

Center for Employment Education



School Catalog

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Certified as True and Correct in Content and Policy

Cheri Lipp
School Official's Signature

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HISTORY:

The Alaska Teamster Employer Training Trust was established in 1972 as a Taft-Hartley Trust for the purpose of training Teamsters within the State of Alaska. Revenues for the operation of this Trust were provided by employer contributions. At that time, Alaska Teamsters Local 959 was primarily a construction local and most of the training programs revolved around the construction industry.

After construction of the Trans-Alaska oil pipeline, emphasis began to turn to a maintenance-based workforce. Additionally, the Teamsters had been successful in organizing workers in many other industries, and training requirements were changing. These new requirements resulted in the formation of the Service Training Trust in 1980, again a Taft-Hartley Trust. Revenues for this trust also were provided by collectively bargained employer contributions. This provided a training vehicle for other industries the Teamsters represented in Alaska.

In 1987, the two training trusts merged into the current organization. This was done primarily to consolidate the administrative functions and to focus more closely on training activities. Also, under this merger the base criteria for students were expanded to allow the training center to train more of its membership base. Under this new trust organization many new programs were developed to fit the needs of an extremely diverse workforce.

Driver training programs have always been offered, however, their emphasis was toward the construction industry. Students were taught to drive in a gravel pit or construction site environment, primarily using hands-on methods of instruction. Some classroom instruction was added later as enforcement of safety standards and environmental regulations began to develop.

With the development of national legislation for commercial driver license requirements, our training facilities developed a commercial driver license (CDL) training program for anyone requiring the license. This program was taught in the classroom and focused on the CDL test. For those students who were not “grandfathered” under the State of Alaska regulations on the driving portion of the test, we offered additional training in the form of check rides and the use of our equipment for the road skills test. In 1991 and 1992, over 1,500 students went through the driver training program.

All students attending the CDL training were those individuals who were in driving occupations and required the new license. As we approached the effective date of the new licensing law, most of those who needed the license had obtained it. It then became obvious that a large section of the students we were training also were in need of training on the tractor-trailer equipment itself.

A review of the industries requiring certified drivers revealed that a shortage of qualified drivers may be imminent in the future. Additional regulations with respect to safety and the environment placed new liabilities with employers on behalf of their employees. We then realized that no longer could an employee go to work for a company in a warehouse and evolve from jockeying rigs around in the yard to street or over the road driving, without obtaining specific training and licensing.

As representatives of workers and providers of a qualified labor force to employers, we felt we had an obligation to place the most highly qualified workers available into the workforce through an effective, intense and meticulous training program. This policy was incorporated in our approach to all of our training programs.

We adopted the Professional Truck Driver Institute of America's (PTDI) Basic Driver Training program to instruct our members. This was the only driver training program recognized by the Federal Highways Administration. We completed four consecutive classes in which 44 students graduated in 1993. The Training Trust was prohibited from training anyone other than plan participants even though other groups were enthusiastic and willing to pay for high quality training.

In August 1994, the Training Center established the Center for Employment Education (CEE) as a wholly owned subsidiary so that the Basic Driver Training program could be offered to the general public through a tuition-based financing concept. This opened professional training to the needs of the transportation industry in the State of Alaska.

PHILOSOPHY:

CEE's goal is to provide quality career training programs that are job relevant and provide employable skills to our students instructed by personnel with extensive knowledge and field experience in the courses they teach.

Specifically, our objectives are:

1. To provide career training for capable students without regard to race, color, national origin, ethnic origin, sex, age, disability, or Vietnam era or disabled Veterans status.
2. To serve the needs of the community by providing well-trained personnel for employment in the transportation and heavy equipment industries.
3. To maintain our facility, equipment, and teaching methods in agreement with the highest standards as set forth by federal and state agencies.

ORGANIZATION:

Board of Directors

John Lovdahl, President
James McMilon, Vice-President
Joe Rintala, Treasurer
Mickey Hebert, Secretary
Mark Luiten

Center for Employment Education Staff

Director: John Lovdahl

John began his career with CEE in 1996 as a certified and licensed training instructor and CDL Examiner. John has 26+ years driving commercial vehicles and 22 years as a commercial driving instructor. John has held the position of Operations Foreman and became Director in 2011.

Admissions: Cheri Lipps

Cheri is a graduate of the 1996 PTDI course with CEE. She has over 8 years industry experience in commercial driving and 13 years as a classroom instructor. She has over 30 years in business and management experience. Cheri is the School Certifying Official for Veteran enrollments and school admissions.

Instructors

Thomas David Lipps: Certified and licensed training instructor and CDL Examiner since 2000. David has 39+ years of industry experience in commercial driving and heavy equipment operation and 18 years as a commercial driving instructor. He also provides instruction in Defensive Driving, First Aid/CPR/AED, Forklift, Qualified Rigger/Signalperson and Boom Truck and is a certified commercial tire service instructor.

Paul Hemmelgarn: 19+ years experience in environmental and hazmat clean-up and monitoring supervision. Certified OSHA safety and health instructor, First Aid/CPR/AED, Defensive Driving, Flagger, North Slope Training Cooperative, and Qualified Rigger/Signalperson and Boom Truck instructor.

Jeff Brewer: Certified and licensed training instructor and CDL Examiner since 2013. Jeff has 35+ years of industry experience as a commercial driver.

Antwon Dungey: Certified CDL training instructor beginning in 2019. Antwon received his commercial driver license in 2011 as a PTDI graduate from CEE. He has 8 years industry experience in commercial driving throughout Alaska.

Brad Brown: Retired Alaska State Trooper and Vehicle Enforcement Officer. Brad has been a certified and licensed training instructor and CDL Examiner since 1997. He is a part-time CDL Road Test Examiner.

CEE's basic driving program is nationally certified by the Professional Truck Driver Institute. The majority of our driving and hazardous materials programs are approved by the Alaska Commission on Postsecondary Education and the State of Alaska Department of Public Safety. CEE is also an Authorized Commercial Driver License Road Skills Test Facility by the Department of Motor Vehicles (DMV), which allows our staff to conduct road skills exams.

CEE's hazardous materials programs have also been approved by the Department of Transportation, the Department of Energy, the National Safety Council and the International Air Transportation Association.

THE IMPORTANCE OF TRUCK DRIVING:

The trucking industry is a demanding field that requires rigorous training. The implementation of new standards and government regulations has made it necessary to standardize industry training. The average citizen living throughout America realizes the potential destructive power big rigs possess and wants to be sure that the operators of these sizable vehicles are competent.

It has been said, "If someone has it, a truck brought it." There is more truth to this statement than one might imagine. Either the material used to produce a product or a truck handled the delivery of the product itself somewhere along the line. The amount of freight traffic on our highways supports this statement and the number of trucks is growing.

The Federal Motor Carrier Code of Regulations requires specialized training in a variety of areas, including the handling of hazardous materials, hours of service (logbooks), and oversize and overweight loads. These regulations are constantly being amended, so it is easy to understand why today's professional tractor-trailer drivers must improve their skills to keep pace with this ever-changing industry.

We, at the Center for Employment Education, work diligently to provide the best training available to residents of the State of Alaska. Our instructors have years of experience in the transportation industry, and they are constantly upgrading their skills in order to maintain the highest standards as industry leaders in professional driving education.

