Nixon College

2680 Pomona Blvd. Ste A Pomona, CA 91768

Office: (855) 450-0123
www.nixoncollege.com

Course Catalog

Catalog of Courses
Period Covered by the Catalog
January 1, 2024 to December 31, 2024

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Institutional Mission and Objectives

The mission of Nixon College is to prepare students in the local area with the knowledge and skills that will enable them to qualify for entry-level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of Federal Motor Carrier Safety Rules and Regulations, on the operation of heavy-duty tractor/trailer equipment, the inspection of heavy-duty tractor/trailer equipment and defensive driving techniques necessary in developing the skill levels required for passing the commercial Driver's License examination. Further emphasis is placed on "soft" skills like punctuality, responsibility for one's actions and a commitment to safety, reliability and professionalism.

Our objective is to provide professional instruction that is a cut above that offered by other schools in the area, so that our graduates may secure employment in the trucking industry having graduated from a school which provides an academic

atmosphere of structure and professionalism that brings out the best in the student and sets them apart from their peers.

Instructional Location

The main school campus is located at 2680 Pomona Blvd. Ste A, Pomona CA 91768. Instruction will also take place at our satellite location, 2000 Pomona Blvd, Pomona CA 91768.

Description of the Facilities & Type of Equipment Used for Instruction

The main school campus is located at 2680 Pomona Blvd. Ste A, Pomona CA 91768. Instruction will also take place at our satellite location, 2000 Pomona Blvd, Pomona CA 91768. Over-the-road experience is accomplished on area roads, highways, and freeways. Current facilities and staff can accommodate up to 6 students per session. The classroom is equipped with modern and currently in use systems including laptops, on which the students will have access to all lessons, and standard classroom peripherals such as dry erase boards and a large screen for viewing videos and PowerPoint presentations. All practical training equipment is made available to students for skills practice and demonstrations.
There is ample student and faculty parking on premises as well as restrooms and a break area.

The following equipment is used for behind-the-wheel instruction and is owned by the institution:

- 2 x Tractor Freight-liner Single Axle 2013
- 1 x Tractor International Single Axle 2012
- 3 Trailers 28' Lufkin 1987

Library Resources

Nixon College maintains a number of reference books and other pertinent publications and computer stations with internet access at the campus for use by students and faculty. In addition the school provides students and faculty with access and instructions to online reference materials such as federal and state rules and regulations of the truck driving industry. DMV practice tests based on tutorials related to job preparation and job seeking. Additional access to learning materials/resources can be coordinated through the administrative office. Nixon College staff members can print/copy documents for students upon request Alumni not currently attending classroom sessions may contact the administration for scheduling access to the school library and resource materials. The Learning Resource Center is open during school hours. Students can access instructional resources, such as practice written CDL exams and tutorials, via the internet at any time. Other written instructional materials will be provided to Students upon arrival at the facility.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Admissions Policies & Recognition of Credits

ADMISSION RULES

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
2. This institution does not award credit for experiential learning.
3. This institution does not accept credit earned at other institutions.
4. This institution has not entered into an articulation or transfer agreement with any other institution.
5. No type of general education is required to enter this program.

ADMISSION REQUIREMENTS

1. Interview with the School's Admissions Representative. Students are assessed during the admissions process on their ability to benefit from the program professionally, and their likelihood of completing the program successfully. Specific questions are asked to lead a self-assessment of the student's learning style and their professional and personal ambitions. Students are admitted to the program if this self-assessment meets the above criteria and they meet all other admissions requirements.
2. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
3. Valid driver's license from student's resident state.
4. Must be free of physical impairment that would prohibit safe operation of the equipment.
5. Must be beyond compulsory school attendance age. An individual cannot be D.O.T. certified until reaching the age of 21 years. However, between ages of 18 and 21 a student can obtain a commercial driver's license and drive within the state of issuance.
6. Must be able to pass a DOT (Department of Transportation) drug test.
7. Must pass the D.M.V. written examination and a D.O.T. physical examination. Must also obtain a commercial driver's license learners permit before the start of the course. The permit is required to participate in behind the wheel training, which begins in the second week of training.

