

TRACTOR LOADER BACKHOE #294

COURSE CATALOG

Volume 1 | NOVEMBER 2023



NATIONAL TRAINING, INC.

**5660 COUNTY RD 209 S
GREEN COVE SPRINGS, FL 32043**

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National Training, Inc.
5660 County Rd 209 S
Green Cove Springs, FL 32043

P.O. BOX 1999
GREEN COVE SPRINGS, FL 32043
Email: inforequests@nationaltrainingschools.com
Be sure to visit our website: www.truckschool.com

The term “the School” is used throughout this catalog. The term refers to and represents National Training, Inc.

RECOGNITION

National Training, Inc. is licensed by the State of Florida, Commission for Independent Education.

Additional information regarding this institution may be obtained by contacting: The Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll free: (888) 224-6684

BRIEF HISTORY OF NATIONAL TRAINING, INC.

National Training is a privately held corporation established in 1978. It is a proprietary post-secondary vocational educational school designed to serve individuals desiring skill training.

EQUAL OPPORTUNITY

National Training, Inc., is an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, sex, age, ancestry, or physical handicap. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws.

PRIVACY: FAMILY EDUCATION RIGHTS

National Training, Inc. in accordance with Section 438 of the General Education Provisions Act maintains all student records at its administrative offices in Green Cove Springs, Florida. These records are confidential in nature and no disclosure is provided to outside inquiries or sources without the student's written consent. The student is eligible to inspect and review the records and may amend or update the file for accuracy of personally identifiable information. Accordingly, after graduation and employment, a statement describing the nature of the student's request, properly notarized, plus a ten-dollar (\$10.00) processing fee in the form of a money order or certified check, must be submitted to the administrative office, prior to the disclosure of the relevant confidential information.

STUDENT RECORDS

All students' general and academic records are maintained electronically by our Multi-User Computer System located at the Administration Office. This system maintains course information, pertinent individual financial records, and personal data for instantaneous retrieval. All pertinent records are available for individual review upon request.

STUDENT ACKNOWLEDGEMENT STATEMENT

I hereby acknowledge that I have received the November 2023 Tractor Loader Backhoe School Catalog, prior to signing the Enrollment Agreement.

I understand it is my responsibility to read carefully all the information contained within the School catalog.

Student signature to this understanding is required in the enrollment folder.

Student's Signature

Date

NTI Admissions Representative Signature

Date

MISSION STATEMENT

Produce well-trained entry-level truck drivers and O equipment operators who can transition into gainful employment in their respective fields upon completion of the vocational training objectives.

VISION STATEMENT

National Training, Inc. aspires to be a preeminent vocational institution which serves at a level of national quality by maintaining our long-term trend-setting role within the trucking and heavy equipment industries. National Training Inc. strives to excel and exceed the industry standard for vocational training which will allow our graduates to achieve the maximum outcome: gainful employment. National Training, Inc. will continue to provide distinctive training programs for truck drivers and heavy equipment operators.

CORE VALUES

- Begin and end with the student in mind.
- Maintain a high level of integrity and ethical values.
- Be accountable for our actions and deliver the right result the first time.
- Maintain diversity and cultural sensitivity towards all people.
- Practice mutual respect and civility
- Be a good neighbor and provide a positive contribution to our community.

OUR STUDENTS

We are committed to our students by providing strong curricula emphasizing practical, usable skills blended with a relevant general education foundation. This is accomplished in a caring environment with personal attention and close faculty-student interaction. We offer education opportunity, with an “open door” admission component, to a diverse array of students, including high school graduates, Vocational Rehabilitation students, military personnel, national and international students, various companies, as well as non-traditionally prepared students.

OUR PROGRAMS

We are entirely committed to giving our students the highest quality education possible to obtain entry-level employment skills in the heavy equipment operator and truck driving industry and provide both industries with quality, entry-level individuals who can satisfactorily complete their fleet job and contribute to their community.

OUR EMPLOYEES

We are committed to high standards of performance and pride in accomplishment, with the understanding that the strength of our organization is our people. We embrace the concepts of equal opportunity, affirmative action, and cultural diversity. We encourage teamwork, professional growth, acceptance of responsibility, and recognition for achievement.

OUR COMMUNITIES

We are committed to being good neighbors and giving our community something, they can be proud of in a company. Through our training program we strive to give our community professional, responsible, and safe Semi Tractor-Trailer Drivers and Heavy Equipment Operators to contribute to its development.

OUR STATE

We are committed to contributing to the economic vitality of our state by providing a well-trained and educated work force.

