\* .....Jul 4, 2023

### 2023 TERM 2

Classes begin .....Aug 7, 2023  
 Graduation.....Nov 17, 2023  
*No classes—campus closed*  
 Labor Day\* .....Sep 4, 2023

### 2023 TERM 3

Classes begin .....Dec 4, 2023  
 Graduation.....Apr 5, 2024  
*No classes—campus closed*  
 Christmas Break\* ..Dec 25, 2023-Jan 5, 2024  
 New Year's Day \* .....Jan 1, 2024  
 Martin Luther King Jr. Day\* .....Jan 15, 2024  
 Company-Wide Training\* .Feb 26-Mar 1, 2024



## FLORIDA

### 2023 TERM 1

Classes begin .....Jan 3, 2023  
 Graduation.....Apr 21, 2023  
*No classes—campus closed*  
 Martin Luther King Jr. Day\* .....Jan 16, 2023  
 Company-Wide Training\* .Feb 27-Mar 3, 2023

### 2023 TERM 2

Classes begin .....May 1, 2023  
 Graduation.....Aug 11, 2023  
*No classes—campus closed*  
 Memorial Day\* .....May 29, 2023  
 Independence Day\* .....Jul 4, 2023

### 2023 TERM 3

Classes begin .....Aug 28, 2023  
 Graduation.....Dec 15, 2023  
*No classes—campus closed*  
 Labor Day\* .....Sep 4, 2023  
 Thanksgiving Break\* .....Nov 20-24, 2023

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

# PROGRAM COSTS

## ELECTRICAL LINEMAN PROGRAM

### TUITION AND FEES

	IDAHO	CALIFORNIA <sup>1</sup>		TEXAS	FLORIDA
		TERM 1	TERM 2&3		
Application Fee <i>paid with application</i>	\$100	\$100	\$100	\$100	\$100
Lab Fee <i>paid during enrollment process</i>	\$850	\$850	\$850	\$850	\$850
Tuition <i>ID, FL, TX: due four weeks prior to term start; CA: due by 1st day of class</i>	\$17,000	\$18,500	\$19,000	\$17,000	\$17,000
<b>Total Tuition and Fees</b>	<b>\$17,950</b>	<b>\$19,450</b>	<b>\$19,950</b>	<b>\$17,950</b>	<b>\$17,950</b>

### REQUIRED ASSOCIATED COSTS

Climbing and Hand Tools, NLC Safety Shirts <i>ID, FL, TX: due four weeks prior to term start; CA: due by 1st day of class</i>	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
Sales Tax on Tools and Shirts	\$168	\$231	\$231	\$231	\$182
Class A CDL with Air Brakes Endorsement <sup>2</sup>	\$268 <sup>3</sup>	n/a	n/a	n/a	n/a

### CAMPUS-SPECIFIC FEES

Student Tuition Recovery Fund (STRF) Fee <sup>4</sup>	n/a	\$55	\$57.50	n/a	n/a
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### TOTAL TERM COST<sup>5</sup>

\$21,186	\$22,536	\$23,038.50	\$20,981	\$20,932
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## OPTIONAL COURSES ADDITIONAL COST

### ADVANCED TRAINING COURSES

Crane Operator Certification Training	\$2,095	\$2,095 <sup>4</sup>	\$2,095 <sup>4</sup>	\$2,095	\$2,095
Class A CDL Testing Course and Fees	\$3,225	n/a	n/a	n/a	\$3,325
Class A CDL Training Course and Fees	n/a	\$3,325 <sup>4</sup>	\$3,325 <sup>4</sup>	\$2,975	n/a

### REFRESHER COURSE

Applied Mathematics	\$250	\$250 <sup>4</sup>	\$250 <sup>4</sup>	\$250	\$250
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### TOTAL TERM COST WITH OPTIONAL COURSES

\$26,756	\$28,206 <sup>4</sup>	\$28,708.50 <sup>4</sup>	\$26,301	\$26,602
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**Seats are not reserved until payment in full is received or alternate funding is verified by NLC's Student Accounts. Students are encouraged to submit all requirements and pay in full as soon as possible to reserve their seat. Enrollment agreements and funding for optional courses must be completed by the end of business of the second day of the term.**

1. A tuition increase of \$500 will be effective term 2 at our California campus for the Electrical Lineworker Program. While we have taken significant measures to control costs for the coming year and beyond, given the significant rise in inflation and ongoing costs associated with operating a business in California, an increase has unfortunately become unavoidable.

2. DMV costs are estimated and are subject to change without notice. Confirm current pricing with the applicable state DMV. Due to differing state laws, CDL/CLP requirements vary by campus. See CDL and CLP pages of this catalog for further information. **CDL/CLP costs are paid directly to the DMV.**

3. The \$268 required associated cost is an estimate and is not paid to NLC. This cost includes the price of three written tests required by the DMV: general knowledge, combination vehicles, and air brakes. The tests are a prerequisite to secure a CLP with air brakes endorsement and cost \$3 per test. After successfully passing all three tests, the DMV charges \$29 to issue the CLP. After the CLP is secured the DMV requires a two-week waiting period before the CDL skills test can be administered. After the mandatory waiting period, the student must find a third-party tester (fees vary by tester, but their fee cannot exceed \$190). After the candidate successfully passes both the written and skills tests, the CDL can be issued for a fee of \$40. Costs are estimated and are subject to change without notice. Visit [itd.idaho.gov/itddmv](http://itd.idaho.gov/itddmv) for current pricing.

4. In alignment with California state statute, NLC shall collect an STRF assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. This amount could be increased by the BPPE at any time. Assessments paid to NLC are nonrefundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.

5. The total term cost represents the total charges for the period of attendance and the entire educational program.

# GENERAL INFORMATION



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**STUDENT SERVICES**  
**ADMISSIONS REQUIREMENTS**  
**ADMISSIONS PROCESS**  
**STAY CONNECTED**  
**FUNDING**  
**BOARD AND OFFICERS**

**CONTACT INFORMATION**  
**INSTRUCTORS**



# **GENERAL INFORMATION**

# STUDENT SERVICES

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

## ENROLLMENT ASSISTANCE

NLC's Admissions department is located in Meridian, Idaho. Admissions consultants specialize in processing student applications and are available to answer questions regarding enrollment. Admissions consultants can also connect students to our Student Accounts department for financial assistance. Call 888-LINEWORK to connect with a consultant.

## ACADEMIC AND BEHAVIORAL GUIDANCE

It is the goal of NLC to set students up for success, and training specialists work daily to provide the guidance needed to do just that. Through daily and weekly behavioral and academic assessments, routine one-on-one evaluations, and academic improvement plans, instructors provide expertise and encouragement.

## STUDENT RECORDS

The Office of the Registrar is located in Meridian, Idaho. The registrar is responsible for maintaining student records. To connect with the registrar's office, call 888-LINEWORK.

## STUDENT COMPLAINTS

Student complaints are resolved by the respective president of each campus. Please see the *Policies* section of this catalog for further information on complaint procedure. To contact a campus president, call 888-LINEWORK.

## HOUSING

NLC works with Collegiate Housing Services (FL, ID, TX) and the Historic Oroville Inn (CA) to provide assistance to students with short-term housing needs. For more information, visit [lineman.edu](http://lineman.edu) or contact the Admissions department.

## EMPLOYMENT ASSISTANCE

NLC works diligently to make sure students have everything they need to find gainful employment after graduation. Through initiatives taught in the *Career Planning and Strategies* course, students learn how to write résumés and cover letters, proper interviewing behavior, and effective methods for researching job opportunities—all tailored to hiring practices common in the utility-delivery industry.

## COMPANY VISITS

It is common for utility and construction company representatives to visit NLC to recruit future graduates.

## ALUMNI JOB PORTAL

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

## ALUMNI OUTREACH

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



# ADMISSIONS REQUIREMENTS

## To be eligible for NLC's Electrical Lineworker Program, you must:

- Be at least 18 years of age by the start date of the term you select.
- Have a high school diploma or GED<sup>1</sup>.
- Possess a valid driver's license.
- Be eligible to obtain a Class A commercial driver's license (CDL).
- Be physically and mentally fit to participate (official *Medical Release* form provided during enrollment process).

- Provide proof of current medical insurance coverage by the start date of the term you select. (Students are required to keep current coverage for the duration of the program.)
- Not have a felony conviction on your record.
- Weigh no more than 270 pounds due to weight restrictions of fall protection equipment.
- Complete the online learning readiness assessment (*Hybrid program only*).

If you meet these qualifications, you are welcome to submit an application.

## HOW TO APPLY

Please visit the online application portal at: [lineman.edu/students-home/apply/](http://lineman.edu/students-home/apply/)

If you have limited online access or prefer a paper application, please contact Admissions by calling 888-LINEWORK.

Otherwise, the next page will help you get started.

## STUDENT DEVICE REQUIREMENTS

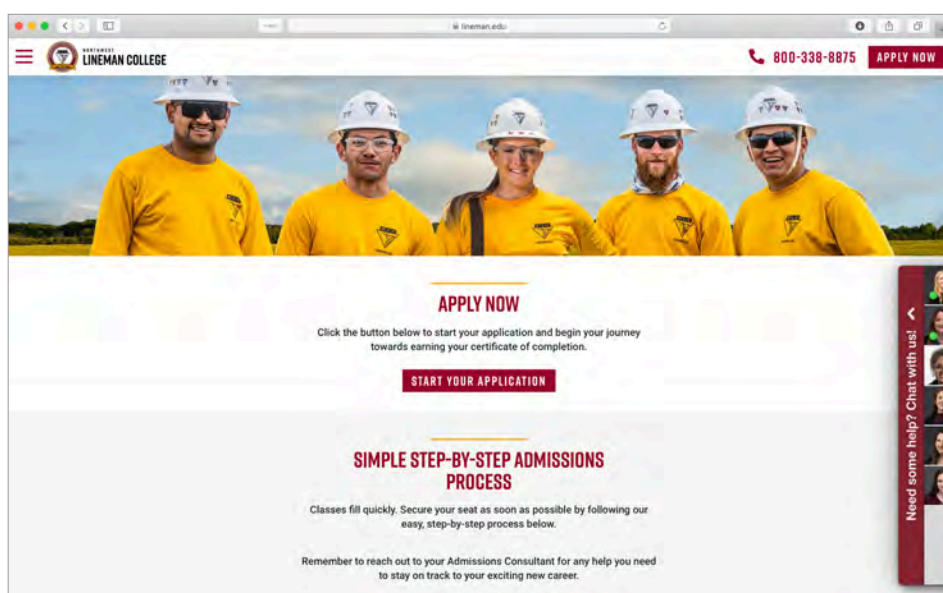
### MICROSOFT PC/LAPTOP

- Windows 10 or higher
- 16 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10 mbps, 25 mbps preferred)

### APPLE LAPTOP

- MACOS 10.x or higher
- 8 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10 mbps, 25 mbps preferred)

When on campus, NLC provides an open guest network for Wi-Fi.



