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MOUNTAIN VIEW VOCATIONAL INSTITUTE, LLC

GENERAL INFORMATION

OWNERSHIP

Mountain View Vocational Institute LLC, Owner

Mountain View Vocational Institute LLC is a privately held corporation. It is a co-educational, non-denominational post-secondary educational Institution.

BOARD OF DIRECTORS

Ben Parks M. Ed

MISSION

Mountain View Vocational Institute LLC is committed to preparing students for a career by providing an environment that combines in-class instruction with practical and scenario-based training. Mountain View Vocational Institute LLC programs of instruction will provide students the professional and intellectual foundation to be successful in today's competitive workforce.

VISION

Our vision is to help improve and change other people's economic reality through the power of education.

ACCREDITATION AND APPROVALS

Mountain View Vocational Institute, LLC: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

ADMINISTRATION

Marcelo Martinez-School Director
Sandra Martinez-School Administrator

FACULTY AND STAFF

Sebastian Arellano.....	Instructor (PTD) CDL Certified, International Driving School PTD 101 Truck Driving Basic Applications PTD 102 Vehicle Operations PTD 103 Maneuvers and Skills PTD 104 Road Practice Driving
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Daniel Loyet.....	Instructor (PTD) CDL Certified, Mountain View Vocational Institute PTD 101 Truck Driving Basic Applications PTD 102 Vehicle Operations PTD 103 Maneuvers and Skills PTD 104 road Practice Driving

María Soria.....	Instructor (PTD) CDL Certified, Mesilla Valley Training Institute PTD 101 Truck Driving Basic Applications PTD 102 Vehicle Operations PTD 103 Maneuvers and Skills PTD 104 road Practice Driving
Ricardo Serrano.....	Instructor (HEO I, HEO II and MCO I) HEO 101 Heavy Equipment Operator I HEO 102 Heavy Equipment Operator II HEO 104 Mobile Crane Operations I
Luis Acosta.....	Instructor (HEO I, HEO II and MCO I) HEO 101 Heavy Equipment Operator I HEO 102 Heavy Equipment Operator II HEO 104 Mobile Crane Operations I
Morris R. Williams.....	Instructor (RMCA) Certified SERV Safe Instructor/Proctor, Serv/Safe RMCA 101 Sanitation & Food Safety RMCA 102 Restaurant Management RMCA 103 Culinary Arts / BBQ Pit Master RMCA 104 Externship
Ben B. Parks M. Ed.....	Master Trainer NCCER/Instructor (PTD) CDL Certified Mountain View Vocational Institute M. Ed. Concordia University B. S., University of Texas at El Paso PTD 101 Truck Driving Basic Applications PTD 102 Vehicle Operations PTD 103 Maneuvers Skills PTD 104 Road Practice Driving
Marcelo Martinez, BSW.....	School Director
Sandra Martinez.....	School Administrator
Ben B. Parks, M. Ed.	Director of Education
Ruben Rios.....	Representative/Tester, 3rd Party
Morris R. Williams.....	Representative/Admissions

HISTORY

Ricardo Zeschitz, founder of Mountain View Vocational Institute LLC, began his education in business administration at the Instituto Tecnológico de Ciudad Juárez, Chihuahua, Mexico and finished at the University of Texas at El Paso with a bachelor's degree in business administration. He received certification from the International Driving School and qualified for his Commercial Driver License which he used in the oil fields. With the desire and vision to continue adult education for academic, occupational, professional, and cultural enhancement, he opened Mountain View Vocational Institute, LLC.

FACILITIES AND EQUIPMENT

Mountain View Vocational Institute LLC is a spacious building (3039 square feet) that is accessible to persons with disabilities and includes 2 classrooms, 2 bathrooms, a lab room with up-to-date laptops, and office, and a yard that will be used for the Professional Truck Driving course to provide a safe environment for students to learn. The rest of the building is dedicated to the student patio and receptionist area.

OFFICE HOURS

Office hours are 9:00 A. M to 6:00 P. M Monday through Friday, with exception of the days the school will be closed. When classes are not in session, the office will be closed for lunch from 1:00 P.M. to 2:00 P. M.

HOLIDAYS OBSERVED

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Cinco de Mayo	Christmas Day
Memorial Day	Day After Christmas
Independence Day	

Should the school close due to an unforeseen circumstance, notification of closure will be announced through local media and posted on the main entrance door.

COURSE TIME HOURS

A course time hour is at least 50 minutes of instruction during a 60-minute period.

PROGRAM AND COURSE DESCRIPTIONS



PROFESSIONAL TRUCK DRIVING

Program Description:

This course of instruction prepares individuals for careers as professional commercial truck drivers by providing them with a comprehensive training program composed of not only lectures but also on-road driving experience. This program provides instruction in the Department of Transportation (DOT) regulations and prepares students to pass the Texas Commercial Driver License (CDL) test. Graduates will back a truck, drive on city streets, secondary roads, and interstate and interstate highways. Graduates may find jobs as local truck drivers, delivery drivers and distribution and industrial truck operators.

Class Schedule:

Students will attend **PTD-Day** class Monday through Friday from 8:00 A. M. to 5:00 P. M. for approximately 5 weeks. A ten-minute break will be taken every hour and lunch will be from 12:50 P. M. to 2:00 P. M. Students will attend **PTD-Evening** class Monday through Friday from 5:00 P. M. to 9:00 P. M. and Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 7 weeks. A ten-minute break will be taken every hour and lunch on Saturday and Sunday will be from 11:50 A. M. to 1:00 P. M. Students will attend **PTD-Weekend** class Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 13 weeks. A ten-minute break will be taken every hour, and lunch will be from 11:50 A. M. to 1:00 P. M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this program are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver's license (must be from student's resident state).
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and.

- Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.**

Professional Truck Driving

****One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.**

****Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour.**

Entrance requirements for each single subject will demonstration of skills or completion of the prerequisite subject. The approximate time required to complete this program is 5 weeks for day and evening students. Upon successful completion of the program, the student will receive a certificate of completion in Professional Truck Driving. Truck

PTD 101- Truck Driving Basic Applications

Truck Driving Basic Applications introduces students to the rules, regulations, and procedures that govern and regulate the trucking industry in preparation to test for a Commercial Driver Permit at the Motor Vehicle Department. Upon completion of this subject students will be able to: 1.) explain rules, regulations, and procedures used in the trucking industry, 2.) explain Federal Motor Carrier Safety Regulations (F.M.C.S.R.) and how they apply in the transportation industry, 3.) Describe trip inspections (pre-trip, during trip, and post-trip inspections), 4.) Write accident reports and logbook entries, 5.) Explain driver's responsibilities, and 6.) obtain a Commercial Driver License Permit.

