

CIT College of Instrument Technology

CIT College of Instrument Technology

CIT Hands-on Crane, Heavy Equipment Operator & Truck Driver
CIT A Private Institution



United States Veterans Retraining and Job Placement for Returning Combat VETERANS

Serving those
who served.



CIT College of Instrument Technology

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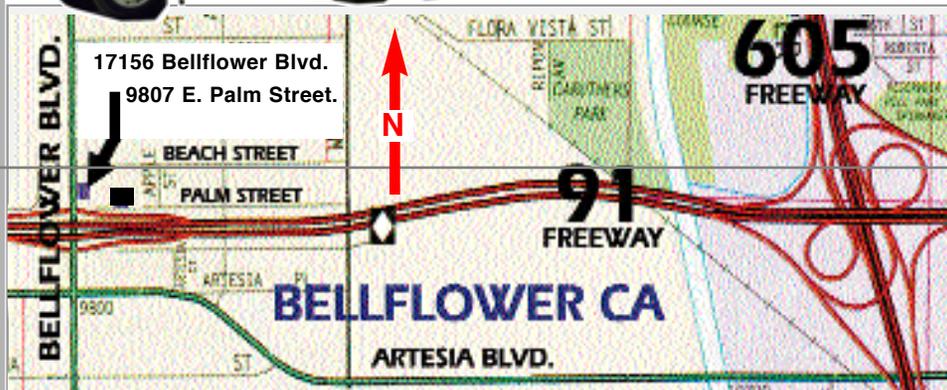


Train to Qualify

Review BPPE required SCHOOL PERFORMANCE FACT SHEET
before choosing a career path and enrolling in any school or college.

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2013 - 2015 CATALOG

Published August 31, 2013 Twenty Nine Years CIT Started 1984

College of Instrument Technology

College of Instrument Technology

CI

Administrative Offices open from 9 am to 4 pm

Monday through Friday

17156 Bellflower Blvd • Northeast corner of 91 FW and Bellflower Blvd
Bellflower, CA 90706 Phone: (562) 925-1785

91 Freeway, Exit North on Bellflower Blvd, under the American Flag

www.CIT-la.com email CITbcollege@yahoo.com
www.USjobs4vets.com www.CIT4vets.com

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Before you select any school for training check % job placement over \$14.00/hour and % over \$40,000 a year.

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VETERANS Facility # 25158405

C.I.T. a private Institution is approved to train Chapter 31, 33 and 35 Veterans, Facility # 25158405. Upon request, an enrolled or prospective student may review copies of the documents that describe the school's approval. All veteran student, requesting VA benefits while attending school must sign the "Enrollment Checklist" prior to starting school. Entitlement-Agencies-Eligible-students may apply to the following agencies for determination of benefits while attending CIT, College of Instrument Technology:

U.S. Department of Veteran Affairs U.S. Department of Education
State Department of Veteran Affairs U.S. Department of Rehabilitation
California Department of Rehabilitation California EDD (TRA)
Workforce Investment Boards (WIB/WIA, Worksources)
Workman Compensation Insurance Companies

Before choosing a career path and enrolling in any school or college:
"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."

Transfer of Credit

Students who have completed similar hands-on training courses at other institutions shall apply for transfer of credit according to the following policy and procedure:

1. Provide an official transcript and catalog with course descriptions of the prior post-secondary training prior to enrollment. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit.
3. Courses from accredited post-secondary hands-on training programs that correspond directly in content, scope and length to CIT, College of Instrument Technology courses shall be considered for credit. This institution does not have any formal agreement with other universities or colleges.
4. Only hands--on training courses with a grade of C or 2.0 or above shall be considered for credit.
5. Evaluation for Credit by written or oral examination of prior work experience, military service, internships or practicum may be accepted.
6. A student may appeal the decision on transfer credits to President of CIT. The President's decision will be final.
7. CIT, College of Instrument Technology does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CIT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program of choice is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are 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 graduation goals. This may include contacting an institution to which you may seek to transfer after attending CIT to determine if your credits, diploma or certificate will transfer. CIT has not entered into an articulation or transfer agreement.

STUDENT RECORDS

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a minimum of five years.

TUITION & FEES

Tuition and fees for all courses are listed on pages 20 and 21. All charges due are payable during first week of school unless other arrangements are made prior to commencement of classes.

Charges for additional weeks needed to complete course are based upon a prorated weekly fee for that course.