1. NLC requires high-school-level English language proficiency as documented by a High School Diploma or GED.

# ADMISSIONS PROCESS

Due to NLC's commitment to maintaining a low student-to-instructor ratio, space is limited. It is recommended that you complete the admissions process as soon as you've decided that our program is a fit for you. The Admissions Portal will guide you through the admissions process, but here are helpful hints to get you started.



## STEP 1: APPLICATION

Completely fill out the online application, submit all required documents and pay the application fee<sup>1</sup>.

This is a simple process—all required information needed to obtain these items is provided as you go.

The process should take approximately twenty minutes to complete.

### WHAT'S NEEDED?

- \$100 application fee<sup>1</sup>
- Copy of driver's license to upload
- DOT Medical Certificate and NLC's Medical Release form (completed by a registered DOT medical examiner)
- Official high-school transcript or GED/ high school equivalency test transcript
- Complete the online learning readiness assessment (*Hybrid program only*)



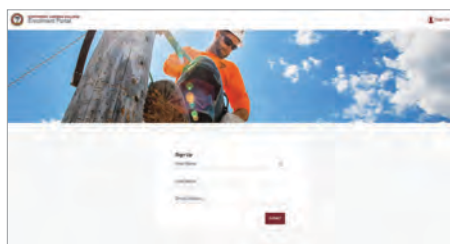
## STEP 2: ENROLLMENT

Upon acceptance into your program, admissions will contact you to arrange payment of the lab fee and to sign the electronic enrollment agreement.

### WHAT'S NEEDED?

- \$850 lab fee
- Signed enrollment agreement

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



Any questions? Contact Admissions at **888-LINEWORK** (option 1) or [admissions@lineman.edu](mailto:admissions@lineman.edu).

<sup>1</sup> Application fee is nonrefundable if cancellation takes place prior to signing an enrollment agreement. See campus-specific policies for complete refund information.

# STAY CONNECTED

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



## CONNECT WITH US TODAY:

Facebook: [www.facebook.com/northwestlinemancollege/](http://www.facebook.com/northwestlinemancollege/)

Instagram: [www.instagram.com/northwestlinemancollege/](http://www.instagram.com/northwestlinemancollege/)

Twitter: [www.twitter.com/nw\\_lineman](http://www.twitter.com/nw_lineman)

# FUNDING

**Not sure how you will pay for your education? You're not alone—most prospective students have the same questions and concerns. It's important to keep in mind that your education is an investment, with the potential of a great return. The following information will give you a few options other students have used to successfully fund their education.**

## LOANS\*

When it comes to higher education, there are traditionally two types of loans available: federal and non-federal (private) student loans. In an effort to keep tuition costs as affordable as possible, NLC does not participate, receive, or qualify for federal funding programs—meaning it does not accept any federal loans or student aid (FAFSA). However, private student loans are accepted, which a great number of NLC students have used to pay for their education.

## SALLIE MAE

A majority of students who have used private student loans have utilized the Sallie Mae Smart Option Student Loan, which covers tuition, associated costs, and living expenses. Representatives at Sallie Mae recommend the following:

Use a cosigner when possible, even if you believe you don't need one.

Avoid over-borrowing (borrow the minimum amount needed for tuition, associated costs, and living expenses).

Apply for funding as soon as you enroll in an NLC program.

Learn more at: [lineman.edu/students-home/apply/](http://lineman.edu/students-home/apply/)

## MERITIZE

Meritize is a unique academic lender that bases its loan approvals not only on credit score, but also academic performance. If you have little to no credit history, you may benefit. Even if your academic record isn't perfect, Meritize will work with you to customize a loan that meets your specific needs.

A Meritize loan:

- Uses academic data for better options.
- Offers expedited approval.
- Can be repaid over five years.
- Has no prepayment penalty.

- Can cover full cost of attendance.
- Provides full in-school deferment option.
- Offers 90-day-payback grace period.
- Learn more at: [lineman.edu/students-home/apply/](http://lineman.edu/students-home/apply/)

## OTHER PRIVATE LOANS

Local banks and credit unions sometimes offer loans to those pursuing education, and can be a great resource. That said, it's important to know the following when seeking untraditional private student loans:

- NLC does not receive, participate, or qualify for Title IV Funding (anything requiring a FAFSA application—Pell Grant, Stafford Loan, etc.). As such, NLC does not provide 1098-T tax forms. Pass this info on to your loan officer to help them find the best option for you.
- Not all banks offer student loans, but don't be discouraged—ask them to help you explore all options.
- Private student loans are becoming more and more common, and most can be applied for online. An Internet search using keywords like "private student loans," "non-federal student loans," or "career training loans" may generate useful results.

## SCHOLARSHIPS

Though scholarships can take time and commitment to research and obtain, it is often worth the effort. Quite a few students have received assistance for tuition, fees, and associated costs through scholarships. Remember, every little bit helps. There are a surprising number of scholarships available from a huge variety of companies and organizations, often with very few applicants. When searching for scholarships to apply for, consider the following:

## HIGH SCHOOLS

If you are still in high school, speak with your guidance counselor about scholarship opportunities. It is common for counseling centers to have lists of scholarships and applications on hand.

## COMMUNITY ORGANIZATIONS

Local chapters of organizations such as Rotary Club, Elks Club, American Legion, and many churches offer scholarships.

## EMPLOYERS

The company you or your parents work for may offer scholarships for employees and their families.

## POWER COMPANIES/MUNICIPALITIES

Several power and utility companies throughout the U.S. offer community scholarships, some being trade-specific.

## MINORITY ORGANIZATIONS

Several organizations provide scholarships for minority students.

*\*NOTE: Financial assistance is available only to those who qualify. When obtaining a loan to pay for your education at NLC, you are responsible for repaying the full amount of the loan plus any interest agreed upon in your loan contract.*

## STATE FUNDING

Many students have been able to use grant funds through their local Department of Labor office to attend NLC for career training. When contacting your local office, inquire about the following programs:

- Workforce Innovation Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Worker's Compensation Program
- Vocational Rehabilitation (VocRehab)

NLC is continually looking for new sources to help students find funding to power their education. For the most current information on loans, scholarships, and other available options, please visit:

**[lineman.edu/students-home/nlc-programs/elp/tuition-funding](http://lineman.edu/students-home/nlc-programs/elp/tuition-funding)**

For questions or assistance, call Student Accounts:

**888-LINEWORK**

### **WHAT'S THE DIFFERENCE?**

Loans, scholarships, and grants are the three leading methods of funding an education. Learn more about the differences to determine the right combination for you.

#### **LOAN**

Student loans are borrowed funds which you (or your parents or guardians) are obligated to pay back over a certain agreed-upon period, with interest.

#### **SCHOLARSHIP**

Scholarships are a form of financial aid that do not have to be repaid. Scholarships are granted based on a variety of criteria, including academic merit, athletic involvement, extracurricular activities, essays, ethnicity, and financial need.

#### **GRANT**

Grants are monetary awards that, like scholarships, do not need to be repaid. Grants are funded by federal and state governments.

# BOARD AND OFFICERS

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NLC staff are well trained to answer your questions; this page will help you find exactly the right person to contact. You are invited to visit any NLC campus for a tour, meet the friendly staff, and get a glimpse of what campus life is like—call 888-LINEWORK to schedule!

## GOVERNING BOARD

**CAROLYN CAMPBELL**  
*Vice President & Secretary*  
Quanta Services

**RANDALL WISEBAKER**  
*Vice President*  
Quanta Services

**DANIEL GOVIN**  
*Vice President*  
Quanta Services

## NLC OFFICERS AND KEY STAFF

**MIKE DANIELS**  
*President and Chief Executive Officer*

**HARRY SCARBOROUGH**  
*Chief of Staff*

**KRISTIN OOSTRA**  
*Chief Education Officer*

**CARL RUSHBRIDGE**  
*Chief Financial Officer*

**MARK GROVES\***  
*ID Campus President*

**BILL BOSCH\***  
*CA Campus President*

**BILLY KIDD**  
*TX Campus President*

**VALERIE BRUNEEL**  
*FL Campus President, Interim*

*\*International Lineman Hall of Fame Inductee*

# CONTACT INFORMATION

## ADMISSIONS

### PAUL MITCHELL

Senior Admissions Manager  
pmitchell@lineman.edu

For information regarding admissions, class schedules, facility tours, housing, funding, or general information, contact an Admissions consultant: admissions@lineman.edu

### ALICIA KENNEDY

### CAITY DENNY

### CHRIS SADLER

### CHRISTENA MEIER

### JACKIE MELESIO

### KARLI CHALOUPKA

### KENDAL JOHNSON

### KRISTI MATTULAT

### MARIE GOFF

### NATALIE HARRISON

### SAMANTHA GALLI

### VICTORIA DOZIER

### WHITNEY EDWARDS

### HEATHER PHILLIPS

### PEYTON LANGSTON

## STUDENT ACCOUNTS

### JESSICA HILD

AR Supervisor  
jhild@lineman.edu

If you have funding-related questions, contact Student Accounts at: studentaccounts@lineman.edu

### JESSICA VAN HYNING

### KALE SMITH

### SHANELL MARTINEZ

### KRISTY FOREMAN

## REGISTRAR

### BRENDY MCCONNAUGHEY

Registrar  
bmcconnaughey@lineman.edu

For information regarding records and transcripts contact the Registrar's Office at: registrar@lineman.edu

### ROSE REICH

### KATIE SOTTIAUX

### NATHAN WISENBAKER

### AUDREY ANDERSON

## STUDENT EXPERIENCE

### SARA LASUEN

Director of Operations,  
Student Experience & Admissions  
slasuen@lineman.edu

For information regarding student safety, health, career fairs, and additional resources, and for general student questions or concerns unresolved at the campus level (refer to the Student Grievance Procedure in this catalog) contact the Student Experience department.