PTD 102- Vehicle Operations

Students will be introduced through hands on experience the basic steps required to begin operating a tractor-trailer. Upon completion of this subject students will be able to: 1.) read maps and describe how to apply it to everyday life as a truck driver, 2.) inspect a vehicle (all the parts of the truck, how they work, importance of the inspection, what to look for, how to identify problems), and the air brake system, 3.) perform the correct procedures for coupling and uncoupling a tractor-trailer, 4.) start a tractor trailer, 5.) properly shift and clutch gears, 6.) drive the tractor-

trailer forward and backward using safe procedures, 7.) completely stop a tractor-trailer, and 8.) perform straight line backing safely.

Prerequisite: PTD 101, Truck Driving Basic Applications

PTD 103-Maneuvers and Skills

Subject Hours: 60 course time hours (20 CT hours lecture, 40 CT hours lab, 00 CT hours externship)

2.0 Semester Credit Hours

Subject Description:

Range training provides a secure environment for students to perform the basic maneuvers and skills needed to control a tractor-trailer safely and effectively. Upon completion of this course students will be able to: 1.) plan trips (including time management and work habits), 2.) back-up and hook-up a tractor-trailer to safely dock, 3.) park and dock, 4.) perform measured right- and left-hand turns, and 5.) parallel park.

Prerequisite: PTD 102, Vehicle Operations

PTD 104- Road Practice Driving

Subject Hours: 70 course time hours (10 CT hours lecture, 60 CT hours lab, 00 CT hours externship)

2.5 Semester Credit Hours

Subject Description:

During this portion of the program, students will put into practice the skills they have gained in previous subjects in preparation to test for a Commercial Driver License at the Motor Vehicle Department. Upon completion of this subject students will obtain a Commercial Driver License and be able to drive a tractor-trailer safely on 1.) city streets 2.) Secondary roads, 3.) Intrastate highways and 4.) Interstate highways.

Prerequisite: PTD 103, Maneuvers and Skills

PROFESSIONAL TRUCK DRIVING (WITH EXTERNSHIP)

Program Description:

This course of instruction prepares individuals for careers as professional commercial truck drivers by providing them with a comprehensive training program composed of not only lectures but also on-road driving experience. This program provides instruction in the Department of Transportation (DOT) regulations and prepares students to pass the Texas Commercial Driver License (CDL) test. Graduates will back a truck, drive on city streets, secondary roads, and interstate and interstate highways. Graduates may find jobs as local truck drivers, delivery drivers and distribution and industrial truck operators.

Externship:

After completing the Professional Truck Driver portion of this course and after the student obtains their CDL for the State of Texas, the student would then begin a 20-week externship at a qualified truck driving employer. Once assigned to the employer, the student must adhere to the employer's rules and regulations to participate in this program. The student will directly report to that facility Monday through Friday for 40 hours per week. The student will be mentored by qualified Trainers in the industry and will experience the day-to-day operations in his/her future career. This externship provides each student firsthand knowledge of the Professional Truck Driver "world". After completion of this externship, the student will have the knowledge and ability to go out and seek to be gainfully employed as a Professional Truck Driver.

Class Schedule:

Students will attend **PTD-Day** class Monday through Friday from 8:00 A. M. to 5:00 P. M. for approximately 5 weeks. A ten-minute break will be taken every hour and lunch will be from 12:50 P. M. to 2:00 P. M. Students will attend **PTD-Evening** class Monday through Friday from 5:00 P. M. to 9:00 P. M. and Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 7 weeks. A ten-minute break will be taken every hour and lunch on Saturday and Sunday will be from 11:50 A. M. to 1:00 P. M. Students will attend **PTD-Weekend** class Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 13 weeks. A ten-minute break will be taken every hour, and lunch will be from 11:50 A. M. to 1:00 P. M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and

- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Professional Truck Driving (With Externship)

Subject #	Subject Title	Course/Time/Hours				Semester
		Lec/	Lab/	Ext/	Total	Credit Hours
PTD 101**	Truck Driving Basic Application	30/	00/	00/	30	2.0
PTD 102**	Vehicle Operations	20/	20/	00/	40	1.5
PTD 103**	Maneuvers and Skills	20/	40/	00/	60	2.0
PTD 104**	Road Practice Driving	10/	60/	00/	70	2.5
PTD 1	Professional Truck Driving Externship	00/	00/	800/	800	2.0
Total Hours for Program		80/	120/	800/	1000	25.5

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour. Entrance requirements for each single subject will demonstrate skills or completion of the prerequisite subject. The approximate time required to complete this program is 5 weeks for day and evening students. Upon successful completion of the program, the student will receive a certificate of completion in Professional Truck Driving.

Course Descriptions

PTD 101- Truck Driving Basic Applications

Subject Hours: 30 course time hours (30 CT hours lecture, CT hours lab, 00 CT hours externship)

2.0 Semester Credit Hours

Subject Description:

Truck Driving Basic Applications introduces students to the rules, regulations, and procedures that govern and regulate the trucking industry in preparation to test for a Commercial Driver Permit at the Motor Vehicle Department. Upon completion of this subject students will be able to: 1.) explain rules, regulations, and procedures used in the trucking industry, 2.) explain Federal Motor Carrier Safety Regulations (F.M.C.S.R.) and how they apply in the transportation industry, 3.) Describe trip inspections (pre-trip, during trip, and post-trip inspections), 4.) Write accident reports and logbook entries, 5.) Explain driver's responsibilities, and 6.) obtain a Commercial Driver License Permit.