MESSAGE FROM THE DIRECTOR

Let us first start by stating that our programs are both challenging and rewarding to complete. All our programs have been specifically designed with you and the public's safety in mind. Our programs emphasize hands-on learning as the primary vehicle to build your skills as a Professional Heavy Equipment Operator. Make no mistake that proficiency, competence, and proper driver safety can only be attained with generous preparation time. Our very effective training system provides our students with efficient training hours while limiting the actual physical attendance at the school to only 2 weeks.

Our training is spread out over 2 weeks, so the learning experience stays fresh and interesting. You will be operating tractor loader backhoes in a matter of a few days. The classroom hours are very efficiently determined by need. Remember, your time here is limited and important. Our "more in a lot less time" training system, Tractor Loader Backhoe program, is ideally designed for the busy, on-the-go student of the new millennium.

We are in constant contact actual industry personnel who advise and help us maximize the training content and quality thus providing our graduates an opportunity for success. Our students enjoy attending our modern 350-acre training facility in a country setting.

Our main focus is your progress. Each student receives the personal attention that may be necessary. The construction, forestry, strip mining, conservation, land clearing, reclamation, landscaping, utilities and other industries do not accept individuals that are untrained and unskilled to operate costly heavy equipment machines. It is our desire to provide formal training to help supply the industry with knowledgeable, safety-conscious and industrious personnel.

National Training, Inc. strives to instill in its students an awareness of all the factors that will enable our graduates to accomplish and maintain a level of proficiency that will prove to be an ongoing asset after they graduate from the School.

It is our contention that through a dedicated, ambitious faculty, a varied and multifaceted curriculum and facilities capable of providing a multitude of practical experiences, our graduates will have developed the confidence and skills to begin a rewarding career.

National Training, Inc. is licensed by the State of Florida, Commission for Independent Education, Tallahassee, Florida. National Training is an eligible training provider for the Workforce Innovation and Opportunity Act (WIOA). National Training, Inc. is pending authorization to train eligible Vocational Rehabilitation Participants. The Tractor Loader Backhoe program is pending approval for the training of veterans.

What all this means to you is: VALUE AND EMPLOYER RECOGNITION. We offer an up to date program with a very competitive tuition. Your hard-earned dollars deserve the highest quality and quantity of professional training preparation that is possible.

Compare our training program and I'm sure you will see the value in the training we offer you.

So, welcome to National Training, future graduate. We look forward to working with you and helping you achieve your career goal.

Larry S. Lark
Director

ADMISSION REQUIREMENTS AND PROCEDURES

- You are 18 years old.
- You can speak, read, and write English well enough to do your job.
- You can pass an employment physical examination.

ENROLLMENT DATES

National Training, Inc. enrollment is open, and the student may attend a future class date after acceptance. The applicant may apply for enrollment at any office of National Training, Inc. or with any licensed representative of the school or directly online via the Internet.

ENTRANCE REQUIREMENTS

While it is preferred that applicants have a high school education, application may be accepted from persons who have at least an eighth-grade education. Applicants for the training program must be 18 or older to enroll. National Training, Inc. does not discriminate based on sex, race, ethnic origin, age or religion. All enrollment applicants will receive a completed copy of their enrollment agreement.

STUDENT ENROLLMENT PROCEDURE

1. Contact any office of National Training, Inc. or any licensed representative and inform them you are interested in enrolling in the School.
2. Fill out a Qualifying Form.
3. Complete an Interview with an Enrollment Representative
4. Prior to signing an Enrollment Agreement, applicants must first acknowledge receipt and understanding of the School Catalog.

PREVIOUS CREDIT/TRANSFER OF CREDIT

The School will grant up to 25% credit for previous training, when such previous training has been confirmed. Applicant students assume the burden of requesting their former institution to send to the School authenticated transcripts of training completed at an appropriately licensed institution.

The transcripts reflecting previous training completed must be actual tractor loader backhoe operation instruction. The relevance of the training will be at the discretion of the School.

Credits for experiential learning, CLEP or other third-party assessments will not be accepted for this training program.

In every case, each graduate earning a certificate must successfully complete at least 75% of the curriculum, directly with National Training, Inc., and this 75% of work must not be derived from any combination of transfer, examination, or experiential learning, with the exception of credits earned by active U.S. Military members for relevant training. Each specific student's case will be evaluated by the School. As appropriate, acceptance of prior training will be granted and applicant's program shortened proportionately to demonstrated skills.