THE IMPORTANCE OF HAZARDOUS MATERIALS TRAINING:

Most companies are placing strong emphasis on potential and current employees having training in all levels of hazardous materials handling. The need for individuals with hazardous materials training also intensifies each year as federal restrictions and regulations place greater demands on individuals handling these items. Many job opportunities exist now that were non-existent several years ago. Individuals who possess training in hazardous materials handling are very much in demand and the opportunities for employment increase as the student gains more in-depth knowledge in this area.

STUDENT RESPONSIBILITY:

It is the student's responsibility to become familiar with CEE's policies and regulations printed in this catalog and admissions documents. Failure to read this catalog or the admissions documents does not excuse any student from the rules and procedures described herein.

CEE makes no guarantees, promises, or offers of employment before, during and/or after attendance in any course it offers.

It is the student's responsibility to keep the school informed of their current address and telephone number. The school should be notified of any change as soon as possible. Students are responsible for checking with the Administration Office to ensure all necessary information is received by CEE before the enrollment deadline for a class. The school is not responsible for the loss of students' books, materials, or other personal property.

ADMISSION PROCEDURES:

Courses offered at the Center for Employment Education are available to all that meet the eligibility requirements. Potential students will be asked to complete an application. When the application is signed and returned to the Administration Office, the staff will discuss tuition and fees and potential funding sources that may be available.

For those only interested in the 6-Week Basic Driver Training – CDL A program, the next step in the process is an orientation with a staff member. This is to affirm their interest in the transportation industry. Both the pros and cons are discussed with students during this orientation as well as a review of the average wages, benefits, and employment opportunities within the State of Alaska and the Lower 48 states.

Students are responsible for obtaining a Department of Transportation (DOT) physical, drug test, and a copy of their driving history record from the Department of Motor Vehicles. When students bring this documentation to the Administration Office, a copy of their Alaska driver's license and Social Security card will be made to complete their file.

Alaska is actively complying with Federal Law that requires commercial drivers to prove they are a lawful Permanent Resident or U.S. Citizen. You must have one of the required 6 legal documents with you when making any transactions at DMV that requires a change to your record. This only effects your Commercial Driver License or Permit. The most common documentation are a U.S. Passport or Original U.S. Birth Certificate. Full details are available at <http://doa.alaska.gov/dmv>.

Funds are due prior to the start of the class period. There are no provisions for partial payment of fees. The Alaska Student Loan program is the exception. If a student is an Alaska State Student Loan recipient, the student's tuition will be disbursed from the Alaska State Student Loan office in two equal disbursements throughout the course. Courses greater than 80-hours in duration require a \$500.00 deposit to enroll. Courses less than 80-hours in duration require a \$200.00 deposit at time of scheduling.

If a student requests a refund after tuition and fees have been paid, the [refund policy](#) will apply.

A \$25 nonrefundable fee will be charged for all checks returned for non-sufficient funds. Before attending class, this fee and the amount of the check must be paid to CEE by money order, cashier check, or in cash.

ADMISSION PROCEDURES – VETERAN EDUCATION BENEFITS:

Individuals registering for training with CEE intending to use their Veterans Education Benefits must obtain a Certificate of Eligibility for Entitlement or Statement of Benefits from the Department of Veterans Affairs (VA) for educational assistance under Chapter 31 or 33 prior to acceptance into a training program.

CEE will not impose any penalty, including the assessment of late fees, the denial of access to classes, or the requirement of a covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligation to CEE due to the delayed disbursement funding from the Department of Veterans Affairs (VA) under Chapter 31 or 33.

ACADEMIC/SCHOOL CALENDAR:

Center for Employment Education operates on a January to December academic year. Training is offered on a daily basis Monday through Friday except [observed holidays](#). Classes start on Monday unless otherwise scheduled.

EQUAL OPPORTUNITY STATEMENT:

Center for Employment Education does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Center for Employment Education is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Alaska State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

ADMISSIONS/ELIGIBILITY REQUIREMENTS:

Courses offered by the Center for Employment Education are available to all that meet the eligibility requirements.

Student requirements for driving courses are as follows:

1. 18 years of age intrastate only, 21 years of age interstate (unrestricted).
2. Alaska Driver License (valid license for at least one year).
3. Social Security card.
4. Clean Driving Record for the past two years.

Any one of the following lists of violations on a driving record will prevent a prospective applicant from enrolling in a driving program:

- a. Two traffic citations, 15 mph over the posted speed limit in a two-year period.
 - b. One traffic citation, 15 mph over the posted speed limit with a suspension or revocation in a two-year period.
 - c. A suspension and a revocation within a two-year period.
 - d. A total of 10 points on your driving record in the last two years.
 - e. Any driving under-the-influence conviction within the last two years.
 - f. A total of three moving violations in the last two years.
5. Be able to comply with the State of Alaska Real ID Act and have one of the following Government Issued Documents when going to DMV to obtain your CDL License. Valid U.S. Passport or Passport Card, U.S. State or Territory Issued Birth Certificate, Certificate of Naturalization, Valid Permanent Resident Card, Consular Report of Birth Abroad, or Certificate of Citizenship.
 6. Department of Transportation physical prior to class.
 7. Department of Transportation drug test within 10 days prior to class.
 8. Finances – Full payment prior to class.
 9. Schedule that will not interfere with class attendance/participation.

See the prerequisites designated after the course descriptions for specific hazardous materials training requirements.

CLASS ADD/DROP POLICY:

Students are allowed to add or drop classes prior to the start of class. If students choose to do so, they may apply their tuition toward an alternate class. If withdrawals are made after the start of class, then the tuition refund policy (page 20) must be observed. A non-refundable enrollment fee may be deducted from refunds, per [refund policy](#).

CHANGES AND/OR CANCELLATIONS:

CEE reserves the right to change or cancel courses, and to change the policies and procedures regarding the academic regulations affecting the student body, at any time with appropriate notice to the students.

DISCIPLINE - PHILOSOPHY AND PURPOSE:

Student Conduct

Good conduct is expected of all students enrolled and attending class at CEE. Misconduct reflecting upon the reputation and welfare of the school or its students will result in immediate dismissal.

Disciplinary Action

Disciplinary action including suspension or termination by the lead instructor or Director of Training will occur under the following circumstances:

1. Open defiance of an instructor's authority, or use of profane or obscene language or gestures.
2. Refusal to follow instructions of an instructor.
3. Insubordination to persons in authority.
4. Theft or deliberate destruction of supplies and equipment.
5. Fighting or instigating arguments with peers or instructors.
6. Possession of any weapons while on CEE property.
7. Possession, use, or being under the influence of drugs, alcohol, or any controlled substance while on CEE property.
8. Tardiness or absences (see STUDENT CLASS REQUIREMENTS/CONDUCT:).
9. Operating equipment in a manner that threatens life or property.
10. Willful or unnecessary abuse of school equipment.

