

High Impact Academy

**906 Schley Avenue
Wilmington, CA 90744
(310) 968-5634
<https://highimpacttruckingschool.com>**

Course Catalog

**Catalog of Courses
January 1, 2024 to December 31, 2024**

Institutional Mission and Objectives	1
Description of the Facilities & Type of Equipment Used for Instruction	1
Library Resources	2
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	2
Admissions Policies & Recognition of Credits	2
Visa Related Services	2
Language Proficiency	3
Language of Instruction	3
English as a Second Language Instruction	3
Accreditation Status	3
STRF Disclosure.....	3
Privacy Act	4
Student Conduct.....	4
Nondiscrimination Policy	4
Academic Freedom.....	5
Sexual Harassment.....	5
Student’s Right to Cancel	5
Policies and Procedures Regarding Financial Aid.....	6
Financial Aid Disclosures.....	6
Grades and Standards for Student Achievement - Satisfactory Progress.....	6
Attendance Policy – All Programs	7
Academic Probation and Dismissal Policies	7
Leaves of Absence.....	8
Student Grievance Procedures – Student Rights	8
Student Services.....	9
Placement Services	9
Student Housing.....	9
Student Records and Transcripts	9
Professions – Requirements for Eligibility for Licensure	9
Charges: Tuition & Fees	12
Faculty	13
Programs	14
REQUIRED DISCLOSURES	23

Institutional Mission and Objectives

High Impact Academy is dedicated to the development of practical skills with a focus on academic excellence and career readiness in all of our students. It is our mission to deliver excellent education while developing critical skill sets in our students, to prepare them for a career in the trucking industry.

Our primary objective is to graduate students who are qualified to excel in their chosen vocation, advance to leadership roles and endeavor to derive maximum benefit from a learning environment that is professional, one that fosters respect and recognizes its responsibility to identify and acknowledge excellence in teaching and learning.

Institution Location

Classes are held at 906 Schley Avenue Wilmington, CA 90744.

Description of the Facilities & Type of Equipment Used for Instruction

Instruction for all courses will be provided in a classroom with customary materials for classroom instruction, such as a whiteboard, television, and projector. Practical instruction will be provided using the appropriate equipment for the course (i.e., tractor trailer truck or bus) in a closed lot in which students can practice maneuvers, best practices and techniques.

Equipment

- 3 Axel 16,500 lb Tractor Trailer, 2012

- 3 Axel 16,500 lb Tractor Trailer, 2013
- Commercial Passenger vehicle

Library Resources

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Admissions Policies & Recognition of Credits

Criteria for consideration for admission:

Admission:

1. Students are assessed during the admissions process on their ability to benefit from the program professionally, and their likelihood of completing the program successfully. Specific questions are asked to lead a self-assessment of the student's learning style and their professional and personal ambitions. Students are admitted to the program if this self-assessment meets the above criteria and they meet all other admissions requirements.
2. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
4. This institution does not award credit for experiential learning.
5. This institution does not accept credit earned at other institutions.
6. This institution has not entered into an articulation or transfer agreement with any other institution.
7. No type of general education is required to enter this program.

Visa Related Services

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

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English.

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

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

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

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Privacy Act

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

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

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

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age,

disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

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

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

Sexual Harassment

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

Student's Right to Cancel

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

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

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

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

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

Policies and Procedures Regarding Financial Aid

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

Financial Aid Disclosures

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

Grades and Standards for Student Achievement - Satisfactory Progress

Pass/fail scores are utilized for all skills examinations, quizzes, and the final examination. Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program. The grading policy includes: skills, quizzes, final exam, participation and attendance. Students will be evaluated throughout the program. The student's final grade will be calculated by the grading scale below.

Students who receive less than 80% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam. A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%.

Evaluation

Grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a "pass" rating on all quizzes and skill demonstrations.

Grading Policy for Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of 80% on all quizzes in order to qualify to take the final exam.

