

# CAREER TECH

**2021 - 2022**

School Year

July 1, 2021 to June 30, 2022

## CATALOG

CHANGE YOUR LIFE. <sup>SM</sup>

Career Tech, LLC  
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Volume 12

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## **School Description**

Career Tech is an adult vocational school located in Lakeland Florida, serving students primarily from the central Florida region. Career Tech currently offers programs for Business (Employment, Recruitment and Placement Specialist), and Logistics (Transportation and Logistics Specialist, Professional Truck Driver, Advanced Truck Driver, and Commercial Truck Driver Training).

## **Statement of Ownership**

Career Tech, LLC, hereinafter referred to as Career Tech, was organized in January 2010 under the laws of the State of Florida. Kevin Wynne is the controlling person with ownership of the school.

## **Equal Opportunity Statement**

Career Tech does not discriminate against students, faculty, or staff and no person shall be excluded from participation in programs or be subjected to any form of discrimination of race, color, creed, gender, age, disability, religion, or national origin. Disability accommodations will be made on an as needed basis beyond the minimum requirements for space and access.

## **Licensure and Accreditation status**

Career Tech is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400: toll free number 888-224-6684.

## **Mission Statement**

The primary mission of Career Tech is to instruct students with career and technical education to meet the competency levels and credentials needed for initial employment and/or career advancement.

## **Institutional Philosophy and Purpose**

Career Tech shall provide high quality training and individual counseling to each student to help build the student's positive self-worth, and employment value for themselves and the community. The school's motto: "Dream Big! Because you can." and "Change Your Life" proclaims the schools core belief that with determination and hard work, all students can succeed.

**Goal 1** -Students will learn that they can achieve their goals through their determined efforts and hard work to become successful in their employment and responsible members of the community.

**Goal 2** -Students will develop the skills through their technical training to exceed the levels of competency expected in the work community.

**Goal 3** -Students will learn the value of playing by the rules, doing it right, and building their reputation for dependability and integrity.

## **Facilities**

The school building has approximately 1,200 square feet of floor space and has approximately two acres for a truck driving range and paved parking. The school has approximately 600 square feet of administrative offices, reception area, and a training center with four classrooms totaling approximately 600 square feet. There are adequate parking spaces to accommodate students, faculty, and staff.

## **Official Document**

The school catalog provides the academic information, school policies as well as specific requirements for all students attending Career Tech. The catalog becomes effective at the time of the signing of the Enrollment Agreement is the governing document during his/her attendance. Each student is responsible for knowing and abiding by the requirements pertinent to him/her in their program.

## **Hold Harmless Agreement**

### STATEMENT OF VOLUNTARY CONSENT, GENERAL RELEASE AND WAIVER OF LIABILITY:

In consideration of my voluntary participation in a Commercial Truck Driver Training Program, (CTDTP), offered by Career Tech, LLC, and for the good and valuable consideration received by me, I, the enrolled student, assume all responsibility for any dangers, risks, or injuries inherent in participating in the CTDTP program. I further hereby hold harmless and release and forever discharge Career Tech, LLC, and its affiliated companies including, but not limited to, Florida Express Inc., and their managers and Board of Directors, Landlord, and their successors, (hereinafter School), from any and all claims and demands whatsoever, which the undersigned, and their heirs, representatives, executors, administrators and personal representatives thereof, or any person acting in behalf of their respective agents, have or may have against any or all of the aforementioned persons or their successors, by reason of accident, illness, injury, property loss or damage or any other consequences arising or resulting directly or indirectly from any participation in the programs or activities.

I hereby declare and represent that in making, executing and tendering the Enrollment Agreement, including the School Catalog and this Statement of Voluntary Consent, General Release and Waiver of Liability, I fully understand and acknowledge by my signature on the Enrollment Agreement, that I am relying wholly upon my own judgment, belief and knowledge of the circumstances involved in my participation in the above described programs offered by the School, and I have read this Statement, understood its contents, and execute it of my own free will and choice.

## **Admissions Procedure and Requirements**

An Admissions Representative or Director will discuss the program, including the applicant's individual motivation and potential for success in training and subsequent employment. Prospective students shall complete an Enrollment Application which is reviewed by the Program Director and the President. Applicants are notified whether they have been accepted prior to the start date of the program and must sign the Enrollment Agreement and pay the required fees.

All students applying for entrance in any program must meet the following admissions requirements and provide the following documentation:

- 1) Submit a Birth Certificate showing the applicant is at least 18 years of age.
- 2) Submit a picture identification card. A driver's license or state issued identification card is acceptable.
- 3) Submit a signed Statement of General Health prior to the start of classes.
- 4) Pay all fees based on the signed Enrollment Agreement.
- 5) Submit all required forms by the designated deadlines.

Students applying for entrance in the Commercial Truck Driver Training program or the Professional Truck Driver program must meet the following additional admissions requirements and provide the following documentation:

- 1) Submit a valid Florida driver's license.
- 2) Submit a copy of the applicant's lifetime driving report, available from the state Department of Transportation for each state that the student has held a driver's license.
- 3) Submit a criminal background report authorization to allow the school to secure a criminal background report to determine if the applicant is eligible to be admitted to the program.
- 4) Must have a DOT (Department of Transportation) Physical card, available from your doctor or most walk-in clinics.
- 5) Must be eligible to take the CDL exam upon completion of the program.

Students applying for entrance in the Employment, Recruiting and Placement Specialist program must meet the following additional admissions requirements and provide the following documentation:

- 1) Submit a copy of your High School graduation diploma or general equivalency diploma.
- 2) Complete a basic skills examination, TABE test, scoring a level 9.0 or greater in Mathematics, Language and Reading.