Prerequisite: None

PTD 102- Vehicle Operations

Subject Hours: 40 course time hours (20 CT hours lecture, 20 CT hours lab, 00 CT hours externship)

1.5 Semester Credit Hours

Subject Description:

Students will be introduced through hands on experience the basic steps required to begin operating a tractor-trailer. Upon completion of this subject students will be able to: 1.) read maps and describe how to apply it to everyday life as a truck driver, 2.) inspect a vehicle (all the parts of the truck, how they work, importance of the inspection, what

to look for, how to identify problems), and the air brake system, 3.) perform the correct procedures for coupling and uncoupling a tractor-trailer, 4.) start a tractor trailer, 5.) properly shift and clutch gears, 6.) drive the tractor-trailer forward and backward using safe procedures, 7.) completely stop a tractor-trailer, and 8.) perform straight line backing safely.

Prerequisite: PTD 101, Truck Driving Basic Applications

PTD 103-Maneuvers and Skills

Subject Hours: 60 course time hours (20 CT hours lecture, 40 CT hours lab, 00 CT hours externship)

2.0 Semester Credit Hours

Subject Description:

Range training provides a secure environment for students to perform the basic maneuvers and skills needed to control a tractor-trailer safely and effectively. Upon completion of this course students will be able to: 1.) plan trips (including time management and work habits), 2.) back-up and hook-up a tractor-trailer to safely dock, 3.) park and dock, 4.) perform measured right- and left-hand turns, and 5.) parallel park.

Prerequisite: PTD 102, Vehicle Operations

PTD 104- Road Practice Driving

Subject Hours: 70 course time hours (10 CT hours lecture, 60 CT hours lab, 00 CT hours externship)

2.5 Semester Credit Hours

Subject Description:

During this portion of the program, students will put into practice the skills they have gained in previous subjects in preparation to test for a Commercial Driver License at the Motor Vehicle Department. Upon completion of this subject students will obtain a Commercial Driver License and be able to drive a tractor-trailer safely on 1.) city streets 2.) Secondary roads, 3.) Intrastate highways and 4.) Interstate highways.

Prerequisite: PTD 103, Maneuvers and Skills

PTD 105- Profession Truck Driving Externship

Subject Hours: 800 course time hours (800 CT hours externship)

17.5 Semester Credit Hours

Subject Description:

Students enrolled in this program will go and seek placement at an employer-based facility to further learn about the professional truck driving industry through “hands on” experience. Upon completion of this 20-week externship, students will be able seek employment as a Professional Truck Driver.

Prerequisite: PTD 101- Truck Driving Basic Applications, PTD 102, Vehicle Operations, PTD 103, Maneuvers and Skills, PTD 104- Road Practice Driving, Commercial Driver License for State of Texas.

Enrollment Periods-PTD

Professional Truck Driving ~ Day Classes

Enrollment periods for the Professional Truck Driving Programs are seven (7) days prior to the first day of class.
(Monday through Friday 8:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Five (5) weeks:	Jan 03 - Feb 04
Winter 2022	Approximately Five (5) weeks:	Feb 07 - Mar 11
Spring 2022	Approximately Five (5) weeks:	Mar 14 - Apr 15
Spring 2022	Approximately Five (5) weeks:	Apr 18 - May 20
Spring 2022	Approximately Five (5) weeks:	May 23- Jun 24
Summer 2022	Approximately Five (5) weeks:	Jun 27 - Jul 29
Summer 2022	Approximately Five (5) weeks:	Aug 01- Sep 02
Summer 2022	Approximately Five (5) weeks:	Sep 05 - Oct 07
Fall 2022	Approximately Five (5) weeks:	Oct 10 - Nov 11
Fall 2022	Approximately Five (5) weeks:	Nov 14- Dec16
Winter 2022-2023	Approximately Five (5) weeks:	Dec 19 - Jan 20

Enrollment Period-PTD-X

Professional Truck Driving (With Externship) ~ Day Classes

Enrollment periods for the **Professional Truck Driving Courses** are seven (7) days prior to the first day of class.
Monday through Friday 8:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Professional Truck Driving (with Externship)-Days** will start their externship after the successful completion of the **Professional Truck Driving Courses-Day (PTD)**. This will begin after **Week 5** of each **TERM**.

Students will be required to have a **valid Commercial Driver's License (CDL) for State of Texas**

Enrollment Period-PTD-Evening

Professional Truck Driving ~ Evening Classes

Enrollment periods for the Professional Truck Driving Programs are seven (7) days prior to the first day of class.

(Monday through Friday 5:00 PM – 10:30 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Eight (8) weeks:	Jan 03 - Feb 25
Winter 2022	Approximately Eight (8) weeks:	Feb 28 - Apr 22
Spring 2022	Approximately Eight (8) weeks:	Apr 25 - Jun 17
Summer 2022	Approximately Eight (8) weeks:	Jun 20 - Aug12
Summer 2022	Approximately Eight (8) weeks:	Aug 15 - Oct 07
Fall 2022	Approximately Eight (8) weeks:	Oct 10 - Dec 02
Winter 2022	Approximately Eight (8) weeks:	Dec 05 - Jan 27

Enrollment Periods-PTD-X Evening

Professional Truck Driving (With Externship) ~ Evening Classes

Enrollment periods for the **Professional Truck Driving Courses** are seven (7) days prior to the first day of class.

(Monday through Friday 5:00 PM – 10:30 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Professional Truck Driving (with Externship)-Evenings** will start their externship after the successful completion of the **Professional Truck Driving Courses -Evening (PTD-E)**. This will begin after **Week 8** of each **TERM**.

Students will be required to have a **valid Commercial Driver's License (CDL) for State of Texas**.

Enrollment Period-Weekend

Professional Truck Driving ~ Weekend Classes

Enrollment periods for the **Professional Truck Driving Courses** are seven (7) days prior to the first day of class.
(Saturday and Sunday 7:00 AM – 4:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Thirteen (13) weeks:	Jan 08 - Apr 03
Spring 2022	Approximately Thirteen (13) weeks:	Apr 09 - Jul 03
Summer 2022	Approximately Thirteen (13) weeks:	Jul 09 - Oct 02
Fall 2022 -2023	Approximately Thirteen (13) weeks:	Oct 08 - Jan 01

Enrollment Period-PTD-X Weekend

Professional Truck Driving (With Externship) ~ Weekend Classes

Enrollment periods for the **Professional Truck Driving Courses** are seven (7) days prior to the first day of class.
(Monday through Friday 5:00 PM – 10:30 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Professional Truck Driving (with Externship)-Weekend** will start their externship after the successful completion of the **Professional Truck Driving Courses Weekend (PTD-W)**. This will begin after **Week 13** of each **TERM**.