STUDENT CLASS REQUIREMENTS/CONDUCT:

All Programs:

1. Class starts promptly at 8:00 a.m. and will conclude at approximately 5:00 p.m. unless otherwise noted by the instructor. Lunch will be from noon to 1 p.m. unless otherwise noted by the instructor. Break times for class and truck are 15 minutes every two hours unless otherwise noted by the instructor.
2. Communication between instructors and students shall be professional and clear.
3. Smoking (to include chewing tobacco) is NOT allowed in the building or equipment. Food will be allowed in break areas only. Beverages will be allowed at student tables. No food or drink is allowed in any CEE equipment.
4. Students will not be removed from class or equipment for personal calls. Messages will be taken at the reception area. Emergencies will be the exception.
5. The classroom shall be kept clean at all times.
6. The truck/equipment is to be kept clean at all times by each student.
7. Suitable clothing for class is required (i.e. work gloves, boots, clothing, winter clothing, rain gear)
8. All vehicle maintenance requests must be made via the report form and approved by the instructor.
9. All private consultations between instructors and students are done in accordance with approved procedures. A form will be provided if counseling is requested or is required.
10. It is expected you will attend all days of training when you sign up for a class. If you are absent for any time during the class, it could affect your ability to complete the program.

6-Week Basic Driver Training – CDL A Program: (in addition to All Programs)

1. Class start promptly at 8 a.m. and will finish at 5:30 p.m. Monday-Friday unless otherwise specified due to Holiday/weekends *. Lunch will be from noon to 1 p.m. Break times for class and driving times are 15 minutes every two hours.
 - *Behind-the-wheel time will consist of four to ten-hour shifts.
 - *Driving time hours will be determined during class.
2. Reasons for termination from program:
 - a. Third day of unexcused absence
 - b. Fifth day of being tardy
 - c. Any use of alcohol or illicit drugs
 - d. Refusal to clean vehicle/equipment
 - e. Refusal to participate as directed by instructors
 - f. Using profanity
3. Students must acquire and maintain a 70 percent G.P.A. to pass the course.
4. Students are responsible for transportation to/from range and are encouraged to carpool. If there are any concerns with transportation, students should talk with the program manager.

3-Week Fast Track-CDL A Program: (in addition to All Programs)

1. Reasons for termination from program (combination of "a" & "b" cannot be more than 2):
 - a. Missing more than 2 full days of training (excused or unexcused).
 - b. Being tardy more than 2 times
 - c. Positive Drug or Alcohol Screening
2. Students must acquire a minimum 80% on the DMV written test to obtain CDL permit.

TARDINESS AND ABSENCES:

All courses available through the Center for Employment Education are largely performance oriented. Regular attendance is crucial to successful completion and personal development. PTDI requires specific attendance criteria in order for the school to maintain its certification.* As a result of those requirements, the intensity of the training, and the personal development taught in our school, all students must maintain regular class attendance.

CEE, as well as the transportation industry as a whole, operates on a precise timetable. Unexcused, consistent tardiness or absences will result in dismissal from our 6-week Basic Driver Training CDL A and 3-week Fast Track CDL A programs. For all other courses tardiness or absences do not result in dismissal from class but could affect whether or not you are successful completing the final exam.

The policy pertaining to tardiness and absences for each program is described in the previous section under [student class requirements/conduct](#).

Communication regarding attendance is an important element in fulfilling the requirements for successful completion of all courses. All absences are unexcused unless prior arrangements are made with CEE training staff. In the event an excused absence occurs during classroom/lab day and the student is short on hours for passing the course a make-up day will be scheduled within the remaining class time. Excused absences for range/street days are made up, if necessary, by adding driving time on a daily basis for the remainder of the course.

Students who have an illness during class, that prevents his/her attendance, may be subject to a refund in accordance with the enrollment contract. Additionally, the student may be rescheduled into another class, providing an opening exists. These two conditions will be considered only if the student can provide written documentation from an attending physician that justifies a continued absence. CEE reserves the right to further investigate any claims of illness. In the event the documentation is not received within three days of absence or the documentation does not satisfy CEE's administration, the student will be expelled.

****For Basic Driver Training students who graduate with a PTDI certificate and are entered into the "DAC" database system, absences of eight hours or less will be reported as GOOD attendance, absences of 23 hours or less will be reported as FAIR attendance, and more than 23 hours of absence will be classified as TERMINATED.***

STUDENT COMPLAINTS/GRIEVANCE PROCEDURES:

Complaints by students may be addressed initially with the instructor. If a student feels his/her concerns have not been addressed or met in this way, he/she is encouraged to make an appointment with the administrative staff/program manager. Further appeal may be referred to the Director of Center for Employment Education. Final appeals may be made to the Alaska Commission on Postsecondary Education.

DRUG AND ALCOHOL POLICY:

The Center for Employment Education follows the guidelines set by the U.S. Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA), prepared in accordance with the requirements of: 49 CFR Part 382, 49 CFR Part 40. This drug policy applies to every employee, instructor, and student who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce, and is subject to the commercial driver's license (CDL) requirements of Part 383 of the Federal Motor Carrier Safety Regulations.

There are five situations where testing can be done to determine the presence of alcohol and/or drugs. CEE reserves the right to implement any of these procedures in compliance with FMCSA standards and regulations.

1. Pre-employment
2. Post-accident
3. Random
4. Reasonable suspicion
5. Return-to-duty and follow-up

CEE adheres to a zero tolerance drug and/or alcohol policy. Participants who are under the influence of, possess, use, purchase, exchange, barter for, receive or offer to take receipt of, or negotiate to purchase or take delivery of drugs, alcohol, or substances similar to, or thought to be substances, or drug paraphernalia shall be expelled.

While the Center for Employment Education has strong prohibitions against the use and sale of intoxicating and/or illicit chemical substances, staff is interested in helping students who have a problem in this area to receive treatment. Students are encouraged to consult with their instructor if they have a chemical dependency problem. All of our staff has undergone Alcohol and Drug Training & Awareness for Supervisors and Employees in order to assist our students.

HOLIDAY OBSERVATION SCHEDULE:

The following holidays are observed by CEE:

Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day & Day After
Christmas Day
New Year's Day

Note: If Holidays fall within any class offered by CEE, days will be made up only if it affects the minimum course requirements.

VISITORS:

Only students, faculty, and staff are to be in the classrooms, in the shop areas, or at the driving range. Students are not to bring their children or anyone else to class. All visitors are required to check with the Administration Office before visiting any of the CEE locations.

STUDENT EVALUATION/GRADING METHOD:

Students are required to maintain a minimum grade point average of 70 percent in order to graduate from all courses. This standard applies to all classroom and lab instruction.

If the minimum 70 percent GPA is obtained during the classroom segment of a driving course, a student will be passed into the range and street-driving segments. From this point forward, students are expected to gain daily proficiency in the scheduled drills. Each student is evaluated every three days on a pass/fail basis to determine if these skills are being acquired. Students falling below the acceptable minimum standard for a course are counseled and tutoring or course load adjustments are made, where possible. All of our classes are offered under strict guidelines by federal agencies; therefore, we are very limited by the parameters established by these agencies

STUDENT GRADES:

For the 6-Week Basic Driver Training – CDL A course, all test results and accumulative scores will be presented to the students at the completion of the course. Individual test results can be obtained for all courses by asking the instructor, and an accumulated GPA will be posted periodically for those courses that apply.

SATISFACTORY ACADEMIC PROGRESS POLICY:

Students enrolled in CEE classes must maintain an overall GPA of 70 percent to complete their course of study. Some courses are non-classroom skills training and students will not have a GPA.