The transferability of credit and the maximum amount of credit which can be obtained through prior learning or by examination is at the discretion of the accepting institution and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

PROGRAM OBJECTIVES

TRACTOR LOADER BACKHOE – COURSE #294

The Tractor Loader Backhoe course objectives provide the preparation to reasonably diligent students to meet or exceed the entry-level industry standards for induction into the NCCER Registry by:

1. Offering an individual with no or (limited) experience or training in this field the direct vocational training to become an entry level Tractor Loader Backhoe Operator.
2. Providing the construction, forestry, strip mining, conservation, land clearing, reclamation, landscaping, utilities, and other industries, through proper training in both technique and theory, with a continuing work force of qualified Tractor Loader Backhoe Operators.
3. Presenting to the Trainee the basic information and skills training necessary to operate tractor loader backhoes.
4. Developing in the Trainee the necessary skills and adaptations to function successfully under actual work conditions.
5. Teaching the Trainee routine inspections and preventive maintenance on tractor loader backhoes.
6. Teaching the Trainee the proper methods of starting, operating, and shutdown procedures through supervised instruction under typical working conditions.
7. Teach the trainee basic math skills required for tractor loader backhoe work.
8. Explain how to read site plans to calculate cut and fill requirements.
9. Teach the soil classification systems and explain the different affects each classification has on tractor loader backhoes and job sites.
10. Teaching the Trainee the procedures for friendly contact with the public and customers, the use of tact, diplomacy, and knowledge of business relations.
11. Training and instilling in the student a common sense and working knowledge of safety procedures as defined by the Occupational Safety and Health Act (OSHA).
12. Teaching the Trainee why it is important to understand the rules and regulations of the various federal and state regulatory agencies.

SCHOOL POLICIES

1. The student authorizes National Training, Inc., its agents, employees, licensees, and successors in interest, the use of any and all photographs taken of him/her, and any reproduction of them in any form in any media whatsoever and in any derivative work based thereon throughout the world, and to use them to publicize, promote and advertise, including but not limited to use for point-of-sale advertising.
2. If the School is unable to continue training at the Resident School for reasons beyond its control such as, but not limited to, hurricanes, floods, extreme weather conditions, fire, etc., then the school reserves the right to suspend training at the Resident Site(s) effective for a period not to exceed 120 days. If any student is affected by this clause, the student may return to the Resident School and take the complete Resident Training at no additional charge.
3. The School's resources are always available to past graduates for "Refresher" sessions of training. Refresher training will only be provided to graduates of the actual program they graduated. The School will provide refresher training on a "by the day" basis and will only be provided to graduates of the actual program they graduated from. These services are scheduled through the Training Director and will be scheduled at the discretion and availability by the Director. The School's charges to the graduate will be on an actual cost basis. Refresher training costs do fluctuate based on a number of economic factors. Contact the Training Director, with your specific needs, for a current quote.
4. Rules, regulations, and policies of the school regarding attendance and conduct during training shall be given to the student upon arrival for training. Failure to abide with the foregoing rules, regulations and policies may mean dismissal and resultant loss of training.
5. Upon completion of Resident Training, the student, must meet all requirements and be able to satisfactorily demonstrate all tractor loader backhoe equipment and academic skills necessary for the Graduation Certificate.
6. The student agrees to attend Resident Training for any necessary hours during any 24-hour period.
7. It is the policy of the school to assign Extended Classroom (Homework) Exercises, to be completed by the student during the evening hours while attending Resident Training.
8. **ALL TRAVEL EXPENSES AND ARRANGEMENTS (TO AND FROM THE SCHOOL) SHALL BE PAID BY THE STUDENT.** Costs for food, lodging, and personal necessities while at training shall be paid by the student. It is the student's responsibility to make their own selection and reservations for their lodging. The School sets no restrictions on where the student secures food and lodging.

9. The school does not make any arrangements for licenses of any kind or membership in any unions, in any state, after the student graduates.
10. The student hereby authorizes the School to provide potential employers and authorized governmental authorities' access to the student's records upon request, in compliance with the Family Educational Rights and Privacy Act (FERPA). Unless otherwise directed by the Home Office in writing, all correspondence, inquiries, payments and other matters relating to this program made by the student shall be directed to:

National Training, Inc.
5660 County Rd 209 S
Green Cove Springs FL 32043

P.O. BOX 1999
GREEN COVE SPRINGS, FL 32043

STUDENT STANDARDS OF SATISFACTORY PROGRESS, GRADING AND TERMINATION

In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student is required to maintain satisfactory to excellent progress while attending the required classes to ensure satisfactory completion of the entire course. Each student's progress and attendance will be measured at the end of each one-week increment. Normal completion time for the Tractor Loader Backhoe program is 2 weeks.

ACADEMIC WARNING or TERMINATION

A minimum overall grade point average of 70% on NCCER written examinations, daily graded examinations and a PASS status on all skill tests on equipment is required for graduation. Any student who fails to meet the minimum required cumulative grade point average at the end of each week will be deemed not to be making satisfactory progress.