## **Out of State Students**

Each state establishes their own requirements for residency, commercial driver's licenses and other professional credentials. Students should check with the appropriate authorities in their state to determine how their training, testing, and licensing in Florida may impact other aspects of their lives, such as, registering to vote, registration of firearms, in-state tuition, etc. Some out of state students train at Career Tech, then return to their home state for third-party testing and licensure. In the trucking industry, it is common for employers to require their drivers to be licensed in the state where the employer has home-based the driver.

**Class Size**

Classes average 6 students, for the Employment, Recruitment and Placement program, Professional Truck Driver, Advanced Truck Driver, and Commercial Truck Driver Training program.

**Academic Evaluations**

All grades are determined by the faculty of Career Tech.

**Clock Hours**

Classes are measured in clock hours, which are defined as 50-minutes of instructor led training within a 60-minute period plus a 10-minute break.

**Credential Issued**

A diploma or certificate will be issued to each student who successfully completes the program and satisfies all financial requirements. A written record of a student's academic progress will be made available to a student while the student is enrolled and after the student has withdrawn or graduated and satisfied all his/her financial obligations to the school.

**Student Services**

Career Tech's Student Services personnel offers students community information, such as bus routes and referrals to other local services, housing availability information, academic advisement and financial advisement and assistance with resume preparation, interviewing skills, employment skills and professional behaviors to help our students secure employment and keep their job.

**Housing**

The school does not have on-campus housing for students. The cost of housing is not included in the tuition and is the responsibility of the student. There are several hotels within a short distance of the school that offer housing at various prices. Contact Career Tech Student Services for more housing information and options.

**Insurance**

The School recommends all adults to maintain health insurance. Students may also want to purchase student accident insurance to cover themselves during their time in school. Safety is emphasized during your training, however, there are inherent risk associated with being a truck driver and being around heavy equipment that moves. Students are responsible for their own safety while in the trucks and on campus.

**Rules and Regulations**

Failure to cooperate with school rules and regulations may result in up to a three-day suspension or dismissal from the school. Students may appeal the dismissal in writing within 72 hours to the President. The President shall make a determination and respond to the student with a written decision letter within 72 hours after receiving the written appeal. The written appeal letter should include a statement describing the students' actions that led to the dismissal and a statement about the students promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered dismissed from the school.

**Conduct**

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of illegal drugs and or alcohol, and any or all behavior construed to be unbecoming or disrespectful will be considered unsatisfactory and might result in dismissal. A student whose behavior is determined to be detrimental to the school, staff or other students will be dismissed. Any act of hazing or theft of property from the school or other students is grounds for immediate dismissal and may be reported to our local police.

**Attendance**

Students must attend all classes regularly and arrive punctually. Students must arrive to class at the scheduled times and return to class immediately after all breaks and lunch periods. For VA see Veteran's Attendance Policy at the end of this catalog.

**Tardiness** is defined as arrival to class 15 minutes after the scheduled class time. Three events of tardiness are considered as one absence. Habitual tardiness shall be cause for dismissal from the program by the President.

**Absence** is defined as failing to attend a scheduled class. Students shall not be absent from more than 10% of the clock hours of the program for which they are enrolled. Absenteeism will negatively affect a student's grade point average in the program and may subject the student to disciplinary action for violating school rules and regulations. In the event of illness, family emergency or other inability to attend class, the student must notify the school in writing, presenting a valid and verifiable excuse. A student may make up missed time by attending another class that covers the same material with the instructor's permission. Students who have not completed a segment of study may not be able to complete a program of study when originally scheduled. Students that have been absent for more than 20% of the clock hours of the program for which they are enrolled will be terminated for unsatisfactory attendance.

**Leave of absences** shall be reasonable in length and unless approved by the President are not to exceed 60 calendar days. Request for a leave of absence must be formally made to the President in writing and include a reason for a leave of absence request date and signature of the student. A leave of absence may be granted for hospitalization, illness, death in the immediate family, military service, or for an extreme personal problem. An approval will be sent in writing. While every effort will be made to schedule the student to enter the program of study at a point concurrent with the point at which the student left or withdrew from the institution, it may not be possible for the student to complete the program as scheduled.

**Grooming and Appropriate Attire** is required to be worn by all students. All clothing must be clean and neat. Long pants, close toed shoes, and sleeve shirts are always required while on campus. Students are expected to maintain a high level of cleanliness and grooming. Hair should be trimmed to shoulder length and longer hair must be pulled back into a ponytail. Male students must be clean-shaven and maintain their beards or mustaches. Fingernails should be trimmed and long nails or highly decorated nails will be considered inappropriate. All tattoos must be covered by clothing, jewelry must be modest and any jewelry that pierces the skin is not acceptable except small earrings for women.

**Smoking** is not permitted in the Career Tech facility or vehicles. A designated smoking area is located outdoors. Smoking materials must be properly disposed of in the appropriate receptacles. Littering of cigarette butts shows disrespect for the school and your fellow classmates and may be cause for dismissal.

**Food and Beverages** are the responsibility of the student and not included in the tuition cost. The student lounge is open for use during specified lunch and break periods. This is the only area where students may have food or beverage. Students should bring their own water bottles to stay hydrated during outside activities and may be brought to class with the instructor's permission.

### **Cleanliness**

All students shall help keep inside and other common areas clean and free from litter. If you see litter, please pick it up. Classes will be dismissed only after the rooms have been inspected by the instructor.

**Telephones** within the school offices are for school use only. Incoming calls for students will be accepted in cases of emergency. Student's cell phones may not be used during class and are never allowed to be carried into a training truck.

**Firearms, Drugs, Alcoholic Beverages and Weapons** are strictly prohibited. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise or engaging in an unprofessional manner.