Timely Certification renewals for graduates are \$144.
 Cost to test and certify heavy equipment operators is \$1,444, and \$444 for each additional heavy equipment certification.
 \$2,000 per **7 Modules** Maintenance & Operation of Advanced Equipment / 30 hours.
 \$5,000 per **7 Modules** Operation of Advanced Larger Equipment / 30 hours.

N.C.I.T. Certification Registration is required for all students.

TUITION REFUND POLICY

- A. AN APPLICANT WHOSE ENROLLMENT IS REJECTED** by the School for any reason will be refunded 100 % of all moneys paid.
- B. A STUDENT TERMINATION** will be considered to have occurred the last date of module work or actual attendance at the School, or upon receipt by the school of student's NOTICE OF CANCELLATION.

I. SEVEN CALENDAR DAY FULL REFUND PERIOD

The student has a right to cancel the agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

2. Pro-rata Refund Policy CANCELLATION AFTER SEVEN DAY PERIOD

An applicant subsequently requesting cancellation, whether or not applicant was in attendance, will receive a refund of Tuition, proportionate to the number of hours/modules not taken or received. Students are expected to complete a minimum of 6 modules during a maximum of 30 class hours / per week. If 100 modules in a maximum of 480 hours for \$10,000.00 then:

Completed	Modules / Hours	OWES	PAID	REFUND
10 % or	10 modules > 48 hours	= \$ 1,000	\$ 10,000	\$ 9,000
25 % or	25 modules > 120 hours	= \$ 2,500	\$ 10,000	\$ 7,500
50 % or	50 modules > 240 hours	= \$ 2,800	\$ 10,000	\$ 5,000
60 % or	60 modules > 288 hours	= \$ 3,360	\$ 10,000	\$ 4,000
75 % or	75 modules > 360 hours	= \$ 4,200	\$ 10,000	\$ 7,500

C. STUDENTS TERMINATED BY THE SCHOOL:

1. If a student is terminated by the School per School Regulations, for misconduct, etc., tuition refund is as above. At discretion of the directors, student shall be allowed to re-enter.

2. A student determined to be untrainable by College of Instrument Technology will be given a full refund for that Course.

D. IF A STUDENT FAILS A COURSE :

If a student fails a course for whatever reason, student will be required to retake that Course in order to graduate. The School reserves the right to charge the current tuition cost for that Course.

TABLE OF CONTENTS

Table of Contents	3
Course Descriptions	6-21
Community Services Certificate	23
NCCO Scholarship	23
List of all Courses, Tuition Information, Catalog page numbers	24-25
Administration - Instructors/Staff/Consultants/Guest Speakers	26-31
Admission Requirements, How to Apply for Admission	33
Attendance, Absences, Tardiness, Withdrawals, Re-entry	34
Accident or Medical Insurance Coverage	34
Approval Disclosure	3 & 34
Books, Computers and Hand Tools	35
Credit Hour Formula	35
Disclosure of Educational Records	35
Dress Code/Grooming/Identification	35
Drug-Free Workplace, Non-Discrimination Policy	36
Educational Philosophy & Objectives	36
Enrollment Agreement	37
Facilities	37
Financial Aid	37
Grading Progress Policy	38
Graduation Requirements	39
Graduate Placement	39
Grievance Policy	39
History	40
The Trade of Instrument Techs	41
Make-up Work	42
Progress Reports	42
No Bankruptcy Pending	42
Student Services	42
School Hours & School Holidays	43
STRF	44
Student Conduct	44
Non-Discrimination Policy	45
Student Records	46
Tuition & Fees	46
Tuition Refund Policy	46
Veterans Facility	47
Transfer of Credit	47

APPROVAL DISCLOSURE

College of Instrument Technology's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Class sizes are approved to 200 students and located at 17156 Bellflower Blvd, Bellflower, CA 90706.

NON - DISCRIMINATION POLICY

The College of Instrument Technology (CIT) will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

CIT will take affirmative action to assure that applicants are employed, and that employees are treated during their employment, without regard to their race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Such affirmative action shall be designed to insure against discrimination in the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeships or any other change or proposed change in employment conditions.



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 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 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.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

STUDENT CONDUCT

While attending CIT, students are required to conduct themselves in accordance with CIT moral and social standards, comply with all rules, School Regulations, dress code, including wearing Student Photo I.D. Badge. Students are also expected to preserve and protect school property and equipment and to conduct themselves both at the school and elsewhere with diligence, responsibility, and integrity. A detailed listing of school rules and regulations and dress code is provided to all students prior to entry or upon request.

