WESTERN PACIFIC TRUCK SCHOOL

Est. 1977

A division of Nordic Enterprises, Inc.

2012 SCHOOL CATALOG
Class B Commercial Driver's License Program

EXECUTIVE OFFICES

4609 Quail Lakes Drive, Suite 2
Stockton, CA 95207-5214
(209) 472-1500
(800) 677-7717

CALIFORNIA TRAINING LOCATIONS

2316 Nickerson Drive
Modesto, CA 95358
(209) 531-9226

1002 North Broadway
Stockton, CA 95205
(209) 465-1191

8720 Fruitridge Road
Sacramento, CA 95826
(916) 388-2180

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Greta Nord, President/Chief Executive Officer
Russell Coffee, Controller
Bob Schauer, Vice President of Operations
Maralyn Chavez, Director of Compliance

EXECUTIVE OFFICES

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Sacramento, CA 95826
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Website: www.wptruckschool.com
E-mail Address: students@wptruckschool.net

MEMBER OF:
Commercial Vehicle Training Association (CVTA)
Chamber of Commerce
Better Business Bureau (BBB)

ASSOCIATE MEMBER:
American Trucking Association (ATA)
California Trucking Association (CTA)
California Association Private Postsecondary Schools (CAPPS)

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WESTERN PACIFIC TRUCK SCHOOL
2012 SCHOOL CATALOG
CLASS B COMMERCIAL DRIVERS LICENSE PROGRAM

APPROVAL STATEMENT

Western Pacific Truck School is a private institution and has approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Western Pacific Truck School under Section 94802(a) of CPPEA, will by operation of law, be approved as follows:

Western Pacific Truck School Address	Approved Through
2316 Nickerson Drive, Modesto, CA 95358	October 6, 2011
1002 N. Broadway, Stockton, CA 95205	June 28, 2013
8720 Fruitridge Road, Sacramento, CA 95826	June, 28, 2011

The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or PO Box 980818, Sacramento, CA 95798-0818, (916) 431-6959, toll free (888) 370-7589, fax. (916) 263-1897.

Approved is the course: **CLASS B COMMERCIAL DRIVERS LICENSE PROGRAM - 40 CLOCK HOURS.**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by GRETA NORD, PRESIDENT.

Signature Greta Nord

PURPOSE AND PHILOSOPHY

The purpose of Western Pacific Truck School (hereafter referred to as WPTS) is to prepare our students with the knowledge and skills that will help them become qualified for entry-level positions, which require a Class B Commercial Driver's License.

Students are taught the necessary defensive driving techniques, skills and knowledge to help them meet the requirements of the Class B Commercial Driver's License Examination as administered by the Department of Motor Vehicles. We place a heavy emphasis on safety and emergency procedures.

Upon successful completion of the Class B Commercial Driver's License Program, and having obtained a Commercial Drivers License, men and women are prepared to obtain an entry-level position in the transportation industry as a Class B vehicle operator.

WESTERN PACIFIC TRUCK SCHOOL HISTORY

WPTS (formerly Western Truck School) was opened in West Sacramento, California in June of 1977 by Everett and Greta Nord. In 1988, the ownership was divided, and Nordic Enterprises, Inc. was established by Greta Nord. The headquarters for Nordic Enterprises, Inc., dba Western Pacific Truck School, were established in Stockton, California.

OUR LOCATIONS

Each of our campuses consists of a classroom, offices and a training yard and are located in an industrial area -- the type of areas where truck terminals are normally located. WPTS' facilities and equipment comply fully with Federal, State, and Local ordinances and regulations. This includes fire, building, safety, and health requirements.

Our campus classrooms accommodate an average class size of 20 students. Classrooms include a library of periodicals and videos relating to the trucking industry. Students are able to use these materials to reinforce the subject matter or may ask to view or check out for home study any particular video they feel they may need. Range/Lab training (off road skills practice) will be accomplished on courses designed for all needed range skills. Field Training, i.e. behind the wheel driving and observation, will be accomplished with one student to one Instructor.

THE EQUIPMENT WE USE

Western Pacific students are trained on straight trucks commonly used today in inter-city delivery, moving and storage and construction. Equipment is exchanged between our campuses in order to meet student needs and for maintenance and repair.

EQUAL OPPORTUNITY POLICY

WPTS grants students of any race, color, creed, sex, marital status, sexual orientation, nationality and ethnic origin all rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of our educational policies, admission policies and other school-administered programs.

Individuals with disabilities are encouraged to visit the school in order to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them.

STUDENT SERVICES

Student services include academic and placement assistance as provided by the Campus Manager, Admissions Representative and Staff. Staff members, within their capacities, will assist students in any way possible. This assistance can range from supplying information on local restaurants, hotels or public transportation to arranging special and/or make-up training as needed. WPTS does not have dormitory facilities and does not provide any housing assistance.

Students with special needs that we are not qualified to address, such as personal/family counseling needs, substance abuse, financial problems, etc. are referred to the appropriate community resources.

PLACEMENT ASSISTANCE

We work closely with companies who employ Class B vehicle operators. Good interview and job seeking skills often make the difference between a successful career and unemployment. For this reason, the Campus Manager, Admissions Representative, Placement Specialist and Staff work closely with students during the training period on developing their job-seeking skills. Students are advised on topics ranging from filling out employment applications to developing the attitude and work habits that employers are looking for in employees.

COURSE DESCRIPTION

The Class B Commercial Drivers License Program is a one-week program. Classroom and field training total 40 clock hours (A clock hour represents 50 contact minutes per hour.) Classroom training is 6 hours. Field training consists of 34 hours of Class B operation instruction. One additional day is set aside at the end of the training for CDL testing as administered by the Department of Motor Vehicles.