SPECIAL NOTICE TO APPLICANTS

All candidates for acceptance as students to Nixon College: Both Federal and State authorities are involved in making and enforcing of interstate transportation laws and the issuing of commercial driver's licenses (CDL). For this reason, we

ask that those interested in obtaining a Class A or B license read carefully the following and discuss with your counselor and/or admission representative any of the items listed below that may affect your ability to obtain a commercial license and employment in the transportation industry as a commercial vehicle driver.

1. No more than two D.U.I.'s on your driver's license record in a lifetime.
2. A D.U.I conviction in the past five years
3. A felony conviction of any type in the past ten years.
4. Recent hospitalization or under a physician's care for emotional or mental instability.
5. Currently taking prescription drugs under a physician's care (Schedule I drugs)
6. No more than two tickets in one year.
7. No more than three tickets in three years
8. No more than one at fault accident in the past 12 months, or two accidents in the past 5 years
9. No license suspension in the past 3 years. (Administrative suspensions case by case).
10. No reckless driving or other misdemeanors in the past 5 years
11. Driver must be 21 years of age for interstate driving
12. Driver must be 18 years of age for intrastate driving
13. Have no delinquencies on child support
14. Cannot be currently addicted to alcohol or drugs
15. Must be capable of speaking, reading, and writing in the English language well enough to communicate with others in the industry, and law enforcement.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Legal Presence in USA

As per Federal Rules, this institution only admit students that can demonstrate US citizenship or US Legal Permanent Residency.

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English.
For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the

solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Nixon College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Nixon College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

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

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 2680 Pomona Blvd Ste A Pomona, CA 91768 or by email to admin@nixontrucking.com. The institution shall refund 100 percent of the amount paid for institutional charges, less a $250 registration fee. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Policies and Procedures Regarding Financial Aid

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Financial Aid Disclosures

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does not provide financial aid directly to its students.

Grades and Standards for Student Achievement - Satisfactory Progress

Evaluation Policies

Pass/fail scores are utilized for all skills examinations, quizzes, and the final skills examination. Students must receive passing grades on all skills examinations and achieve a 100% score on the final skills exam to successfully pass the program. The grading policy includes: skills, quizzes, final skills exam, participation and

attendance. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

Students who receive less than 100% on the final exam must retake until 100% is achieved. A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 75%. Students who do not complete the course are not eligible to take the State licensure exam.

All grades are based on the numerical system. Students are graded on written examinations, field tests, driving sessions, methodology and attitude. The school's grading system is:

1	Excellent	93 – 100	4	Below average 70 – 74
2	Above average	85 – 92	5	Unsatisfactory 69 – below
3	Average	75 – 84		

Behind-the-Wheel Driving Instruction is graded strictly on a Pass/Fail basis. Grade required for certifying completion of course is a minimum passing grade of 100% PASS on behind-the-wheel driving instruction.

PASS/FAIL SCALE		
Type	**Grade Scale**	**Grade**
Written Exams, Assignments, Field Tests	Scores 1-3	Pass
	Scores 4-5	Fail
Skills Assessment	100%	Pass
	99% and Below	Fail

Grading Policy for Pass / Fail Standards on Attendance/Participation: Students are required to attend at least 100% of the scheduled hours of didactic instruction. It is important for the school to be notified when a student is not able to attend class. It is the student's responsibility to inquire about make-up work for both classroom lectures and practice sessions.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grading System Standard
Evaluation of student achievement will be based on meeting the objectives for each program.

Attendance Policy – All Programs

Classroom:
Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be given a verbal warning by their instructor. When a student falls below 90% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Nixon College
2680 Pomona Blvd. Ste A
Pomona, CA 91768

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

Leaves of Absence

It is the policy of the school to not grant a Leave of Absence to students. However, the school director may grant a leave of absence after determining that good cause

is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Nixon College, 2680 Pomona Blvd. Ste A Pomona, CA 91768. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-8900
Web site: www.bppe.ca.gov

Student Services

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not offer placement assistance services.