**Children** are not allowed in the training areas, driving range, or classrooms. Children under the direct supervision of their parents are allowed for short visits in the student lounge and admissions office.

**Books and Supplies** are provided by the school and remain the property of the school. Books that have been loaned to the student are the responsibility of the student. Students that have lost or damaged their textbooks are required to pay the cost of replacements.

**Tests** will be given after all required lessons have been presented per curriculum. Make-up tests are expected to be taken the first day back after an absence unless otherwise arranged with the instructor.

**Transcripts and Progress Records** are maintained permanently in a fireproof file cabinet or vault. Students may examine their academic records by scheduling an appointment with the registrar. *There is no guarantee that credits earned at Career*

*Tech will be accepted at other schools.*

**Transferability of credits** Transferability of credit earned at Career Tech is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

**Granting of Credit for Prior Learning** Career Tech may accept credits to be applied toward the award of a credential. Credit for prior learning may be derived from a combination of any or all of the following:

1. Units or credits earned at, and transferred from, other postsecondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution. Example: Truck driver training received while serving in the military may be able to be applied toward partial credit for students taking the Commercial Truck Driver Training program or the Advanced Truck Driver program or the Professional Truck Driver program.
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas. An example of standardized test that could be considered is CLEP test results with passing scores where credit hours have been awarded may be applicable to meet some of the requirements for the Employment, Recruiting and Placement program.
3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at Career Tech. Career Tech evaluates request for credit transfer, or for other training completed at other institutions and may recognize verifiable certifications, professional licenses, competency test results and life experience on an individual basis. A written request for credit transfer along with official transcripts, grade reports, and any other supporting documents should be submitted to the President, before the first day of class, for verification and evaluation. The President will notify the student of the decision within thirty days after the date of the written request. The maximum amount of credit which can be obtained in this manner shall not exceed 25% of the clock hours for the program. Transfer of any credit hours from Career Tech to another school is in the discretion of the accepting institution, and it is the student's responsibility to confirm whether credit hours will be accepted by another school.

**Electronic devices** are allowed in class with permission from the instructor. However, due to their value and small size allowing easy concealment, Career Tech cannot be responsible for student's lost or stolen property. Audio and video recording cannot be made on the school's premises without the instructor's permission. Personal radios, headsets, CD players, etc. are not allowed on the premises. Student's cell phones may not be taken into a training truck, for safety reasons. Cell phones may be used during break and lunch time.

**Vandalism** will result in immediate dismissal and contract termination without a recourse or appeal. Students will be responsible for all property they destroy or damage.

**Cheating - Academic Dishonesty** of any type is grounds for a student's immediate dismissal from the program and entry on the transcript of a letter grade that denotes the academic dishonesty reason for dismissal. Students are expected to adhere to an honor system that encourages them to relate to the faculty or administration any episode of cheating of which they are aware.

### **Sexual Harassment**

Career Tech strongly defends and strictly enforces a student's right to be free from sexual harassment while attending classes. Students are strongly encouraged to abide by this regulation.

### **Re-entry**

A student who has canceled or has been dismissed and desires to re-enter the program must notify the school and follow the required admission procedures. A student who was dismissed for any reason must have an interview with the President and show cause why he/she should be reinstated. The President will make the final decision for a student to reenter the program.



### **Cancellation and Refund Policy**

An applicant may cancel his/her enrollment at any time before the commencement of classes. An applicant who wishes to cancel his/her enrollment should notify the admissions office in writing of his/her intention of cancelling from the school. Notice of cancellation can be made in person, by electronic mail, or by Certified Mail. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the first day of class start or following a tour of the school facilities and inspection of equipment where training and services are provided. Career Tech, LLC reserves the right to cancel or reschedule any start of the program.

1. All monies will be refunded if an applicant cancels within three (3) business days after signing an enrollment agreement.
2. All monies will be refunded if the school does not accept the applicant.
3. All monies will be refunded if the school cancels the program before or during the student's enrollment period.
4. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid.
5. Books and Supplies must be returned to the school, or their replacement cost will be charged to the student.
6. Refunds will be made within 30 days of receipt of Cancellation Notice from student.

### **Withdrawal, Termination and Refund Policy**

After classes begin, a student may choose to withdraw from the school, or the school may terminate the student's enrollment for failure to meet academic progress requirements, attendance requirements, financial requirements, or failure to follow school rules and policies as written in the catalog. A student who wishes to withdraw his/her enrollment should submit a letter in writing to the President of his/her intention to withdraw from the school. The letter should be signed and dated by the student. The official withdrawal date is the date the student delivers the written withdrawal letter informing the appropriate school official, the date the school receives the official withdrawal notification, or the date the student is administratively withdrawn. The date under these circumstances is considered the Date of Determination of the withdrawal. Students who stop attending and fail to notify the school of their intention to withdraw (includes not returning on the expected return date from an approved Leave of Absence) will be unofficially withdrawn within 14 calendar days of the last date of attendance or an academically related activity. The date under these circumstances is considered the Date of Determination of the withdrawal. If a student officially or unofficially withdraws or is terminated before the completion of 100% of the total program, the following refund policy will apply:

1. If a student withdraws or is terminated, a \$100.00 administrative fee will apply.
2. Withdrawal or Termination after attendance has begun, through 50% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours.
3. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation or Withdrawal Notice from student.
4. Withdrawal or Termination after completing more than 50% of the program will result in no refund.
5. Books and Supplies must be returned to the school, or their replacement cost will be charged to the student.

Students whose tuition is paid by a third-party funding agency should check with the School's business office for the refund policy that may be required by the agency.

Withdrawal or termination before completing the program will result in no grade or hours being earned or reportable to future employers.

### **Fee Payment Schedule**

The full payment of the total program cost is required before the first class begins. Students have the option for a payment plan as listed in the enrollment agreement, subject to approved credit.