A violation of conduct, rules or regulations may make the violator liable for reprimand, probation, or dismissal, depending upon the seriousness of the violation and his previous disciplinary record. At the discretion of the school administration, a student may be dismissed from school for serious incident including smoking, incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, or instructor, or any other stated or determined infraction of conduct. All violations of regulations and the disposition thereof will become a part of the student's permanent record.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

CSL 100 - Contractor's State License - Law & Trade Test Review

Pass CA **Contractor's License** exam if qualified with 4 years of experience. OR if **Entry Level** without 4 years of experience learn a **Contractor's Trade** and certify so together with your previous experience you can go back to work entry level. Unique educational arrangement combines the best of the classroom experience, in the field hands-on behind the controls training with the flexibility of audio and video cassettes. The combination of audio and video cassette lectures provides a good understanding of the test subjects.

50 Modules **Contractor's License Law Starting a Contracting Business**

- 1 Quotes, Patents and Contracts
 - 2 Understanding California License Law, DBA and Business License
 - 3 Mechanics Lien, Bonds and Insurance
 - 4 Spread Sheets, Contracts and Quotes on the Computer
- N.C.I.T. Contractors License Law Test Preparation and Final Exam
240 HOURS **License Law** in 8 - 12 Weeks **50 Modules** = DIPLOMA

68 Modules **Contractor's License Trade Running a Contracting Business**

- 1 Introduction to Operating Equipment, Service, and Storage
 - 2 Introduction to Contractor's Advertising and Marketing
 - 3 Trade Training Review - CAL / OSHA and N.C.I.T. Certification
 - 4 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours required)
- N.C.I.T. Contractors License Trade Qualify Test Preparation and Final Exam
240 HOURS **License Trade** in 8 - 12 Weeks **68 Modules** = DIPLOMA

118 Modules **Contractor's License Law & Trade Training** Entry Level

Total 480 HOURS Trade maximum in 16 - 24 Weeks **118 Modules** = DIPLOMA

CBD 100 - CONTRACTORS BUSINESS DEVELOPMENT

68 Modules **Contractor's Trade Training Entry Level**

- 1 Introduction to Trade Math and Trade Measurements
 - 2 Applying Safety Trade Tail Gate Guidelines
 - 3 Trade Training Review covering proper selection of tools
- N.C.I.T. Contractors License Trade Certification Test Preparation and Final Exam
240 HOURS **License Trade** in 8 - 12 Weeks **68 Modules** = DIPLOMA

50 Modules **Contractor's Trade Training Entry Level Advanced**

- 1 Introduces Installations and Support
 - 2 Introduction to Trade Job Layout
 - 3 Presents the methods and precautions required for proper cleaning
- N.C.I.T. Contractors License Law Test Preparation and Final Exam
240 HOURS **License Law** in 8 - 12 Weeks **50 Modules** = DIPLOMA

50 Modules **Contractor's Trade Training Entry Level Advanced 2**

- 1 Covers common trade terms used in industry trade and theory of operations
 - 2 Understanding the requirements and procedures for testing to meet standards
 - 3 Spread Sheets, Contracts and Quotes on the Computer
- N.C.I.T. Contractors Trade Qualify Test Preparation and Final Exam
240 HOURS **Contractor's Trade** in 8 - 12 Weeks **50 Modules** = DIPLOMA

24 Weeks 168 Modules **Contractor's Trade Training** Entry Level

Total 720 HOURS Trade maximum in 24 - 48 Weeks **168 Modules** = DIPLOMA

SCHOOL HOURS / HOLIDAYS

Classes are scheduled five days a week, Monday through Friday. There are approximately 120 class room hours per 4 week or 240 class room hours per 8 week long standard quarter session. Any optional hours are spent in special short courses, training courses, lectures, and seminars that are scheduled as needed or available, Monday through Sunday. Scheduling of exact class times is arranged at the discretion of the school. Each school week consists of self-paced study and video tape modules, an average of three (1) hour Theory & Lecture Modules, plus an average of two (1 - 10) hour hands-on Modules on campus, and/or Hands-on training in the field.

College of Instrument Technology maintains an average ratio of one instructor per 15 students during Hands-on field maintenance and calibration laboratory sessions. The ratio during lecture or theory module classes does not exceed 24 students per instructor / monitor depending on the program and class size.