ATTENDANCE POLICY

- Each student is required to attend every scheduled class.
- The student's cumulative absences for the entire course **cannot exceed 2 days.**
- A student may be deemed not making satisfactory progress if absence exceeds 2-days; student will be terminated from that class.

The only excused absences from training will be for illness, injury or death in the immediate family. Legitimate excuses will be considered on a case-by-case basis and approved by the Training Director. All other reasons for absenteeism will be unexcused. **THE TOTAL NUMBER OF ANY TYPE OF ABSENCE, EXCUSED OR UNEXCUSED, IS TWO (2) DAYS FOR THE DURATION OF THE COURSE; ANY FURTHER ABSENCE MAY RESULT IN TERMINATION.** Time and instruction lost due to an absence may be made up at a later date at the discretion of the Training Director. Makeup work must be acceptable to complete the training program.

If the student is **tardy from classes two times** during training, unless the tardiness was due to conditions beyond the student's control, the student will be informed that if the student is tardy once more, the student may be sent home and a later class will need to be scheduled. **IF A STUDENT IS RESCHEDULED DUE TO TARDINESS, ANY FURTHER TARDINESS MAY RESULT IN TERMINATION.** Note: Rescheduling for any reason depends upon availability of class space. Class cutting will be treated the same as tardiness.

APPEAL PROCEDURES/READMISSION POLICY

If there are mitigating circumstances which prevents a student from maintaining satisfactory progress, a student may appeal termination based on these circumstances. The appeal must be made in writing and sent to the Training Director. This appeal letter must explain fully the circumstances behind a student's failure to maintain satisfactory progress and what the student plans to do to overcome these circumstances and maintain satisfactory progress for the duration of the course. If an appeal is approved, the student will be notified of the satisfactory progress conditions they must meet for the remainder of the course. If a student subsequently fails to meet the school's conditions of the appeal, the student's enrollment will be terminated. Students may be readmitted to school under this policy, if approved.

MAXIMUM TIME FOR COMPLETION

In the event the student must change their scheduled training date, the student may reschedule for the next available date, providing the reason to discontinue or absence is excused. The school reserves the option to assign a different class date based on class size.

WITHDRAWALS

A student may be allowed to withdraw and re-enroll in the program once. The program must be completed within the maximum satisfactory time allowed, excluding the time the student is withdrawn.

GRADING POLICIES

The Tractor Loader Backhoe program is a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. We want our students to attain skilled entry level operational skills more than we want them competing with each other to receive an A or B etc. During training Instructors will measure and grade daily progress of the student by observing daily operational skills and evaluating homework assignments, quizzes and examinations. If the student is lacking in daily satisfactory progress in the instructor's view then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training.

The PASS or FAIL grading system mirrors our core training belief, operating huge equipment is either done in a safe and professional manner or it is not. This system allows the graduate's employment search to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

WITHDRAWAL GRADE POLICY

A grade of "W" is issued to students who withdraw after the start of a course and completion of some training days. Refer to the Refund Policy regarding tuition and fees.

INCOMPLETE GRADE POLICY

Students who are satisfactorily passing their courses but are unable to complete all coursework by the end of the course may petition their instructors to be given grades of Incomplete ("I"). Students will then have 45 days from the end of the course to complete all outstanding work. After 60 days from the end of the course, the grade of "I" will be updated to reflect the appropriate letter grade based on work completed or not completed.

SPECIAL GRADING CIRCUMSTANCES

1. Make-up work and incompletes: time and instruction lost due to an absence may be made up at a later date at the discretion of the Training Director. All make-up work and incompletes must be satisfactorily completed within the maximum specified time of course completion prior to graduation.
2. Remedial Training: any student, as a result of daily evaluations fails to display satisfactory progress and is deemed to need additional assistance in any area may be afforded additional training time to help bring up any area of deficiency to satisfactory standards.
3. Withdrawals: any student who discontinues training for any reason other than an approved leave of absence will be considered withdrawn as of the last day of actual attendance. Satisfactory progress up to the withdrawal date will be considered in any appeal for re-instatement after withdrawal. A student's enrollment will be permanently terminated after a second withdrawal.

TUITION CHARGE FOR THE PROGRAM

Course 294 Tractor Loader Backhoe

Total Tuition: \$4,995

Tuition \$4,995.00 + \$100.00 Administrative Fee = \$5,095.00 (\$100.00 not applicable to Veteran enrollees)

Methods of payment - cash, personal check, money order, Visa, Master Card, Discover, American Express and Fleet Authorization.