### **Financial Aid**

Financial aid, in the form of student loans, are available to qualified and credit worthy students from commercial lenders and direct from the school. Applications for direct school loans are available at the school. The amount of the loan and the terms of the loan are determined by the lender. Financial aid in the form of partial scholarships and WIA vouchers may be available to qualified students through their local workforce development board. Career Tech participates in workforce development programs in Polk, Hillsborough, Pasco, and Highlands counties. Veterans' assistance programs, vocational rehab and welfare to work programs are also available to qualified applicants. Any student needing financial aid should contact Career Tech Student Services for more information.

## **Student Complaint and Grievance Procedures**

Students with grievances must make a reasonable effort to resolve the grievance on an informal basis, within seven (7) days of the incident, with the instructor. If the grievance is not satisfactorily resolved, a formal letter of grievance shall be submitted to the Program Director, with a copy sent to the President, within ten (10) days of the incident. The Program Director shall have seven (7) days to respond either verbally or in writing to the formal letter of grievance within 30 days of initial reporting of grievance. Any concerns, not satisfactorily removed, may be brought to the attention of the school's licensing board at the following address and telephone number:

Commission for Independent Education,  
Florida Department of Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399  
(850) 245-3200 or toll free (888) 224-6684

## **Disclosure Statement**

1. The school reserves the right to change start dates, tuition, or to cancel start dates for the program. Currently enrolled students will not be affected by tuition increases or program changes.
2. This enrollment contract and associated student loan contract is for an educational benefit and is not dischargeable under Bankruptcy Law 18 U.S.C. 523(a)(8).
3. Venue for any legal action brought by Career Tech LLC or the student against the other party shall be in the court having proper jurisdiction located in Polk County, Florida.

## **Reporting Tuition Payments to the IRS**

Students are advised to check with your tax preparation advisor to see if your tuition payment is tax deductible, if a course was "taken to acquire or improve job skills." The school will provide an IRS form 1099T to those students that request a copy of this form.

## **Counseling**

Students may be referred for counseling opportunities in the community by faculty or staff of the school. Faculty will have office hours posted.

## **Graduation**

Upon completion of all prescribed subjects of instruction with a cumulative average of 80 percent or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the school, the student will be awarded a Diploma or Certificate and will be eligible for placement assistance, providing all graduation requirements have been met.

## **Placement Assistance**

Students are encouraged to continue their job search while enrolled at Career Tech and participate in various voluntary training and counseling opportunities that may be offered from time to time. Employment advisement, including resume preparation and interviewing tips are available. Career Tech assists graduates with finding employment in the field they have been trained. The placement staff makes every effort to assist graduates with part-time or full-time employment; however, the school does not guarantee employment.

## Professional and Credentialing Organizations

Students are encouraged to associate themselves with the occupational and credentialing organizations in their respective career fields for the purposes of continuing education, certification, employment opportunities and awareness of industry trends.

## Family Education Rights and Privacy Acts

Career Tech is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g and section 1002.22 of the [Florida Statutes](#). The school allows students access to their educational records to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student as defined in the title 26 USC 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the school on behalf of the student.

## Diplomas/Certification

Copies of diploma/certificates may be obtained by submitting a written request to the school. A fee of \$10.00 is charged. Please allow ten (10) days for processing time.

## School Calendar, Class Hours and Start Dates

The schedule for classes offered varies by program. Depending on inclement weather, and other circumstances, we reserve the right to alter the class hours and we may offer make-up days to our students on a voluntary basis.

Professional Truck Driver, Advanced Truck Driver and Commercial Truck Driver Training program classes are offered on a year-round basis, with new classes beginning every Monday morning at 8:00 am. Regular classes are held Monday to Friday 8:00am to 4:30pm.

Employment, Recruiting and Placement Specialist program classes begin at 8:00 am on the first Monday of each month, year-round, and are offered on a continuing basis, 8:00 to 3:30 Monday—Thursday. Internship hours may vary based on the requirements of the internship site.

## Holidays

The school will be closed on federal holidays and the following other days: Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, The day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Birthday, Washington's Birthday, and Memorial Day.

## Grading System:

<b>A</b>	<b>Outstanding</b>	<b>94% to 100%</b>
<b>B</b>	<b>Above Average</b>	<b>87% to 93%</b>
<b>C</b>	<b>Satisfactory</b>	<b>80% to 86%</b>
<b>F</b>	<b>Unsatisfactory</b>	<b>Below 80%</b>
<b>W</b>	<b>Withdraw</b>	
<b>I</b>	<b>Incomplete</b>	
<b>Q</b>	<b>Academic Dishonesty</b>	

## Satisfactory Academic Progress

Students are required to maintain a grade average of 80% and attendance of 90% in the program clock hours and satisfactorily perform all required competencies. If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will be given the opportunity to do extra home study work, repeat failed test up to three times, and attend make-up training sessions not to exceed 20% of the clock hours of the program. Students are evaluated upon completion of 50% of the clock hours of the program, and those that have failed to maintain a grade average of 80% and attendance of under 90% will be dropped from the class. At the sole discretion of the President, a student may be allowed to repeat a course by joining a class group that has not yet taken the course. Students in the Commercial Truck Driver program may purchase additional yard skills or road skills training after completing the 160 clock hours required, for \$300 per day and test administered by the state's third-party examiner cost \$200 per test segment repeated. Students will not be allowed to graduate from the program until they have satisfied the specified deficiencies and met the minimum academic and attendance requirements for the program. If the student does not make a diligent effort to correct the deficiencies, the student may be dismissed from the program by the President.

Students may appeal the academic decisions to the President, in writing, within three (3) days. The written appeal letter should include a statement describing the student's actions that led to the dismissal and a statement about the students promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered dismissed from the school.