The Class B Commercial Driver's License Program includes in-depth study of safe driving techniques, air brake systems, loading/unloading, vehicle safety inspection, drug and alcohol awareness and job search and resume preparation. All students receive practical experience operating Class B vehicles on the open road, in highway and heavy traffic conditions. We place a heavy emphasis on safety and emergency procedures. Students will be tested on various subjects that are taught during Classroom and Practical Training (Please see Training Outline on page 12). Students will have final written exam which will encompass the subjects taught during the Classroom Training and a Final Practical Test which will cover all skills taught during Practical Training. Students who successfully meet our Satisfactory Progress requirement of 70% of all written and practical work, and complete a minimum of 32 Clock Hours (80% of the course) will receive a Certificate of Completion.

STATE COMMERCIAL DRIVER'S LICENSE INFORMATION

The Class B Commercial Drivers License Program is designed to lead to a career field that requires licensure in this state. A Commercial Driver's License is issued in accordance with State and Federal Regulations that allow an individual to operate a commercial vehicle. No school can secure a Commercial Driver's License for you. You must meet the following requirements and basic procedure for licensure.

1. You must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). You may drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities.

2. Submit Application and any required documentation (such as: DOT Physical Exam, verification of your Social Security Number, birth date, and legal presence) to the California Department of Motor Vehicles, and pay all applicable fees (for information about fees see Page 10 – Tuition and Fees).

3. All commercial driver license applicants including renewal applicants must disclose whether he or she has been issued a driver's license in the same name to operate any type of motor vehicle in another state or jurisdiction within the previous ten years. If yes, a 10 year history record check form must be completed and submitted with the application.

4. Pass written and vision exams as administered by the California Department of Motor Vehicles; and provide a thumb print and have your picture taken to obtain a driving permit.

5. Pass Practical Exam (Pre-Trip Inspection, and Skills/Driving Exam) as administered by the California Department of Motor Vehicles. The Practical Exam will be scheduled by the School.

ADMISSION REQUIREMENTS

To be accepted for training, applicants must be able to:

- Read, write and comprehend English (Western Pacific does not provide English as a second language)
- Pass an Ability to Benefit Exam or provide proof of High School Diploma, or equivalent.
- Pass a Department of Transportation physical
- Obtain a DMV printout and have an acceptable driving record
- Submit a current Driver's License
- Submit a Social Security Card
- Pass a drug screen

All students attending Western Pacific Truck School must be at least 18 years of age. The state has set the minimum age for commercial driver's driving within California at 18. Federal law requires interstate drivers to be at least 21 years of age.

Drug and Alcohol Testing: Students must submit to random, reasonable suspicion and post-accident drug and alcohol testing while attending WPTS per Federal Motor Carrier Safety Regulation Part 382. A refusal to submit to drug and alcohol testing will be considered a positive result. A positive result for any reason will be cause for immediate dismissal. An applicant may be reconsidered for acceptance into our training program after completion of Department of Transportation requirements through a qualified Substance Abuse Professional and the possibility of employment is considered.

ADMISSIONS PROCEDURES

The applicant is first interviewed by the Admissions Representative. This interview serves a two-fold purpose: informing the applicants about our school and careers requiring a Class B License and screening the applicants for suitability for training under the criteria of the Class B Commercial Driver's License Program.

The Admissions Representative will discuss the pros and cons of a career within the industry. We believe it is important for all applicants to have all information possible in order to make an informed career choice.

An Enrollment Agreement is processed when the applicant is deemed qualified for training and enrolls in school. The agreement is then reviewed by the school official and if acceptable, final approval is authorized.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

WPTS has not entered into an articulation or transfer agreement with any college or university.

WPTS does not accept hours or credits earned at other institutions, through challenge exams, achievement tests or experiential learning.

WPTS does not admit students from other countries who have not established legal presence in the United States, Visa services are not provided, and we will not vouch for student status and associated charges. State law requires proof of legal presence for a driver's license in California including a verified social security number. Additionally only California residents may apply for and receive a California Commercial Driver's License.

WPTS does not offer any English as a Second Language courses. All instruction occurs in English. English proficiency required for licensure under Federal Regulation is that the driver can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Proof of High School Diploma or passing the Ability to Benefit Exam is required for Admission by Western Pacific Truck School for documentation of this proficiency.

DRESS CODE

Students are expected to arrive at school clean and neatly groomed. We recommend jeans, T-shirts, sweatshirts and comfortable shoes. Appropriate clothing and shoes must be worn for safety reasons.

STUDENT CONDUCT

Certain standards of conduct must be observed in order to create a healthy and safe learning environment for our students. Each student is given a copy of the Rules and Regulations when they start class. We ask that all students follow the rules and any direction given by staff. Students are to conduct themselves in a way that is a credit to their school, fellow students and the trucking industry.

The following activities at or around Western Pacific facilities and equipment will be cause for immediate termination:

- Being under the influence of alcohol and/or drugs
- Smoking in unauthorized areas
- Gambling
- Unauthorized truck starting or operation

HOLIDAYS OBSERVED

Western Pacific observes the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Due to the intensive nature and short length of the Class B Commercial Driver's License Program, it is essential that students use the provided make-up days for holiday closures, if any, during the training period.

OPERATING SCHEDULE

Our administrative office hours are from 8:30 am to 5:00 pm, Monday through Friday. Individual campuses offer both day and evening classes (see schedule for start dates on Page 12). Students are informed of any upcoming schedule changes.

DAILY TRAINING SCHEDULE

Students enrolled in both the day and night class will attend training eight hours per day for the entire program. Students are informed of the scheduled daily class start and end time at the time of enrollment.

STUDENT ATTENDANCE

Perfect attendance is very important during any training program. With a short-term program such as ours, even one absence can make a student fall behind to the point they may not be able to complete the course without extensive make-up work. We ask students to anticipate and plan for any problems that may arise with transportation, childcare, etc. that could prevent them from attending class.

The following terms and policies describe our Attendance Policy:

Absence: An absence will be considered as "excused" under the following circumstances: illness, death or birth in immediate family, or required military service.

All excused absences must be authenticated in writing. Other circumstances must be substantiated in writing as well, and will be determined excused or unexcused at the discretion of the Campus Manager and/or Vice President of Operations. All other absences will be considered "unexcused."