Student Housing

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately $1,500 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

Licensure is a goal of our programs. Students will be prepared to pass the exam from the state of California's Department of Motor Vehicles and receive their CDL. Following is additional information on licensure as a CDL directly from the California DMV website.

If you have never had a commercial driver's license (CDL), or you want to make a classification, endorsement, or restriction change that requires a skills test, you first need to get a CLP and hold it for at least 14 days. Here's how you apply for a CLP:

- Get a standard California noncommercial Class C driver's license (DL) (a temporary/interim DL is acceptable).
- Complete an online CDL Application.
- Visit a DMV office, where you will:
    - Submit a completed 10 Year History Record Check (DL 939) (if you have been issued a DL of any kind in another state or jurisdiction in the last 10 years).
    - Submit a completed Medical Examination Report (MER) Form (MCSA 5875) and Medical Examiner's Certificate (MEC) (MCSA

5876) (see the "Medical examination report" section below for more information).
    - Provide proof of your social security number (SSN). It will be verified with the Social Security Administration while you are in the office.
    - Verify your identity with an acceptable identity document. Your current name needs to match the name on the identity document (see the FAQs for more information).
    - Present acceptable residency documents (if you have never had a California driver license or identification (DL/ID) card).
    - Pay the nonrefundable application fee (application and fee valid for 12 months).
    - Have your thumbprint scanned.
    - Pass a vision exam.
    - Have your photo taken.
    - Pass the knowledge test(s). You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your application is no longer valid and you need to reapply. To allow for sufficient testing time, we do not administer knowledge tests within 30 minutes of closing.
    - If you want to apply for a REAL ID, you must also provide proof of your identity, social security number (SSN), and two proofs of residency from the list of acceptable REAL ID documents.

We will issue you a CLP after you pass the knowledge test(s).

If you do not meet all the requirements to get a CDL within 12 months of applying (including passing the knowledge test and skills test), the application will no longer be valid and you must reapply.

Rules and Restrictions

Here are the rules and restrictions for operating a CMV with a CLP:

- You must also obtain and carry a valid California DL.
- The CLP is valid for a maximum of 180 days from the date issued. It can be renewed for an additional 180 days if the expiration date is not more than one year from the initial application date.
- If you present limited term legal presence documents, your CLP may expire on the same date as your legal presence documents.
- A CLP is limited to these endorsements:
    - Tank (N)
    - Passenger (P)
    - School Bus (S)
- You must be accompanied by a California CDL holder while operating a CMV. The license holder must possess the appropriate class of CDL and endorsements to operate the CMV.

- If you have an "N" endorsement, the tanks must be empty when you are driving the CMV. The tank must be purged if it previously contained a hazardous material.
- If you have a "P" or "S" endorsement, you cannot operate a CMV with passengers (other than federal/state auditors and inspectors, test examiners, other trainees, and the accompanying CDL holder).

After you hold a commercial learner's permit (CLP) for 14 days, you can apply to take the skills test to earn your CDL. This 14 day waiting period also applies to classification upgrades and endorsement/restriction changes that require a skills test.

To apply for a CDL:

- Schedule a skills test appointment (skills tests are not given without an appointment). You may also call 1-800-777-0133 during the regular business hours (8 a.m.-5 p.m. Mon., Tues., Thurs., and Fri., and between 9 a.m.-5 p.m. Wed., excluding holidays) to make an appointment.
- Bring the type of vehicle(s) for the class you want to drive.
- Pass the skills test, which includes a vehicle inspection, basic control skills test, and road test. If you fail any part of the skills test, all other testing will be postponed. You have three tries to pass the skills test. You must pay a retest fee each time you retake the skills test.