In reference to our driving courses that are 80 hours or longer in length, the standard is as follows:

1. All students must pass the State Commercial Driver's License Examination as the final criteria for graduation.
2. Students must pass and achieve critical objectives applicable to the sections of study in the course enrolled.
3. Students are required to achieve a 70 percent GPA for a passing score.

Classroom scores are tallied on a daily basis to ensure students' academic progress meet the minimum requirements. If students fall below a 70 percent GPA and the remaining units of instruction would not allow those students to attain a 70 percent GPA, those students would not be allowed to continue in the course enrolled.

Street and range requirements provide for a pass/fail evaluation of students every three days. If at the end of the second evaluation a student has failed to keep pace with the required instruction, that student will be referred to our remedial course for the duration of driving instruction.

All other courses: The final exam will determine pass/fail outcome.

All hazardous material students: If a student fails an examination, that student must retake the test by the end of the next working day.

RE-ENTRANCE POLICY:

It is the Center for Employment Education's (CEE's) policy that there will be no re-entrance in the current school term for a student dismissed for unsatisfactory progress. The refund policy will apply.

If the student chooses to re-enter one of CEE's programs in another school term, and the student corrects the area(s) in which they were deficient, they must submit a written request for admission to the Director of Training of CEE for approval. If approval is granted the student shall provide the published tuition and associated fees for the course.

ACCEPTANCE AND TRANSFER OF CREDITS:

The Center for Employment Education cannot guarantee that credits are transferable. The transfer of credits is at the discretion of the receiving school and depends on the comparability of curriculum and accreditation. The technical nature of the curriculum and our association with PTDI prevent transfer of previous training and/or education credits for the purpose of shortening course time. Each course requires a minimum number of hours and is strictly adhered to.

VETERANS PRIOR EDUCATION & TRAINING:

Prior to enrollment veteran shall provide any previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted as appropriate.

CREDIT FOR PREVIOUS TRAINING WORK EXPERIENCE:

Appropriate previous training and work experience will be evaluated during a student's admissions interview for the 6-Week Basic Driver Training – CDL A course. At that time the school and the student will agree on the courses within the programs that need to be completed.

STUDENT TRANSCRIPTS AND RECORDS:

All student transcripts will be available to the student. Records are archived in a fireproof vault in a location separate from CEE's facilities. The location of the vault is: 165 East 56th Avenue, Anchorage, AK 99518.

Students are permitted to inspect their records within three business days of a written request being submitted to the Administration Office.

STUDENT PRIVACY POLICY:

All records, history, and discussions about the students we serve will be considered private and kept in confidence. The very fact that an individual is served by CEE can be disclosed only under specified conditions, which are described below, for reasons relating to law enforcement and fulfillment of our mission.

Employees may not disclose any information about a student, including the status of the individual's background to anyone outside this organization unless so permitted by the Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions, and activities.

Information about students can be disclosed only under the following circumstances:

- If a release-of-information form is completed by the person the information is about before it is released.
- If records are inspected by an outside agency. The individuals who inspect records must be specifically authorized to do so by the Director.
- If we are required to do so by law.

Employees are specifically instructed not to release to state, federal, or other agencies information about any individuals or their records that would enable any person served to be identified by name, address, Social Security number, or other coding procedures, unless the employee is authorized to do so by the Director.

CLASS SIZE:

A typical class consists of 15 students or less. This limited number of students per class enhances the quality of instruction required to develop highly skilled, beginning professional truck drivers. With this class size we are able to maintain a ratio of one instructor per two students during behind-the-wheel training. While limited class size may force students to wait for available course openings, increasing our class size would compromise the instructor-student ratio that is the key to the high success rate of training completion.

PROGRAM COMPLETION:

When the classroom and lab instruction segments have been successfully completed, students take the driving skills test. Graduates of the 6-Week Basic Driver program who meet all academic graduation requirements are required to provide CEE with a copy of their CDL A license. We also ask all students to fill out a course evaluation with feedback on our program. CEE will provide student with all certificates earned during the course.

GRADUATION REQUIREMENTS:

6-Week Basic Driver Training - CDL A Program:

The following are the minimum requirements for graduation:

- 70% Grade Point Average for all classroom tests/assignments.
- Maintain good attendance according to CEE's policy (TARDINESS AND ABSENCES, pg.10)
- Pass the final road test with applicable endorsements.

3-Week Fast Track - CDL A Training Program:

The following are the minimum requirements for graduation:

- 80% Grade on DMV written tests
- Maintain good attendance according to CEE's policy (TARDINESS AND ABSENCES, pg.10)
- Pass the final road test

JOB PLACEMENT ASSISTANCE:

The Center for Employment Education does not provide individualized job placement for any student or graduate. However, graduates are provided with information regarding hiring trends, names and addresses of potential employers, a list of potential job websites, and a list of Alaska Job Centers. Upon request, potential employers are also informed of qualified graduates.

CEE does not guarantee employment for students or graduates, nor does it guarantee any wages, salary or hourly compensation rates.

CERTIFICATES:

The accomplishment of receiving a Class A CDL and/or Hazardous Materials certificates is quite a reward for the sacrifices made to graduate from CEE. These courses are so intense that we believe graduating students deserve recognition. Upon graduation students receive a number of certificates acknowledging their achievements.

COURSE EVALUATIONS:

Instructors are evaluated by participating students at the end of each course of study. The instructors are graded in such areas as knowledge of material, presentation of material, and the effective usage of audio/visual aids. Students assess the training manual, job sheets, and field exercises utilized in each course. This process allows for continuous program improvement. After responses to the questionnaires are summarized, the instructors evaluate all comments and critiques. These evaluations serve as a benchmark for the instructors to improve course content and delivery.

TRAINING CENTER FACILITIES:

The Center for Employment Education has its main facility and classroom at 520 E. 34th Avenue, Suite 201 in mid-town Anchorage where all Administrative functions are performed. In addition our shop is located at 8645 Dimond D Circle which allows us to perform aspects of our driver training indoors as well as on-site vehicle inspections and repairs. Our driving range allows us to provide focused training on basic truck skills in maneuvering a tractor-trailer.

The Center for Employment Education also has a facility in Fairbanks located at 2864 Tria Road. This facility is suited for truck driver training and classroom. We have a large shop which allows us to keep our vehicles inside when extreme temperatures or other weather would otherwise make training difficult. This shop also allows us to complete on-site vehicle repairs. The lot the building is located on is large enough for us to use for backing maneuvers. The industrial area we are located in is a low traffic, low speed area which is excellent for driver training.

CEE also conducts on-site driver training and hazardous material training for groups statewide. There may be an additional charge for all travel to areas outside of Anchorage. We will provide a proposal identifying all costs involved for requested on-site training.

TRAINING VEHICLES:

Students who enter truck driver training programs at the Center for Employment Education appreciate the versatility provided by our late-model equipment, with a couple of older trucks to round out their experience of becoming a professional truck driver. Depending on program selection and individual interest, the student will have the opportunity to operate:

1. Kenworth, Freightliner, and International tractors
2. Kenworth end dumps
3. Lowboys
4. Belly dumps and side dumps
5. 40' to 48' semi-trailers, flat beds or vans

ROOM AND BOARD:

None provided directly by CEE. However, students can be provided with information regarding hotels that are nearby.