### TINA MCGEE

### JAIME SPENCE

## NORTHWEST LINEMAN COLLEGE

### IDAHO CAMPUS

7600 S Meridian Rd  
Meridian, ID 83642  
Phone: 888-LINEWORK  
Fax: 208-888-4275  
Email: nlc@lineman.edu

## NORTHWEST LINEMAN COLLEGE

### CALIFORNIA CAMPUS

2009 Challenger Ave  
Oroville, CA 95965  
Phone: 888-LINEWORK  
Fax: 530-534-7087  
Email: nlc@lineman.edu

## NORTHWEST LINEMAN CENTER

### TEXAS CAMPUS

5110 Dakota Ln  
Denton, TX 76207  
Phone: 888-LINEWORK  
Email: nlc@lineman.edu

## NORTHWEST LINEMAN CENTER

### FLORIDA CAMPUS

501 Pullman Rd  
Edgewater, FL 32132  
Phone: 888-LINEWORK  
Fax: 208-888-4275  
Email: nlc@lineman.edu

# INSTRUCTORS

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## TRAINING SUPERVISORS

**MICHAEL MUÑOZ**  
*Training Supervisor, TX*  
Entered trade: 2007  
Joined NLC: 2017

**NOAH MALLARD**  
*Training Supervisor, ID*  
Entered trade: 2008  
Joined NLC: 2018

**JUSTIN VAUGHAN**  
*Training Supervisor, CA*  
Entered trade: 1999  
Joined NLC: 2018

**JERRY WILSON**  
*Training Supervisor, FL*  
Entered trade: 2002  
Joined NLC: 2018

## TRAINING SPECIALISTS

**GARY ALEXSON**  
*Training Specialist, TX*  
Entered trade: 2006  
Joined NLC: 2017

**MIKE BARTHOLOMEW**  
*Training Specialist, ID*  
Entered trade: 2012  
Joined NLC: 2018

**COLLIN BIRKHOLZ**  
*Training Specialist, CA*  
Entered trade: 2012  
Joined NLC: 2020

**NICHOLAS BOWMAN**  
*Training Specialist, FL*  
Entered trade: 2008  
Joined NLC: 2022

**HANK BRADFORD**  
*Training Specialist, FL*  
Entered trade: 2001  
Joined NLC: 2021

**JED CALLEN**  
*Training Specialist, CA*  
Entered trade: 2013  
Joined NLC: 2021

**CODY CHILDERS**  
*Training Specialist, CA*  
Entered trade: 2009  
Joined NLC: 2017

**PATRICK CHILDERS**  
*Training Specialist, FL*  
Entered trade: 2003  
Joined NLC: 2021

**RYAN CLEARMAN**  
*Training Specialist, TX*  
Entered trade: 2007  
Joined NLC: 2019

**RUSSELL COBB**  
*Lead Training Specialist, FL*  
Entered trade: 1995  
Joined NLC: 2019

**MICHAEL COLF**  
*Training Specialist, TX*  
Entered trade: 2012  
Joined NLC: 2017

**RICKY COLLINS**  
*Training Specialist, CA*  
Entered trade: 1993  
Joined NLC: 2012

**TRAVIS CRNKOVICH**  
*Training Specialist, ID*  
Entered trade: 2011  
Joined NLC: 2019

**PRESTON DANIELI**  
*Training Specialist, ID*  
Entered trade: 2003  
Joined NLC: 2020

**RORY DELATORRE**  
*Training Specialist, TX*  
Entered trade: 2008  
Joined NLC: 2019

**JAMES DILLARD**  
*Training Specialist, FL*  
Entered trade: 1997  
Joined NLC: 2020

**ALLAN EDMONDSON**  
*Training Specialist, ID*  
Entered trade: 2006  
Joined NLC: 2019

**KRISTOFER TANNER**  
*Training Specialist, CA*  
Entered trade: 2012  
Joined NLC: 2021

**DOUG ELFORD**  
*Training Specialist, CA*  
Entered trade: 1985  
Joined NLC: 2022

**ROY FLOOK**  
*Training Specialist, ID*  
Entered trade: 2006  
Joined NLC: 2016

**RORY GODFREY**  
*Training Specialist, FL*  
Entered trade: 2005  
Joined NLC: 2021

**ANDREW GREEN**  
*Training Specialist, CA*  
Entered trade: 2010  
Joined NLC: 2016

**JOHN HANCE**  
*Senior Training Specialist, ID*  
Entered trade: 1998  
Joined NLC: 2003

**KEONI HANCE**  
*Training Specialist, ID*  
Entered trade: 2008  
Joined NLC: 2015

**EARNEST HOLLIDAY**  
*Training Specialist, FL*  
Entered trade: 1987  
Joined NLC: 2021

**BO HOOD**  
*Training Specialist, TX*  
Entered trade: 2010  
Joined NLC: 2017

**HEATH HUCKABY**  
*Training Specialist, TX*  
Entered trade: 2004  
Joined NLC: 2018

**RAY HUGGINS**  
*Training Specialist, CA*  
Entered trade: 2006  
Joined NLC: 2019

**NICK JONES**  
*Lead Training Specialist, ID*  
Entered trade: 1999  
Joined NLC: 2012



**BILLY JOSEN**

*Training Specialist, ID*  
Entered trade: 2003  
Joined NLC: 2020

**BRIAN LALEME**

*Senior Training Specialist, CA*  
Entered trade: 1986  
Joined NLC: 2017

**SHAWN LATHAN**

*Training Specialist, FL*  
Entered trade: 2003  
Joined NLC: 2020

**CALEB LENZ**

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

**JARED LITCHKO**

*Training Specialist, TX*  
Entered trade: 2005  
Joined NLC: 2021

**JED MARTIN**

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

**JAMES MATTHEWS**

*Training Specialist, ID*  
Entered trade: 2006  
Joined NLC: 2020

**CHAD MORRIS**

*Training Specialist, CA*  
Entered trade: 2008  
Joined NLC: 2022

**JOSHUA NICHOLS**

*Training Specialist, FL*  
Entered trade: 2010  
Joined NLC: 2022

**JUSTIN ODOM**

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

**BEN OSBURN**

*Training Specialist, CA*  
Entered trade: 2014  
Joined NLC: 2021

**MATT PARKER**

*Training Specialist, ID*  
Entered trade: 2006  
Joined NLC: 2020

**ERIK PELTIER**

*Training Specialist, FL*  
Entered trade: 2007  
Joined NLC: 2020

**JIMMY PERRY**

*Training Specialist, CA*  
Entered trade: 1984  
Joined NLC: 2022

**JIM PETERSON**

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

**DANNY PRICE**

*Training Specialist, CA*  
Entered trade: 1979  
Joined NLC: 2021

**RIGO RODRIGUEZ**

*Training Specialist, CA*  
Entered trade: 2001  
Joined NLC: 2020

**RYAN ROW**

*Training Specialist, CA*  
Entered trade: 2004  
Joined NLC: 2020

**BLAKE SCHMIDT**

*Training Specialist, TX*  
Entered trade: 2010  
Joined NLC: 2020

**TOM SCHOONOVER**

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

**RICHARD SCOTT**

*Training Specialist, ID*  
Entered trade: 2010  
Joined NLC: 2018

**BEAU SLATON**

*Training Specialist, CA*  
Entered trade: 2011  
Joined NLC: 2022

**ADAM SMITH**

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

**RANSOM SMITH**

*Training Specialist, ID*  
Entered trade: 2013  
Joined NLC: 2020

**RYAN SORENSON**

*Training Specialist, ID*  
Entered trade: 2010  
Joined NLC: 2021

**ZACH STANKO**

*Training Specialist, ID*  
Entered trade: 2013  
Joined NLC: 2019

**KRISTOFER TANNER**

*Training Specialist, CA*  
Entered trade: 2012  
Joined NLC: 2021

**AUNDRE THOMAS**

*Training Specialist, FL*  
Entered trade: 2011  
Joined NLC: 2021

**IVAN TURNER**

*Training Specialist, CA*  
Entered trade: 2006  
Joined NLC: 2021

**COLE WALKER**

*Training Specialist, TX*  
Entered trade: 2005  
Joined NLC: 2021

**JEROLD WELLS**

*Training Specialist, ID*  
Entered trade: 1988  
Joined NLC: 2020

**JAMAAL WOFFORD**

*Lead Training Specialist, TX*  
Entered trade: 2003  
Joined NLC: 2019

# POLICIES



**GENERAL PROGRAM POLICIES**

**IDAHO'S CDL GRADUATION REQUIREMENTS—INTERNATIONAL STUDENTS**

**IDAHO'S CDL GRADUATION REQUIREMENTS—U.S. TERRITORY STUDENTS**

**DISTANCE EDUCATION CONSORTIUM AGREEMENT STATEMENT**

**CALIFORNIA-SPECIFIC POLICIES**

**IDAHO-SPECIFIC POLICIES**

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# POLICIES

# POLICIES

## GENERAL PROGRAM POLICIES STUDENT CONDUCT

In order to preserve the safety of NLC students, faculty, and staff, and the quality of the NLC student experience as a whole, individual students who do not conduct themselves appropriately may be sent home for the day, placed on probation or terminated from the program depending on the nature and severity of the offense. Examples of conduct that will result in one of the three listed consequences include, but are not limited to:

- Violation of rules or policies listed in the program catalog, curriculum, or program documents.
- Violation of the *Academic Honesty* policy.
- Any behavior on or off campus that brings discredit to NLC, negatively affects student or staff morale, or negatively impacts the quality of training or training environment.
- Use or possession of any illegal substance, on or off campus.
- Use or possession of alcoholic beverages on campus or while logged in to online classrooms.
- Use of tobacco products, including smoking, vaping, and chewing/spitting while in academic classes, including when logged in to online classrooms.
- Being under the influence of any intoxicating substance while on NLC property or while logged into online classrooms (for alcohol, defined as blood alcohol content (BAC) of 0.04 or higher).
- Stealing or deliberately destroying property of NLC, its employees, students, or any other individuals.
- Posting or stating inappropriate, hostile, or harassing language, photographs, videos, or documents (whether directed at self, peers, instructors, or NLC at large).
- Blatant disrespect of fellow students, faculty, staff, or others.
- Any expression of intent to self-harm or exhibit suicidal ideations.

When a student is sent home for a violation of the *Student Conduct* policy, that absence will count towards the student's total absences and calculated as defined in the *Attendance* policy.

## FIT FOR DUTY DETERMINATION

NLC defines being "fit for duty" as an individual who is in a physical, mental, and emotional state that enables the student to perform the essential tasks of his or her field and classroom assignments in a manner which does NOT threaten the safety or health of oneself, fellow students, property, NLC staff and/or the public at large. In order to ensure the safety and health of all individuals on NLC property, NLC reserves the right to evaluate students on a case-by-case basis to determine if they are fit for duty. This evaluation will be conducted by a training specialist and training supervisor following NLC's Fit for Duty Assessment Checklist. The training supervisor will make the ultimate determination of fit for duty and recommend a course of action to the campus president. The campus president will then approve or disapprove the training supervisor's recommendation.

If the student is determined not fit for duty, the student will be sent home for the day after arranging transportation, if applicable. When a student is sent home because it was determined they were not fit for duty, they will be counted absent for that day. That absence will count toward the student's total absences and calculated as defined in the *Attendance* policy.

## DRUG AND ALCOHOL

NLC conducts training and prepares its students for careers in industries where drugs and alcohol create unsafe conditions; therefore, NLC is a drug-and alcohol-free educational institution. **All marijuana use is prohibited. (CBD oils, depending on the source, may cause the failure of drug testing due to trace levels of THC.)**

## PRESCRIPTION DRUG NOTIFICATION

Students must notify NLC of any prescription drug they are taking while enrolled at NLC. Students who fail to notify NLC of prescription medication immediately upon enrollment (or upon receipt of a new prescription during the program), or if any reported prescriptions might impair the student's behavior physically or mentally, NLC reserves the right to terminate enrollment.