Pass / Fail Standard on Tests/Finals: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass / Fail Standards on Skills Examinations: All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing

marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

Type	Weight		Type	Grade Scale	Grade
Attendance/Participation	25%		Quizzes/Tests	100-80	Pass
Quizzes	20%			79 & Below	Fail
Skills Assessment	30%		Skills Assessment	100-90	Pass
Final Exam	25%			89 & Below	Fail

Grading Policy for Pass / Fail Standards on Attendance/Participation:

It is important for the school to be notified when a student is not able to attend class. It is the student's responsibility to inquire about make-up work for both classroom lectures and practical skills training. Students are expected to attend a minimum of 90% of scheduled hours of instruction.

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

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

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

Grading System Standard

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

Attendance Policy – All Programs

Students are required to attend at least 90% of scheduled hours of instruction throughout the entire program. When a student falls below 80% attendance they will be given a verbal warning by their instructor. When a student falls below 75% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

Academic Probation and Dismissal Policies

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

probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

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

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

Leaves of Absence

It is the policy of the school to not grant a Leave of Absence to students.

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

Student Grievance Procedures – Student Rights

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

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818
Phone: (916) 574-8900
Web site: www.bppe.ca.gov

Student Services

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

Placement Services

This institution does not represent to the public, in any manner, or by any means, that it offers job placement assistance.

Student Housing

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

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Professions – Requirements for Eligibility for Licensure

All of the educational services offered lead to occupations that require licensure of a Commercial Driver's License (CDL) in the State of California. Students will be prepared to pass the exam from the state of California's Department of Motor Vehicles and become CDL licensed truck and/or bus drivers.

Requirements for eligibility for licensure:

- Be at least 18 years of age
- Pass a drug test

- Get a permit from DMV
- Pass a physical exam

Additional information on Obtaining a Commercial Driver’s License

The following information provided is directly from the California DMV website. For more information, please visit www.dmv.ca.gov.

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

- Get a standard [California noncommercial Class C driver’s license \(DL\)](#) (a temporary/interim DL is acceptable).
- Complete an online [CDL Application](#).
- Visit a DMV office, where you will:
 - Submit a completed [10 Year History Record Check \(DL 939\)](#) (if you have been issued a DL of any kind in another state or jurisdiction in the last 10 years).
 - Submit a completed [Medical Examination Report \(MER\) Form \(MCSA 5875\)](#) and [Medical Examiner’s Certificate \(MEC\) \(MCSA 5876\)](#) (see the “Medical examination report” section below for more information).
 - Provide proof of your social security number (SSN). It will be verified with the Social Security Administration while you are in the office.
 - Verify your identity with an [acceptable identity document](#). Your current name needs to match the name on the identity document (see the FAQs for more information).
 - Present [acceptable residency documents](#) (if you have never had a California driver license or identification (DL/ID) card).
 - Pay the nonrefundable [application fee](#) (application and fee valid for 12 months).
 - Have your thumbprint scanned.
 - Pass a [vision exam](#).
 - Have your photo taken.
 - Pass the [knowledge test\(s\)](#). You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your application is no longer valid and you need to reapply. To allow for sufficient testing time, we do not administer knowledge tests within 30 minutes of closing.
 - If you want to apply for a [REAL ID](#), you must also provide proof of your identity, social security number (SSN), and two proofs of residency from the list of acceptable REAL ID documents.

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

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

Rules and Restrictions

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

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

- You must be accompanied by a California CDL holder while operating a CMV. The license holder must possess the appropriate class of CDL and endorsements to operate the CMV.
- If you have an “N” endorsement, the tanks must be empty when you are driving the CMV. The tank must be purged if it previously contained a hazardous material.
- If you have a “P” or “S” endorsement, you cannot operate a CMV with passengers (other than federal/state auditors and inspectors, test examiners, other trainees, and the accompanying CDL holder).

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

To apply for a CDL:

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

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

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

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting (www.bppe.ca.gov)

Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee	DMV Exams Fee	Physical Exam Fee	Books & Materials	Total Program Charges
TRACTOR TRAILER OPERATOR	\$5,300	\$250	\$90	\$110	\$100	\$5,850
BUS DRIVER TRAINING	\$4,050	\$250	\$90	\$110	\$100	\$4,600
RE-TRAINING ONE-ON-ONE	\$1,250	\$250	\$90	\$110	\$100	\$1,800
TRACTOR TRAILER OPERATOR & BUS DRIVER TRAINING	\$6,250	\$250	\$90	\$110	\$100	\$6,800

Textbooks and materials, including safety vest and boots, are included in the tuition.