Students will be required to have a **valid Commercial Driver's License (CDL) for State of Texas**.

HEAVY EQUIPMENT OPERATOR I

Program Description:

This course of instruction prepares individuals for careers as a heavy equipment operator (HEO) by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental knowledge and skills necessary to obtain employment in the excavation industry as a utility tractor operator and grade operator based on NCCER certification requirements and OSHA regulations.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately five (5) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M. and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver's license (must be from student's resident state).
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Heavy Equipment Operator I

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 101	Heavy Equipment Operator I	165/ 85/ 00/ 250	13.5
Total Hours for Program Completion			13.5

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

Course Description

HEO 101 – Heavy Equipment Operator I

Subject Hours: 250 course time hours (165 CT hours lecture, 85 CT hours lab)

13.5 Semester Credit Hours

Subject Description:

Students will be introduced to heavy equipment through hands on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) present basic requirements for personal protection, safe equipment operations and maintenance based on OSHA, MSHA and NIOSH; 2) identify functional operation and use of the most used pieces of heavy equipment; 3) understand the operation, safety and maintenance of general utility tractors; 4) understand planning and execution of earthmoving utilizing equipment such as bulldozers, scrapers, excavators and loaders; and 5) understand the concept of preparing graded surfaces, identifying each type of stake; 6) inspect and operate utility tractors and grades.

Prerequisite: None

HEAVY EQUIPMENT OPERATOR I (WITH EXTERNSHIP)

Program Description:

This course of instruction prepares individuals for careers as a heavy equipment operator (HEO) by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental knowledge and skills necessary to obtain employment in the excavation industry as a utility tractor operator and grade operator based on NCCER certification requirements and OSHA regulations.

Externship:

This externship provides each student firsthand knowledge of the Heavy Equipment “world”. After completion of this externship, the student will have the knowledge and ability to go out and seek to be gainfully employed as a Heavy Equipment Operator.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately five (5) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M. and on Saturday – Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver’s license (must be from student’s resident state).
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Heavy Equipment Operator I (With Externship)

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 101	Heavy Equipment Operator I	165/ 85/ 00/ 250	13.5
HEO 110	Heavy Equipment Operator I Externship	000/ 00/ 800/ 800	17.5
Total Hours for Program Completion 165/ 85/ 800/ 1050			31.0

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour.

Entrance requirements for each single subject will need demonstration of skills or completion of the prerequisite subject.

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

Course Description

HEO 101 – Heavy Equipment Operator I

Subject Hours: 250 course time hours (165 CT hours lecture, 85 CT hours lab)

13.5 Semester Credit Hours

Subject Description:

Students will be introduced to heavy equipment through hands on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) present basic requirements for personal protection, safe equipment operations and maintenance based on OSHA, MSHA and NIOSH; 2) identify functional operation and use of the most used pieces of heavy equipment; 3) understand the operation, safety and maintenance of general utility tractors; 4) understand planning and execution of earthmoving utilizing equipment such as bulldozers, scrapers, excavators and loaders; and 5) understand the concept of preparing graded surfaces, identifying each type of stake; 6) inspect and operate utility tractors and grades.

HEO 110 – Heavy Equipment Operator I Externship

Subject Hours: 800 course time hours (800 CT hours externship)

17.5 Semester Credit Hours

Subject Description:

Students enrolled in this program will go and seek placement at an employer-based facility to further learn about the professional skills needed for this industry through “hands on” experience. Upon completion of this 20-week externship, students will be able seek employment as a Heavy Equipment Operator I.

Prerequisite: HEO 101- Heavy Equipment Operator I

Enrollment Periods-HEO-I

Heavy Equipment Operator I

Enrollment periods for the **Heavy Equipment Operator I Program** is seven (7) days prior to the first day of class.

(Monday through Friday 7:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Five (5) weeks:	Jan 08 - Apr 03
Spring 2022	Approximately Five (5) weeks:	Apr 09 - Jul 03
Summer 2022	Approximately Five (5) weeks:	Jul 09 - Oct 02
Fall 2022 -2023	Approximately Five (5) weeks:	Oct 08 - Jan 01

Enrollment Periods-HEO-I/X

Heavy Equipment Operator I (With Externship)

Enrollment periods for the **Heavy Equipment Operator I Program (with Externship)** is seven (7) days prior to the first day of class.

(Monday through Friday 5:00 PM – 10:30 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Heavy Equipment Operator I (with Externship) Courses** will start their externship after the successful completion of the **Heavy Equipment Operator I Courses (HEO-I)**. This will begin after **Week 05** of each **TERM**.

HEAVY EQUIPMENT OPERATOR II

Program Description:

This course of instruction prepares individuals for careers as a heavy equipment operator (HEO) by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a skid steer, heavy terrain forklift, on-road dump truck, backhoe, bulldozer, motor grade, loader, scraper, and excavator operator based on NCCER certification requirements and OSHA regulations.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately five (5) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M. and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Heavy Equipment Operator II

Subject #	Subject Title	Course/Time/Hours				Semester Credit Hours
		Lec/	Lab/	Ext/	Total	
HEO 102	Heavy Equipment Operator II	165/	85/	00/	250	13.5
Total Hours for Program Completion						13.5

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour.

Entrance requirements for each single subject will need demonstration of skills or completion of the prerequisite subject.

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

Course Description:

HEO 102 – Heavy Equipment Operator II

Subject Hours: 250 course time hours (165 CT hours lecture, 85 CT hours lab)

13.5 Semester Credit Hours

Subject Description:

Students will be introduced to heavy equipment through hands on training along with a comprehensive overview of site management. Upon completion of this subject students will be able to: 1) utilize excavation math required for site excavation work; 2) inspect a job site and read site plans, 3) identify, inspect, and operate, a rough terrain forklifts, on-road dump trucks, skid steers, loaders, and scrapers.

Prerequisite: HEO 101 – Heavy Equipment Operator I

HEAVY EQUIPMENT OPERATOR II (WITH EXTERNSHIP)

Program Description:

This course of instruction prepares individuals for careers as a heavy equipment operator (HEO) by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a skid steer, heavy terrain forklift, on-road dump truck, backhoe, bulldozer, motor grade, loader, scraper, and excavator operator based on NCCER certification requirements and OSHA regulations.