Correspondence or discussion with the prescribing physician may be required.

## DRUG OR ALCOHOL TESTING

Students may be randomly tested for drugs or alcohol.

Students may be drug or alcohol tested for reasonable cause or suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, and credible reports.

Students will be terminated from the program for refusing a drug or alcohol test. Students who alter, dilute, tamper with, provide a false sample, deliberately delay, or in any way compromise the drug or alcohol testing procedure will be terminated from the program. Students who possess, use, or sell any drugs or alcohol on campus will be terminated from the program.

## RESULTS OF A DRUG OR ALCOHOL TEST

**If drug or alcohol testing occurs on campus and initial test results are available**, they are classified as either conclusively negative or non-conclusively positive. Non-conclusive tests are sent to a laboratory for conclusive analysis. Results may take up to 72 hours.

In the event of a non-conclusive positive test result, the student is permitted to attend classes during lab analysis, so long as that student is found to be in compliance with NLC's *Drug and Alcohol* policy and all prescribed medications have been previously disclosed. In such cases, the student will be limited to activities that do not endanger themselves or others until lab results are obtained. In the event of a non-conclusive test result where a student is found to be out of compliance by having failed to disclose prescribed medication, they will be required to leave campus for the duration of the lab analysis and marked absent for days missed.

Upon confirmation of a conclusively negative test result from the lab, immediate reinstatement to full participation occurs. The student will be counted as present for all days attended, including days where they were limited to activities that did not endanger themselves or others.

Upon confirmation of a conclusively positive test result from the lab, immediate

termination will occur; the student’s last date of attendance will be reported as the date drug/alcohol test was administered.

**If drug or alcohol testing occurs off campus and/or initial test results are not available**, all students subjected to random testing are assumed to be negative (drug or alcohol-free) and may fully participate in training until conclusive test results are received. If a student withdraws from the ELP after a drug or alcohol test has been administered but prior to positive results being received, the student will be re-processed as an Institutional Termination.

### RE-ENROLLMENT REQUIREMENTS

Students terminated from their program due to violation of the *Drug and Alcohol* policy may re-enroll in the program only after completion of a pre-approved drug/alcohol rehabilitation program. If terminated due to positive marijuana drug test results, an 8-hour completion certificate from a pre-approved substance abuse course is required. If terminated for any other positive drug test results, a 32-hour completion certificate is required. Please contact Student Experience at studentexperience@ineman.edu for resources and to gain pre-approval before completing a rehabilitation program.

Students terminated from or who withdrew from their program that expressed an intent to, or acted on, any self-harm suicidal ideations may re-enroll in their program only after they provide proof from a medical professional that clears them to return to school in order to preserve the safety of NLC students, staff, faculty and staff.

### ATTENDANCE

The best employees in the world show up early and ready to work. Punctual attendance is required Monday through Thursday, and some Fridays. Students who incur more than five absences will be terminated from the program. Absences are not excused for any reason. If excessive absences are due to hardship beyond a student’s control, the student can request a hardship withdrawal. (See Delayed Completion Due To Hardship Withdrawal for information.)

### TARDIES

Students 1–14 minutes late for class are

recorded as tardy. Students 15 or more minutes late (or leaving 15 or more minutes before class ends) are recorded as absent. Two tardies are recorded as one absence, subject to the *Attendance* policy.

### ACADEMIC HONESTY

Honesty and integrity are essential traits of great employees; thus, NLC students are expected to be honest in their academic work. Any academic dishonesty (such as cheating, plagiarism, or collusion in connection with examinations) results in automatic termination.

### ELP GRADING SYSTEM KNOWLEDGE PHASE

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

Students must earn a letter grade of “C-” or better (“Pass” for OSHA classes) in each Knowledge phase course to complete the program. The grading system is a straight scale with no rounding; only whole numbers are reported and used to determine a student’s final grade in any applicable class.

### SKILL PHASE

Pass or Fail: A “Pass” for a certification is achieved when a student satisfactorily completes required training as determined by an instructor. A “Pass” for a competency is achieved when an instructor observes a student complete competency requirements per the respective standard.

### BEHAVIOR PHASE

#### Behavior Assessment

Behavior is graded on the following scale:

- Exceptional
- Expected

- Unacceptable

Students must receive a grade of “Expected” or “Exceptional” on their Behavior Assessment to complete the program.

### GPA

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

Grade	Points	Grade	Points
A+	4.0	C+	2.5
A	4.0	C	2.2
A-	3.7	C-	2.0
B+	3.4	D+	1.7
B	3.1	D	1.4
B-	2.8	D-	1.0
		F	0

The average of all Knowledge phase courses (except OSHA) is calculated to determine GPA for the program. If a student re-enrolls or retakes a course under the *Course Retake* policy, new grades replace previous grades.

### ELP GRADING PERIOD DEFINITION AND FREQUENCY

Student progress is recorded at the midterm and final evaluations. Students receive formal progress evaluation reviews by a training specialist. Training specialists may also conduct spot performance assessments at any time.

### ELP SATISFACTORY PROGRESS AND PROBATION

To earn a Certificate of Completion, students must successfully complete all courses within each phase of NLC’s Three-Phase Educational Model®:

- **Knowledge**—academic training that addresses cognitive or intellectual activities.
- **Skill**—hands-on, competency-based training wherein students must physically demonstrate proficiency.
- **Behavior**—continual exhibition of positive attitude, safe work habits, and team-oriented behaviors that industry employers seek.

# POLICIES (CONT.)

## KNOWLEDGE PROBATION

Students are placed on Knowledge Probation in a course when their cumulative score in that course falls below 70%. The training supervisor or designee meets with the student to review deficient performance, identify possible causes, and introduce an Academic Improvement Plan (AIP). The training supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who raise their cumulative score in the course above 70% are removed from probation. Students who fail to raise their average above 70% may choose to complete the remainder of the program and retake the failed course(s) during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to raise their GPA above 70% and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

## SKILLS PROBATION

Students are placed on Skills Probation when they fail to complete a Skill phase course to standards within its scheduled calendar time frame. Students who are unable to physically demonstrate proficiency throughout the Skill phase courses—and are subsequently creating unsafe environments for themselves or others—are at risk of being dismissed from the program. The training supervisor or designee meets with the student to review deficient performance, identify possible causes, and list steps for improvement. The training supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who fail to correct their deficiency where it has been determined an unsafe environment is being created will be considered for Skills Dismissal. The training supervisor or designee will submit a written request to the campus president and vice president of campus operations for approval of the dismissal. If it is determined there is a safety risk posed that cannot be remedied, the student will be dismissed from the program. Students who remain in the program will stay on probation until the Skill phase course is complete. Students who fail to complete

all competencies or certifications within a Skill phase course prior to the end of the term, and do not pose a safety risk, may choose to retake the failed Skill Phase course during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to complete all competencies or certifications within the Skill phase course prior to the end of term and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

## BEHAVIOR PROBATION

Students who fail to meet behavior standards may be terminated from the program or, at the discretion of the respective campus president, assigned Behavior Probation. If the student is assigned probation, the training supervisor or designee meets with the student to review deficient behavior, identify possible causes, and list recommended or mandatory steps for improvement. The training supervisor or designee completes and signs a performance evaluation to document the session, which is then signed by the student. The student remains on probation until the deficient behavior has been corrected or mandatory action has been completed. Students who fail to correct their behavior are terminated from the program and are not eligible to take advantage of the *Course Retake* policy, but may be eligible for program re-enrollment under the *Program Re-Enrollment* policy.

## ELP COURSE RETAKE

Retake enrollment is subject to seat availability. Students who are academically dismissed for failing one or more Knowledge or Skill phase courses are eligible to retake the failed course(s) during a subsequent term at any NLC campus within 6 months of the student's last date of attendance if the below requirements are met:

- Successfully completed all other program requirements, including full term attendance and, if attending in Idaho, the CDL graduation requirement
- Have failed no more than 3 knowledge and/or skill courses

- Sign an acknowledgement document outlining retake terms
- Retake committee review and approval at the receiving campus

Retakes may be available via online learning for students, except for those utilizing VA education benefits or taking retake classes at the TX campus. If available and approved, a device meeting "student device requirements" (as outlined in the ID/CA career program catalog's *Distance Learning* section) is required.

Students not eligible for course retake, (but who may be eligible for program re-enrollment) fall into one or more of the following categories:

- Failed four or more knowledge and/or skill courses
- Enrollment was terminated
- Received a grade of "unacceptable" on their behavior assessment
- Withdrew from the program prior to completion of all program requirements, including full term attendance
- Failed previous retake course(s)

Any requests for exception to policy must be in writing and submitted to the campus president at the chosen retake campus for review and approval.

For any questions regarding the retake process, please contact Student Experience at: [studentexperience@lineman.edu](mailto:studentexperience@lineman.edu).

## COMPLETION REQUIREMENTS

To receive full credit for a course retake, students must meet minimum requirements for successful completion as follows:

### Knowledge Phase Courses

- Attend all classroom sessions in accordance with all policies.
- Complete all required course assignments.
- Take all required written exams, including the final exam.
- Earn a letter grade of "C-" or better (70%), per the *Grading System* policy.
- Successfully complete all associated lab activities.

- Comply with all Behavior phase expectations and maintain appropriate conduct.

### Skill Phase Courses

- Attend all course-related classroom and field sessions in accordance with all policies.
- Earn a grade of "Pass" on all competencies and/or certifications, per the *Grading System* policy.
- Comply with all Behavior phase expectations and maintain appropriate conduct.

### ABSENCES

Absences from the original term carry over, and are added to any absences incurred during the retake term. Cumulative absences are subject to the *Attendance* policy.

### CURRICULUM

Curriculum for course retakes corresponds with the retake term, not the unsuccessfully completed term. New books and materials for the course retake will be issued if curriculum has been revised, or if requested by the student.

### COURSE RETAKE TUITION

A nonrefundable \$100 application fee (per term, regardless of number of courses being retaken), plus a charge equaling 5% of the tuition rate in effect during the retake term, is required per course. The application fee and total charge for all retake courses must be paid in full prior to the start date of the first retake course.

### COURSE RETAKE TUITION REFUND

If a student chooses to cancel prior to the start of the first retake course, all retake fees will be refunded minus the \$100 application fee.

If a student chooses to withdraw or is terminated during the retake term, the full amount of tuition for each retake course not started by the date of withdrawal or termination will be refunded in full.