Tardiness: Tardiness is a disruption of a good learning environment and is to be discouraged. Being "on time" is not only important for school; it is a fact of life in the trucking industry. Tardiness (10 minutes or more) without a legitimate reason may result in the student receiving a warning.

Warning/Drop Procedures: Any student with one unexcused absence (whether from absence or tardiness) will be notified that he/she may be dropped from the Class B Drivers License Program. Failure to respond to a drop notification will result in the student being dropped from the program.

Make-up Work: Make-up Work will be scheduled by the Campus Manager for excused absences only. Incomplete work must be made up before a student will be scheduled for DMV testing.

Leave of Absence: Western Pacific recognizes the fact that circumstances may arise during training that would make it difficult for a student to continue training. However, due to the short length of our course we will not grant a leave of absence.

PROBATION AND DISMISSAL

Students who fail to meet attendance or student conduct requirements will be dismissed. There is no probationary period due to the short length of this course. If you are unable to meet the Satisfactory Progress requirement you will be dropped from the training program.

Conditions for Readmission: Western Pacific may not readmit a student who was dropped for misconduct. Any student who wishes to re-enroll following dismissal for failure to meet satisfactory progress or attendance requirements must request re-admission from the Campus Manager. Requests can be made verbally or in writing at the location where training took place (as listed on page i of this catalog). Circumstances regarding unsatisfactory progress or attendance will be reviewed on an individual basis and you will be notified regarding eligibility to re-enroll.

SATISFACTORY PROGRESS AND ACADEMIC STANDARDS

Satisfactory progress is defined as a 70% ("C" average) for all practical and written work and is evaluated daily. A "C" average or better must be achieved for each grading period. Measures used to assess the standards of progress are written examinations during Classroom Training and driving tests during Field Training. Written and driving test scores are recorded daily on the Student Training Report.

GRADING SYSTEM

Grades of A, B or C are passing grades. A grade of D is unsatisfactory; a grade of F is failure. A grade of Incomplete shows a need for additional course work.

GRADE LEVEL	PERFORMANCE DEFINITION
A = Good	90% - 100%
B = Satisfactory	80% - 89%
C = Needs Improvement	70% - 79%
D = Unsatisfactory	60% - 69%
I = Incomplete	Not Complete
Dp = Dropped	Dropped

CERTIFICATE OF COMPLETION

In order to successfully complete the course, students must:

1. Meet Satisfactory Progress requirement of 70% ("C" average) or above; and
2. Meet minimum attendance requirement per WPTS Policy.

Eligible students who have met these requirements will receive a Certificate of Completion, provided tuition fees are paid in full or otherwise accounted for.

STUDENT RECORDS

An official student record is kept for each student including information such as enrollment documentation, grades, attendance, advisements, and placement information. Financial records are also kept for each student. These files provide a complete record of tuition charges, payments, refunds and any other financial transactions and will be maintained for a period of five years from the student's date of completion or withdrawal/termination. Transcripts are maintained permanently. After three years from the student's date of completion or withdrawal/termination, student files and transcripts may be stored electronically. Student records are confidential. A student may request at any time review their academic or financial records with the Campus Manager. In the event of school closure, student records will be maintained by the appointed Custodian of Records as required under California Education Code. The right of our students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.

TUITION AND FEES

Tuition for the Class B Commercial Driver's License Program, is $3,200.00 plus $250.00 Registration Fee (non-refundable) and a fee of $50.00 for Books and Supplies for a total cost of $3,500.00. **The total cost of $3,500.00 does not include the following expenses incurred as part of each student's required documentation:**

- Students must pay for their DOT physical. Fees differ depending on the provider. The Admissions Representative has information on where a DOT physical can be obtained at a cost of $45.00.
- Class B (Commercial Drivers License) permit fee is $66.00. One DMV drive test is included in the initial permit fee.
- DMV driving record printout is $5.00.
- Drug Test is $75.00. (Additional collection fee may be assessed depending on the provider).
- Student Tuition Recovery Fund Assessment Fee is $10.00

Total for Tuition, Registration Fee, Books and Supplies and Incidental Expenses = $3,701.00. ONE DMV drive test is included in the initial permit fee. Students must pay any applicable fees to the DMV for additional tests as necessary.

WPTS does not participate in Federal (Title IV), or State Financial Aid Programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

WPTS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

The student is responsible for paying the state assessment amount for the STRF. The assessment fee is $2.50 per thousand dollars of institutional charges paid. Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (888) 370-7589

STUDENT'S RIGHT TO CANCEL

A Student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** You also have the right to stop school at any time; and have the right to receive a **pro rata refund if you have completed sixty (60) per cent or less of the program.**

Cancellation may occur when the student provides a written notice of cancellation at the school address of his/her attendance. Our Campus addresses are listed below:

2316 Nickerson Drive, Modesto, CA 95358
1002 N. Broadway, Stockton, CA 95205
8720 Fruitridge Road, Sacramento, CA 95826

This notification can be made by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form. It is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, **less a registration fee not to exceed $250.00**, and less any deduction for supplies not returned in good condition, **within 45 days after the notice of cancellation is received.**

STUDENT'S RIGHT TO WITHDRAW AND REFUND POLICY

You may withdraw from the school at any time and **receive a pro rata refund if you have completed sixty (60) per cent or less of the period of attendance.** The amount of that refund is to be pro-rated according to the not completed portion of the program less the cost of any equipment returned in good condition, **and a registration fee not to exceed $250.00. The refund is to be paid within 45 days of withdrawal.**

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of withdrawal or as of the date of the student's withdrawal, whichever is later.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the school's rules and regulations, absence in excess of the maximum set forth by the school; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 2 days of the Class B Commercial Drivers License Program

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid the student shall be deemed to have withdrawn at the end of 2 consecutive days of non-attendance.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and

(2) The student may not be eligible for any other governmental financial assistance at another institution until the loan is repaid.

GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact the Campus Manager orally or in writing. Requests for further action may be made to Bob Schauer, Vice President of Operations or Greta Nord, President at 1-800-677-7717. The designated person shall have the authority and duty to do all of the following: 1) Investigate the complaint thoroughly including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. 2) Reject the complaint if, after investigation it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner. 3) Implement reasonable policies or procedures to avoid similar complaints in the future. 4) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

WESTERN PACIFIC TRUCK SCHOOL FACULTY - See insert

WESTERN PACIFIC TRUCK SCHOOL
CLASS B COMMERCIAL DRIVERS LICENSE PROGRAM
40 HOURS*

CLASSROOM	Hours
Orientation	1
Air Brake, Engines & Transmissions	1
Safe Driving Techniques	2
Hours of Service	1
Pre-Trip & In-Cab Safety Check	1
CLASSROOM TOTAL (Hours)	6

FIELD (Range)	Hours
Pre-Trip and In-Cab Safety Check	4
Backing Skills	13
1. Straight Line	
2. Off-Set (alley Dock)	
3. Parallel (Parking)	
4. Measured Stop & Turn	
FIELD (Street)	
Driving Skills	15
1. Shifting	
2. Throttle Control	
3. Starting and Stopping	
4. Left and Right Turns	
5. Mirror use	
6. Scanning for Hazards	
7. Following Distance	
8. D.M.V. Practical Test(s)	2
FIELD TOTAL (Hours)	34

*An additional day is reserved for CDL testing

WESTERN PACIFIC TRUCK SCHOOL
Class Starting and Completion dates for 2012 *
CLASS B 40 HOUR COMMERCIAL DRIVER'S LICENSE PROGRAM

START DATE	COMPLETION DATE	CHANGES MADE TO TRAINING SCHEDULE DUE TO HOLIDAYS
06-11-2012	06-15-2012	
06-18-2012	06-22-2012	
06-25-2012	06-29-2012	
07-02-2012	07-09-2012	Classes scheduled during Independence Day have a make-up day scheduled. Any changes will be announced prior to the start of class
07-09-2012	07-13-2012	
07-16-2012	07-20-2012	
07-23-2012	07-27-2012	
07-30-2012	08-03-2012	
08-06-2012	08-10-2012	
08-13-2012	08-17-2012	
08-20-2012	08-24-2012	
08-27-2012	08-31-2012	
09-04-2012	09-10-2012	Classes scheduled during Labor Day have a make-up day scheduled. Any changes will be announced prior to the start of class
09-10-2012	09-14-2012	
09-17-2012	09-21-2012	
09-24-2012	09-28-2012	
10-01-2012	10-05-2012	
10-08-2012	10-12-2012	
10-15-2012	10-19-2012	
10-22-2012	10-26-2012	
10-29-2012	11-02-2012	
11-05-2012	11-09-2012	
11-12-2012	11-16-2012	
11-19-2012	11-27-2012	Classes scheduled during Thanksgiving Day have a make-up days scheduled. Any changes will be announced prior to the start of class

* The schedule above is tentative. All Admissions Requirements must be met prior to the first day of class and classes will be scheduled on an "as needed" basis. CDL drive testing may be scheduled beyond completion date due to scheduling limitations at the DMV.

WESTERN PACIFIC TRUCK SCHOOL
Faculty List and Minimum Qualifications

Modesto	Stockton	Sacramento
Ruben Ramirez	Bill Marshall	Guillermo Hernandez-Ortiz
Jesse Castro	Albert Weber	James Wyatt Hanks
Ismael Torres	Able Madrueno	Bryan Van Allen
Robert Watkins	Harry Hodge	
Michael Freitas	Sergio Franco	

Elizabeth Newman – Classroom Instructor at Modesto, Stockton and Sacramento

MINIMUM QUALIFICATIONS FOR INSTRUCTORS

* Ability to pass the "Train the Trainer Program"
* Good driving record
* Minimum of three years professional truck driving experience
* High school graduate or GED
* Proof of right to work in the United States
* Valid Class A or B Commercial Driver's License
* Qualified with all applicable regulatory agencies (DOT, DMV, etc.)
* Must have the ability to bend, squat, climb, twist upper body, walk and stand for long periods of time (4 to 5 hours a day) and lift 50 lbs.
* Demonstrate the ability to understand written materials in order to communicate written information verbally to others
* Perform simple math skills
* Demonstrate the ability to fluently communicate in writing
* Demonstrate the ability to accomplish job responsibilities
* Demonstrate the ability to follow written and verbal directions
* Must participate in continued education programs as required by Western Pacific Truck School standards.

WESTERN PACIFIC TRUCK SCHOOL

Est. 1977

A division of Nordic Enterprises, Inc.

2012 SCHOOL CATALOG
TRACTOR TRAILER OPERATOR PROGRAM

EXECUTIVE OFFICES

4609 Quail Lakes Drive, Suite 2
Stockton, CA 95207-5214
(209) 472-1500
(800) 677-7717

CALIFORNIA TRAINING LOCATIONS

2316 Nickerson Drive
Modesto, CA 95358
(209) 531-9226

1002 North Broadway
Stockton, CA 95205
(209) 465-1191

8720 Fruitridge Road
Sacramento, CA 95826
(916) 388-2180

WESTERN PACIFIC TRUCK SCHOOL

a division of Nordic Enterprises

Greta Nord, President/Chief Executive Officer
Russell Coffee, Controller
Bob Schauer, Vice President of Operations
Maralyn Chavez, Director of Compliance

EXECUTIVE OFFICES

4609 Quail Lakes Drive, Suite 2
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TRAINING LOCATIONS

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(916) 388-2180

Website: www.wptruckschool.com
E-mail Address: students@wptruckschool.net

MEMBER OF:
Commercial Vehicle Training Association (CVTA)
Chamber of Commerce
Better Business Bureau (BBB)

ASSOCIATE MEMBER:
American Trucking Association (ATA)
California Trucking Association (CTA)
California Association Private Postsecondary Schools (CAPPS)

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WESTERN PACIFIC TRUCK SCHOOL
2012 SCHOOL CATALOG
TRACTOR TRAILER OPERATOR PROGRAM

APPROVAL STATEMENT

Western Pacific Truck School is a private institution and has approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Western Pacific Truck School under Section 94802(a) of CPPEA, will by operation of law, be approved as follows:

Western Pacific Truck School Address	Approved Through
2316 Nickerson Drive, Modesto, CA 95358	October 6, 2011
1002 N. Broadway, Stockton, CA 95205	June 28, 2013
8720 Fruitridge Road, Sacramento, CA 95826	June, 28, 2011

The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or PO Box 980818, Sacramento, CA 95798-0818, (916) 431-6959, toll free (888) 370-7589, fax. (916) 263-1897.