Program Name: TRACTOR TRAILER OPERATOR

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4500
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$5300
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$500

Program Name: BUS DRIVER TRAINING

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$3800
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4600
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$500

Program Name: RE-TRAINING ONE-ON-ONE

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1000
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$1800
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$500

Program Name: TRACTOR TRAILER OPERATOR & BUS DRIVER TRAINING

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$6000
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$6800
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$500

Faculty

Kevin Lee

Kevin Lee possesses 6 years of tractor trailer driving experience in addition to 4 years of experience in administration and DOT compliant regulations.

Pedro L. Banuelos

Pedro Banuelos possesses over 5 years of tractor trailer driving experience as an owner operator.

Will Monge

Will Monge possesses 18 years of tractor trailer driving experience as an owner operator.

Crystal Buckner

Crystal possesses over 35 years of passenger bus driving experience.

Programs

Name of Program	TRACTOR TRAILER OPERATOR
Program Description	This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions. The program provides Class "A" CDL License training utilizing a tractor trailer. This training is hands on training with a conventional 3-axle tractor and both 28 and 48 foot trailers. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission and Objectives	<p>At the completion of this program, the student will:</p> <ul style="list-style-type: none"> • Comprehend and be able to apply the rules governing tractor trailer operation • Demonstrate technical skills necessary to execute all required maneuvers in a tractor trailer truck
Total Clock Hours	125 hours
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a grade of PASS on all written and performance assessments, in accordance with the Grading Policy. Students must also attend 90% of scheduled instructional hours, in accordance with the Attendance Policy.
Job Classification	This educational program is designed to prepare students for employment as an SOC Code 53-3032 - Heavy and Tractor-Trailer Truck Drivers .
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments. A final skills examination will be administered which a student must PASS in order to graduate.

Modules of Instruction

Trucking Course	Description & Objectives	Classroom Hours	Practice Hours
Basic Operation.	<p>Description</p> <ul style="list-style-type: none"> • Vehicle Inspection, Basic Control, ELD Logs, DMV Preparation, Vehicle Operation, Shifting, Defensive Driving and Professional Skills <p>Objectives</p> <ul style="list-style-type: none"> • Student will be able to perform a pre-trip inspection (Truck), understand the basic truck controls, read a US road atlas, know the hours of service for a commercial driver. Operate a commercial truck. Operate a 10 speed transmission. Drive a commercial vehicle defensively and prepared for Module II. 	10	20
Range Driving	<p>Description</p> <ul style="list-style-type: none"> • Entry & Exit Procedures, Vehicle Inspection, 45/90 Degree Docking, Couple and Uncouple, D/B Parallel 	10	30

Skills.	<p>Parking, Straight Line Backing, L/R Off-Set Backing.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able to enter and exit Commercial vehicles (Truck) without injury, be able to perform Commercial inspections, perform vehicle backing procedures and prepare for Module III 		
Street Driving Skills	<p>Description:</p> <p>Basic Control, Shifting, Turning, Rural Roads, Steep Grades, Freeway/City Traffic and Defensive Driving</p> <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able control a commercial vehicle Truck/Bus while in motion, properly shift a commercial vehicle over different terrain, properly turn, climb mountains and maintain control in city/freeway conditions, while maintaining a defensive driving posture. After the completion of module III students are prepared for entry into the commercial trucking industry. 	10	45

Name of Program	BUS DRIVER TRAINING
Program Description	This course consists of instruction and demonstration in the safe operation of commercial passenger equipment and is a comprehensive introduction course on transporting passengers safely. The program provides Class “B” CDL License training utilizing a commercial passenger vehicle. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission and Objectives	At the completion of this course, the student will: <ul style="list-style-type: none"> • Comprehend and be able to apply the rules governing bus operation • Demonstrate technical skills necessary to execute all required maneuvers in a bus
Total Clock Hours	125 hours
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a grade of PASS on all written and performance assessments, in accordance with the Grading Policy. Students must also attend 90% of scheduled instructional hours, in accordance with the Attendance Policy.
Job Classification	This educational program is designed to prepare students for employment as an SOC Code 53-3050 - Passenger Vehicle Drivers.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments. A final skills examination will be administered which a student must PASS in order to graduate.