Externship:

This externship provides each student firsthand knowledge of the Heavy Equipment “world”. After completion of this externship, the student will have the knowledge and ability to go out and seek to be gainfully employed as a Heavy Equipment Operator.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M for approximately five (5) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A.M.–11 A.M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver’s license (must be from student’s resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or completed home schooling at the secondary level as defined by state law or successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student

a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Heavy Equipment Operator II

Subject #	Subject Title	Course/Time/Hours				Semester Credit Hours
		Lec/	Lab/	Ext/	Total	
HEO 102**	Heavy Equipment Operator II	165/	85/	00/	250	13.5
HEO 112	Heavy Equipment Operator II Externship	000/	00/	800/	800	17.5
Total Hours for Program Completion 165/ 85/ 800/ 1050						31.0

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour.

Entrance requirements for each single subject will need demonstration of skills or completion of the prerequisite subject.

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

Course Description

HEO 102 – Heavy Equipment Operator II

Subject Hours: 250 course time hours (165 CT hours lecture, 85 CT hours lab)

13.5 Semester Credit Hours

Subject Description:

Students will be introduced to heavy equipment through hands on training along with a comprehensive overview of site management. Upon completion of this subject students will be able to: 1) utilize excavation math required for site excavation work; 2) inspect a job site and read site plans, 3) identify, inspect, and operate, a rough terrain forklifts, on-road dump trucks, skid steers, loaders, and scrapers.

Prerequisite: HEO 101 – Heavy Equipment Operator I

HEO 112 – Heavy Equipment Operator II Externship

Subject Hours: 800 course time hours (800 CT hours externship)

17.5 Semester Credit Hours

Subject Description:

Students in this program will go and seek placement at an employer-based facility to further learn about the professional skills needed for this industry through “hands on” experience. Upon completion of this 20-week externship, students will be able seek employment as a Heavy Equipment Operator I.

Prerequisite: HEO 102- Heavy Equipment Operator II

Enrollment Periods-HEO-II

Heavy Equipment Operator II

Enrollment periods for the **Heavy Equipment Operator II Program** is seven (7) days prior to the first day of class.

(Monday through Friday 7:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Five (5) weeks:	Feb 07 - Mar 11
Summer 2022	Approximately Five (5) weeks:	May 16 - Jun 17
Fall 2022	Approximately Five (5) weeks:	Aug 29 - Sep 30

Enrollment Periods-HEO-II/X

Heavy Equipment Operator II (With Externship)

Enrollment periods for the **Heavy Equipment Operator II Program (with Externship)** is seven (7) days prior to the first day of class.

(Monday through Friday 7:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Heavy Equipment Operator II (with Externship Course)** will begin their externship after the successful completion of the **Heavy Equipment Operator II Course (HEO-II)**. This will be after **Week 05** of each **TERM**.

MOBILE CRANE OPERATIONS I

Program Description:

This course of instruction prepares individuals for careers as mobile crane operations I by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a mobile crane operator I, based on NCCER curriculum and OSHA regulations operating a fixed cab and swing cab cranes. Upon completion of NCCCO written and practical exams, certification will be issued by National Commission for Certification of Crane Operations (NCCCO).

Note: MVVI LLC is not responsible for student testing fees or transportation for NCCCO testing

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately four (4) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M. and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in Texas) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Mobile Crane Operator I

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 104	Mobile Crane Operations I	100/ 100/ 00/ 200	13
Total Hours for Program Completion 100/ 100/ 00/ 200			13

The approximate time required to complete this program is four (4) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Mobile Crane Operations I and be prepared for the NCCCO written and practical exams which are at the expense and responsibility of the student. Certification will be issued by National Commission for Certification of Crane Operations (NCCCO) upon passing the exams.

Course Description

HEO 104 – Mobile Crane Operations I

Subject Hours: 200 course time hours (100 CT hours lecture, 100 CT hours lab)

13 Semester Credit Hours

Subject Description:

Students will be introduced to crane operations through hands on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) identify the various types of cranes; 2) inspect the machinery, identify, ensure proper working conditions, 3) perform the operation of a fixed cab mobile crane and swing cab mobile crane and know the functions of its controls.

Prerequisite: None

MOBILE CRANE OPERATIONS I (WITH EXTERNSHIP)

Program Description:

This course of instruction prepares individuals for careers as mobile crane operations I by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a mobile crane operator I, based on NCCER curriculum and OSHA regulations operating a fixed cab and swing cab cranes. Upon completion of NCCCO written and practical exams, certification will be issued by National Commission for Certification of Crane Operations (NCCCO).

Note: MVVI LLC is not responsible for student testing fees or transportation for NCCCO testing

Externship:

This externship provides each student firsthand knowledge of the Mobile Crane Operations “world”. After completion of this externship, the student will have the knowledge and ability to go out and seek to be gainfully employed as a Mobile Crane Operator.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M for approximately four (4) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M
Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age.
- b) Present proof of a valid driver’s license (must be from student’s resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.

- e) Present social security and (required to obtain a Driver License in Texas) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of Texas according to A9 Code of Federal Regulations (CFR). Part 391 and the Texas Transportation Code, Chapter 522).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Mobile Crane Operator I (with Externship)

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 104	Mobile Crane Operations I	100/ 100/ 00/ 200	13
HEO 114	Mobile Crane Operations I Externship	00/ 00/ 800/ 800	17.5
Total Hours for Program Completion 100/ 100/ 800/ 1000			30.5

The approximate time required to complete this program is four (4) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Mobile Crane Operations I and be prepared for the NCCCO written and practical exams which are at the expense and responsibility of the student. Certification will be issued by National Commission for Certification of Crane Operations (NCCCO) upon passing the exams.

Course Description

HEO 104 – Mobile Crane Operations I

Subject Hours: 200 course time hours (100 CT hours lecture, 100 CT hours lab)

13 Semester Credit Hours

Subject Description:

Students will be introduced to crane operations through hands on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) identify the various types of cranes; 2) inspect the machinery, identify, ensure proper working conditions, 3) perform the operation of a fixed cab mobile crane and swing cab mobile crane and know the functions of its controls.