Approved is the course: **TRACTOR/TRAILER OPERATOR PROGRAM - 160 CLOCK HOURS.** This course is approved for the training of Veterans and eligible persons under the Provisions of Title 38, United States Code.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by GRETA NORD, PRESIDENT.

Signature Greta Nord

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PURPOSE AND PHILOSOPHY

The purpose of Western Pacific Truck School (hereafter referred to as WPTS) is to give men and women the knowledge and skills that will help them become professional tractor/trailer drivers. There is a high demand for professional truck drivers who qualify under the Commercial Driver's License program.

At WPTS we recognize that persons who decide to attend a trade and technical school are making career choices that may affect them for the rest of their lives. We believe it is important to let prospective students know that truck driving -- as with any other career -- has its pros and cons.

Our training program stresses safe and efficient operation of various types of tractors and trailers. We emphasize a thorough knowledge of Federal Department of Transportation (DOT) rules and regulations. Students are given the necessary defensive driving techniques, skills and knowledge to help them meet the stringent requirements of the National Commercial Driver's License Examination.

Upon successful completion of our Tractor/Trailer Operator Program, and having obtained a Commercial Drivers License men and women are prepared to become professional entry-level truck drivers.

WESTERN PACIFIC TRUCK SCHOOL HISTORY

WPTS (formerly Western Truck School) was opened in West Sacramento, California in June of 1977 by Everett and Greta Nord. In 1988, the ownership was divided, and Nordic Enterprises, Inc. was established by Greta Nord. The headquarters for Nordic Enterprises, Inc., dba Western Pacific Truck School, were established in Stockton, California.

OUR LOCATIONS

Each of our campuses consists of a classroom, offices and a training yard and are located in an industrial area -- the type of areas where truck terminals are normally located. WPTS' facilities and equipment comply fully with Federal, State, and Local ordinances and regulations. This includes fire, building, safety and health requirements.

Our campus classrooms accommodate an average class size of 20 students. Classrooms include a library of periodicals and videos relating to the trucking industry. Students are able to use these materials to reinforce the subject matter or may ask to view or check out for home study any particular video they feel they may need. Range/Lab training (off road skills practice) will be accomplished on courses designed for all needed range skills. Field Training, i.e. behind the wheel driving and observation, will be accomplished with three students (maximum four) and one Instructor.

THE EQUIPMENT WE USE

Students are trained on equipment commonly used in the Trucking Industry. Our tractors are equipped with the engine and transmission combinations commonly used today. Students pull various types of single and double trailers. Tractors and trailers are exchanged between our campuses in order to meet student needs and for maintenance and repair.

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EQUAL OPPORTUNITY POLICY

WPTS grants students of any race, color, creed, sex, marital status, sexual orientation, nationality and ethnic origin all rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of our educational policies, admission policies and other school-administered programs.

Individuals with disabilities are encouraged to visit the school in order to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them.

STUDENT SERVICES

Student services include academic and placement assistance as provided by the Campus Manager, Admissions Representative, and Staff. Staff members, within their capacities, will assist students in any way possible. This assistance can range from supplying information on local restaurants, hotels or public transportation to arranging special and/or make-up training as needed. WPTS does not have dormitory facilities and does not provide any housing assistance.

Students with special needs that we are not qualified to address, such as personal/family counseling needs, substance abuse, financial problems, etc. are referred to the appropriate community resources.

PLACEMENT ASSISTANCE

We work closely with local and interstate trucking companies who employ entry-level drivers. Trucking companies know the benefits of hiring well-trained entry-level drivers. Trucking company Recruiters visit our campuses on a regular basis and talk to students about the companies they represent and job opportunities.

Good interview and job seeking skills often make the difference between a successful career and unemployment. For this reason, the Campus Manager, Admissions Representative, Placement Specialist, and Staff work closely with students during the training period on developing their job-seeking skills. Students are advised on topics ranging from filling out employment applications to developing the attitude and work habits that employers are looking for in employees.

COURSE DESCRIPTION

The Tractor Trailer Operator Program is 160 Clock Hours (A Clock Hour equals 50 contact minutes per hour). Students may be enrolled in either a four week or seven week program. Classroom training will be 40 hours, 8 hours per day for 5 days (one week). Field/Practical training is 120 hours. The Field/Practical training schedule for the seven week program will be 4 hours per day (5 days per week) for 6 weeks, and for the four week program will be 8 hours per day (5 days per week) for 3 weeks.

The Tractor Trailer Operator Program includes in-depth study of DOT safety rules and regulations. Students must be prepared for an intensive program of study. Basic driving skills are taught with various types of tractor/trailer combinations. We place heavy emphasis on defensive driving, backing, safety and emergency procedures. All students drive on the open road in highway, city and heavy traffic conditions.

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Students will be tested on various subjects that are taught during Classroom and Practical Training (Please see Training Outline on Page 12). Students will have a Final Written Exam which will encompass the subjects taught during Classroom Training and a Final Practical Test which will cover all skills taught during Practical Training. Students who successfully meet our Satisfactory Progress requirement of 70% of all written and practical work, and complete a minimum 128 Clock Hours (80% of the course) will receive a Certificate of Completion.