## ELP MISSED EXAMINATIONS AND MAKE-UP WORK

Students are expected to make every effort to attend regularly scheduled

examinations, including finals. Students who will miss an examination due to circumstances beyond their control must, prior to the regularly scheduled exam, coordinate a make-up exam with the course instructor. The make-up exam must be completed within three school days of the regularly scheduled exam date. Because of the additional study time available to students who miss a regularly scheduled exam, make-up versions are generally more challenging and require deeper understanding of course material. All make-up exams must be completed prior to conclusion of the program (graduation day), and all assignments must be turned in by the end of the week prior to the final week to receive credit, unless stated otherwise in the Orientation Guide.

### ELP MAXIMUM TIMEFRAME

The maximum time a student is expected to complete the program and any retake courses shall not exceed 1.5 times the duration of the program. Students wishing to retake a course must follow the procedures as outlined in the *Course Retake* policy.

### ELP INCOMPLETION

Students who do not complete the program as scheduled are designated Delayed Completion Due to Hardship Withdrawal, Withdrawal, Enrollment Termination, Academic Dismissal, or Skills Dismissal.

### DELAYED COMPLETION DUE TO HARDSHIP WITHDRAWAL

Students in this category have incurred a hardship beyond their control that has caused them to involuntarily leave the program. Typical examples of hardship are physical impairment, serious illness, or family tragedy. Students are required to request a hardship withdrawal in writing, submitted to the campus president. A medical hardship withdrawal request must be accompanied by appropriate medical documentation. If approved, the student must re-enroll in a subsequent term that begins within 180 days of the effective date of the hardship withdrawal. Students may attend a term at a different campus, providing approval is granted by

the campus presidents at both campuses. Students will be required to restart their respective program at the beginning, completing all contact hours, regardless of when the hardship withdrawal occurred during their original term. Incomplete test scores and competencies will be recorded as "I" on the student's transcript. The student will be subject to program requirements of the new term. A student on an approved hardship withdrawal is not required to pay the full amount of tuition and fees upon re-enrollment in the program. The student is required to pay any amount refunded upon withdrawal plus any increase in tuition or fees. If the student does not re-enroll in a term beginning within 180 days of the hardship withdrawal effective date, all grades will be changed from "I" (incomplete) to "W" (withdrawn) on their official transcript.

### WITHDRAWAL

Students who wish to withdraw from the program for any reason should speak to their academic coordinator. The academic coordinator will schedule a meeting between the student and the training supervisor to discuss. If the student decides to move forward with the withdrawal after the meeting, the academic coordinator will fill out the Personal Choice Withdrawal Form on behalf of the student and get signatures from the student and the training supervisor confirming the withdrawal. When a student withdraws, or if a student withdraws without completing the form or notifying the school in writing, the official withdrawal date will be the last date of recorded attendance.<sup>1</sup> Students who withdraw may reapply for a later term. If accepted, the applicant will be responsible for program costs and fees in effect for the new term in which they enroll. Incomplete Knowledge, Skill, and Behavior courses are recorded as "W" (withdrawal) on official transcripts, issued at the end of the term.

*1. If a student withdraws after a drug/alcohol test was administered but prior to positive results being received, the student will fall under NLC's Drug and Alcohol policy, and the school shall re-process the student as an Institutional Termination.*

# POLICIES (CONT.)

## ENROLLMENT TERMINATION

Enrollment in the ELP may be terminated if a student:

- Violates *Student Conduct, Attendance, Drug and Alcohol, or Academic Honesty* policies.
- Fails to maintain satisfactory behavior as indicated in behavior assessments.
- Fails to meet financial obligations to NLC.
- Fails to comply with the requirements of acceptance, to the extent the same may be continuing obligations, in the ELP.
- Violates conditions stipulated in their enrollment agreement.

A Student whose enrollment is terminated will be refunded tuition, if a refund is due, in accordance with the campus-specific *ELP Tuition Refund policy*. If a Student is terminated, incomplete Knowledge and Skill phase courses are recorded as "IT" (institutional termination) on official transcripts, issued at the end of the ELP term.

Student's who wish to appeal their termination may do so by writing a letter addressed to the campus president. The letter should address the specific reasons they are appealing, point to any applicable policy and include documentation. The campus president will schedule a meeting with the student once the appeal letter is received.

## ACADEMIC DISMISSAL

Academic dismissal takes place when a student does not achieve by the end of the ELP term a passing grade in one or more Knowledge or Skill phase courses required for successful completion of the ELP or, if attending in Idaho, does not submit to campus operations a copy of their Class A CDL. Students who are academically dismissed for a non-passing grade may reapply for a later term and are eligible to retake failed course(s) during a subsequent term, in accordance with the *Course Retake* policy. Idaho students who are academically dismissed for not providing proof of their CDL only, will be updated to graduate status upon NLC receiving and processing the document.

## SKILLS DISMISSAL

Skills dismissal takes place when a student is dismissed for creating an unsafe environment as defined in the *Skills Probation* policy. A student whose enrollment is dismissed will be refunded, if a refund is due, in accordance with *Tuition Refund* policy for their respective campus (see campus-specific policies). Incomplete Knowledge and Skill phase courses are recorded as "SD" (Skills Dismissal) on official transcripts, issued at the end of the ELP term.

## ELP RE-ENROLLMENT

Students who do not complete the program may apply for re-enrollment in a later term, subject to any and all tuition increases, policy changes, and course requirements. Returning students are required to complete a new enrollment package. Refer to the *Drug/Alcohol* policy if re-enrolling following termination due to a violation thereof.

## OPTIONAL COURSE GRADING SYSTEM

Optional courses that a student has enrolled in will be listed on the transcript unless the student withdraws from the optional course within the first five scheduled class days of the term they are enrolled in. If a student withdraws from an optional course after the first five scheduled class days of the term but before the last class date of the optional course, a grade of "W" will be assigned. Students who do not show up for the first scheduled class session of an optional course will be considered withdrawn from the course.

If a student is withdrawn, terminated, dismissed, or granted a hardship withdrawal from the program they are enrolled in, they will also be removed from the optional courses they are enrolled in, effective as of their last date of attendance of the term unless the student has requested and been granted permission by the campus president to continue in an optional course beyond their last date of attendance in the program. Grades issued for optional courses where the student is no longer attending the program are listed below by reason for cessation of the term.

Program Cessation Reason	Grade Issued
Withdrawal	W
Hardship Withdrawal	I
Skill Dismissal	SD
Termination	IT

- **CRA 1005 Crane Operator Certification Training**
- **CDL 1005 Class A CDL Testing Course - ID**
- **CDL 1006 Class A CDL Training Course - CA**
- **CDL 1007 Class A Training Course - TX**
- **CDL 1008 Class A CDL Testing Course - FL**

Grades will be assigned to these courses in accordance with the program Grading System policy for Skill phase courses.

- **MAT 1005 Applied Mathematics**

Grades will be assigned to this course in accordance with the program Grading System policy for Knowledge phase courses.

## OPTIONAL TRAINING COURSES

As part of NLC's commitment to each student to increase their opportunity for success in launching a long and rewarding career, NLC may, on behalf and for the benefit of students, coordinate the enrollment and scheduling of certain optional training courses provider by providers that are wholly unrelated to NLC, its affiliates, subsidiaries, and its/ their owners, officers, employees, and agents (each an "Optional Training"). Optional Training offered may include Applied Mathematics, Class A CDL Training Course, Class A CDL Testing Course, and Crane Operator Certification Training. Optional Training is available subject to the enrollment agreements for each, and by participating in Optional Training, you acknowledge that the Optional Training involves inherent danger and hazards and that you are participating in Optional Training with full knowledge of the dangers involved, and you confirm that **YOU ASSUME ANY AND ALL RISK OF PERSONAL INJURY OR DEATH OR**



### **LOSS OF OR DAMAGE TO PROPERTY OWNED BY YOU** associated with such participation.

Optional course training is only for students who are in good standing<sup>1</sup> with NLC and may take place during or up to 7.5 weeks prior to or following the student's ELP term they are enrolled in. Optional course availability and scheduling are up to the discretion of campus administration within these scheduling parameters. Students enrolled in the current ELP term get priority scheduling.

*1. Students who take a personal choice withdrawal or are institutionally terminated or dismissed, are not considered to be in good standing, and therefore cannot continue with any optional course they are registered for unless they request an exception in writing from the Campus President and that request is approved. Please refer to the Optional Course Refund policy for your campus.*

### **APPLICATION TRANSFER**

Each applicant (defined as having completed an application, paid the associated application fee, and not yet attended a class session) seeking to transfer to a different program, term, campus, or any combination of the three, is allowed one (1) transfer request up until the start date of the term for which the applicant is applying. If an applicant seeks transfer due to a circumstance initiated at the school or resulting from some action by NLC (institutional reason such as being placed on a waitlist but not getting a seat in the term), the admissions consultant will initiate a second transfer request even if the applicant's allowed transfer has been used.

### **CREDIT OR TRAINING CLOCK HOUR ACCEPTANCE AND TRANSFERABILITY**

**NLC does not accept credits or training clock hours earned through other institutions, employers, challenge examinations, or achievement tests.**

NLC is a clock hour institution. The term "credit", as referenced herein, pertains to training clock hours required to complete the program. NLC has not entered into an articulation agreement with any other institution. NLC does not accept ability-to-benefit students.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NLC**

The transferability of credits you earn at NLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the training hours or certificate you earn in the Electrical Lineworker Program is also at the complete discretion of the institution to which you may seek to transfer. If the training hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NLC to determine if your training hours or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **ELECTRONIC DEVICES**

Electronic devices may be used during training hours only if their use is directly related to the lecture or lesson (such as for taking notes). Other stipulations for use of electronics include that they be battery operated—devices may not be plugged into an outlet under any circumstance—and that they are not distracting or interrupting the learning environment in any way (such as loud key clicking). Internet use is allowed only if the Internet search is mandated by the instructor and is directly related to the lecture being given at that time. At the instructor's discretion, a student may be asked to surrender any electronic device found to be disrupting the learning environment, being a distraction to the instructor or fellow students, or for usage violation. The device will be returned at the end of the day. If the infraction occurs again, the student will lose the privilege of using the device during school hours for the remainder of the term. A spot assessment will be filled out, indicating the student's lack of responsibility, respect, and courtesy to fellow students or the instructor. Once a device has been banned during school hours, the student risks expulsion if the

policy is violated. Students are responsible for the security of their electronic devices.

### **SECTION 504/ADA**

NLC does not discriminate in admission or access to programs on the basis of age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request reasonable accommodations, please use the process outlined below to contact the respective individual responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. NLC will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify Admissions, in writing, of the accommodation needed, date needed, documentation of the nature and extent of the disability including any individualized education plan (IEP), and any need for auxiliary aid. The request should be made at least four weeks in advance of the term start date. NLC will respond within two weeks of receiving a request.

To make a request after the start of a respective term, an enrolled student must make an appointment with the training supervisor to start the formal Request for Reasonable Accommodation process. Accommodations are not retroactive.