Prerequisite: None

HEO 114 – Mobile Crane Operations I Externship

Subject Hours: 800 course time hours (800 CT hours externship)

17.5 Semester Credit Hours

Subject Description:

Students enrolled in this program will go and seek placement at an employer-based facility to further learn about the professional skills needed for this industry through a “hands on” experience. Upon completion of this 20-week externship, students will be able seek employment in the mobile crane operations field.

Prerequisite: HEO 104- Mobile Crane Operations I

Enrollment Periods-MCO-I

Mobile Crane Operations I

Enrollment periods for the **Mobile Crane Operations I Program** is seven (7) days prior to the first day of class.

(Monday through Friday 7:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Winter 2022	Approximately Five (5) weeks:	Feb 07 - Mar 11
Summer 2022	Approximately Five (5) weeks:	May 16 - Jun 17
Fall 2022	Approximately Five (5) weeks:	Aug 29 - Sep 30

Enrollment Periods-MCO-I/X

Mobile Crane Operations I (With Externship)

Enrollment periods for the **Mobile Crane Operations I (With Externship)** is seven (7) days prior to the first day of class.

(Monday through Friday 7:00 AM – 5:00 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Same as above	Same as above	Same as above

Students taking the **Mobile Crane Operations I (With Externship) Course** will begin their externship after the successful completion of the **Mobile Crane Operations I Courses**. This will be after **Week 05** of each **TERM**.



RESTAURANT MANAGEMENT/CULINARY ARTS

Program Description:

This course of instruction prepares individuals for Food Safety, Restaurant Management, and the fundamentals of Culinary Arts. This course will prepare you for a steady career. Whether you have always dreamed of running your own restaurant, buying a fast-food franchise, food truck or even oversee a fine dining establishment.

Class Schedule:

Classes will be held Monday through Friday from 8:30 A.M. to 1:30 P.M. for approximately twelve (12) weeks. A ten-minute break will be taken every hour.

Extra/Make-up work will be performed Monday-Friday from 5:00 P.M. to 8:00 P.M and on Saturday and Sunday from 7:00 A.M. – 5:00 P.M.

Externship Schedule:

Students will be placed in the restaurants with their designated shifts and times.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) be at least 18 years of age.
- b) present proof of secondary education (high school diploma or GED certificate).
- c) interview with an academic counselor

Program Outline

Restaurant Management/Culinary Arts

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
RMCA 101	Sanitation & Food Safety	25/ 00/ 00/ 25	0.5
RMCA 102	Restaurant Management	100/ 00/ 00/ 100	2.5
RMCA 103	Culinary Arts / BBQ Pit Master	30/ 120/ 00/ 150	4.0
RMCA 104	Externship	00/ 00/ 50/ 50	1.25
Total Hours for Program Completion		155/ 120/ 50/ 325	8.25

The approximate time required to complete this program is twelve (12) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Restaurant Management/Culinary Arts, and SERV Safe Management Certification from the American National Standards Institute (ANSI).

Course Description

RMCA 101 – Sanitation & Food Safety

Subject Hours: 25 course time hours (25 CT hours lecture, 00 CT hours lab, 00 CT hours Externship)

0.5 Semester Credit Hours

Subject Description: A study of personal hygiene, sanitary practices found in food preparation and causes for investigation. Control of illness caused by food contamination. (Hazard Analysis Critical Control Points) along with workplace safety standards through National Restaurant Association SERV Safe.

Prerequisite: None

RMCA 102 – Restaurant Management

Subject Hours: 100 course time hours (100 CT hours lecture, 00 CT hours lab, 00 CT hours Externship)

2.5 Semester Credit Hours

Subject Description: In this course you will learn the responsibilities of running a restaurant. This consists of ordering supplies and recruiting and terminating of employees. This course will cover managing the kitchen as well as understanding recipes, equipment, wait staff, customer relations, marketing, and scheduling. Students will learn to use the point-of-sale system, as well as working with employees and unhappy restaurant guests. Students will also learn the four key goals of restaurant management, workplace safety rules and regulations. The students will also be taught the key functions and responsibilities of each employee as it relates to a team effort for a successful restaurant.

Prerequisite: None

RMCA 103 – Culinary Arts / BBQ Pit Master

Subject Hours: 150 course time hours (30 CT hours lecture, 120 CT hours lab, 00 CT hours Externship)

4 Semester Credit Hours

Subject Description:

This course is designed to introduce students to concepts and techniques not found in a traditional culinary program. Students will be introduced to the fundamentals of food preparation, terminology, concepts, and methods used in Culinary Arts. This course will also include the art of BBQ Pit Mastery.

Prerequisite: None

RMCA 104 – Externship

Subject Hours: 50 course time hours (00 CT hours lecture, 00 CT hours lab, 50 CT hours Externship)

1.25 Semester Credit Hours

Subject Description:

During this portion of the program, students will put into practice the skills and knowledge learned during the culinary program. They will:

- 1) apply the sanitation and food safety material learned in a practical setting.
- 2) deal with real restaurant problems to include the front and back of the house, while utilizing all four key goals in restaurant management, and
- 3) properly demonstrate food preparation and utilization of the restaurant equipment while cooking the meals for the restaurants. In this portion of the program:

Students will be placed at the restaurants with their designated shifts and times. Days and times will vary based on the restaurant location. Copies of the externship agreement between the school and restaurant will be provided to the students. Evaluation of externship with verbal critique by the restaurant supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of externship. Ratings on the written evaluations will be averaged for the final report. Evaluations forms are included in the course syllabus. The externship coordinator, (SERV Safe instructor) will visit the externship site at least once a week. The externship coordinator, (SERV Safe instructor) will be in daily telephone contact with externship site supervisor. Interns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences. Although not required, students are encouraged to keep a daily journal of their externship experiences and observations. Students are required to write a final report that will be turned in on the day of their externship meeting.

Prerequisite: RMCA 101, RMCA 102, and RMCA 103

Enrollment Periods-RMCA

Restaurant Management/Culinary Arts

Enrollment periods for the Restaurant Management/Culinary Arts is seven (7) days prior to the first day of class.