ADMINISTRATIVE FEE

These fees do not apply to Veteran Enrollees. There is a \$100.00 Administrative (non-refundable) fee that is assessed to each student to help defer investigative costs associated with the application review, criminal background check, application review, driving record analysis, credit report etc. **THIS IS A NON-REFUNDABLE FEE ONCE THE STUDENT HAS PAID THE FEE.**

CANCELLATION, SETTLEMENT AND REFUND POLICY

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily. The pro rata refund policy meets the refund policy of the Florida Department of Education and Veterans Administration.

In the event that a student does not meet the admission requirements and is rejected for training, the applicant will be notified in person or in writing and all previous obligations will be void. Notice of cancellation must be forwarded to: NATIONAL TRAINING, INC. - 5660 County Rd 209 South, or our mailing address, P.O. Box 1999, Green Cove Springs, FL 32043. Cancellation can be made in person, by electronic mail or certified mail.

All refunds, if any refund is due, will be made within thirty (30) days. Credit Card Users receiving a full refund will be charged for the Bank convenience charge (discount rate) normally paid by the School. The charge is approximately 3% of the credit card charge amount. This amount will be deducted from the refund amount.

REFUND POLICY – PRO RATA

- a. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the administrative fee (\$100.00).
- b. Pro Rata Refund Policy:
 - I. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
 - II. Cancellation after completing more than 40% of the program will result in no refund.
 - III. Termination date: The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- c. Addition of the course and/or program cancellation policy: For any program or course that is cancelled by the institution, the institution will refund the tuition in full or apply the tuition to a future course depending on the wishes of the student.

REFUND POLICY – VETERANS PRO RATA

A. The program is 10 instructional days long. The Veteran will be charged \$499.50 per completed day.

The refund policy applies to all students whose training is terminated, either voluntarily or involuntarily. The termination date is the **last date of actual attendance** by the student. Partial attended days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance. Terminated students may request active enrollment reinstatement and receive 90% credit for previously paid tuition, towards the current tuition price, for up to two years after termination.

TUITION FINANCING

Applicants should not be deterred from applying for acceptance to the School because of a lack of financial resources for tuition and related costs. National Training, Inc. has arranged funding availability through private sources for those who qualify. Applicants may contact the Student Services Department for details, qualifications and current information. (Not applicable to Veterans)

Financing options are available to credit worthy individuals via financial institutions. The school will work with any student that displays the desire to enter the Tractor Loader Backhoe Operator Industry. If the student's personal credit rating is challenging, we urge those students to not give up pursuing their dream. Normally all that has to be done to admit a student is complete a financial circle of interest. Every student has people in their lives that are rooting for them to do well in life. We simply help finish the circle of interest between the School, the Student and the addition of that interested person that is qualified to serve as a student loan security co-signer.

The school will coach, upon request, how to complete the process with their advocate. Providing the student's desire is truly genuine to enter the Tractor Loader Backhoe Industry, the process of obtaining a student loan co-signer is probably easier than you think. The School's admissions office will help with the process if requested by the Student.

National Training, Inc. does not participate in any Title IV, Federal Student Financial Aid Programs.

VETERANS ADMINISTRATION BENEFITS

Pending VA approval. This course is not yet approved for the training of Veterans.

The Tractor Loader Backhoe program is pending approval for the training of Veterans. For thorough and up-to-date information concerning VA Benefits, please visit www.benefits.va.gov.

VA PAYMENT COMPLIANCE (effective 8/1/2019)

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions For any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

DELINQUENT TUITION

When an account becomes delinquent efforts are made to collect by telephone or letter. If we are unsuccessful, these accounts are subject to collections and the Credit Bureau is notified.

COURSE BREAKDOWN AND CURRICULUM HOURS

COURSE OUTLINE CURRICULUM HOURS - 2 WEEKS (80 HOURS)

L = Lesson; lessons are numbered sequentially

RTE = Resident Training Exercises

RTL = Resident Training Classroom Lessons. Lesson title indicates lesson description

PROGRAM BREAKDOWN		
	Course Title: Tractor Loader Backhoe	Clock Hours
	Orientation	1
RTL-1	Heavy Equipment Safety	8
RTL-2	Tractor Loader Backhoe Controls, Attachments and Pre-Operation Inspection	2
RTL-3	Tractor Loader Backhoe Types, Uses and Components	2
RTL-4	Tractor Loader Backhoe Safety, Inspection and Service Guidelines	2
RTL-5	Basic Startup and Operating Procedures	2
RTL-6	Basic Maneuvers and Operations	2
RTL-7	Loading a Tractor Loader Backhoe onto a Lowboy Trailer	2
RTL-8	Transport and Storage of Materials	2
RTL-9	Tractor Loader Backhoe Simulator Training and Exercises	25
	Job Placement Assistance	1
	Class Graduation and Exit Interview	1
	Total Classroom Theory	50
	Hands On Equipment Projects and Exercises Equipment projects will utilize Tractor Loader Backhoes.	
RTE-1	Heavy Equipment Safety – Performance Tasks	2
RTE-2	Prestart Inspection and Preventative Maintenance on a Tractor Loader Backhoe	4
RTE-3	Startup, Warm-up, and Shutdown Procedures	4
RTE-4	Tractor Loader Backhoe Basic Maneuvers	10
RTE-5	Tractor Loader Backhoe Operation	10
	Total Hands On Equipment Projects and Exercises	30
	TOTAL TRAINING HOURS	80