STATE COMMERCIAL DRIVER'S LICENSE INFORMATION

The Tractor Trailer Operator Program is designed to lead to a career field that requires licensure in this state. A Commercial Driver's License is issued in accordance with State and Federal Regulations that allow an individual to operate a commercial vehicle. No school can secure a Commercial Driver's License for you. You must meet the requirements and follow basic procedure below listed below for licensure.

1. You must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). You may drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities.

2. Submit Application and any required documentation (such as: DOT Physical Exam, verification of your Social Security Number, birth date, and legal presence) to the California Department of Motor Vehicles, and pay all applicable fees (for information about fees see Page 10 – Tuition and Fees).

3. All commercial driver license applicants including renewal applicants must disclose whether he or she has been issued a driver's license in the same name to operate any type of motor vehicle in another state or jurisdiction within the previous ten years. If yes, a 10 year history record check form must be completed and submitted with the application.

4. Pass written and vision exams as administered by the California Department of Motor Vehicles; and provide a thumb print and have your picture taken to obtain a driving permit.

5. Pass Practical Exam (Pre-Trip Inspection, and Skills/Driving Exam) as administered by the California Department of Motor Vehicles. The Practical Exam will be scheduled by the School.

ADMISSION REQUIREMENTS

To be accepted for training, applicants must be able to:

- Read, write and comprehend English (English as a second language is not provided)
- Provide proof of US High School Diploma, or GED, or pass an Ability to Benefit Exam
- Pass a Department of Transportation physical
- Obtain a DMV print-out and have an acceptable driving record
- Submit a current Driver's license
- Submit a Social Security Card
- Pass a drug screen

All students attending Western Pacific Truck School must be at least 18 years of age. The state has set the minimum age for commercial driver's driving within California at 18. Federal law requires interstate drivers to be at least 21 years of age.

Drug and Alcohol Testing: Students must submit to random, reasonable suspicion and post-accident drug and alcohol testing while attending WPTS per Federal Motor Carrier Safety Regulation Part 382. A refusal to submit to drug and alcohol testing will be considered a positive result. A positive result for any reason will be cause for immediate dismissal. An applicant may be reconsidered for acceptance into our training program after completion of Department of Transportation requirements through a qualified Substance Abuse Professional and the possibility of employment is considered.

ADMISSIONS PROCEDURES

The applicant is first interviewed by the Admissions Representative. This interview serves a two-fold purpose: informing the applicants about our school and careers within the trucking industry and screening the applicants for suitability for training under the criteria of the Tractor Trailer Operator Program.

The Admissions Representative will discuss the pros and cons of a career within the trucking industry. We believe it is important for all applicants to have all information possible in order to make an informed career choice.

An Enrollment Agreement is processed when the applicant is deemed qualified for training and enrolls in school. The agreement is then reviewed by a school official and if acceptable, final approval is authorized.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

WPTS has not entered into an articulation or transfer agreement with any college or university.

WPTS does not accept hours or credits earned at other institutions, through challenge exams, achievement tests or experiential learning. However, we will grant credit for prior training for Veterans as applicable. The Veteran or other person eligible for Veteran's Educational Benefits must provide a transcript or other proof showing the type of training received. This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the training period

proportionately and notify the student and the Department of Veteran's Affairs accordingly. WPTS does not charge any fee for the evaluation of previous training for Veterans or other eligible persons.

WPTS does not admit students from other countries who have not established legal presence in the United States, Visa services are not provided, and we will not vouch for student status and associated charges. State law requires proof of legal presence for a driver's license in California including a verified social security number. Additionally only California residents may apply for and receive a California Commercial Driver's License.

WPTS does not offer any English as a Second Language courses. All instruction occurs in English. English proficiency required for licensure under Federal Regulation is that the driver can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Proof of High School Diploma or passing the Ability to Benefit Exam is required for Admission by Western Pacific Truck School for documentation of this proficiency.

DRESS CODE

Students are expected to arrive at school clean and neatly-groomed. We recommend jeans, T-shirts, sweatshirts and comfortable shoes. Appropriate clothing and shoes must be worn for safety reasons.

STUDENT CONDUCT

Certain standards of conduct must be observed in order to create a healthy and safe learning environment. Each student is given a copy of the Rules and Regulations when they start class. We ask that all students follow the rules and any direction given by staff. Students are to conduct themselves in a way that is a credit to their school, fellow students and the trucking industry.

The following activities at or around the facilities and equipment will be cause for immediate termination:

- Being under the influence of alcohol and/or drugs
- Smoking in unauthorized areas
- Gambling
- Unauthorized truck starting or operation

HOLIDAYS OBSERVED

We observe the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Due to the intensive nature and length of the Tractor Trailer Operator Program, it is essential that students use the provided make-up days for holiday closures, if any, during the training period.

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OPERATING SCHEDULE

Our administrative office hours are from 8:30 am to 5:00 pm, Monday through Friday. Individual campuses offer both day and evening classes (see schedule for start dates on page 12). Students are informed of any upcoming schedule changes.

DAILY TRAINING SCHEDULE

Classroom training will be the first 5 days (one week) of the program, 8 hours per day. The Field/Practical training for the seven week course will be 4 hours per day (5 days per week) for six weeks (120 hours). The Field/Practical training for the four week course will be 8 hours per day (5 days per week) for three weeks (120 hours). Students are informed of the scheduled daily class start and end time at the time of enrollment.

ORIENTATION

Mandatory orientation (2 hours) is scheduled prior to the first full day of class. Spouses, family members, or friends who might be interested in truck driver training are welcome to attend the orientation, during which our staff will provide an overview of the program.

STUDENT ATTENDANCE

Perfect attendance is very important during any training program. With a short-term program such as ours, even one or two absences can make a student fall behind to the point they may not be able to complete the course without extensive make-up work. We ask students to anticipate and plan for any problems that may arise with transportation, child care, etc. that could prevent them from attending class.

The following terms and policies delineates Western Pacific's Attendance Policy:

Absence: An absence will be considered as "excused" under the following circumstances: illness, death or birth in immediate family, or required military service.