DAY SESSION	8:00am -- 4:00 pm
MORNING SESSION	7:30 am -- 1:30 pm
AFTERNOON SESSION	Noon -- 6:00 pm
EVENING SESSION (may be customized to need)	4:00 pm - 10:00 pm

HOLIDAYS AND BREAKS OBSERVED:

2013 Holidays:

TUESDAY	January	1, 2013	NEW YEAR'S DAY
MONDAY	January	21, 2013	M L KING JR DAY
MONDAY	February	18, 2013	PRESIDENTS DAY
FRIDAY	April	5, 2013	GOOD FRIDAY
MONDAY	May	27, 2013	MEMORIAL DAY
THUR & FRI	July	4-5, 2013	INDEPENDENCE DAY
MONDAY	September	2, 2013	LABOR DAY
THUR & FRI	November	28-29, 2013	THANKSGIVING DAY
WED - TUES	December	23-31, 2013	CHRISTMAS WEEK

2014 Holidays:

WEDNESDAY	January	1, 2014	NEW YEAR'S DAY
MONDAY	January	20, 2014	M L KING JR DAY
MONDAY	February	17, 2014	PRESIDENTS DAY
MONDAY	May	26, 2014	MEMORIAL DAY
FRIDAY	July	4, 2014	INDEPENDENCE DAY
MONDAY	September	1, 2014	LABOR DAY
THUR & FRI	November	27-28, 2014	THANKSGIVING DAY
SUN - FRI	December	24-31, 2014	CHRISTMAS WEEK

2015 Holidays:

THUR & FRI	January	1-2, 2015	NEW YEAR'S DAY
MONDAY	January	19, 2015	M L KING JR DAY
MONDAY	February	16, 2015	PRESIDENTS DAY
MONDAY	May	25, 2015	MEMORIAL DAY
FRIDAY	July	3, 2015	INDEPENDENCE DAY
MONDAY	September	7, 2015	LABOR DAY
THUR & FRI	November	26-27, 2015	THANKSGIVING DAY
THUR - FRI	December	24-31, 2015	CHRISTMAS WEEK
FRIDAY	January	1, 2016	NEW YEAR'S DAY

MAKE-UP WORK

It is the responsibility of the student to make arrangements with the instructor(s) for the satisfactory completion of make-up work made necessary by absence or other reasons. The instructor(s) will approve and supervise all make-up work and must certify that it has been completed satisfactorily. Additional weeks needed to complete courses are charged proportionally to the cost of the course or a minimum of \$400 a week.

PROGRESS REPORTS

PROGRESS REPORTS: Monthly Progress Reports are available if requested by the student, parents or funding source (REHAB, TRA, VET, WIA, etc.). Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days.



Review BPPE requires 2 YEAR COURSE PERFORMANCE FACT SHEET before choosing a career path and enrolling in any school or college.

NO BANKRUPTCY PENDING

This institution 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.).

STUDENT SERVICES

HOUSING - As most students live in nearby communities, the School does not maintain any housing facilities. However, there are facilities nearby, such as motels, where the student may reside while attending school at CIT, if necessary.

Open - Door Policy - Students are encouraged to discuss with the faculty and administrative staff their academic and vocational goals. The School's faculty and Director have a sincere interest in the personal welfare of each student and, therefore, an open-door policy is employed.



Heavy Equipment Operator Driver C-A, C-12, C-21, C-34, & C-51

Learn Certified Trade or Obtain California Contractors License

General Engineering	A
General Building	B
HAZ Air Sampling / Monitoring	+ Haz
HAZ Soil Sampling / Monitoring	+ Haz
HAZ Water Sampling-Monitoring	+ Haz
Boilers and Instrumentation	C-4
Hot Water Heating	C-4
Steam Fitting / Instrumentation	C-4
Building Demolition	C-21
Cabinet and Mill Work	C-6
Concrete / Delivery / Pumping	C-8
Earthwork / Paving / Trucking	C-12
Heavy Equipment Operator	C-12
Electrical / Instrumentation	C-10
Electrical Sign - Instrumentation	C-45
Elevator / Instrumentation	C-11
Fencing	C-13
Fire Protection-Instrumentation	C-16
Flooring and Floor Covers	C-15
Manufactured Housing	C-47
Glazing	C-17
Insulation and Acoustical	C-2

Heavy Equipment Operator C-12	
Landscaping	C-27
Lathing	C-26
Low Voltage Systems	C-7
Masonry	C-29
Metal Roofing	C-14
Ornamental Metal	C-23
Parking and Highway	C-32
Painting and Decorating	C-33
Pipeline / Instrumentation	C-34
Plastering	C-35
Plumbing / Control Values	C-36
Refrigeration / Controls	C-38
Reinforced Steel	C-50
Roofing	C-39
Sanitation Systems	C-42
Sheet Metal	C-43
Solar / Instrumentation	C-46
Structural Steel	C-51
Swimming Pool / Controls	C-53
Tile	C-54
Air Heating / Ventilating	C-20
Air Conditioning / Controls	C-20
Welding	C-60
Well Drilling / HAZ Samples	C-57
Heavy Equipment Operator	C-12