### Course Numbering System

The course numbers are comprised of numbers and letters that symbolize the program and sequence of the courses listed.

### Administrative Staff

Chanda Prashad, President - Univ. of South Florida, 2003 Bachelor of Arts - Mass Communications

Kevin M. Wynne, Owner, Tampa College A.S. Management and Marketing; Pinellas Technical Education Center 1999 State of Florida Certified third party CDL Examiner – 2007 CDL Testing Model Training; HAZOPER (40 Hr.) Certifications; Modern Safety Mgmt. Certification (1997, 2000), Material Handling Equipment Certification.

### Faculty

Logistics School:

Jimmy Irvin, Instructor - Commercial Truck Driver Training - Advanced Truck Driver, Professional Truck Driver, Detroit Diesel School, Cummins Diesel School - Commercial Driver's License Class A - Over 3 years' experience as a CDL Class A driver.

Kenneth Martino, Instructor - Commercial Truck Driver Training - Advanced Truck Driver, Career Tech, Lakeland, FL - Commercial Truck Driver Training - Commercial Driver's License Class A - Over 3 years' experience as a CDL Class A driver.

Albert Courtney, Instructor - Commercial Truck Driver Training - Advanced Truck Driver, Professional Truck Driver, Everest University 2012, University of South Florida 1976 - Commercial Driver's License Class A - Over 3 years' experience as a CDL Class A driver

Mark Conant, Instructor—Commercial Truck Driver Training—Advanced Truck Driver, Professional Truck Driver, Career Tech, Lakeland, FL—Commercial Driver's License Class A—Over 2 years' experience as a CDL Class A driver.

Joseph Landrum, Instructor—Commercial Truck Driver Training—Advanced Truck Driver, Professional Truck Driver, Mayflower Transit Training, Carmel Indiana, 1992—Commercial Driver's License Class A—Over 3 years' experience as a CDL Class A driver.

Additional qualified faculty members will be hired as needed based on student enrollment and other workload requirements.

Program Title	Program Length					Fee Schedule		
	Clock Hours	Number of hours per week	Number of weeks to complete	Maximum Number of Holidays (11 days per year)	Minimum time to complete program	Tuition	Other Cost	Total Program Cost
Commercial Truck Driver Training	160	40 (8 hours/day)	4	11 days	4 weeks	5,995	0	5,995
Advanced Truck Driver	320	40 (8 hours/day)	8	11 days	8 weeks	12,000	0	12,000
Professional Truck Driver	900	35	26	11 days	26 weeks	18,000	0	18,000
Transportation and Logistics Specialist	900	25	39	11 days	39 weeks	12,000	0	12,000
Employment, Recruiting, and Placement Specialist	900	25	39	11 days	39 weeks	12,000	0	12,000

# Educational Programs and Curricula

## Commercial Truck Driver Training

### **Program Objective:**

To train students to successfully pass the Florida Commercial Drivers To train students to successfully pass the Florida Commercial License (CDL) Test and equip them to function as a licensed, entry level, commercial truck driver upon completion.

### **Program Description:**

The Commercial Truck Driver Training program is a fast-paced program that works well for quick learners and students with prior experience in driving combination vehicles. The program consists of four courses of classroom lecture, safety theory, hands on training, yard skills, and vehicle inspection and vehicle operation.

**Program Completion Time:** The minimum completion time for the Commercial Truck Driver Training program is 4 weeks, 8 hours per day for a total of 160 clock hours.

### **Course Descriptions:**

CTD 1 - Introduction to Tractor-Trailer Driving 40 hours

This course will give students an understanding of commercial vehicle classifications as it relates to vehicles which require a commercial Driver's License (CDL) to operate. This will include combination vehicles, straight vehicles, buses, and coaches. Students will be able to identify each type of vehicle classification with the appropriate license needed for driver operation. This class will cover the complete written portion of the General Knowledge Test, Combination Test and Air Brakes Test that will be administered by the Division of Driver's License. Students will leave this class with an understanding of the development of the program and the rationale for each part of the program.

CTD 2 - Pre-trip Inspection and Driver Safety 40 hours

This class will identify endorsements needed for specific vehicle classifications, including Hazardous Material, Doubles / Triples, School, and Passenger and CDL license restrictions which can be listed on a license by the Division of Driver's License. The class will also provide instruction on how to properly fill out a driver logbook. This class will teach commercial driver safety and techniques. This includes proper entry into the vehicle and exit from the vehicle. An overview of safety equipment required for commercial vehicles and application for each. Students will participate in hands-on vehicle inspections as students will learn each part of the vehicle and its required inspection points. This will include location, identification, and explanation of each item on the CDL Pre-Trip Test.

CTD 3 - Basic Yard Skills 40 hours

This portion of training will include instruction on how to maneuver the commercial vehicle through and around set boundaries. This will include straight line backing, parallel parking, off-set parking, and alley dock parking. Upon completion of the basic yard skills course, the student can take the yard skills exam administered by the state examiner.

CTD 4 - Basic Road Skills 40 hours

This portion of training will involve actual road time driving. This will include observation of "real time" traffic situations and best practices to avoid accidents. This class will cover trip planning, map reading, route selection, and review of federal and state laws as it relates to driver hours of service. Students will observe urban and rural street driving as well as highway driving. Students will learn to observe street signs, bridge clearances, and how to make an emergency roadside stop. The class will also provide instruction on how to properly fill out a driver logbook. Upon completion of the basic road skills course, the student can take the road skills exam administered by the state examiner.