All excused absences must be authenticated in writing. Other circumstances must be substantiated in writing as well, and will be determined excused or unexcused at the discretion of the Campus Manager and/or Vice President of Operations. All other absences will be considered "unexcused."

Tardiness: Tardiness is a disruption of a good learning environment and is to be discouraged. Being "on time" is not only important for school; it is a fact of life in the trucking industry. Tardiness (10 minutes or more) without a legitimate reason may result in the student receiving a warning.

Make-up Work: Make - up work will be scheduled by the Campus Manager for excused absences only. Incomplete work must be made up before a student can complete the course and will be scheduled depending on equipment and instructor availability.

Leaves of Absence: We recognize the fact that circumstances may arise during training that would make it difficult for a student to continue training. However, due to the short length of our course we will not grant a leave of absence.

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Warning/Drop Procedures: Any student with two unexcused absences will receive a warning. Students with three unexcused absences will be notified that they will be dropped from the Tractor Trailer Operator Program unless immediate arrangements are made with the Campus Manager and/or Vice President of Operations to resume training. Failure to respond to a drop notification will result in the student being dropped from the program.

PROBATION AND DISMISSAL

Students who fail to meet attendance or student conduct requirements will be dismissed. Students with an unsatisfactory or failing grade are placed on academic probation for 16 Class Hours. If they do not show improvement during probation, they will be dropped from the Training Program.

Conditions for Readmission: Western Pacific may not readmit a student who was dropped for misconduct. Any student who wishes to re-enroll following dismissal for failure to meet satisfactory progress or attendance requirements must request re-admissions from the Campus Manager. Requests can be made verbally or in writing at the location where training took place (as listed on page i of this catalog). Circumstances regarding unsatisfactory progress or attendance will be reviewed on an individual basis and you will be notified regarding eligibility to re-enroll.

SATISFACTORY PROGRESS AND ACADEMIC STANDARDS

Satisfactory progress is defined as 70% ("C" average) for all practical and written work and is evaluated weekly. Students are required to keep a 70%, "C" average or better must be achieved for each grading period. Measures used to assess the standards of progress are written examinations during classroom training (50% of grade) and driving tests during field training (50% of grade). Written and driving test scores are recorded daily on the Student Training Report. An overall grade is reported on the Progress Evaluation Form at the end of both Classroom and Field Training.

GRADING SYSTEM

Grades of A, B or C are passing grades. A grade of D is unsatisfactory; a grade of F is failure. A grade of Incomplete shows a need for additional course work.

GRADE LEVEL	PERFORMANCE DEFINITION
A = Good	90% - 100%
B = Satisfactory	80% - 89%
C = Needs Improvement	70% - 79%
D = Unsatisfactory	60% - 69%
I = Incomplete	Not Complete
Dp = Dropped	Dropped

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CERTIFICATE OF COMPLETION

The following requirements must be met in order to successfully complete the course:

1. Meet Satisfactory Progress requirement of 70% ("C" average) or above; and
2. Meet minimum attendance requirement as per WPTS policy.

Eligible students who have met these requirements will receive a Certificate of Completion, provided tuition fees are paid in full or otherwise accounted for.

STUDENT RECORDS

An official student record is kept for each student including information such as enrollment documentation, grades, attendance, advising and placement information. Financial records are also kept for each student. These files provide a complete record of tuition charges, payments, refunds and any other financial transactions and will be maintained for a period of five years from the student's date of completion or withdrawal/termination. Transcripts are maintained permanently. After three years from the student's date of completion or withdrawal/termination, student files and transcripts may be stored electronically. Student records are confidential. A student may request at any time review their academic or financial records with the Campus Manager. In the event of school closure, student records will be maintained by the appointed Custodian of Records as required under California Education Code. The right of our students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.

TUITION AND FEES

Tuition for the Tractor Trailer Operator Program is $4,495, plus $250 Registration Fee (non-refundable), and $50 for Books and Supplies for a total cost of $4,795. **The total cost of $4,795 does not include the following expenses incurred as part of each student's required documentation:**

- Students must pay for their DOT physical. Fees differ depending on the provider. Our Admissions Representative has information on where a DOT physical can be obtained at a cost of $45.00.
- Class A (Commercial Drivers License) permit fee is $66.00
- DMV driver record printout is $5.00.
- Drug Test is $75.00 (fees may differ depending on provider).
- Student Tuition Recovery Fund Assessment fee - $12.50.

Total for Tuition, Registration Fee, Books and Supplies and Incidental Expenses = $4,998.50. ONE DMV drive test is included in the initial permit fee. Students must pay any applicable fees to the DMV for additional tests as necessary.

WPTS does not participate in Federal (Title IV), or State Financial Aid Programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is

entitled to a refund of the moneys not paid from federal student financial aid program funds.

WPTS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

The student is responsible for paying the state assessment amount for the STRF. The assessment fee is $2.50 per thousand dollars of institutional charges paid. Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (888) 370-7589

STUDENT'S RIGHT TO CANCEL

A Student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** You also have the right to stop school at any time; and have the right to receive a **pro rata refund if you have completed sixty (60) per cent or less of the program.**

Cancellation may occur when the student provides a written notice of cancellation at the school address of his/her attendance. Our Campus addresses are listed below:

2316 Nickerson Drive, Modesto, CA 95358
1002 N. Broadway, Stockton, CA 95205
8720 Fruitridge Road, Sacramento, CA 95826

This notification can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form. It is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, **less a registration fee not to exceed $250.00**, and less any deduction for supplies not returned in good condition, **within 45 days after the notice of cancellation is received.**

STUDENT'S RIGHT TO WITHDRAW AND REFUND POLICY

You may withdraw from the school at any time and **receive a pro rata refund if you have completed sixty (60) per cent or less of the period of attendance.** The amount of that refund is to be pro-rated according to the not completed portion of the program less the cost of any equipment returned in good condition, **and a registration fee not to exceed $250.00. The refund is to be paid within 45 days of withdrawal.**

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For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of withdrawal or as of the date of the student's withdrawal, whichever is later.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the school's rules and regulations, absence in excess of the maximum set forth by the school; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 3 days of the Class A Tractor Trailer Operator Program.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid the student shall be deemed to have withdrawn at the end of 3 consecutive days of non-attendance.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and

(2) The student may not be eligible for any other governmental financial assistance at another institution until the loan is repaid.

GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact the Campus Manager orally or in writing. Requests for further action may be made to Bob Schauer, Vice President of Operations or Greta Nord, President at 1-800-677-7717. The designated person shall have the authority and duty to do all of the following: 1) Investigate the complaint thoroughly including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. 2) Reject the complaint if, after investigation it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner. 3) Implement reasonable policies or procedures to avoid similar complaints in the future. 4) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

WESTERN PACIFIC TRUCK SCHOOL FACULTY (Insert)

WESTERN PACIFIC TRUCK SCHOOL
TRACTOR TRAILER OPERATOR PROGRAM - 160 HOURS
TRAINING OUTLINE

Classroom Training

Orientation
Hours of Service
CDL General Knowledge
Airbrakes
Pre-Trip Inspection
In-Cab Inspection
Combination Vehicles
Doubles and Triples
Tankers
Hazardous Materials
FMCSR Safety Regulations
TOTAL HOURS 40

Field Training

Vehicle Inspection
In-Cab Inspection
Brake Adjustment
Tire Chains
Load Securement
Mirror Use
Coupling and Uncoupling
Straight Line Backing
90° Off Set Alley Dock
Blind Side Parallel Parking
Double Clutching
Up-shifting
Down-shifting
Right Turns
Left Turns
Lane Position
Braking
Scanning for Hazards
Freeway on and off Ramps
Driving on a Grade
Driving in Heavy Traffic (City Driving)
TOTAL HOURS 120

Total Classroom hours	40
Total Field hours	120
TOTAL COURSE HOURS	**160**

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WESTERN PACIFIC TRUCK SCHOOL
Class Dates for 2012
TRACTOR TRAILER OPERATOR PROGRAM (4 WEEK)
Any changes will be announced prior to the start of class.

CAMPUS	START DATE	END DATE	CHANGES MADE TO TRAINING SCHEDULE DUE TO HOLIDAYS
Sacramento	09-20-2012	10-19-2012	
Modesto	09-27-2012	10-26-2012	
Stockton	10-04-2012	11-02-2012	
Sacramento	10-11-2012	11-09-2012	
Modesto	10-18-2012	11-16-2012	
Stockton	10-25-2012	11-27-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Sacramento	11-01-2012	12-04-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Modesto	11-08-2012	12-11-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Stockton	11-15-2012	12-18-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Sacramento	11-21-2012	12-21-2012	
Modesto	11-29-2012	01-03-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Stockton	12-06-2012	01-10-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Sacramento	12-13-2012	01-17-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Modesto	12-20-2012	01-24-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Stockton	12-27-2012	01-29-2013	Classes that are in session during New Years Day have a make up day scheduled.

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WESTERN PACIFIC TRUCK SCHOOL
Class Dates for 2012
TRACTOR TRAILER OPERATOR PROGRAM (7 WEEK)
Any changes will be announced prior to the start of class.

CAMPUS	START DATE	END DATE	CHANGES MADE TO TRAINING SCHEDULE DUE TO HOLIDAYS
Sacramento	09-20-2012	11-09-2012	
Modesto	09-27-2012	11-16-2012	
Stockton	10-04-2012	11-27-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Sacramento	10-11-2012	12-04-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Modesto	10-18-2012	12-11-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Stockton	10-25-2012	12-18-2012	Classes that are in session during Thanksgiving have a make up day scheduled.
Sacramento	11-01-2012	12-27-2012	Classes that are in session during Thanksgiving and Christmas have a make up days scheduled.
Modesto	11-08-2012	01-07-2013	Classes that are in session during Thanksgiving and Christmas and New Years Day have a make up days scheduled.
Stockton	11-15-2012	01-14-2013	Classes that are in session during Thanksgiving and Christmas and New Years Day have a make up days scheduled.
Sacramento	11-21-2012	01-17-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Modesto	11-29-2012	01-24-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Stockton	12-06-2012	01-31-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Sacramento	12-13-2012	02-07-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Modesto	12-20-2012	02-14-2013	Classes that are in session during Christmas and New Years Day have a make up days scheduled.
Stockton	12-27-2012	02-19-2013	Classes that are in session during New Years Day have a make up day scheduled.

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WESTERN PACIFIC TRUCK SCHOOL
Faculty List and Minimum Qualifications

Modesto	Stockton	Sacramento
Ruben Ramirez	Bill Marshall	Guillermo Hernandez-Ortiz
Jesse Castro	Albert Weber	James Wyatt Hanks
Ismael Torres	Able Madrueno	Bryan Van Allen
Robert Watkins	Harry Hodge	
Michael Freitas	Sergio Franco	

Elizabeth Newman – Classroom Instructor at Modesto, Stockton and Sacramento

MINIMUM QUALIFICATIONS FOR INSTRUCTORS

* Ability to pass the "Train the Trainer Program"
* Good driving record
* Minimum of three years professional truck driving experience
* High school graduate or GED
* Proof of right to work in the United States
* Valid Class A Commercial Driver's License
* Qualified with all applicable regulatory agencies (DOT, DMV, etc.)
* Must have the ability to bend, squat, climb, twist upper body, walk and stand for long periods of time (4 to 5 hours a day) and lift 50 lbs.
* Demonstrate the ability to understand written materials in order to communicate written information verbally to others
* Perform simple math skills
* Demonstrate the ability to fluently communicate in writing
* Demonstrate the ability to accomplish job responsibilities
* Demonstrate the ability to follow written and verbal directions
* Must participate in continued education programs as required by Western Pacific Truck School standards.

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