COURSE DESCRIPTIONS

HEOD 105 - Truck Driver Operator Class "A"

Truck Driver Operator Class "A" + Fork Lift & OSHA Certs
 Truck Class A or B License + 30 Hrs Bus Driver Passenger Endorsement = 270 Hrs

Heavy Equipment Load, Tie-down for Transport Certs

Course objective is to provide the Trucking / Transportation Industry with safe, professionally trained individuals, with knowledge of the latest skills, attitudes and qualifications that will be conducive to a long lasting, profitable and safety oriented employer / employee relationship. Completion of our truck and commercial driving course will produce well cross-trained, skilled, safe and proud drivers with the professional attitude necessary to be successful in their chosen career as professional drivers. **C.I.T.** Certified Truck Driver Operators can make more money by doubling as a Heavy Equipment and/or Fork Lift Operator Driver loading freight and filling the truck.

Curriculum also includes how to do chains-of-custody for taking HAZ samples, testing spills and clean-ups during excavation and loading Haz trucks; how to perform on-site continuous testing for E.P.A. HAZ Compliance. Includes DOT required fees & physical.

Truck Driver Operator may receive **8** Certifications **1)** OSHA Hazardous Waste Site Operation (40 hr) **2)** OSHA Confined Space **3)** OSHA Competent Person **4)** OSHA Supervisor **5)** Equipment Load and Tie-down for Transport **6)** Fork Lift Safety **7)** Truck Driver Operator Class "A" or "B" or Hostler Driver (optional Class A with passenger endorsement for additional cost) **8)** Dump Truck Driver. Most operator drivers (**about 80%**) start their entry level jobs as full time drivers who fill in as equipment fork lift operators or truck terminal yard goat -Hostler operator moving and docking trailers.



75 Modules Truck Driver Operator Class "A" includes OSHA

- 1 Introduction to Truck Rigs, Service, Storage, Transport and Fork Lift Loading
- 2 Trucking Trade Training Review - CAL / OSHA and Quality Test
- 3 City, Construction, and Long Haul Trucking
- 4 Tankers, Doubles, Triples, Haz Endorsements

270 HOURS maximum in 6 - 12 Weeks 75 Modules = DIPLOMA

Includes 30 hours BUS DRIVER Passenger Endorsement

Using Modern Natural Gas Bus with automatic transmission, air brakes, handicap lift.

HEOD CIT Licensing Requirements

CIT Licensing Requirements for all trucking, Heavy Equipments and Crane Operators. Pass CIT & DMV license requirements **pass** DOT, HAZ Physical, (6th grade level) entrance exam **Good H6 DMV** 5 years printout Enroll for DHS's TSA TWIC Card



Green Bus Modern Natural Gas Bus

The Trade of Instrument Techs

From the grapefruit on your breakfast table to the medication taken at lunch to the bath water in your tub at night, virtually everything we do is touched by the science of instrumentation. Instruments monitor air pollution, process our film and regulate the systems that freeze our favorite pizza. Without instrumentation, petroleum refineries would cease to function, assembly lines would halt and we might spend our evenings in the dark.

Instruments and control systems are the labor saving devices (process control robotics) used when automating. These systems in our factories and plants multiply the productivity of each worker, replacing and freeing many of them for other jobs. Instrumentation is the technology of using instruments to measure, indicate, record, compute, and CONTROL temperature, pressure, level and flow, plus other properties in the manufacturing process. The growth in this field has left the supply far behind the demand for qualified technicians to service, repair and calibrate industrial instruments and controls. Thus the INSTRUMENT TECHNICIAN or CIT Graduate with **Instrument** or **Instrument and Electrical Maintenance** - Dual Craft training is more likely to obtain a fulfilling job for the future when others may not. His instrument knowledge will continue to grow with technology, along with his job.