Modules of Instruction

Bus Course	Description & Objectives	Classroom Hours	Practice Hours
Basis Bus Operations	<p>Description</p> <p>CDL Introduction and physical, CDL written test review, vehicle inspection, DMV written test and Map reading and log booking.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Student will be able to perform a pre-trip inspection (Bus), understand the basic truck controls, read a US road atlas, know the hours of service for a commercial driver. Operate a commercial truck. Operate a Bus transmissions. Drive a commercial vehicle defensively and prepared for Module II. 	20	40
Driving Skills	<p>Description</p> <p>Pre-trip, backing skills, Road Skills, DMV Testing.</p>	20	45

	<p>Objectives</p> <ul style="list-style-type: none">• Students will be able to enter and exit Commercial vehicles (Bus) without injury, be able to perform Commercial inspections, perform vehicle backing procedures, Students will be able control a commercial (Bus) vehicle while in motion, properly shift a commercial (Bus) vehicle over different terrain, properly turn, climb mountains and maintain control in city/freeway conditions, while maintaining a defensive driving posture. After the completion of module II students are prepared for entry into the commercial Bus industry.		
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Name of Program	RE-TRAINING ONE-ON-ONE
Program Description	This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions. This course is a refined, reduced version of the full length Tractor Trailer Operator course, such that previous graduates of our institution, or any students wishing to brush up on their skills, can take a short intensive program to refresh their training and skills. The program provides applicable refresher technical skills training utilizing a tractor trailer. This training is hands on training with a conventional 3-axle tractor and both 28 and 48 foot trailers. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission and Objectives	At the completion of this program, the student will: <ul style="list-style-type: none"> • Comprehend and be able to apply the rules governing tractor trailer • Demonstrate technical skills necessary to execute all required maneuvers in a tractor trailer truck
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a grade of PASS on all written and performance assessments, in accordance with the Grading Policy. Students must also attend 90% of scheduled instructional hours, in accordance with the Attendance Policy.
Job Classification	This educational program is designed to prepare students for employment as an SOC Codes 53-3032 - Heavy and Tractor-Trailer Truck Drivers .
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments. A final skills examination will be administered which a student must PASS in order to graduate.

Modules of Instruction

Trucking Course	Description & Objectives	Classroom Hours	Practice Hours
Basic Operation.	<p>Description</p> <ul style="list-style-type: none"> • Vehicle Inspection, Basic Control, ELD Logs, DMV Preparation, Vehicle Operation, Shifting, Defensive Driving and Professional Skills <p>Objectives</p> <ul style="list-style-type: none"> • Student will be able to perform a pre-trip inspection (Truck), understand the basic truck controls, read a US road atlas, know the hours of service for a commercial driver. Operate a commercial truck. Operate a 10 speed transmission. Drive a commercial vehicle defensively and prepared for Module II. 	2.5	10

Range Driving Skills.	<p>Description</p> <ul style="list-style-type: none"> • Entry & Exit Procedures, Vehicle Inspection, 45/90 Degree Docking, Couple and Uncouple, D/B Parallel Parking, Straight Line Backing, L/R Off-Set Backing. <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able to enter and exit Commercial vehicles (Truck) without injury, be able to perform Commercial inspections, perform vehicle backing procedures and prepare for Module III 	2.5	10
Street Driving Skills	<p>Description:</p> <p>Basic Control, Shifting, Turning, Rural Roads, Steep Grades, Freeway/City Traffic and Defensive Driving</p> <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able control a commercial vehicle Truck/Bus while in motion, properly shift a commercial vehicle over different terrain, properly turn, climb mountains and maintain control in city/freeway conditions, while maintaining a defensive driving posture. After the completion of module III students are prepared for entry into the commercial trucking industry. 	5	10