<b>COMMERCIAL TRUCK DRIVER TRAINING PROGRAM BREAKDOWN BY COURSE</b>			
<b>Course</b>	<b>Classroom Hours</b>	<b>Practical Hours</b>	<b>Total</b>
CTD 1 Introduction to Tractor-Trailer Driving	40		40
CTD 2 Pre-trip Inspection	20	20	40
CTD 3 Basic Yard Skills	10	30	40
CTD 4 Basic Road Skills	10	30	40
Total	80	80	160

### **Advanced Truck Driver**

**Program Objective:** To train students to successfully pass the Florida Commercial Driver's License (CDL) test and equip them to function as a licensed professional commercial truck driver upon completion. Students who complete the Advanced Truck Driver program will benefit because the advanced driving skills learned during the additional training hours will prepare students to pass the driving skills test administered by major national trucking companies that also require students to complete 320 clock hours of truck driver training that meets the curriculum standards of the Professional Truck Driver Institute (PTDI).

**Program Description:** The Advanced Truck Driver program consists of eight, one-week courses of classroom lecture, safety theory, hands on training, yard skills, and vehicle inspection and vehicle operation. Compared to the Commercial Truck Driver program, the Advanced Truck Driver program is presented at a slower pace and goes into each topic in greater detail. It also provides more hours of training behind the wheel, advanced road skills, and meets the requirements of employers that require 320 clock hours of truck driver training. The Advanced Truck Driver program's curriculum is based on the FHWA Model Curriculum and follows Professional Truck Driver Institute (PTDI) curriculum standards.

**Program Completion Time:** The minimum completion time for the Advanced Truck Driver program is 8 weeks, 8 hours per day for a total of 320 clock hours.

#### **Course Descriptions:**

ATD 1 - Introduction to Truck Driving 40 hours

This is an overview of the truck driving profession, combination vehicle classifications, CDL general knowledge and the role of the Commercial Driver's License. Students will leave this class having an understanding the development and rationale for each part of the program.

ATD 2 - Tractor Trailer Driver Training 40 hours

This class will give students additional general knowledge for tractor trailer vehicle drivers and combination vehicles, straight vehicles, buses, and coaches. Students will be able to identify each type of vehicle classification with the appropriate license needed for driver operation. This class will cover the complete written portion of the General Knowledge Test that will be administered by the Division of Driver's License.

ATD 3 - Truck Driver Safety 40 hours

This class will present truck driver safety, rules of the road and identify endorsements needed for specific vehicle classifications. Hazardous Material, Doubles / Triples, School, and Passenger. This class will teach advanced driver safety and techniques. This includes proper entry into the vehicle and exit from the vehicle. An overview of safety equipment required for commercial vehicles and application for each. This class will cover the basic control systems of a Combination Class 8 Truck and the complete written portion of the Air Brakes Test that will be administered by the Division of Driver's License.

ATD 4 - Pre-Trip Inspection 40 hours

This class will present the major operating systems of a commercial vehicle, including, Basic Controls and Air Brakes, shifting gears, and all the other parts of the truck that are required to be inspected before each trip. Students should learn the standard Pre-Trip Inspection through observation and practice. This portion of training will be hands-on as students will learn each part of the vehicle and its required inspection points. This will include location, identification, and explanation of each item on the CDL Pre-Trip Test.

ATD 5 - Yard Safety 40 hours

Yard Safety, Securing Loads, Hours of Service, Bill of Lading forms, Yard Skills, observation, and practice. The class will also provide instruction on how to properly fill out a driver logbook.

ATD 6 – Advanced Yard Skills 40 hours

This portion of training will include instruction on how to maneuver the commercial vehicle through and around set boundaries. This will include straight line backing, parallel parking, off-set parking, and alley dock parking. This is an in-depth study of the questions and rationale pertaining to each.

ATD 7 - Basic Road Skills 40 hours

Students will drive a class 8 commercial vehicle on the public roadways, observed by their trainer driver and fellow students and with hands on practice driving the vehicle, shifting gears, and maneuvering corners. The class also covers driver courtesy and customs, trip planning, map reading, route selection, and review of federal and state laws as it relates to driver hours of service. Students begin road skills are first taught by observation, then driving on infrequently traveled roadways, progressing to more heavily traveled roadways.

ATD 8 - Advanced Road Skills 40 hours

This portion of training will involve actual road time driving and observation of "real time" traffic situations and best practices to avoid accidents. Students will experience urban, rural and highway driving and learn to observe street signs, bridge clearances, and how to make an emergency roadside stop. Students will observe and critique fellow students in a daily driver review class. Students will take their road skills exam administered by a state examiner and take their final school exam.

<b>ADVANCED TRUCK DRIVER PROGRAM BREAKDOWN BY COURSE</b>			
<b>Course</b>	<b>Classroom Hours</b>	<b>Practical Hours</b>	<b>Total</b>
ATD 1 Introduction to Truck Driving	40		40
ATD 2 Tractor Trailer Driver Training	40		40
ATD 3 Truck Driver Safety	40		40
ATD 4 Pre-Trip Inspection	20	20	40
ATD 5 Yard Safety	5	35	40
ATD 6 Advanced Yard Skills	5	35	40
ATD 7 Basic Road Skills	5	35	40
ATD 8 Advanced Road Skills	5	35	40
<b>Total</b>	<b>160</b>	<b>160</b>	<b>320</b>



## Professional Truck Driver

### **Program Objective:**

To train students to successfully pass the Florida Commercial Driver's License (CDL) Test and equip them to function as a licensed professional commercial truck driver upon completion and capable of safely operating a commercial vehicle solo as an owner operator.

### **Program Description:**

The Professional Truck Driver program consists of two modules. Mod 1 is the Advanced Truck Driver program which is a prerequisite before beginning Mod 2. Mod 1 consists of eight courses of classroom lecture, safety theory, hands on training, yard skills, vehicle inspection, and vehicle operation. Mod 2 consist of three courses focusing on greater experience on public roadways as well as owner operator business skills and compliance requirements for owner operators.