The College of Instrument Technology is the only school of its kind in the country providing extensive hands-on training as well as structured classroom experience for instrumentation technicians - Dual Craft electricians or graduates that may use knowledge of instrumentation as the extra edge needed in any field in obtaining a job. C.I.T. students have educational backgrounds ranging from high school graduate to college graduate with degrees in marketing, education, engineering and science. Those from sales, electrical / electronics / computer vocational schools and on-the-job experience in the electro-mechanical fields will find our training a way to increase their earning power. WIA, DOR, TRA, REHAB students will benefit from the retraining by acquiring the extra high tech skills needed along with their existing skills and work background to enter any new job. Past graduates keep showing up with unusual jobs which they tell us they believe the CIT retraining gave them the edge needed over their job experience to be rehired into their old job or an entirely new field in which only a small part touches on instrumentation.

Our broad curriculum of in-depth courses covers the key aspects of instrumentation, automatic process control, digital systems, on-line computer, safety systems, troubleshooting, repair, maintenance and sales. Students work with a variety of tools as well as pneumatic and electronic test instruments, thus acquiring a broad base of necessary skills in an on-the-job environment. As a result, students benefit from experience in the operation, field trouble-shooting and maintenance of various control systems, computers, and instruments that would interest any new employer in any job field. This technical training opens more fields to our graduates because of the opportunity to understand automated manufacturing. Understanding process control robotics, microprocessors, new control systems and on-line computer controls requires well trained, knowledgeable, professional technicians--the kind of technician you can become in two years at the COLLEGE OF INSTRUMENT TECHNOLOGY.



HISTORY

The College of Instrument Technology was founded in 1983 by Harold E. Durbin, Vice-President of Instrument Engineering with Instrument Personnel, Inc. Mr. Durbin had a dream to offer the first Instrument Engineer Degree and Instrument Technician N.C.I.T. Certification, in the United States, which features, HIGH TECH hands-on Field Training and Environmental Testing. Mr. Durbin wanted to assist men and women in obtaining work ethics that would be needed in the 21st Century for a productive career and rewarding future in America.

There was difficulty in finding qualified people with the skills necessary in the field of Instrumentation except for the few technicians who came from refineries, chemical, food, paper, and power plants, plus the individual instrument manufacturers. These technicians usually favored their specific brands and styles, which limited their technical abilities. At C.I.T., we emphasize the similarity of cross brands, thus introducing a broader general knowledge in instrumentation, **Dual Crafted** electrical maintenance, Process Control Systems, office equipment, environmental remediation and monitoring systems.

Long Beach City College was contracted to help start the first classes. During the 1980's, the college was taught at Long Beach City College. Later they moved into new quarters in the City of Norwalk with the help of Cerritos College, and then to the present site in Bellflower, California.

Thousands of different jobs.
One solution.

Swing Cab Crane Operator



HEOD 150 LEVEL 5 12 weeks
Mobile Hydraulic Crane
 Includes HEOD 140 Training

HEOD 140 LEVEL 4 11 weeks
Dozer & Wheel Loader
 Includes HEOD 130 Training

HEOD 130 LEVEL 3 10 weeks
Excavator & Truck Excavator
 Includes HEOD 120 Training



HEOD 120 LEVEL 2 9 weeks
Motor Grader & Skip Loader
 Includes HEOD 110 Training



HEOD 110 LEVEL 1 8 weeks
Backhoe & Skid Steer
 Includes HEOD 100 Training



HEOD 100 6 weeks
Truck Driver Operator
Class "A"
 Includes OSHA Certification
 Optional Bus Passenger Endorsement



Food Processing Instrument Techs



Thousands of different jobs.
One solution.



Heavy Equipment Operator Driver

Case 580 C - M - 680 K Tractors
Extendahoe® Loader 93 modules 240 hours

Training

CIT HEOD Licensing Requirements

HEOD 110 -Heavy Equipment Operator Truck Driver Level 1

OBJECTIVE: HEOD 110 - 240 Hrs - To Train as a **Heavy Equipment Operator Truck Driver** as a - Trained Case® Backhoe Operator - Trained Bobcat® Operator - Trained Forklift Operator - Dump Truck or Semi Truck Driver. Trained C12 Heavy Equipment Operator using a Case Backhoe or Bobcat® Excavator can make more money by doubling as a Semi Truck Driver where you move, drive the trucks you filled, or transport the Heavy Equipment or freight. Also taught if time allows, how to do *chains-of-cus-tody* for taking HAZ samples, testing spills and clean-ups during excavation and loading Haz trucks. Combination of Hands-on, and video cassette lectures provides a good understanding of the test subjects.