### **GENERAL PROVISIONS AND CONDITIONS**

NLC may reject an applicant in the event it is unable to verify information provided at the time of application for enrollment. The enrollment agreement does not constitute a contract for training until it has been approved by an official of NLC at its administrative office. A copy of the agreement indicating acceptance by NLC will be emailed to the student

# POLICIES (CONT.)

upon approval. Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the catalog. NLC reserves the right to modify program curriculum content as deemed necessary for improvement and update. Changes that require prior approval from a state that regulates such changes shall have state approval prior to being implemented.

Upon completion of training, each student is awarded a Certificate of Completion, showing the title of the program and that training was satisfactorily completed. No certificate will be issued until all student accounts have been paid in full.

NLC does not guarantee employment.

Students understand and agree to abide by all rules of conduct and appearance provided both in writing and by direction of instructors or other NLC officials. Excessive absences, failing grades, unsatisfactory conduct or appearance may result in disciplinary action and possible dismissal or suspension.

Students accept full responsibility for tools, vehicles, and personal property on school premises. The school is not responsible for lost, damaged, or stolen property.

Students are required to attend orientation.

NLC may sell and assign its rights hereunder, and the student or other financial sponsors hereby consent to such sale. Any such sale and assignment shall not relieve the student of any obligation hereunder. In the event of sale, stated refund policy of the institution shall remain in effect.

If a student leaves school under any circumstance with a balance due, the outstanding balance must be paid within 45 days of student's last date of attendance. In the event of a default, the student and/or parents or legal guardian promise to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promise to pay any additional sums, including but not limited to court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Returned checks incur a \$30 fee.

## GRADE APPEAL

Final grade discrepancies must be appealed in writing, with justification, to the registrar's office within one year of receipt of the grade.

## STUDENT GRIEVANCE PROCEDURE

A student with a grievance relating to classroom matters must first discuss the grievance with the instructor. If the grievance is unrelated to classroom matters and/or is unresolved to the student's satisfaction after speaking to an instructor, the student should fill out a student request form. Assigned NLC staff will respond to the student request form within one business day after submission and escalate the grievance to the appropriate contact based on the specific concern. Meetings will be scheduled between NLC staff and the student, with the typical escalation order being the training supervisor, the campus president, the SVP of campus operations, student experience, and lastly the chief operations officer.

A student shall have the right to complain to their respective state licensing agency at anytime during the grievance process. Contact information can be found below:

### CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

P.O. Box 980818  
West Sacramento, CA 95798-0818  
888-370-7589

Complete a complaint form at the bureau website: [bppe.ca.gov/enforcement/complaint.shtml](https://bppe.ca.gov/enforcement/complaint.shtml)

### IDAHO STATE BOARD OF EDUCATION

650 West State Street, 3rd Floor  
Boise, ID 83702  
208-332-1587  
<https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/>

### ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student

complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response, which can be accomplished by filing an ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

### ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212 [accsc.org](https://accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Admissions department or online at [accsc.org](https://accsc.org).

## STUDENT RECORDS

Student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to student's qualifications for admission.
- Copies of all documents signed by student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- Copies of all tests given to student before admission.
- Records of dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
- Transcripts showing all classes, courses, or other educational services completed or attempted, along with grades/evaluations.
- Copies of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency.
- Documentation showing total amount of money received from or on behalf of the student and date(s) money was received.

- Documentation specifying amount of any refund, including amounts refunded for tuition and equipment, method of calculating refund, date refund was made, check number of refund, and name and address of person or entity to which refund was sent.
- Copies of any official advisory notices or warnings regarding student's progress.
- Complaints received from student, including any correspondence, notes, memoranda, or telephone logs related to complaint.
- Student attendance records.

### RECORD RETENTION

NLC maintains student records for each student on the following schedule:

- Transcripts are retained permanently.
- All required student records outlined in this section are retained for five years from student graduation, withdrawal, or termination date.
- Supporting documentation is retained for one year from conclusion of the term.

### ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

- NLC's Idaho campus is the only campus admitting international students at this time.
- NLC does not offer ESL instruction.
- All instruction is conducted, and all ELP materials are provided, solely in english.

### OFFICIAL TRANSCRIPTS

Following graduation, graduates receive at no cost: one official transcript, one unofficial transcript, a completion certificate, and certification card. Thereafter, official transcripts and other replacement documents may be obtained by submitting a document request form (located in the alumni portal) and providing payment for any requested documents. (Payment links provided on form). Unofficial transcripts may be obtained free of charge using the same form.

### INFORMATION COLLECTION AND PROCESSING

We collect and process personal information for our internal purposes.

#### CONTACT OR REQUEST SUBMISSION

When you contact us with a request, we collect personal information from you to evaluate and respond to your request, and we may also use the information to improve our services. For example, we may collect the following personal information from you:

- Personal identifiers, such as your name, email address, and telephone number
- Professional or business-related information, such as your job title and company name
- Message content

#### STUDENT APPLICATIONS—ADMISSIONS AND FINANCIAL ASSISTANCE

If you apply for our educational programs or financial assistance, we collect the personal information you submit to us so we can use it for evaluating your application, considering and/or facilitating financial assistance opportunities, providing our educational programs, and for administration and business purposes. The information we may collect consists of the following:

- Personal identifiers, such as your name, phone number, address, email address, driver's license number, Social Security number (when necessary), physicians, emergency contact information, and names of individuals that we can release information to
- Other personal details, such as your date of birth;
- Professional and business-related information, such as your employer name and contact information
- Educational information, such as your high school and GED transcript information
- Health information, including information recorded on any medical release form you submit to us
- Insurance-related information

- Relevant communications histories
- Protected class information, such as ethnicity, gender, veteran status, certificate of eligibility, and citizenship
- Signature data, when you sign documents electronically or physically
- Any other information that you submit to us or that we receive from a reference, your employer, or any other relevant entity

#### STUDENT ATTENDANCE AND PARTICIPATION IN EDUCATIONAL PROGRAMS

When you participate in our educational programs, we maintain records associated with your attendance and performance so we can provide the programs, facilitate recruiting, conduct surveys and competitions, and for other educational, administrative, and business purposes. The information we may collect consists of the information described above as well as the following:

- Any student ID that we assign
- Visual information, such as your photograph or images collected in connection with the programs
- Financial information, such as your payment information
- Professional or business-related information, such as your employer name and contact information
- Educational records including program and/or course registration, enrollment and completion information, withdrawal and termination information, grades and competency tracking, certifications
- Other records of your activities on our information systems, as well as any extracurricular activities in connection with a course or program
- Any drug test information, prescriptions, and information collected when you attend our training programs (including in connection with COVID-19 safety measures)
- Relevant communications with you

# POLICIES (CONT.)

## ENROLLMENTS BY EMPLOYERS

If your employer engages us for training programs, we may collect personal information concerning you as necessary to conduct and maintain a record of the training. In most cases, this consists of your name, phone number and contact information, records of attendance and completion, and any student ID that we may provide. In some cases, safety considerations may require, or your employer may request, that we collect additional, relevant personal details.

## COMMUNICATIONS

We receive information through your communications with us by email or phone, and we process this information to respond to you and in the normal course of our business operations. For example, we may receive the following personal information from you:

- Personal identifiers, such as your name, email address, and telephone number
- Professional or business-related information, such as your job title and company name
- Message content

## INFORMATION SHARING

We may share any of the categories of personal information listed above for our educational and business purposes as described below.

## FERPA DIRECTORY INFORMATION

We may provide directory information to third-party entities, including the general public and employers, as contemplated under the Family Educational Rights and Privacy Act ("FERPA"). This information may include some or all of the following: student name, address, phone number, email address, photograph, enrollment status, dates of attendance, candidacy for certificate, and certificate conferred status and date. To prevent the release of directory information, a student must complete and submit to the Registrar's Office a Request to Opt Out of Directory form (which may be obtained and, upon completion, submitted by emailing [optout@lineman.edu](mailto:optout@lineman.edu)).

## CUSTOMERS OR EMPLOYERS THAT ENGAGE US FOR TRAINING PURPOSES

When customers engage us to provide training programs for their employees, we share their employees' education-related information with them, such as course completion and certification information.

## AFFILIATES

We share information, including personal information, with our affiliates, and any successors thereto in the normal course of our business operations, such as to communicate with you and to promote and provide our services. In this regard, personal information may be shared with one of our affiliates for use in providing a service to us. Note that NLC is a member of the Quanta Services family of companies, and we may share certain information with Quanta Services affiliates in order to receive administrative, corporate, and other support, and for reporting purposes.

## VENDORS AND SERVICE PROVIDERS

We share information, including personal information, with vendors and service providers that process such information to perform services for us in connection with our business operations.

## LEGAL AND SIMILAR DISCLOSURES

We may share personal information with law enforcement, the courts, our advisors, attorneys, and others who participate in the legal process, if we believe doing so is required or appropriate to: comply with legal requirements and law enforcement requests (such as a court order or subpoena); comply with legal process (such as discovery); or protect your, our, or others' rights, property, or safety.

## MERGER, SALE, OR OTHER ASSET TRANSFERS

If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, your personal information may be shared with the other parties and advisors involved under an obligation of confidentiality in connection with the negotiation of such transaction, and your personal information may be sold or transferred as part of such a transaction to the other parties.

## DO NOT SELL DISCLOSURE

We do not sell your personal information for money or other consideration.

## PRIVACY RIGHTS

Students may have certain rights to inspect and request correction of educational records, and we will comply with requests to exercise such rights as required by law. If you wish to exercise such rights, please contact us by sending an email to [registrar@lineman.edu](mailto:registrar@lineman.edu).

In addition, certain jurisdictions have specific legal requirements and grant privacy rights with respect to personal information, and we will comply with restrictions and any requests you submit as required by applicable law. For example, you may have the right to review, correct, and delete personal information we have about you, or to consent or withdraw consent to certain uses or sharing of personal information. If you are a California resident, see our Supplemental California Privacy Notice and Rights section below. If you are not a California resident and you seek to exercise your rights under the law of another jurisdiction, please contact us by sending an email to [registrar@lineman.edu](mailto:registrar@lineman.edu).

Please note that, when you make a request, we may require that you provide information and follow procedures so that we can verify your identity (and the applicable jurisdiction). The verification steps we take may differ depending on your jurisdiction and the request. Where possible, we will attempt to match the information that you provide in your request to information we already have on file to verify your identity. If we are able to verify your request, we will process it. If we cannot verify your request, we may ask you for additional information to help us do so.

We will respond to your request within the time period required by applicable law. However, we may not always be able or required to comply with your request, in whole or in part, and we will notify you in that event.

## UPDATE YOUR INFORMATION OR POSE A QUESTION OR SUGGESTION

If you have questions about this Privacy Statement, or if you would like to request that we update or correct any information that you have provided to us, please send an email to [privacy@lineman.edu](mailto:privacy@lineman.edu).