¹U.S. Department of Education defines a classroom hour as 1 clock hour which equals 50 minutes of instructor led training plus 10 minute break.

²The amount of time spent on any one field-training project may vary among students depending on individual progress. Equipment operation times include student observation and equipment operation. Each training group consists of two students. One training group is assigned to one machine.

NORMAL TRAINING HOURS OF OPERATION

10 Training Days

Monday through Friday 7:00 AM to 3:30 PM

BONUS TRAINING

Additional subjects that are offered in an electronic distance education format can be completed on the student's computer, smart phone or tablet. Completion or participation with these subjects is not mandatory for graduation from the program. These subjects do not receive course credit and are available at no additional tuition charge. The lessons can be accessed at any time and can be completed while attending the Tractor Loader Backhoe program (during training off hours) or they can be completed after graduation from the student's home. If the student completes during the training interval, we will make available an electronic notepad for use to complete the lessons. The lessons are highly informational and can add knowledge depth to the operational skills. Reasonably diligent students can complete each lesson, with a high degree of retention knowledge, in about three hours per lesson.

- How To Study
- Basic Hydraulics
- Math For Equipment Operators
- Construction Drawings One
- Construction Drawings Two
- Soils and Soil Testing
- Soil Compaction and Compaction Equipment
- Working In Muddy Conditions
- Land Clearing
- Dewatering
- Building Roads and Highways
- Septic Tanks and Basements
- Pond and Reservoir Construction

TRAINING CALENDAR & RESERVATION REQUIREMENTS

2023 / 2024 Class Calendar

<u>Start</u>	<u>End</u>
August 7, 2023	August 18, 2023
September 5, 2023	September 15, 2023
October 2, 2023	October 13, 2023
October 30, 2023	November 10, 2023
November 27, 2023	December 8, 2023
January 2, 2024	January 12, 2024
January 29, 2024	February 9, 2024
February 26, 2024	March 8, 2024
March 25, 2024	April 5, 2024
April 22, 2024	May 3, 2024
May 20, 2024	May 31, 2024
June 17, 2024	June 28, 2024
July 15, 2024	July 26, 2024
August 12, 2024	August 23, 2024
September 9, 2024	September 20, 2024
October 7, 2024	October 18, 2024
November 4, 2024	November 15, 2024

NOTE: TRAINING SCHEDULE SUBJECT TO CHANGE AT THE SCHOOL'S DISCRETION.

You may visit the School web site www.earthmoverschool.com or call the scheduling department at: 800-488-7364.

CONFIRMED RESERVATIONS CAN ONLY BE GRANTED BY THE SCHOOL SCHEDULING DEPARTMENT. STUDENT SCHEDULING IS AUTHORIZED ONLY BY THE SCHOOL'S SCHEDULING DEPARTMENT. YOU MAY SCHEDULE ONLINE AT www.truckschool.com or email the scheduling department at scheduling@nationaltrainingschools.com.

STUDENT CONDUCT - RULES AND REGULATIONS

At the start of the class all students will be briefed on rules and regulations **which must be adhered to** at all times while in training, on school grounds, and/or in school equipment while in training. This includes all training locations and lodging vendors. The rules and regulations are:

1. National Training, Inc. **prohibits the student's use of cell phone or similar devices while at any work site, classroom, machine, vehicle, or training area. These devices create an unsafe work environment for everyone.**
2. The School wants to remind each student they are in a professional training environment and are expected to act accordingly at School and in the community. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their unprofessional conduct. If the student's conduct does not improve, the student will be dismissed from school and rescheduled for a later training class. The student will be informed at the time of dismissal if the same condition exists when the student returns for the next class, the student will be dismissed permanently.
3. Any student that is obviously under the influence of alcohol and/or drugs will be immediately terminated from the School. The School maintains a zero tolerance.
4. Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses:
 - a. Use of alcohol and/or drugs
 - b. Having a firearm or any other dangerous device
 - c. Gambling Activity
 - d. Stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment/lodging facilities. (The proper law enforcement agencies will be notified)
 - e. Being arrested and charged at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to the school.
5. The school reserves the right to withhold any final grade transcript when reports of any damages, vandalism or theft committed at any of the lodging vendors is submitted by the lodging vendor manager to National Training or the law enforcement agencies for prosecution. The student is immediately expected to correct and repair the damages or reimburse the lodging vendor manager for their expenses, prior to issuance of the final grade transcript.
6. The school does not condone the practice of borrowing or lending of money or personal property.
7. The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.
8. The school prohibits student fraternization and romantic entanglements with the employees of the school, the GCSINN and guests of GCSINN. In the company's view, this policy eliminates the possibility of conflict of interest, the disruption of business or creation of an unprofessional work environment.