Heavy Equipment Operator Drivers may receive up to **10 Certificates:**

1) OSHA Hazardous Waste Site Operation (40 hr) **2)** OSHA Confined Space **3)** OSHA Competent Person **4)** OSHA Supervisor **5)** **Equipment Load and Tie-down for Transport** **6)** Fork Lift Safety **7)** Truck Driver Operator Class "A" or "B" or Hostler Driver (optional Class A with passenger endorsement for additional cost) **8)** Dump Truck Driver. **9)** Heavy Equipment Operator Case® Backhoe 580, 680 **10)** Bobcat® Skid Steer Operator. These certifications will help in obtaining a better local entry level job, (no cross country driving required for high paying jobs). Most operator drivers start their entry level jobs as full time drivers, who fill in as heavy equipment operators when someone is sick, can not work weekends, or is off on vacation.

Heavy Equipment Operator Truck Driver

- 1 Introduction to Truck Rigs, Storage, Transport and Fork Lift Loading
- 2 Trucking Trade Training and Final Exam **Entry Level I**
- 3 Introduction to Operating Equipment, Service, Storage and Transport
- 4 Understanding Road Survey Stakes, Plan Reading and Grade Setting
- 5 Operating Heavy Equipment Construction Techniques Transport - Loading
- 6 Optional for additional \$ 1,000.00 cost **Bus Driver Passengers Endorsement using Modern Natural Gas Bus automatic transmission, air brakes, handicap lift.**
- 7 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours required)

240 Hours maximum in 8 - 16 Weeks 93 Modules = DIPLOMA

Level 1 is a prerequisite for all **Heavy Equipment Operator Levels** found on page 9.

Additional Training Opportunities:

HEOD 250 - Intermediate Heavy Equipment and Crane

intermediate hands-on training, required prerequisite - HEOD 150.

360 Hours maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

HEOD 350 - Advanced Heavy Equipment and Crane

advanced hands-on training, required prerequisites level - HEOD 250.

360 Hours maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

GRADUATION REQUIREMENTS

To be eligible to graduate and to receive a diploma from The College of Instrument Technology (CIT), students must complete the outlined program with an average grade of "C" or better. In addition, they must return all appropriate materials to the school and have no outstanding fees, tuition or delinquent loans.

A diploma is awarded for the successful completion of each course. The courses are designed to prepare students to start work as entry level helpers, or coupled with their previous work experience, to be rehired in their field doing technical sales, sales support, manager, or to enter into other fields which touch on CIT training.

GRADUATE PLACEMENT

While the School offers Placement Assistance, the School cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

Students are encouraged to use professional Employment Agencies whose only job is to carefully match the student's skills, qualifications, and preferences with possible job openings with the highest salary.

While the College is a school, not an employment agency, and does not guarantee employment, every reasonable effort will be made to help graduates learn how to find suitable employment.

It is the student's responsibility to fill out an application and submit a resume, which outlines their experience and education gained from the school. CIT maintains books with information regarding current job leads, which are discussed regularly with the students. Until graduates are working they are required to phone or come in weekly for job leads. The only reason to stop calling CIT on a weekly basis, is upon finding employment, when it becomes the graduate's responsibility to send in an EVL or other proof of employment to CIT. Keep in touch for higher paying jobs.

GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director. The student should make a serious effort to resolve the issues with CIT at this level. If a student does not feel that the grievance has been adequately reviewed, he should write to the Director and request review of the complaint by the full staff. Unresolved complaints may be directed to the Bureau of Private Post Secondary Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 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.

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.

GRADING PROGRESS POLICY

Grade average required for graduating is a passing grade of 70. Upon successful completion a diploma or certificate will be awarded.

Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory for a calendar months the students will be placed on probations. If, during the next month the student's grade average is still unsatisfactory, the student studies will be interrupted and the VA will be promptly notified.

Condition for re-enrollment: Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruptions for unsatisfactory progress have been rectified.

Excellent	93 - 100
Above Average	85 - 92
Average	78 - 84
Below Average	70 - 77
Unsatisfactory	69 - or Below



Thousands of different jobs.

One solution.

Train to Quality



**Trained Dozer Operator
Level Four
11 Weeks**
114 modules



**Trained Bobcat® Operator
Bobcat® S250 Backhoe
Level One 8 Weeks**
93 modules

CIT HEOD Licensing Requirements

Trained Case® Operator
Case® 580 Backhoe Loader



Trained Bobcat® Operator
**Bobcat® S250 Backhoe Loader
+ Minor Field Maintenance**
CIT trains for Green Jobs

Heavy Equipment Operator Truck Driver Levels 1 - 5

HEOD 110 - Heavy Equipment Operator Truck Driver Level 1 includes 240 Hours of training.
HEOD 120 - Heavy Equipment Operator Truck Driver Level 2 = Level 1 + 30 advanced hrs
HEOD 130 - Heavy Equipment Operator Truck Driver Level 3 = Level 2 + 30 advanced hrs
HEOD 140 - Heavy Equipment Operator Truck Driver Level 4 = Level 3 + 30 advanced hrs
HEOD 150 - Heavy Equipment Operator Truck Driver Level 5 = Level 4 + 30 advanced hrs
HEOD 250 - Intermediate Heavy Equipment and Crane; prerequisite: HEOD 150.
HEOD 350 - Advanced Heavy Equipment and Crane; prerequisite: HEOD 250.