PROGRAM DESCRIPTIONS:

The below listed courses require full-time enrollment for periods up to six weeks depending on which course has been selected. Due to the intensity of the programs, strict adherence to the full-time attendance policy is required.

COMMERCIAL DRIVING COURSES:

Objective of the commercial vehicle driver programs are to provide training for students to fulfill entry-level to advanced-level requirements of both the industry and prospective employers. The courses are designed to provide the student with an opportunity to achieve desired vocational objectives and to go on to a professional career in the transportation industry.

Programs:

- 6-Week Basic Driver Training - CDL A
(265 hour Professional Truck Driver Institute Certified Course)
- 3-Week Fast Track - CDL A (93 hour)
- 20-Hour CDL A
- 20-Hour CDL B
- 10-Hour CDL A/B
- 5-Hour Road Skills Assessment - CDL A/B
- 4-Hour Road Skills Refresher - CDL A/B
- Road Skills Assessment - CDL B Passenger Bus (4 hour)
- CDL Permit and Endorsement Preparatory Course (3-day)
- Entry Level Driver Course (8 hour)
- Long Commercial Vehicle (LCV) (40 hour)
- Defensive Driving Course for the Professional Driver (DDC/PTD - 6 hour)

HAZARDOUS MATERIAL TRAINING:

The objective of the hazardous material program is to provide the highest standard of training for students to fulfill the entry-level requirements of the industry and prospective employers. This program is designed so that the student can achieve the desired vocational objectives and requirements of the new and constantly changing field of hazardous materials. Courses meet or exceed the requirements set by the Occupational Safety and Health Administration (OSHA), the Department of Transportation, the Department of Energy, and the National Safety Council.

Programs:

- 49 CFR 172.704 Transportation Awareness (4 hours)
- Hazardous Material Transportation Specialist (32 hours)
- Hazardous Waste Operations and Emergency Response (HAZWOPER) (40 hours)
- HAZWOPER First-Responder or Worker with Minimal Exposure (24 hours)
- HAZWOPER Hazardous Materials Technician (24 hours)
- Hazardous Waste Operations and Emergency Response Refresher (8 hours)

COURSE TRAINING SCHEDULE:

CEE is an open enrollment facility. Classes are offered on a regular and/or as requested basis. Classes start on Monday unless otherwise scheduled. Scheduled courses may be cancelled due to nonparticipation or at the discretion of CEE.

- 6-Week Basic Driver Training - CDL A
- 3-Week Fast Track - CDL A
- 20-Hour CDL A
- 20-Hour CDL B
- 10-Hour CDL A/B
- 5-Hour Road Skills Assessment - CDL A/B
- 4-Hour Road Skills Refresher - CDL A/B
- Road Skills Assessment - CDL B Passenger Bus (4 hours)
- CDL Permit and Endorsement Preparatory Course (3-day)
- Entry Level Driver Course (8 hour)
- Long Commercial Vehicle (LCV) (40 hours)
- Defensive Driving Course for the Professional Truck Driver (DDC/PTD)
- 49 CFR 172.704 Transportation Awareness (4 hours)
- Hazardous Material Transportation Specialist (32 hours)
- Hazardous Waste Operations and Emergency Response (HAZWOPER) (40 hours)
- HAZWOPER First-Responder or Worker with Minimal Exposure (24 hours)
- HAZWOPER Hazardous Materials Technician (24 hours)
- Hazardous Waste Operations and Emergency Response Refresher (8 hours)
- National Safety Council First Aid/CPR/AED
- Forklift Training
- Flagger Training
- MSHA-(Mining Safety & Health Administration)
- Qualified Rigger/Signalperson
- Boom Truck
- OSHA 10 & 30 Hour General or Construction

Link to online training schedule: <http://www.cee-ak.com/Schedule>

FINANCIAL AID/TUITION AND FEES:

CEE does not provide financial aid. Applications for the Alaska Supplemental Education Loan program (applies to six-week course only) are available at our main office or online (<http://acpe.alaska.gov>), 800 East Dimond Boulevard, Suite 200, Anchorage, AK 99515-2049 - general information is available at 1-800-441-2962. Funding may also be available, depending on eligibility, from the Veterans Administration, Alaska WIA offices, Alaska Job Centers, or through Native/Indian scholarships. The Administration office can provide information on these alternative sources of funding. Students are responsible to assure adequate funding is in place prior to the start date of a course.

All tuition and fees must be received by CEE prior to the class start date (Alaska State Student Loan recipients will be the exception). CEE accepts Visa, Master Card, and American Express credit cards, personal checks, and cash. The Center for Employment Education reserves the right to change the tuition and adjust the fee schedule at any time (pre-paid tuition and fees will not be affected by any change).

Instructional sections in each program must be taken as one complete unit. The tuition amount has been established to include all instructional units per program

An enrollment fee of \$50.00 will be deducted from one's total refund. A \$100.00 administrative fee will be deducted from one's total refund for any student that withdraws or otherwise fails to complete a course. These fees are to cover the costs incurred by a student's course withdrawal, as established by the refund policy stated below. The only exceptions are courses 80-hours or less in duration; please see the course scheduling and cancellation policy in CEE's course brochure.

Students must pay for all State of Alaska, Department of Motor Vehicle fees required for completion of courses and to obtain their CDL license. Students are required to pay for their books/lab/DOT drug test fees, where applicable. These fees are in addition to tuition and are non-refundable, except where stated.

REFUND POLICY:

This refund policy pertains only to courses greater than 80-hours in duration. For courses 80-hours or less, please see the course scheduling and cancellation policy in CEE's course brochure.

A student may cancel enrollment within 72 hours following enrollment and receive a refund of all monies paid including the enrollment fee, provided no classes have been attended.

A student, who cancels enrollment after the 72-hour time period but before the first day of class, is entitled to an equitable refund less the enrollment fee.

A student, who cancels enrollment after the 72-hour time period, is entitled to an equitable refund *less* the enrollment fee and administrative fee, provided the student returns all class materials in excellent condition and officially notifies the Center for Employment Education Administrative Office. Refunds calculated from the last date of attendance are as follows:

- 1) for a period of time after instruction has begun but before the second day of classes or the equivalent, the institution shall refund 100 percent of the tuition (this line item does not pertain to grant classes)
- 2) for a period of time after classes have begun, but no more than 10 percent of the classes, the institution shall refund 90 percent of the tuition; after that,
- 3) for a period of time greater than 10 percent, but no more than 20 percent of the classes, the institution shall refund 80 percent of the tuition; after that,
- 4) for a period of time greater than 20 percent, but no more than 25 percent of the classes, the institution shall refund 55 percent of the tuition; after that,
- 5) for a period of time greater than 25 percent, but no more than 50 percent of the classes, the institution shall refund 30 percent of the tuition, after that
- 6) for a period of time greater than 50 percent of the classes there will be no refunds granted

All refunds to students will be made within 30 days after receipt of notification of the student's withdrawal or 30 days after the student's last day of physical attendance, whichever is earlier. CEE will acknowledge a student's cancellation or withdrawal in writing within 5 business days after receipt of notification.

VETERANS REFUND POLICY:

Refunds for tuition and other fees will be prorated for Veterans and other eligible persons receiving education benefits from the Department of Veterans Affairs. All refunds to students will be made within 30 days after receipt of notification of the student's withdrawal or 30 days after the student's last day of physical attendance, whichever is earlier.

The amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

An established registration fee in an amount not to exceed \$10 need not be subject to pro-ration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to pro-ration.

Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage with the remaining part, if any, to be refunded.

Where the school makes a separate charge of consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained, but any remaining part must be refunded.

In the event that a Veteran or other eligible persons fails to enter the course, or withdraws, or is discontinued, any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded.

ALASKA SUPPLEMENTAL EDUCATIONAL LOAN PROGRAM:

Qualified Alaskan residents and non-residents attending an Alaska school may apply for an Alaska Supplemental Educational Loan. The 6-week Basic Driver Training - CDL A course qualifies for the loan. Applications are available in the CEE financial aid office, or online at the ACPE website (<http://acpe.alaska.gov>), or the Alaska Commission for Post-Secondary Education office located at 800 East Dimond Blvd, Suite 200, Anchorage, AK 99515-2049.

It is CEE's policy to accept Alaska Supplemental Educational Loans for tuition and fees only. Any amount over tuition and fees will be forwarded back to the Student Loan office. Requests for living allowances will be reviewed after a student request form (with budget breakdown) is submitted, and can only be approved by the Director of Training.

Alaska Supplemental Educational Loans are received by CEE in two equal disbursements. The first disbursement is processed on the first day of actual attendance, and the second disbursement is processed on the first day of the fourth week of attendance, if the student is in good standing in accordance with the policies of the Alaska Supplemental Educational Loan Program.

It is CEE's policy to return Alaska Supplemental Educational Loan warrants to the Alaska Supplemental Educational Loan Office the second day of the school course in which the student is enrolled, if the student has not shown for the first day of class.

Students who are enrolled in a school course, but choose to change their enrollment to the next school course date, will be required to submit a new student loan application for that school course, unless prior approval through the Alaska Supplemental Educational Loan Office to hold that warrant for the next school course is obtained.

The following courses offered by CEE lead to a credential and will receive appropriate completion certificates.

COURSE DESCRIPTIONS:

Commercial Driving Courses:

Alaska is actively complying with Federal Law that requires commercial drivers to prove they are a lawful Permanent Resident or U.S. Citizen. You must have one of the required 6 legal documents with you when making any transactions at DMV that requires a change to your record. This only effects your Commercial Driver License or Permit. The most common documentation are a U.S. Passport or Original U.S. Birth Certificate. Full details are available at <http://doa.alaska.gov/dmv>.

6-Week Basic Driver Training - CDL A: This 6-week course is nationally certified by the Professional Truck Driver Institute. This course extensively guides students through vehicle systems, safety, and hands-on tractor-trailer driver training. Safe operating practices address accident procedures, extreme driving conditions, defensive driving and emergency maneuvers, trip planning and log books. Students take the road skills test in the same equipment used throughout the course. Also included in this course is training in First Aid/CPR, 49 CFR 172.704 Transportation Awareness, Entry Level Driver (49 CFR 380.503), and Forklift. A certificate is received for each. Each successful student receives a CDL A with double/triple trailer, tank vehicle, and hazardous material endorsements, along with a Certificate of Completion and Professional Truck Driver Institute Certificate of Attainment. **Prerequisites:** Age 18 intrastate license only, Age 21 interstate license, current driver license, social security card, DOT physical, DOT drug test, driver license for a minimum of 1 year, and clean driving record. **Tuition: \$8,200.00 & Fees: \$275.00 [Book(\$60)/Lab(\$80)/CDL Permit(\$15)/CDL License(\$120)].**

Please note: The program consists of 13 days of classroom 8:00 a.m. to 5:30 p.m., followed by five days of range 8:00 a.m. to 4:30 p.m., followed by 12 days of street driving which will be in four to ten-hour shifts. Range days may require the student to arrange transportation to training site. *If Holidays fall within the course, alternate days may be substituted; unless classroom hours, range hours, and street driving hours meet PTDI minimum standards then no substitute days will be used.*

3-Week Fast Track - CDL A: This is a 3-week, accelerated tractor-trailer driving course with 4 days of classroom training and 11 days behind-the-wheel/vehicle training. Safe driving practices, speed and space management, defensive driving, night operation, entry level driver (49 CFR 380.503), and logbooks are addressed. Students take the road skills test in the same equipment used throughout the course. Upon successful completion, students earn a CDL A, along with a certificate of completion. **Prerequisites:** Age 18, current driver license, social security card, DOT physical, DOT drug test, driver license for a minimum of 1 year, and clean driving record. **Tuition: \$6,500.00 & Fees: \$135.00 [CDL Permit (\$15)/License (\$120)]**

20-Hour CDL A: This program consists of 18 hours of individualized training to obtain a CDL A to drive a combination vehicle (tractor-trailer), includes up to 2 hour time for road test. All time is hands on with truck. Includes instruction on pre-trip inspection, air brake testing, and a driving assessment is also included. Additional time may be required at instructor's discretion. **Prerequisites:** Age 18, current driver license, IA permit, and DOT physical. **Tuition: \$2,850.00.**

20-Hour CDL B: This program consists of 18 hours of individualized training to obtain a CDL B to drive straight trucks, dump trucks, or any vehicle that requires a CDL B to drive (except buses which require a separate road test), including up to 2-hour time for road test. All time is hands on with truck. **Prerequisites:** Age 18, current driver license, IB permit, and DOT physical. **Tuition: \$2,850.00.**

10-Hour CDL A/B: For *drivers with significant experience*. This program consists of 8 hours of individualized training to obtain a CDL A or B, including up to 2-hour time for road test. All time is hands on with truck. Includes instruction on pre-trip inspection, air brake testing, and a driving assessment. Additional time may be required at instructor's discretion. **Prerequisites:** Age 18, current driver license, IA/IB permit, and DOT physical. **Tuition: \$1,500.00.**

5-Hour Road Skills Assessment - CDL A/B: This program consists of 3-hours review for *experienced drivers* who would like to get a CDL. This includes review on pre-trip inspection, air brake testing, a driving assessment, and up to 2 hours time for road test. All time is hands on with truck. Additional time may be required at instructor's discretion. **Prerequisites:** Age 18, current driver license, IA/IB permit, DOT physical, and an experienced driver. **Tuition: \$800.00.**

4-Hour Road Skills Refresher - CDL A/B: This program consists of a 4-hour block of time with an instructor for refresher training in a Class A or B vehicle. All time is hands on with truck. Additional time may be purchased by the hour. **Prerequisites:** Current CDL A or B, and DOT physical. **Tuition: \$725.00.**

Road Skills Assessment - CDL B Passenger Bus: This 4-hour program consists of up to 3-hours of individualized training for drivers who would like to get a CDL B Passenger Bus. All time is hands on with truck. This includes pre-trip inspection, air brake testing, a driving assessment, and up to 1-½ hours time for road test. Additional time may be required at instructor's discretion. **Prerequisites:** Age 21, current driver license, CDL permit, and DOT physical. **Tuition: \$725.00.**

CDL Permit & Endorsement Preparatory Course: This 3-day classroom course is designed to assist an individual to prepare for taking their CDL written tests at DMV to obtain their permit and endorsements. *This program can be paired with our CDL A, B or Road Skills Assessment programs to obtain your CDL.* **Prerequisites:** Age 18, Current Driver License, and DOT physical. **Tuition: \$500.00.**