GRADUATION REQUIREMENTS

In order to graduate a student must successfully complete the course. A Certificate of Completion, a transcript of grades and an entry into NCCER registry will be awarded upon successful completion of the training program.

JOB PLACEMENT ASSISTANCE

Students attending Resident Training will be given full access to the resources of the Placement Department. It is our objective to aid each student in the employment process by inquiries to prospective employers by telephone, Internet searches and student hometown area news media resources. Each student will be given a listing of those companies receptive. Travel may or will be required for employment.

Each student will be given instruction on proper interviewing techniques and resume writing. After graduation, the Placement Department will contact each student for follow-up and further assistance as needed in the job search process.

Student understands and agrees that he/she will follow all instructions provided by the Placement Department. The School is eager to help those students that are eager to help themselves. Landing that first job may require a number of company contacts and wearing out some shoe leather. Students who do not execute the job assistance strategy and training will find success more difficult to attain. Student must understand travel may or will be required for employment within the Tractor Loader Backhoe operator industry.

The graduate should remember the final decision on hiring rests with the employer. National Training, Inc. does not imply nor guarantee employment upon successful completion of training. Employers are influenced by such factors as technical skills displayed, class attendance, character and personality traits, a favorable appearance, previous work history and the basic desire to work.

National Training, Inc.'s Job Placement Assistance is available in future years should the graduate contemplate a change in jobs. However, priority is always given to the most recent graduates. Inquiries received from potential employers concerning our graduates are reported to our Placement Director.

National Training reserves the right to withhold job placement assistance to those students who do not graduate, or to those graduates who are terminated from a job secured through National Training for misconduct, and those graduates who are delinquent in their tuition payment obligations.

Quick Facts: Construction Equipment Operators

2021 Median Pay	\$48,290 per year \$23.22 per hour
Entry-Level Education	High School diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Moderate-term on-the-job training
Number of Jobs, 2021	466,900
Job Outlook, 2021-31	5% (As fast as average)
Employment Change, 2021-31	22,000

The median annual wage for construction equipment operators was \$48,290 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than the amount and half earned less. The lowest 10 percent earned less than \$35,770, and the top 10 percent earned more than \$84,640. The median annual wages for construction equipment operators in May 2021 were as follows:

- \$76,260 for pile-driver operators
- \$48,360 for operating engineers and other construction equipment operators
- \$46,960 for paving, surfacing, and tamping equipment operators

Operators may have irregular hours because work on some construction projects continues around the clock or must be done late at night. Extremely cold weather and rain may stop construction work. Nearly all construction equipment operators work full-time. The starting pay for apprentices (Union membership term) is usually between 60 percent and 70 percent of what fully trained operators make. They receive pay increases as they become more skilled.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Construction Equipment Operators, at <https://www.bls.gov/ooh/construction-and-extraction/construction-equipment-operators.htm> (visited July 03, 2023).

TRANSPORTATION

The School does not provide transportation.

FOOD AND HOUSING

Students have the privilege of staying and eating wherever they desire while attending the School. There are motels and restaurants in the Green Cove Springs, Florida area. It is the student's responsibility to secure and pay for their food and housing. The school offers vending services for students. Approximate costs for food could be conservatively figured at about \$20.00 per day. National Training students receive special rates from many of the area motels. Students may contact the school or the motel directly for the current rates.

COUNSELING/STUDENT GRIEVANCE PROCEDURES

Counseling and guidance of students is part of each instructor's responsibility. However, all instructors, supervisory and administrative staff members are available to assist the student in successful completion of training. Students have the facilities and full support of the Education Services staff to assist with problems which may arise. Students may contact the Education Services Department for clarification and assistance with any difficulties by emailing your questions to: amcloughlin@nationaltrainingschools.com or call toll free at 1-800-488-7364.

Student complaints should relate to items such as administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, and career or placement services.

We encourage students to come to the on-site Training Director in the event of disputes concerning instruction staff, fellow student violation of school rules and laws and relevant personal problems.