(Monday through Friday 8:30 AM – 1:30 PM)

<u>TERM</u>	<u>DURATION</u>	<u>DATES</u>
Spring 2022	Approximately Twelve (12) Weeks:	Apr 04 – Jun 24
Summer 2022	Approximately Twelve (12) Weeks:	Jul 18 – Oct 07

INTERNSHIP/EXTERNSHIP PROGRAMS

The Internship/Externship program at Mountain View Vocational Institute LLC, characterizes the importance we place on our student's complete educational process. An internship or externship enables our students to continue learning, in a hands-on environment. It is an important step toward becoming a professional in their chosen field and allows them to put into practice all that they have learned in the classroom. Even though they have earned their commercial driver's license (CDL), their NCCER Heavy Equipment certification, NCCER Mobile Crane Operations certification, or the Restaurant Management/Culinary Arts program, we believe it is imperative that they receive real-world experience with one of our internship or externship partners. Our program differs from others, in that, we maintain contact with our students, tracking their progress through the externship program and ensuring that their needs are met.

Mountain View Vocational Institute LLC offers five courses of study: Professional Truck Driving (PTD), Heavy Equipment Operator I (HEO I), Heavy Equipment Operator II (HEO II), Mobile Crane Operations I (MCO I), and Restaurant Management/Culinary Arts (RMCA), each with an internship or externship requirement. The general requirements for internship or externship sites ensure that students are oriented to all safety programs and requirements at the site/facility and the daily routine(s) of the site/facility. Students will initially observe activities and procedures and then begin to perform those tasks and procedures. As their internship or externship experience progresses, students move into an array of different tasks and procedures, depending on their course of study. Student daily logs or check lists are maintained to ensure a variety of tasks are performed. There is a system in place by which completed internship/externship hours are monitored by the student, on-site supervisor, and coordinator, to ensure that all requirements are met.

Internship/externship site evaluations include a critique of students' knowledge and skills upon completion of their in-school training and reflect how well the students are trained to perform their required tasks. They include an assessment of the students' strengths and weaknesses, and proposed changes, in the instructional activities for currently enrolled students. The internship/externship partners will also evaluate the responsiveness and support provided by the coordinator, who visits the site/facility and their level of responsiveness.

In the event a student needs to be removed from a training site, for whatever reason, we will expedite the process, and seek to place them at another location, as quickly as possible. The real world experiences our students gain from this program cannot be understated and is a vital aspect of our educational training programs at Mountain View Vocational Institute LLC.

TUITION AND FEES:

PROFESSIONAL TRUCK DRIVING

*Tuition	\$ 7,400.00
Registration	\$ 100.00
Total Cost	\$ 7,500.00

PROFESSIONAL TRUCK DRIVING (WITH EXTERNSHIP)

*Tuition	\$ 7,400.00
Registration	\$ 100.00
Externship	\$ 2,000.00
Total Cost	\$ 9,500.00

HEAVY EQUIPMENT OPERATOR I

Tuition	\$ 7,325.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
Total Cost	\$ 7,962.96

HEAVY EQUIPMENT OPERATOR I (WITH EXTERNSHIP)

Tuition	\$ 7,325.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
Externship	\$ 2,000.00
Total Cost	\$ 9,962.96

HEAVY EQUIPMENT OPERATOR II

Tuition	\$ 7,325.00
Registration	\$ 100.00
**Books & Supplies	\$ 567.96
Total Cost	\$ 7,992.96

HEAVY EQUIPMENT OPERATOR II (WITH EXTERNSHIP)

Tuition	\$ 7,325.00
Registration	\$ 100.00
**Books & Supplies	\$ 567.96
Externship	\$ 2,000.00
Total Cost	\$ 9,992.96

MOBILE CRANE OPERATOR I

*Tuition	\$ 16,000.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
Total Cost	\$ 16,637.96

MOBILE CRANE OPERATOR I (WITH EXTERNSHIP)

*Tuition	\$ 16,000.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
With Externship	\$ 2,000.00
Total Cost	\$ 18,637.96

*The school will pay the cost of the required tests necessary to obtain a Commercial Driver Permit and License. If the student does not pass the first administration of the permit/license tests, the school will pay the costs to have the student test a second time if the following criteria are met by the student: has not been absent and has made an effort to complete the course. All required testing costs after the second attempt will be the student's responsibility. ** The books are billed to all students. The books and supplies fee are an estimate based on current cost and is subject to change.

TUITION WAIVERS

Tuition waivers and/or deferred payments for disadvantaged students shall be considered on individual merit at the discretion of the Institute director. In the event of a waiver of tuition, all other costs must be met by the student enrolled.

COST PER SINGLE SUBJECT:

PROFESSIONAL TRUCK DRIVING

The cost for taking single subjects individually is \$36.50 per clock hour of instruction. Prices for individual subjects are as follows:

PTD 101	Truck Driving Basic Applications	\$1120.00
PTD 102	Vehicle Operations	\$1485.00
PTD 103	Maneuvers and Skills	\$2215.00
PTD 104	Road Practice Driving	\$2580.00
PTD 110	Externship	\$2000.00

HEAVY EQUIPMENT OPERATOR I

HEO 101	Heavy Equipment Operator I	\$7325.00
HEO 111	Externship	\$2000.00

HEAVY EQUIPMENT OPERATOR II

HEO 102	Heavy Equipment Operator II	\$7325.00
HEO 112	Externship	\$2000.00

MOBILE CRANE OPERATOR I

HEO 104	Mobile Crane Operator I	\$16,000.00
HEO 114	Externship	\$2000.00

RESTAURANT MANAGEMENT/CULINARY

RMCA 101	Sanitation & Food Safety	\$1000.00
RMCA 102	Restaurant Management	\$1000.00
RMCA 103	Culinary Arts / BBQ Pit	\$1000.00

STUDENT POLICIES

GRADING POLICY

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject (5 to 27 days depending on the subject). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable (ex: VA, WIA, TAA)

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the program term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

INCOMPLETES AND WITHDRAWALS

Incomplete: An “I” for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the “I”. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books and supplies.

****Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student’s academic status may request a grade of “I” for incomplete.

A “W” for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of “W” cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

Mountain View Vocational Institute LLC does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student’s grade average for the course study.

ATTENDANCE POLICY

Students are expected to attend all lectures, labs, and externship (if applicable) as well as be punctual in attending classes. Students will walk in and sign the attendance sheet daily. Once class has been dismissed the attendance sheet will be archived in a binder containing all the students’ attendance records. Tardy is defined as arriving in the classroom after the designated time for the beginning of the class and/or for the continuation of class after breaks. Five tardiness to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of the attendance after the students’ absence.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be “terminated” for a student who is absent for more than 20% of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may reenroll on attendance probation in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the reenrolled student on attendance probation is absent for more than 20% of the class hours, the student’s enrollment in the program will be “terminate”, and the student will not be readmitted to the program.