Long Commercial Vehicle (LCV): Graduate training for the professional driver. This 40-hour course (5 days, 2 classroom days and 3 driving days) provides the opportunity for **an experienced CDL A driver** to get the additional skills to pull more than one trailer and is required to operate a LCV. **Prerequisites:** CDL A with Doubles/Triples endorsement, DOT physical, and an experienced driver with a minimum of 6-months driving experience per FMCSR Part 380. Successful students receive LCV training certificate. **Tuition: \$2,800.00.**

Entry Level Driver Course: This 8-hour classroom course is mandatory for all drivers with less than one year of experience operating a CMV with a CDL. It includes driver qualification requirements, hours of service, driver wellness, and whistle blower protection as appropriate to the entry-level driver's current position in addition to passing the CDL test. Meets minimum requirements for FMCSR Part 380 Subpart B. Certificate of completion is provided. **Tuition: \$250.00.**

Defensive Driving Courses: (certificate of completion is provided)

Defensive Driving Course for the Professional Truck Driver (DDC/PTD): An 8-hour National Safety Council course designed to give professional drivers defensive driving techniques to handle hazardous winter road conditions. Course contains 1.5 hours of specific training in winter pre-trip inspections, preventing collisions, and other defensive driving maneuvers. **Tuition: \$120.00.**

Hazardous Materials Training: (certificate of completion is provided)

49 CFR 172.704 Transportation Awareness: Transportation Awareness and Safety Training required for all employees working with hazardous materials. *Required by DOT to maintain your hazardous materials endorsement on your CDL.* (4 hours classroom) **Tuition: \$100.00.**

Hazardous Material Transportation Specialist: 49 CFR parts 100 - 177 DOT regulatory requirements for the shipping and handling of hazardous materials and hazardous wastes. This is a requirement for many warehouse personnel, drivers, material handlers, technicians, and front-line management. Course includes Awareness Certification 49 CFR 172.704. (32 hours classroom) **Tuition: \$725.00.**

Hazardous Waste Operations and Emergency Response (HAZWOPER): OSHA 1910.120 Hazardous Waste Certification training in Hazardous Waste Site cleanup and the transportation of hazardous waste. Students are trained in the proper methods of sampling, handling and transporting of hazardous materials. (40 hours classroom) **Tuition: \$850.00.**

HAZWOPER (24 Hr.) First Responder or Site Worker with Minimal Exposure: 1910.120 Hazardous Waste Certification training in First Response at Operations Level (non-clean-up duties) and Site Worker (non-clean-up duties with minimal exposure). This course satisfies the off-site training requirements for accessing a hazardous waste site. Training includes basic understanding of hazardous materials and the first steps taken on the scene of a hazardous materials incident (24 Hours classroom) **Tuition: \$650.00.**

HAZWOPER (24 Hr.) Hazardous Materials Technician: OSHA 1910.120 HAZWOPER Certification training in Hazardous Materials Technician. This course satisfies the initial off site requirements many companies have for individuals who respond to releases or potential releases for the purpose of stopping the release (24 Hours classroom) **Tuition: \$650.00.**

Hazardous Waste Operations and Emergency Response Refresher: Annual refresher required to maintain the 24 & 40-Hour HAZWOPER certification, OSHA 1910.120 and 49 CFR 172.704. (8 hours classroom) **Tuition: \$240.00.**

Other Courses: (certificate of completion is provided)

National Safety Council First Aid/CPR/AED: A 6/8-hour course that provides a 2-year First Aid, CPR, and AED certification through the National Safety Council. **Tuition: \$120.00.**

Forklift Training: A 4/8-hour course that provides comprehensive classroom instruction and forklift operation for a 3-year certification as required by OSHA “Powered Industrial Truck Operator Training; Final Rule.” Individual or group training is available. **Tuition: \$275.00.**

Flagger Training: An 8-hour classroom course that provides the certification required for Highway/Road Construction flaggers and State of Alaska pilot car driver for oversize loads. **Tuition: \$200.00.**

MSHA: Mining Safety & Health Administration requires this course for anyone that is involved with mining operations. **Pre/post-requisites:** First Aid/CPR. **Tuition: \$175.00.**

Qualified Rigger/Signalperson: A 2-day classroom course that provides a 5-year certification. Includes pre-use inspection of wire rope, slings, and rigging hardware, safe rigging practices and procedures, determining load weight and more. **Tuition: \$480.00.**

Boom Truck: A 3-day course (combines both classroom and hands on training) that provides a 3-year certification as required by OSHA 1910.180, 1926.1400 & the American Society of Mechanical Engineers (ASME) Standard B30.5-2007. This course is designed to provide the regulatory information and hands-on knowledge to safely operate a boom truck. **Prerequisite:** Minimum CDL B with current DOT Medical card, and Rigger/Signalperson certificate. **Tuition: \$650.00.**

**Combine Qualified Rigger/Signalperson with Boom Truck for a discount rate \$900.00.*

OSHA 10 and 30 Hour General or Construction

OSHA 10-Hour: A 2-day classroom course that will allow you to recognize job site hazards and also the OSHA regulations applied for performing the work in the general or construction industry.

Tuition: \$480.00.

OSHA 30-Hour: A 4-day comprehensive safety program designed for anyone involved in general or construction industry. This classroom course is also carefully designed for safety directors and field supervisors. **Tuition: \$725.00.**

PROGRAM UNITS AND HOURS:

CDL Driving Programs

6-Week Basic Driver Training - CDL A (PTDI)

<u>Unit #</u>	<u>Curriculum Topic</u>	<u>Hours</u>	
1.1	Orientation/History/Intro	4.00	
1.2	Control Systems	1.00	
1.3	Vehicle Inspections	19.75	
1.4	Basic Control	3.00	
1.5	Shifting	2.00	
1.6	Backing	2.00	
1.7	Coupling & Uncoupling	4.25	36.00
2.1	Perform Visual Search	5.75	
2.2	Vehicle Communication	0.75	
2.3	Space Management	1.00	
2.4	Speed Management	0.50	8.00
3.1	Night Operations	0.13	
3.2	Extreme Driving Conditions	3.50	
3.3	Hazard Perception	2.00	
3.4	Emergency Maneuvers/Skid Control	6.00	
3.5	Skid Control & Recovery	0.50	
3.6	Passive Railroad Crossing	1.88	14.00
4.1	Vehicle Systems/Maintenance	8.00	
4.2	Diagnosing & Reporting Malfunctions	1.50	9.50
5.1	Handling & Documenting Cargo	10.25	
5.2	Environmental Regulations	8.75	
5.3	Hours of Service Requirements	3.00	
5.4	Accident Procedures	10.13	
5.5	Manage Life-on-Road/Personal Resources	4.13	
5.6	Trip Planning	5.00	
5.7	Public and Employer Relations	2.50	43.75
	FMCSR	2.00	
	DMV Testing	4.00	
	DOT 66 Test	2.00	
	North American Test	4.00	
	Trip Planning	3.00	15.00
	Total Class/Lab:		126.25
	Vehicle Training:		*138.75
	TOTAL HOURS:		265.00