Certain applicants may qualify to have the skills test requirement waived:

- If you have a valid CDL from another state that is current or has been expired for less than two years, you can surrender that license (or proof thereof). The license must have equivalent classification, endorsements, and restrictions to the one you are applying for in California.
- You can submit a Certificate of Driving Skill (DL 170 ETP) if your employer is authorized to issue them. Both you and your employer must sign the form.
- If you have military driving experience, you can submit a completed Commercial Military Waiver (DL 965). Learn more about the Troops to Trucks military waiver program.
- If you have a California CLP, and completed CDL training and passed the skills test in another state, you are not required to take the skills test in California. The skills test results will be sent to California DMV from the state where you were tested. You will need to go to a DMV Commercial Driving Test Office to finalize your application. Failing to return to a commercial DMV office may result in your application expiring.

After you pass your skills test, surrender your out-of-state CDL, or submit your certificate, we will issue an interim CDL that's valid for 60 days. If you have not received your official CDL after 45 days, call us at 1-800-777-0133 to check the status.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Class A CDL	$4,550.00	$250	$0.00	$200	$5,000

Program Name: Class A CDL

TOTAL CHARGES FOR A PERIOD OF ATTENDANCE
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

Faculty

Juan Carlos Guevara possesses 5 years of experience in the truck driving industry with a commercial driver's license.

Roberto Santoyo possesses over 4 years of experience in the truck driving industry with a commercial driver's license.

Programs

Class A CDL

Name of Program	Class A CDL
Program Description	The program has been established to assist adult students with no truck driving experience in obtaining the education and behind the wheel training needed to obtain - Class A Driver's License from the state of California's Department of Motor Vehicles. This program prepares students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program follows the required curriculum of the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) and is designed to lead to the student's acquisition of a commercial driver's license here in the State of California. Combination vehicle (Group A) is defined as any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds).
Program Mission and Objectives	Upon completion of this program the student will have the ability to perform the following: • Control and operate the equipment in a safe and competent manner. • Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order. • Follow appropriate safety procedures for transporting dangerous goods. • Inspect loads to ensure that cargo is secure. • Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations. • Secure cargo for transport, using ropes, blocks, chain, binders, or covers. • Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned. • Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs. • Perform all maneuvers specifically associated with trucks of the Class A class
Total Clock Hours	120 hours
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program the student must: α) attend at least 100% of the scheduled hours of instruction β) attain a grade of "pass" on assigned projects and skills assessments χ) attain a grade of 100% pass on the final skills examination
Job Classification	This educational program is designed to prepare students for employment as Heavy and Tractor-Trailer Truck Drivers (SOC 53-3032).
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments. A Final Skills exam must be passed with 100% proficiency for the student to be eligible to graduate the course.

Sequential Outline of Subject Matter – Class A CDL

Theory Instruction

- Basic Operation
    - Orientation
    - Control Systems/Dashboard
    - Pre- and Post-Trip Inspections
    - Basic Control
    - Shifting/Operating Transmissions
    - Backing and Docking
    - Coupling and Uncoupling
- Safe Operating Procedures
    - Visual Search
    - Communication
    - Distracted Driving
    - Speed Management
    - Space Management
    - Night Operation
    - Extreme Driving Conditions
- Advanced Operating Practices
    - Hazard Perception
    - Skid Control/Recover, Jackknifing, and Other Emergencies
    - Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
    - Identification and Diagnosis of Malfunctions
    - Roadside Inspections
    - Maintenance
- Non-Driving Activities
    - Handling and Documenting Cargo
    - Environmental Compliance Issues
    - Hours of Services Requirements
    - Fatigue and Wellness Awareness

- Post-Crash Procedures
- External Communications
- Whistleblower/Coercion
- Trip Planning
- Drugs/Alcohol
- Medical Requirements

Practical Instruction

- Range Instruction
  - Vehicle Inspection Pre-Trip/Enroute/Post-Trip
  - Straight Line Backing
  - Alley Dock Backing (45/90 Degree)
  - Off-Set Backing
  - Parallel Parking Blind Side
  - Parallel Parking Sight Side
  - Coupling and Uncoupling
- Public Road Instruction
  - Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours of Service (HOS) Requirements
  - Hazard Perception
  - Railroad (RR)-Highway Grade Crossing
  - Night Operation
  - Extreme Driving Conditions
  - Skid Control/Recovery, Jackknifing, and Other Emergencies

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.