## CHANGES TO THIS PRIVACY STATEMENT

We may update this Privacy Statement from time to time, and the revised version will apply to personal information received after the effective date of the updated Privacy Statement. If we make any material changes, we will make reasonable efforts to provide notice of such changes to our current students and applicants, using the latest contact information we have on file.

## SUPPLEMENTAL CALIFORNIA PRIVACY NOTICE AND RIGHTS

This Supplemental California Privacy Notice and Rights section applies only to personal information of consumers who are California residents.

Consistent with the California Consumer Privacy Act ("CCPA"), we will honor a California consumer's request for additional information about our data collection, use, and disclosure practices in connection with the consumer's personal information; request for the specific personal information collected about the consumer during the previous 12 months; and request for the deletion of the personal information we have about the consumer. A California consumer will not be discriminated against for exercising the consumer's California privacy rights.

California consumers may use an authorized agent to make privacy rights requests. We require the authorized agent to provide us with proof of the California consumer's written permission (for example, a power of attorney) that demonstrates authorization to submit a request for the California consumer. An authorized agent must follow the process described below to make a request, and we will also (a) require the authorized agent to verify the agent's own identity and (b) confirm the agent's authority with

the California consumer about whom the request was made.

To make a request, you may email us at [privacy@lineman.edu](mailto:privacy@lineman.edu) or call 888-564-3967. In most cases, you will be required to provide your name and email address so that we can verify your request, and in some cases additional information may be required.

As stated above, we do not sell personal information, and we have not sold personal information since January 1, 2020.

## IDAHO'S CDL GRADUATION REQUIREMENTS—INTERNATIONAL STUDENTS

Idaho's CDL graduation requirement is waived for international students who are attending the ELP on a student visa or using an I-20 Certificate of Eligibility. These students are encouraged to obtain the equivalent of a CDL in their home country before or after attending the ELP because it will assist them in securing trade-related employment.

## IDAHO'S CDL GRADUATION REQUIREMENTS—U.S. TERRITORY STUDENTS

Idaho's CDL graduation requirement is waived for students who were living in a US Territory prior to attending the ELP and who plan on returning to the Territory to work. These students are encouraged to obtain the equivalent of a CDL in their Territory before or after attending the ELP as it will assist them in securing trade related employment.

In order to be granted this waiver, the student must provide documentation that they were living in the Territory, such as an ID card issued by the Territory; and must sign a statement that they plan to return to the Territory to work after attending the ELP.

## DISTANCE EDUCATION CONSORTIUM AGREEMENT STATEMENT

NLC's four campuses, located in Idaho, California, Texas, and Florida, have entered into a distance education consortium agreement, with each location being designated as both "home" and "host" institutions. This agreement allows

students enrolled in programs at the "home" institution to complete online courses delivered and supported by the "host" institution. This agreement applies to ELP hybrid offerings and re-takes.

At a minimum, 25% of all required curricula in the ELP will be completed at the home institution. The home institution's responsibilities include, but are not limited to: oversight of the programs, curriculum, faculty qualifications, enrollment, and all student services.

## CALIFORNIA-SPECIFIC POLICIES STUDENT'S RIGHT TO CANCEL

### CANCELLATION REFUND (CANCELLATION PERIOD)

All moneys will be refunded if an applicant is not accepted by the school. Applicants who cancel prior to signing an enrollment agreement will receive a refund of all moneys paid less the application fee. Applicants who cancel their enrollment in the ELP by the seventh day after signing the enrollment agreement, or who cancel their attendance on or before the Class Commencement date, whichever is later, will receive a full refund of all moneys paid, less the Student Tuition Recovery Fund (STRF).

### CANCELLATION PROCEDURE

Notice of cancellation need not take any particular form and, however expressed, is effective if it states that the applicant no longer wishes to be bound by the enrollment agreement. Notice of cancellation may be provided in any of the following ways:

- Delivered by U.S. mail to Northwest Lineman College, Attn: Admissions Department, 7600 S Meridian Rd., Meridian, ID 83642. (Notice of cancellation, if sent by U.S. mail, is effective when postmarked and properly addressed with postage prepaid.)
- Hand delivered to 2009 Challenger Ave., Oroville, CA 95965.
- Emailed to [nlc@lineman.edu](mailto:nlc@lineman.edu).
- Texted to 844-296-4007.
- Documented in a phone conversation

# POLICIES (CONT.)

with the Northwest Lineman College Admissions department, who can be reached at 888-546-3967.

## INTERNATIONAL SERVICES

NLC does not admit students from other countries to our California campus and does not provide visa services.

## ELP TUITION REFUND

Students who choose to withdraw or are terminated from the ELP will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term or within seven days of signing the enrollment agreement, whichever is later, will receive a full refund of moneys paid for tuition and fees, less the California state-imposed assessment for the Student Tuition Recovery Fund (STRF).
- Students whose last date of attendance is after the first five scheduled class days or after seven days of signing an enrollment agreement, whichever is later, and within 60% of the Class Commencement date, will receive a refund of moneys paid for tuition and fees less: application fee; lab fee; the STRF; and tuition and fees for educational services rendered. Charges for educational services rendered will be prorated based on that portion of the ELP term completed through the last date of attendance.
- Students who withdraw after 60% completion will receive no refund.
- Lab fee is nonrefundable after the end of the cancellation period.
- STRF is nonrefundable after assessment is paid to NLC and the enrollment agreement signed.
- Student tools and NLC safety shirts are nonrefundable after purchase.
- Any moneys owed to a Student shall be refunded within 45 days of the withdrawal date
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the

funds were obtained.

- Refunds of amounts paid via a state funding agency or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the Student.
- Refunds of amounts paid by a Student's employer directly to NLC will be issued to the respective employer.
- If a Student obtains a loan to pay for ELP tuition and related costs/fees, the Student bears sole responsibility for repaying the loan and any associated costs, interests and fees.
- If a Student is eligible for a loan guaranteed by a governmental agency and the Student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the Student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the Student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The Student should refer to the specific loan documents for all rights and responsibilities of the Student and lender.
- If a Student receives federal student financial aid funds, the Student may be entitled to a refund of moneys not paid by federal financial aid funds.

## OPTIONAL COURSE REFUND

Students must provide notice of withdrawal to NLC if they want to take advantage of the *Optional Course Refund* policy. Notice of withdrawal does not need to take any particular form and, however expressed, is effective if a student states clearly and definitively that they want to withdraw from an optional course. Students who choose to withdraw or are terminated from the program or optional course will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term or within seven days of signing an enrollment agreement, whichever is later, will receive a full

refund of moneys paid for the course's tuition and fees less nonrefundable charges and the California state-imposed assessment for the Student Tuition Recovery Fund (STRF).

- Students whose withdrawal date is after the first five scheduled class days of the ELP or after seven days of signing an enrollment agreement, whichever is later, will fall under the below refund policy:

Students who withdraw, are dismissed, or terminated within 60% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less the STRF and tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the Withdrawal date.

- Students who withdraw after 60% of their **scheduled** optional course delivery date has been completed will receive no refund.
  - To take advantage of this policy, students must start their optional course training hours prior to the conclusion of the ELP term they are enrolled in. Students who withdraw from an optional course after their ELP term ends, regardless of optional course hours attended, will receive no refund.
  - If a student is allowed to attend optional course training hours prior to commencement of the ELP term they are enrolled in, this optional course refund policy (based on days of attendance) overrides the cancellation policy. The student will be charged and be responsible for charges for all educational services rendered as part of the optional course.
- Any refund amounts due a Student shall be refunded within 45 days of the Withdrawal Date.
- STRF is nonrefundable after the assessment is paid to NLC and the enrollment agreement is signed.
- The NCCCO testing fee for CRA 1005 Crane Operator Certification Training is nonrefundable within 7 business days

of the scheduled test date. Prior to this, if testing fee payment has been issued to NCCCO, \$215 of the \$240 fee *may* be refunded if a valid reason is provided and accepted by NCCCO.

- The drug testing fee for CDL 1006 Class A CDL Training Course is nonrefundable after the drug test has been administered.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via state funding agency, or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a Student's employer directly to NLC will be issued to the respective employer.
- If a Student obtains a loan to pay for ELP tuition and related costs/fees, the Student bears sole responsibility for repaying the loan and any associated costs, interests, or fees.
- If a Student is eligible for a loan guaranteed by a governmental agency and the Student defaults on the loan:
  - (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or
  - (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The Student should refer to the specific loan documents for all rights and responsibilities of the Student and lender.
- If the student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

## STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at:

### Address:

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

### Website:

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

### Telephone and fax numbers:

By phone at 888-370-7589 or  
916-574-8900 or by fax at 916-263-1897

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

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

# POLICIES (CONT.)

## HOUSING

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

NLC does not have dormitories under its control. While NLC partners with the Historic Oroville Inn to better assist students in finding housing, NLC has no responsibility to find or assist students in finding housing.

## LEAVE OF ABSENCE

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

## BPPE STATEMENT

NLC CA, Inc. is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education; approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. NLC CA, Inc. does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

### Address:

1747 N. Market Blvd. Suite 225,  
Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA  
95798-0818

### Website:

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

### Telephone and fax numbers:

By phone at 888-370-7589 or  
916-574-8900 or by fax at 916-263-1897

A student or any member of the public

may file a complaint about this institution with the BPPE by calling 888-370-7589 toll-free or completing a complaint form, which can be obtained on the Bureau's website at [bppe.ca.gov](http://bppe.ca.gov).

## IDAHO-SPECIFIC POLICIES CANCELLATION OF ENROLLMENT

### CANCELLATION REFUND (CANCELLATION PERIOD)

All moneys will be refunded if an applicant is not accepted by the school. Applicants who cancel prior to signing an enrollment agreement will receive a refund of all moneys paid less the application fee. Applicants who cancel their enrollment in the ELP after signing the enrollment agreement, but prior to the Class Commencement date, will receive a full refund of all moneys paid.

### CANCELLATION PROCEDURE

Notice of cancellation need not take any particular form and, however expressed, is effective if it states that the applicant no longer wishes to be bound by the enrollment agreement. Notice of cancellation may be provided in any of the following ways:

- Delivered by U.S. mail to Northwest Lineman College, Attn: Admissions Department, 7600 S Meridian Rd., Meridian, ID 83642. (Notice of cancellation, if sent by U.S. mail, is effective when postmarked and properly addressed with postage prepaid.)
- Hand delivered to 7600 S Meridian Rd, Meridian, ID 83642.
- Emailed to [nlc@lineman.edu](mailto:nlc@lineman.edu).
- Texted to 844-296-4007.
- Documented in a phone conversation with the Northwest Lineman College Admissions department, who can be reached at 888-546-3967.