* The minimum behind-the-wheel driving hours per student are 44.00

3-Week Fast Track - CDL A

<u>Curriculum Topic</u>	<u>Hours</u>	
Day 1		
Orientation & CDL Book	8.00	
Day 2		
CDL Book & Testing Pre-Trip Inspections	8.00	
Day 3		
CDL Book & Testing	8.00	
Day 4		
Review & Testing Entry Level Driver (Driver Qualifications, Hours of Service, Driver Wellness, Whistle Blower Protection)	8.00	32.00
Day 5-6		
Vehicle Training (Range)	8.00	16.00
Day 7-15		
Vehicle training	5.00	45.00
Total Class Hours:		32.00
Vehicle Training:		<u>61.00</u>
	TOTAL HOURS:	93.00

CDL Refresher & Testing

5-Hour Road Skills Assessment – CDL A/B:

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Pre-trip inspection, air brakes testing, Behind-the-wheel Assessment	3.00
Road Test	<u>2.00</u>
TOTAL HOURS	5.00

4-Hour Road Skills Refresher - CDL A/B

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Pre-trip inspection, air brakes testing, Behind-the-wheel Assessment	4.00
TOTAL HOURS	4.00

Road Skills Assessment - CDL B Passenger Bus

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Pre-trip inspection, air brakes testing, Behind-the-wheel Assessment	2.00
Road Test	<u>2.00</u>
TOTAL HOURS	4.00

Individual Commercial Driver Courses

10-Hour CDL A/B Program:

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Pre-trip inspection, air brakes testing, Behind-the-wheel training	5.00
Day 2	
Behind-the-wheel training	3.00
Road Test	<u>2.00</u>
TOTAL HOURS	10.00

20-Hour CDL A/B Program:

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Pre-trip inspection, air brakes testing, Behind-the-wheel training	5.00
Day 2	
Behind-the-wheel training	5.00
Day 3	
Behind-the-wheel training	5.00
Day 4	
Behind-the-wheel training/testing Pre-trip inspection, air brakes testing	<u>5.00</u>
TOTAL HOURS	20.00

Entry Level & Advanced Training

CDL Permit & Endorsement Preparatory Course

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1 Orientation & CDL Book	8.00
Day 2 CDL Book & Testing	8.00
Day 3 CDL Book & Testing	<u>8.00</u>
TOTAL HOURS	24.00

Entry Level Driver Course

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1 Driver Qualification, Hours of Service, Driver Wellness, and Whistle Blower Protection	<u>8.00</u>
TOTAL HOURS	8.00

Long Commercial Vehicle (LCV) Course

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Orientation & Driver Qualifications	8.00
Day 2	
FMCSR Regulations	4.00
Non-Driving Activities - Routes, Cargo, Weight & Public Relations	4.00
Day 3	
Basic Operation	4.00
Vehicle Configuration Factors	4.00
Day 4	
Advance Operations	8.00
Day 5	
Performance Practice	<u>8.00</u>
TOTAL HOURS	40.00

Hazardous Materials Courses

49 CFR 172.704 Transportation Awareness (4 hours)

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Introduction & Course Overview, Test	<u>4.00</u>
TOTAL HOURS	4.00

Hazardous Material Transportation Specialist (32 hour)

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Introduction & Course Overview, Pre-test	3.00
General Awareness/Familiarization	3.00
Identification of Hazardous Materials	2.00
Day 2	
Identification of Hazardous Materials	4.00
Packaging Operations	2.00
Marking of Packages	2.00
Day 3	
Labeling of Packages	2.50
Shipping Papers	2.50
Placarding of vehicles	3.00
Day 4	
Separation/Segregation in Storage/Transit	3.00
Unique Operations	3.00
Safety	<u>2.00</u>
TOTAL HOURS	32.00

Hazardous Waste Operations & Emergency Response (40 hour)

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1	
Introduction and course overview, pre-test	2.50
Environmental & Occupational Safety & Health	2.00
The HAZWOPER Standard	1.00
Hazard Recognition: Safety Hazards	2.50
Day 2	
Review of previous day assignment	0.25
Hazard Recognition: Health Hazards	4.25
Medical Surveillance	1.00
Hazard Communication	2.50
Day 3	
Review of previous day assignment	0.25
Respirators Part 1: Air Purifying Respirators	1.00
Respirators Part 2: Supplied Air Respirators & SCBA	1.00
Chemical Protective Clothing Demo	2.00
Decontamination	1.75
Hazard control at Hazardous Waste Sites	2.00
Day 4	
Review of Previous Days Assignments	0.25
Environmental Monitoring	1.00
Drum, Handling, Segregation & Storage	1.75
Confined Space	1.00
Module 1, 2 & 10 of DOE/TMD	3.00
49 CFR 383, 387, 390-399	1.00
Day 5	
Pre-final exam review	1.00
Exercise to coincide with materials taught and Emergency Responders goals	4.00
Final exam	<u>3.00</u>
TOTAL HOURS	40.00

**HAZWOPER (24 Hr.) First Responder or
Site Worker with Minimal Exposure (24 hour)**

<u>Curriculum Topic</u>	<u>Hours</u>
Introduction & Course overview	1.00
Hazard Control at hazardous waste sites Site control plan, work zones, emergency response plan, safety & health plan, decontamination plan	4.00
DOT Transportation of Hazardous Materials Regulations for transporting HM, shipping papers, labeling, markings, placards & handling MSDS's, PAD's, and Right to know	4.00
Introduction OSHA 1910.120, Emergency Response Guidebook, NIOSH Pocket Guide to Chemical Hazardous	2.00
Health Effects Routes of entry, local & systemic effects, acute & chronic effects	1.00
Personal Protective Equipment Respirator safety program, types of respirators, explanation and demonstration of APR's, SCBA's, & SAR's, mask fit test, care of protective mask, protective clothing	7.00
Confined Space Entry	1.00
Hazard Communication Review & Test	<u>4.00</u>
TOTAL HOURS	24.00

HAZWOPER (24 Hr.) Hazardous Materials Technician (24 hour)

<u>Curriculum Topic</u>	<u>Hours</u>
Introduction & Course overview	1.00
Hazard Control at hazardous waste sites Site control plan, work zones, emergency response plan, safety & health plan, decontamination plan	4.00
DOT Transportation of Hazardous Materials Regulations for transporting HM, shipping papers, labeling, markings, placards & handling MSDS's, PAD's, and Right to know	4.00
Introduction OSHA 1910.120, Emergency Response Guidebook, NIOSH Pocket Guide to Chemical Hazardous	2.00
Health Effects Routes of entry, local & systemic effects, acute & chronic effects	1.00
Personal Protective Equipment Respirator safety program, types of respirators, explanation and demonstration of APR's, SCBA's, & SAR's, mask fit test, care of protective mask, protective clothing	7.00
Confined Space Entry	1.00
Hazard Communication Review & Test	<u>4.00</u>
TOTAL HOURS	24.00

Hazardous Waste Operations & Emergency Response Refresher (8 hour)

<u>Curriculum Topic</u>	<u>Hours</u>
Day 1 Introduction and course overview, pre-test	<u>8.00</u>
TOTAL HOURS	8.00

STUDENT RECEIPT

I, _____, have received the Center for Employment
(printed name)

Education Catalog. I am aware that it is my responsibility to become familiar with the policies set forth in this catalog and if I have any concerns pertaining to the policies, I should talk to the program manager before class begins.

Signature

Date