**Program Completion Time:** The minimum completion time for the Professional Truck Driver program is 26 weeks, 7 hours per day for a total of 900 clock hours.

Mod 1: Advanced Truck Driver program - 320 clock hours

Mod 2: Courses PTD 12, PTD 13, PTD 14, PTD 15, and PTD 16: 580 hours.

### **Course Descriptions:**

PTD 12 - Introduction to Transportation Systems: 150 hours.

The role of transportation in the global economy and economic outlook, transportation sector, modes of transit, choosing methods of transport for type of load. Students will gain an understanding of the impact of e-commerce on the global transportation networks. Students will explore transportation support systems, Logistics management. Systems and the role of computer-based data systems. Understanding the value of freight velocity for customer service and profitability.

PTD 13 - Introduction to Business Accounting: 100 hours

Bookkeeping for truckers, Maintaining Business Records, Cash Management and factoring receivables, Cost-Per-Mile Calculation. Fuel and Road Tax reporting.

DT 14 - Truck Fleet Management Systems: 150 hours

Selecting a Truck, Maintenance and Repairs, Operating Authority, Responsibilities, Multi-State Authority, Registration/Tags, Taxes, Vehicle Registration, and Vehicle maintenance record keeping.

PTD 15 - Hazardous Materials Transport Regulations and Safety: 100 hours

HazMat regulations, Safety planning and operations, Hours of Service Regulations, Accident reporting.

PTD 16 Freight Brokerage and Third-Party Logistics: 80 hours.

Finding loads and getting paid, the Lease-On Process, Negotiating a Lease, Freight contracts, Asset Light business strategy.

<b>PROFESSIONAL TRUCK DRIVER PROGRAM BREAKDOWN BY COURSE</b>			
<b>Course</b>	<b>Classroom Hours</b>	<b>Practical Hours</b>	<b>Total</b>
Mod 1: Advanced Truck Driver	160	160	320
Mod 2: Professional Truck Driver (Total of PTD12-PTD16=580)			
PTD 12 Introduction to Transportation Systems	150		150
PTD 13 Introduction to Business Accounting	100		100
PTD 14 Truck Fleet Management Systems	150		150
PTD 15 Hazardous Materials Transport Regulations and Safety	100		100
PTD 16 Freight Brokerage and Third-Party Logistics	80		80
<b>Total</b>	<b>740</b>	<b>160</b>	<b>900</b>



## **Transportation and Logistics Specialist**

### **Program Objective:**

The objective of this program is to prepare students for entry level employment in transportation, logistics and the supply chain management career field.

### **Program Description:**

The Transportation and Logistics Specialist program is designed to develop the student's general employability relative to the supply chain management field. The program content is broad-based to reflect the cross-functional relationships common in supply chain management. Students are exposed to related business practices such as standard operating procedure, negotiation techniques, planning, organizing, accounting, purchasing, sustainability, warehousing, project management, quality control, import/export, and asset management theory. Emphasis is placed on understanding the planning, information acquisition, flow and distribution of goods and services while managing the complexity of operational linkages in a fast-paced global supply chain.

### **Program Completion Time:**

The minimum completion time for the Transportation and Logistics program is 9 months or 39 weeks. Classroom time is seven hours per day for a total of 900 clock hours.

### **Course Descriptions:**

TLS 01 - Introduction to Transportation Systems: 150 hours.

The role of transportation in the global economy and economic outlook, transportation sector, modes of transit, choosing methods of transport for type of load. Students will gain an understanding of the impact of e-commerce on the global transportation networks and the role of Just in Time and rotational inventory management methods, and their importance to a company's profitability. Students will explore transportation support systems, Logistics management. Systems and the role of computer-based data systems. Understanding the value of freight velocity for customer service and profitability.

TLS 02 - Purchasing and Inventory Management: 100 hours.

Students will gain an understanding of the role of Just in Time and rotational inventory management methods, and their importance to a company's profitability.

TLS 03 - Introduction to Business Accounting: 100 hours

Bookkeeping for truckers, Maintaining Business Records, Cash Management and factoring receivables, Cost-Per-Mile Calculation. Fuel and Road Tax reporting.

TLS 04 - Truck Fleet Management Systems: 150 hours

Selecting a Truck, Maintenance and Repairs, Operating Authority Responsibilities, Multi-State Authority, Tags, Taxes, Vehicle Registration, Vehicle maintenance recordkeeping.

TLS 05 - Freight Brokerage and Third-Party Logistics: 100 hours:

Finding loads and getting paid, the Lease-On Process, Negotiating a Lease, Freight contracts, Asset Light business strategy.

TLS 06 - Hazardous Materials Transport Regulations and Safety: 100 hours.

HazMat regulations, Safety planning and operations, Hours of Service Regulations, Accident reporting.

TLS 07 - Team Communications, Cooperation, and Problem-solving: 100 hours.

Students will gain an understanding of the importance of good communications skills, customs, expectations, team building, organizational skills, and problem-solving skills.

TLS 08 - Import/export, Sea Freight, Air Cargo and Rail Shipments: 100 hours.

International logistics, Customs Brokerage, Customs Inspections, Air Cargo opportunities and restrictions, HazMat, Bulk Cargoes, Container shipments, Rail networks.