The Training Director will treat your report with confidentiality and compassion. Remember, if you are experiencing problems and you do not report them, corrections cannot be made to make your training a more rewarding and fulfilling educational experience.

The National Training's grievance procedure is as follows:

- Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the instructor or staff member involved.
- If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Education and/or Training Director. The student should request this appointment within five (5) business days of the instructor or staff member's response. The Training Director will schedule the conference within five (5) days of the student's request.
- If the previous steps have not solved the complaint, the student must present in writing, all facts of the grievance to the President at: 5660 County Rd 209 South, Green Cove Springs, FL 32043.
- The student should present the facts within seven (7) business days of the phone conference with the Education and/or Training Director. The President will either address the grievance him/herself or take action to form a grievance committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.
- After a decision has been rendered by the grievance committee, the student may request that the President review the process and outcomes of the grievance.
- If the student complaint cannot be resolved after exhausting National Training's grievance procedure, the student may file a complaint regarding the unresolved issues to the attention:

National Training, Inc.
Attention: Student Services
P.O. Box 1999
Green Cove Springs, FL 32043
(904) 272-4000

Commission for Independent Education
325 W Gaines St
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200

STUDENT SERVICES DEPARTMENT

The Student Services Department is here to help students by offering access to a general information source by telephone or email, Monday through Friday 9:00 AM to 6:00 PM, Eastern Standard Time.

If students are ever uncertain where or who to ask when they have questions regarding their enrollment, National's Student Services Department is the department which provides the answers. Servicing students and eliminating "hassle" is the department's only priority. If you should need answers call (904) 272-4000 or email Admissions@nationaltrainingschools.com.

SCHOOL HOLIDAYS

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

DRUG PREVENTION PROGRAM

National Training, Inc., complies with the requirements of the Drug-Free School and Workplace Acts. The school also complies with all substance abuse requirements mandated by the Federal Highway Administration. Additional information concerning drug prevention may be obtained at the school during regular school hours.

Being arrested and charged at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to the school.

DESCRIPTION OF FACILITIES

Administration & Training Complex – Green Cove Springs, Florida

Administrative & Training Departments are located within 7000 square feet of space. We utilize 7,000 square feet of administrative & classroom space and several other ancillary buildings for maintenance of equipment and storage. The space houses the school management, educational services, student services, curriculum development, job placement departments and shipping and receiving department.

Students taking our Heavy Equipment Operator Training Programs train on various parts of our 350-acre, multi-million dollar, modern training facilities. We believe our training complex is one of the largest and best equipped in the United States. In addition, the Truck Driving School utilizes the 1-1/4 mile skills track located on the training complex

TRAINING EQUIPMENT

National Training, Inc. provides and maintains a quality fleet of heavy equipment that are provided to our students during their training experience. We feature the top manufacturers of heavy equipment such as CAT and John Deere. The heavy equipment used in this program is: articulated loaders, bulldozers, excavators, tractor loader backhoes, laser grading technology, laser surveying, GPS, and a state-of-the-art simulator.

The School pays particular attention to equipment variety, not only to the name brands, but also in the power trains utilized in our training fleet. We feature engines from 300HP to 450HP. Our fleet is represented by all of the major component manufacturers such as Caterpillar, Cummins and Detroit Diesel. Transmission types represented are the same type the graduate will most likely encounter in the Industry.

ADMINISTRATIVE STAFF

Larry S. Lark, Director/President
Lisa L. Butler, Controller
Andrew McLoughlin, Admissions and Marketing
Mike Adams, Training Director
Maurice Zimmerman, Credit & Loan Management


Michael Adams, CDL Instructor
Lic#111676 Tester Lic#2318
26 years of industry experience
Joe Davis, Lead Heavy Equipment Instructor
21 years of industry experience
Robert Bilonick, State of FL 3rd Party Tester
CDL Instructor Tester Lic# 3658; Tester Lic#2668
24 years of industry experience
John Adams, CDL Class A&B Instructor
Tester Lic #3779
23 years industry experience

National Training, Inc. employs only qualified instructors who have proven experience in the particular field in which they are instructing. The School subscribes to and is in full compliance with Title VI of the Civil Rights Act of 1964.

OWNERSHIP

National Training, Inc. is a privately owned coeducational vocational school located in Green Cove Springs, Florida. The School is wholly owned by National Training, Inc. a corporation organized under the laws of the State of Florida. National Training, Inc. is not affiliated with any other organization.

I hereby certify that this catalog of National Training, Inc. is true and correct in content and policy.


Larry S. Lark
Director

Before me, Larry S. Lark (personally known to me) signed the above acknowledgment this 14th day of July, 2023 in the County of Clay in the State of Florida.


Andrew J. McLoughlin, Notary Public

07/23/2023