Name of Program	TRACTOR TRAILER OPERATOR & BUS DRIVER TRAINING
Program Description	This course consists of instruction and demonstration in the safe operation of trucking equipment and is a comprehensive introduction course on trucking and its functions, as well as commercial passenger equipment and is a comprehensive introduction course on transporting passengers safely. The program provides Class "A/B" CDL License training utilizing a tractor-trailer and a commercial passenger vehicle. This training is hands on training with a conventional 3-axle tractor, both 28 and 48 foot trailers and a commercial passenger vehicle. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission and Objectives	At the completion of this course, the student will: <ul style="list-style-type: none"> • Comprehend and be able to apply the rules governing tractor trailer and bus operation • Demonstrate technical skills necessary to execute all required maneuvers in a tractor trailer truck • Demonstrate technical skills necessary to execute all required maneuvers in a bus
Total Clock Hours	240 hours
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a grade of PASS on all written and performance assessments, in accordance with the Grading Policy. Students must also attend 90% of scheduled instructional hours, in accordance with the Attendance Policy.
Job Classification	This educational program is designed to prepare students for employment as an SOC Codes 53-3032 - Heavy and Tractor-Trailer Truck Drivers and 53-3050 - Passenger Vehicle Drivers.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments. A final skills examination will be administered which a student must PASS in order to graduate.

Modules of Instruction

Trucking Modules	Description & Objectives	Classroom Hours	Practice Hours
Basic Operation.	<p>Description</p> <ul style="list-style-type: none"> • Vehicle Inspection, Basic Control, ELD Logs, DMV Preparation, Vehicle Operation, Shifting, Defensive Driving and Professional Skills <p>Objectives</p> <ul style="list-style-type: none"> • Student will be able to perform a pre-trip inspection (Truck), understand the basic truck controls, read a US road atlas, know the hours of service for a commercial driver. Operate a commercial truck. Operate a 10 speed transmissions. Drive a commercial vehicle defensively 	10	20

	and prepared for Module II.		
Range Driving Skills.	<p>Description</p> <ul style="list-style-type: none"> • Entry & Exit Procedures, Vehicle Inspection, 45/90 Degree Docking , Couple and Uncouple, D/B Parallel Parking, Straight Line Backing, L/R Off-Set Backing. <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able to enter and exit Commercial vehicles (Truck) without injury, be able to preform Commercial inspections, preform vehicle backing procedures and prepare for Module III 	10	30
Street Driving Skills	<p>Description:</p> <p>Basic Control, Shifting, Turning, Rural Roads, Steep Grades, Freeway/City Traffic and Defensive Driving</p> <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able control a commercial vehicle Truck/Bus while in motion, properly shift a commercial vehicle over different terrain, properly turn, climb mountains and maintain control in city/freeway conditions, while maintaining a defensive driving posture. After the completion of module III students are prepared for entry into the commercial trucking industry. 	10	40
Bus Modules			
Basis Bus Operations	<p>Description</p> <p>CDL Introduction and physical, CDL written test review, vehicle inspection, DMV written test and Map reading and log booking.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Student will be able to perform a pre-trip inspection (Bus), understand the basic truck controls, read a US road atlas, know the hours of service for a commercial driver. Operate a commercial truck. Operate a Bus transmissions. Drive a commercial vehicle defensively and prepared for Module II. 	20	50
Driving Skills	<p>Description</p> <p>Pre-trip, backing skills, Road Skills, DMV Testing.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Students will be able to enter and exit Commercial 	20	60

	<p>vehicles (Bus) without injury, be able to perform Commercial inspections, perform vehicle backing procedures, Students will be able control a commercial (Bus) vehicle while in motion, properly shift a commercial (Bus) vehicle over different terrain, properly turn, climb mountains and maintain control in city/freeway conditions, while maintaining a defensive driving posture. After the completion of module II students are prepared for entry into the commercial Bus industry.</p>		
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REQUIRED DISCLOSURES

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