*Mountain View Vocational Institute, LLC will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

- 1) Be supervised by an instructor approved for the class being made up.
- 2) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- 3) Be completed within two weeks of the end of the grading period during which the absence occurred.
- 4) Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- 5) Be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the externship must be arranged with the externship site supervisor. Make-up time for absences during the externship is limited to 10 hours. This time may be further limited due to supervised make-up work earlier in the term.

LEAVE OF ABSENCE

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 for Professional Truck Driving and no more than 60 calendar days for Small Business Management Accounting Technician during that 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. (See Grading Policy/Incomplete for the work completion timeline and fee information.)

STUDENT CONDUCT EXPECTATIONS

Students on the Mountain View Vocational Institute LLC campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all – inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff.
4. Violation of written policies, rules, or procedures.
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission. (The Institute does not assume any responsibility for student's persona. Equipment and property).
6. Damage to property or destruction of property.
7. Creation of unsafe conditions.
8. Carrying out a false alarm or creating an emergency such as fire or bomb threat.
9. Hurting others, threatening others, use of vulgar or foul language, being discourteous or disrespectful, and/or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages.

11. Smoking is not permitted in the Institute by any student, instructor, or staff member.
12. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
13. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.

SEXUAL HARASSMENT

Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, based on sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

The school is committed to creating and maintains an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

REENROLLMENT AFTER DISMISSAL FOR VIOLATION STUDENT CONDUCT EXPECTATIONS

After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of the law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

GRADUATION REQUIREMENTS

A certificate of Completion in Professional Truck Driving will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00, has no more than one subject class grade below 70 per cent, and obtains a Commercial Driver License.

A certificate of Completion in Heavy Equipment Operator I and NCCER certification will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00 and has no more than one subject class grade below 70 percent.

A certificate of Completion in Heavy Equipment Operator II and NCCER certification will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00 and has no more than one subject class grade below 70 percent.

A certificate of Completion in Mobile Crane Operations I and NCCER certification will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00 and has no more than one subject class grade below 70 per cent.

Upon successful completion of the program, the student will receive a certificate of completion in Mobile Crane Operations I and be prepared for the NCCCO written and practical exams which are at the expense and responsibility of the student. Certification will be issued by National Commission for Certification of Crane Operations (NCCCO) upon passing the exams.

A student who has completed the course of study but does not meet course completion requirements can contact the registrar for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

TRANSFER OR CREDIT

Mountain View Vocational Institute LLC will not accept credits from other institutions toward program completion. The student will need to contact all other schools to determine if Mountain View Vocational Institute LLC credits will transfer to those institutions.

PLACEMENTS

Mountain View Vocational Institute LLC does not assume responsibility for placement or employment and cannot guarantee that a graduate of the program will become employed.

STUDENT COMPLAINTS (Grievance Procedure)

A student may have a complaint or grievance when there is a concern about school programs, services, or staff, or when the student believes he or she has been treated unfairly and his or her education has been hindered. The Institute will make every attempt to resolve any student complaint. Complaint procedures will be addressed in the new student orientation thereby assuring that all students know the steps to follow should they desire to file a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints at the Institution.

- 1) The student who has a complaint should first bring it to the attention of their instructor.
- 2) If that fails to resolve the problem, the student should file the complaint in writing with the front office within 30 days of the date that the problem occurred.
- 3) The school director will formally investigate the complaint and take appropriate action.
- 4) A written response will be provided to the student by the 10th business day after the day the formal written complaint is received by the front office. The director will also schedule a conference with the student to discuss the investigation and the actions that were taken.
- 5) If the complaint is not resolved, the student may file the complaint with the Texas Workforce Commission.

Texas Workforce Commission Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, Texas 78778-001 Phone: (512) 936-6959

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [*texasworkforce.org/careerschoolstudents.com*](http://texasworkforce.org/careerschoolstudents.com)

RE-ADMISSION

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance

Policy, Grading Policy/Incomplete, Graduation Requirements, Academic Probation, and Student Conduct Expectations. Students are required to have paid in full their balance and fees from their previous contract with the Institute. Students wishing to be readmitted and enrolled should contact the school registrar (915-626-5163). A readmission fee of \$150 will be charged.

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The date of termination if the student is terminated by the school.
 - b) The date of receipt of written notice from the student; or
 - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administration fees charged for the entire program. The minimum refund of the remaining tuition and fees will be pro rate portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due).
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school.
 - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

- c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional material of the school, or representations by the owner or representative of the school.

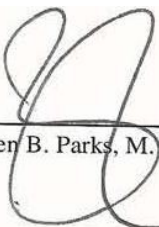
A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools or colleges

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICES

1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect of the following options for each program in which the student is enrolled: If tuition and fees are collected in advance of the withdrawal, a pro rate refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - a) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fee, and charges for books for the program; or
 - b) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated enough mastery of the program material to receive credit for completing the program
2. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.
3. Mountain View Vocational Institute, LLC can help you complete all required forms and submit all documentation for Veterans educational benefits under Chapter 30, 31, 33, 35, and MyCAA. Students must provide a "Certificate of Eligibility (COE)"

TRUE AND CORRECT STATEMENT:

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Ben B. Parks, M.Ed. Director

Disclosure on work site settings

1. Practical worksite varies and will change due to the size of the equipment being used, please be prepared for desert conditions.
2. Insects and wildlife.
3. All weather elements.
4. Close working quarters.
5. One port o potty for both genders.
6. Dirty equipment.
7. Male dominated classes.
8. Multiple students per piece of equipment.
9. Possible equipment breakdown.
10. Class disruptions due to weather.
11. Safety hazards.
12. Excessive and loud noise/talking from equipment and Instructors.
13. Realistic hands-on training.
14. If any unusual situation arises, please contact instructor or school director immediately.
15. Safety personal are not instructors however they are used for the safety of the students. Students are required to always listen to safety personal. There has been known fatalities and injuries in both Heavy Equipment Operations and Professional Truck Driving. We assume no responsibility in the event of injury or death.

Student Signature: _____ Date: _____

School Director Signature: _____ Date: _____