TRANSPORTATION AND LOGISTICS SPECIALIST PROGRAM BREAKDOWN BY COURSE		
Course	Classroom Hours	Total
TLS 01 Introduction to Transportation Systems	150	150
TLS 02 Purchasing and Inventory Management:	100	100
TLS 03 Introduction to Business Accounting	100	100
TLS 04 Truck Fleet Management Systems	150	150
TLS 05 Freight Brokerage and Third-Party Logistics	100	100
TLS 06 Hazardous Materials Transport Regulations and Safety	100	100
TLS 07 Team Communications, Cooperation, and Problem-solving	100	100
TLS 08 Import/export, Sea Freight, Air Cargo and Rail Shipments	100	100
Total	900	900

### **Employment, Recruitment and Placement Specialist**

**Program Objective:** To train students for a career in the human resources field, as an Employment, Recruiting and Placement Specialist, supporting other workers in business and government organizations helping them meet their staffing needs.

**Program Description:** The Employment, Recruiting and Placement Specialist program prepares students to work in the human resources field, working to match workers with job openings that are appropriate for the worker to be successful in their new job. Students will learn about recruiting, staffing, training, job analysis, personality assessment, interviewing techniques, employment law, compensation, and benefits.

**Program Completion Time:** The standard, minimum completion time for the Employment, Recruiting and Placement Specialist program is 40 weeks, but can vary due to factors such as holidays, availability of externship sites and other factors.

### **Course Descriptions:**

ERPS 01 Recruiting 150 Clock hours

This course presents the ins and outs of using Internet career sites and resume listings to find new employees. Students will learn how these sites operate and what you can do to protect your organization from headhunters and to use your organization's website to attract employees. Learning Objectives: Avoid online recruiting trouble, Students learn to discriminate between online career sites, write an effective online job advertisement, understand how your company career site can help your recruiting efforts, and protect your organization from headhunters.

ERPS 02 Strategic Staffing 75 Clock hours

In a global economy, recruitment has become a competitive and complex pre-employment process essential to a successful selection of competent candidates. Recruitment efforts have extended the applicant pool to an international arena. Recruitment options will be explored as well as opportunities for selection of the most capable and available candidates. Effective and efficient interviewing requires advanced preparation and a structured approach. In addition to carefully constructing job related questions, interviewers must ensure compliance with applicable laws and must also make certain that their assessments and recommendations remain unbiased. Students will learn how to prepare for job interviews, create a positive interviewing environment, conduct legal and unbiased interviews, and identify the best qualified candidate for the position.

ERPS 03 Training and Development 75 Clock hours

This course includes the most up to date developments in training and research and in practice, including the strategic role of training and the use of new technologies in training. Students will discover a real balance between research and real company practices. They will receive a solid background in the fundamentals of training and development needs assessment, transfer of training, designing a learning environment, methods, and evaluation. In addition, the role of training is broadened to include its strategic nature, the changing nature of the workplace, and availability of technology.

ERPS 04 Interpersonal Communications 75 Clock hours

This course provides an introduction to the communication process that occurs between people. Students will gain the knowledge and skills necessary to develop, maintain, and evaluate dyadic relationships through language, perception, self-disclosure, listening and nonverbal communication. Emphasis will be placed on building effective interpersonal relations in a business environment.

ERPS 05 Job Analysis 150 Clock hours

This course will teach students how to perform job analysis from the ground up. The result of this work will be written job descriptions that are used for many personnel tasks, including job evaluation, hiring, and setting salaries. Students will learn how job analysis questionnaires can be used to update your organization's job documentation for legal compliance with FLSA overtime laws, the Americans with Disabilities Act (ADA), and comparable worth legislation. Learning Objectives: Differentiate between various methods of job analysis, collect appropriate information, write clear and concise job descriptions, recognize the job-description requirements set forth in wage and employment laws.

ERPS 06 Employment Law 75 Clock hours

This course examines the developing body of modern employment law, its impact on human resource functions, and its history and its legal framework. The course addresses the importance of the employment relationship. Students will examine the statutory, regulatory, and common law requirements which govern employment law. The legal issues underlying the selection, hiring, promotion, and termination of employees will be addressed along with equal opportunity, discrimination issues, affirmative action, contract negotiations, workers' compensation, occupational health and safety, immigration laws, and major acts such as Title VII or Civil Rights Act of 1964, the Family Medical Leave Act, and the Americans with Disabilities Act.

ERPS 07 Compensation and Benefits 75 Clock hours

This course introduces the compensation and benefits concept of Human Resources by highlighting the importance of aligning an organization's compensation plan to its strategic goals. The compensation and benefits options of various types of employment opportunities is considered with emphasis on appropriateness in various human resource settings.

ERPS 08 Understanding Media 75 Clock hours

Students will be introduced to using media to create daily extensions of ourselves. Students will learn that to understand media, they must be able to understand themselves. By better understanding themselves, students will become better media creators, users, and communicators.

ERPS 09 Internship 150 Clock hours

This course allows students to practice their skills and knowledge in a real-world setting, documenting their efforts and outcomes for analysis.

<b>EMPLOYMENT, RECRUITING AND PLACEMENT PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
ERPS 01	Recruiting	150
ERPS 02	Strategic Staffing	75
ERPS 03	Training & Development	75
ERPS 04	Interpersonal Communications	75
ERPS 05	Job Analysis	150
ERPS 06	Employment Law	75
ERPS 07	Compensation and Benefits	75
ERPS 08	Understanding Media	75
ERPS 09	Internship	150
	<b>TOTAL:</b>	900

### Veteran's Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 2104254. If school policy is more restrictive, it may be used) Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 3 absences.

Students exceeding 20% (percentage) total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

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### Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 80% each evaluation period (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 80% at the end of any evaluation period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 90%.

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### Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed – 38 CFR 21.4255

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### Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

CERTIFIED TRUE AND CORRECT

School Official Signature:

~~IN CONTENT AND POLICY.~~

Title: President 

School Name: Career Tech. LLC  
Address: 2219 West Memorial Blvd.  
City, State, Zip Code: Lakeland FL 33815