## ELP TUITION REFUND

Students who choose to withdraw or are terminated from the ELP will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term will receive a full refund of moneys paid for tuition and fees.
- Students whose last date of attendance is after the first five scheduled class days and within 40% of the Class Commencement date, will receive a refund of moneys paid for tuition and fees less: application fee, lab fee, and tuition and fees for educational services rendered. Charges for educational services rendered will be prorated based on that portion of the ELP term completed through the last date of attendance.
- Students who withdraw after 40% of the ELP term has been completed will receive no refund.
- Lab fee is nonrefundable after the end of the cancellation period.
- Student tools and NLC safety shirts are nonrefundable after purchase.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC.
- Any moneys owed to a Student shall be refunded within 45 days of the withdrawal date
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via a state funding agency or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the Student.
- Refunds of amounts paid by a Student's employer directly to NLC will be issued to the respective employer.
- If a Student obtains a loan to pay for ELP tuition and related costs/fees, the Student bears sole responsibility for repaying the loan and any associated costs, interests, and fees.
- If a Student is eligible for a loan guaranteed by a governmental agency and the Student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the Student, including applying



any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the Student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The Student should refer to the specific loan documents for all rights and responsibilities of the Student and lender.

- If a Student receives federal student financial aid funds, the Student may be entitled to a refund of moneys not paid by federal financial aid funds.

### OPTIONAL COURSE REFUND

Students must provide notice of withdrawal to NLC if they want to take advantage of the *Optional Course Refund* policy. Notice of withdrawal does not need to take any particular form and, however expressed, is effective if a student states clearly and definitively that they want to withdraw from an optional course. Students who choose to withdraw or are terminated from the program or optional course will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term will receive a full refund of moneys paid for the course's tuition and fees less nonrefundable charges.
- Students whose withdrawal date is after the first five scheduled class days of the ELP will fall under the below refund policy:

Students who withdraw, are dismissed, or terminated within 40% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the Withdrawal date.

- Students who withdraw after 40% of their scheduled optional course delivery date has been completed will receive no refund.
  - To take advantage of this policy, students must start their optional

course training hours prior to the conclusion of the ELP term they are enrolled in. Students who withdraw from an optional course after their ELP term ends, regardless of optional course hours attended, will receive no refund.

- If a student is allowed to attend optional course training hours prior to commencement of the ELP term they are enrolled in, this optional course refund policy (based on days of attendance) overrides the cancellation policy. The student will be charged and be responsible for charges for all educational services rendered as part of the optional course.
- Any refund amounts due a Student shall be refunded within 45 days of the Withdrawal Date.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC
- The NCCCO testing fee for CRA 1005 Crane Operator Certification Training is nonrefundable within 7 business days of the scheduled test date. Prior to this, if testing fee payment has been issued to NCCCO, \$215 of the \$240 fee *may* be refunded if a valid reason is provided and accepted by NCCCO.
- The drug testing fee for CDL 1005 Class A CDL Testing Course is nonrefundable after the drug test has been administered.
- The skills test fee for CDL 1005 Class A CDL Testing Course is nonrefundable after the first five scheduled class days of the term.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via state funding agency, or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a Student's employer directly to NLC will be issued to the respective employer.

- If a Student obtains a loan to pay for ELP tuition and related costs/fees, the Student bears sole responsibility for repaying the loan and any associated costs, interests or fees.
- If a Student is eligible for a loan guaranteed by a governmental agency and the Student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The Student should refer to the specific loan documents for all rights and responsibilities of the Student and lender.
- If the student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

### COVID-19 POLICIES

**The COVID-19 policies listed in this catalog are subject to change based on the discretion of the campus president following updated state or federal guidelines.**

Learn more about NLC's responsive approach to the current health climate: [lineman.edu](http://lineman.edu)

### ATTENDANCE POLICY FOR COVID-19 SITUATIONS

The standard attendance policy applies to students except in situations where a student is required to self-isolate, quarantine, or withdraw due to COVID-19 or specific instances related to Department of Motor Vehicles (DMV) closure.

Absences incurred by ELP students who are required to self-isolate or quarantine due to COVID-19 are excused.

Course work missed due to excused absences must be made up as opportunities are provided by the campus during the term and/or break weeks following the term. Make-up course

# POLICIES (CONT.)

work may take place outside of regularly scheduled class times, including Fridays and weekends.

ELP students who need to self-isolate or quarantine more than once per term will be directed to take a hardship withdrawal.

## IDAHO'S CDL GRADUATION REQUIREMENT

Due to COVID-19, various DMV's may be functioning at limited capacity.

Idaho students should make every effort to complete CDL requirements during their ELP term to fulfill graduation requirements. If there is a barrier to completion of CDL due to COVID-19, please reach out to Student Experience with situation specifics and options will be discussed. Certificates of Completion will not be issued until full program requirements are met.

## OPTIONAL COURSE REFUNDS

### **MAT 1005 APPLIED MATHEMATICS:**

Course is still being offered; standard catalog refund policy applies.

### **CRA 1005 CRANE OPERATOR CERTIFICATION TRAINING:**

If class cannot be offered before the end of the term, students will be refunded in full.

### **CDL 1005 CLASS A CDL TESTING COURSE - ID:**

Course is still being offered; standard catalog refund policy applies.

### **CDL 1006 CLASS A CDL TRAINING COURSE - CA:**

Course is still being offered; standard catalog refund policy applies.

### **CDL 1007 CLASS A CDL TRAINING COURSE - TX:**

Course is still being offered; standard catalog refund policy applies.

### **CDL 1008 CLASS A CDL TESTING COURSE - FL:**

Course is still being offered; standard

catalog refund policy applies.

## REFUND INFORMATION—HOUSING

**Students are wholly responsible to ensure their housing allows for isolating/quarantining in place should they return a positive COVID-19 test while participating in the ELP or optional courses (whether prior to, during or after the ELP term).**

## PRIVACY STATEMENT

This Privacy Statement explains how Grid Training Corporation and its subsidiaries doing business as Northwest Lineman College or Northwest Lineman Center ("NLC" or "we") collects, uses, discloses, and secures personal information in the normal course of our educational and related business operations. For details about personal information collected online, please see the Online Privacy Policy posted on our website.

California residents should also see the Supplemental California Privacy Notice and Rights section.

All information and policies contained in this catalog are represented to be true and correct to the best of my knowledge at the time of publication. Information that has changed, if any, since the last date of publication will be represented on addenda that accompany this catalog.





## **NORTHWEST LINEMAN COLLEGE** **ELECTRICAL LINEWORKER PROGRAM**

### **ABOUT NLC**

Northwest Lineman College (NLC) is an educational institution that trains workers for successful careers in the electric, telecom, and natural gas industries. NLC offers complete solutions from entry-level career programs to advanced industry training and has remained committed to doing what's best for the student for more than 25 years. Since 1993, NLC has grown to over 300 employees with four campus locations across the United States, trains 8,000+ individuals each year, and has a network of 1,000+ employers.

**LINEMAN.EDU** | 888-LINEWORK



*This document serves as an addendum to the 2023 Volume II Northwest Lineman College (NLC) Electrical Lineworker Program catalog published on November 30, 2022.*

*Effective February 10, 2023, any policy and/or procedure changes noted in this addendum supersede the applicable sections of the 2023 volume II NLC Electrical Lineworker Program catalog. It should also be noted that any policies and/or procedures outlined herein are in addition to all applicable policies in the 2023 volume II catalog.*

*\*All updates and corrections below have been made in the online catalog sections to which they apply and will appear in the print version for catalogs printed after February 10, 2023.*

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**PAGE 45**

Program costs for **California** effective term 2 of 2023 have been **updated** to:

Tuition—\$19,000

Total Tuition and Fees—\$19,950

Student Tuition Recovery Fund (STRF) Fee<sup>4</sup>—\$57.50

Total Term Cost<sup>5</sup>—\$23,038.50

Total Term Cost with Optional Courses—\$28,708.50<sup>4</sup>

**PAGE 45**

Footnote #1 has been **added**:

*1. A tuition increase of \$500 will be effective term 2 at our California campus for the Electrical Lineworker Program. While we have taken significant measures to control costs for the coming year and beyond, given the significant rise in inflation and ongoing costs associated with operating a business in California, an increase has unfortunately become unavoidable.*

**PAGE 45**

Footnotes 1-4 have been **renumbered** to 2-5.

**PAGE 45**

Footnote #4 (previously footnote #3) has been **updated** to:

*4. In alignment with California state statute, NLC shall collect an STRF assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. This amount could be increased by the BPPE at any time. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. Assessments paid to NLC are nonrefundable once the student signs the Enrollment Agreement. See California-Specific Policies at the back of this catalog for more information.*

## PAGE 64

The Optional Training Courses policy has been **updated** to:

As part of NLC's commitment to each student to increase their opportunity for success in launching a long and rewarding career, NLC may, on behalf and for the benefit of students, coordinate the enrollment and scheduling of certain optional training courses provided by providers that are wholly unrelated to NLC, its affiliates, subsidiaries, and its/their owners, officers, employees, and agents (each an "Optional Training"). Optional Training offered may include Applied Mathematics, Class A CDL Training Course, Class A CDL Testing Course, and Crane Operator Certification Training. Optional Training is available subject to the enrollment agreements for each, and by participating in Optional Training, you acknowledge that the Optional Training involves inherent danger and hazards and that you are participating in Optional Training with full knowledge of the dangers involved, and you confirm that **YOU ASSUME ANY AND ALL RISK OF PERSONAL INJURY OR DEATH OR LOSS OF OR DAMAGE TO PROPERTY OWNED BY YOU** associated with such participation.

Optional course training is only for students who are in good standing<sup>1</sup> with NLC and may take place during or up to 7.5 weeks following the student's ELP term they are enrolled in. Additionally, optional course training at NLC FL may take place up to 7.5 weeks prior to the student's ELP term start. Optional course availability and scheduling are up to the discretion of campus administration within these scheduling parameters. Students enrolled in the current ELP term get priority scheduling.

1. Students who take a personal choice withdrawal or are institutionally terminated or dismissed, are not considered to be in good standing, and therefore cannot continue with any optional course they are registered for unless they request an exception in writing from the Campus President and that request is approved. Please refer to the Optional Course Refund policy for your campus.

## PAGE 70

The California Optional Course Refund policy has been **updated** to add clarity. The second and third bullets have been **replaced** with:

- Students whose withdrawal date is after the first five scheduled class days of the ELP or after seven days of signing an enrollment agreement, whichever is later, will fall under the below refund policy:

Students who withdraw, are dismissed, or terminated within 60% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less the STRF and tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the Withdrawal date.

- Students who withdraw after 60% of their **scheduled** optional course delivery date has been completed will receive no refund.

## PAGE 73

The Idaho Optional Course Refund policy has been **updated** to add clarity. The second and third bullets have been **replaced** with:

- Students whose withdrawal date is after the first five scheduled class days of the ELP will fall under the below refund policy:

Students who withdraw, are dismissed, or terminated within 40% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the Withdrawal date.

- Students who withdraw after 40% of their **scheduled** optional course delivery date has been completed will receive no refund.