OBJECTIVE: These programs are designed to Train as a Heavy Equipment Operator - Certified Backhoe Loader Operator - Certified Bobcat® Backhoe Loader Operator Driver- Certified Crane Operator and Crane Oilrigger Signaler. Certified Heavy Equipment Operators are also taught how to do chains-of-custody for taking HAZ samples, testing spills and clean-ups during excavation and loading HAZ trucks, and to perform on-site continuous testing for E.P.A. Compliance. The combination of Hands-on, audio and / or video cassette lectures provides a good understanding of the test subjects.

As mentioned on page 8, Heavy Equipment Operator Truck Driver Level 1 includes 10 certificates, 240 hours of hands-on and classroom instruction, 93 modules and 8 - 16 weeks of training. Each additional level includes extra certifications, hours, modules and training time according to the following chart:

Level 2 - 12 Certificates, 270 hours, 100 modules, and 9 - 18 weeks of training
Students also certify on the 120 Case® Skip Loader 570, and Road Grader.

Level 3 - 13 Certificates, 300 hours, 107 modules, and 10 - 20 weeks of training
Students also certify on the Gradall® Excavator.

Level 4 - 14 Certificates, 330 hours, 114 modules, and 11 - 20 weeks of training
Students also certify on the Dozer or Big Wheel Loader.

Level 5 - 17 Certificates, 360 hours, 121 modules, and 12 - 20 weeks of training
Students also certify on the Rough Terrain Crane, Mobile Crane, Crane Oilrigger Signaler

Level 1, found on page 8, is one of the required prerequisites for the above and may not be included in the time & total Tuition.



100 modules
**Level 2 Road Grader
Operator**

107 modules
**Level 3 Gradall® 1000
Excavator Operator**

114 modules
**Level 4 Dozer
Operator - Wheel
Loader**

114 modules
**Level 5 Swing Cab Crane
Operator - Oiler - Rigger - Signaler
Train & Certify Operator Driver**



Heavy Equipment Operator Driver

Level One Case® 580 - 680 Backhoe 93 modules
Extendahoe® Loader
*Equipment Types and Models
 may change based on availability.*
 CIT trains and certifies for Green Jobs

Level 2 Additional Week
7 Modules
Road Grader Operator
100 modules



Gradall® 1000 Excavators



Operator + Field Maintenance
Level 2 Additional Week 7 Modules
Excavator Operator
Level 3 Additional Week 9 Modules
Gradall 1000
excavator Operator 107 modules
Level 4 10 Modules
Maintenance 7 Modules
Dozer, Earthmover
or Crane Operator
Road Grader



FACILITIES

The COLLEGE OF INSTRUMENT TECHNOLOGY (CIT) classroom facilities are located at 9807 – 9811 East Palm Street, Bellflower, CA 90706 with Corporate offices at 17156 Bellflower Blvd, Bellflower, CA 90706. Additional Hands-on and heavy equipment are provided off campus in various locations.

Maximum enrollment for each class is 24. Lecture, classrooms and laboratory for self-paced module studies, with seating capacity of 24, are located in the education building on Palm Street. Two laboratories are set up with areas for "Hands-on" cleaning, repair, and calibration of instruments. A separate classroom is used for study and viewing of video modules, lectures, and other visual aid presentations. There is adequate street parking available, and CIT is located one block from a bus stop. There are restaurants and shopping areas nearby.

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all Federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

It is in this environment that students will be able to learn instrument certification work, traceable to National Certification of Instrument Technicians (N.C.I.T.) and National Institute of Standards Technology (N.I.S.T.) Standards, formerly N.B.S.

FINANCIAL AID

Conventional loans may be available through a local bank for qualified applicants or qualified students may request a special payment plan with CIT.

Currently CIT does not participate in federal and state financial aid programs.

An in-house, interest-free consumer loan is available upon request. A one-percent monthly service charge will be added to delinquent accounts plus any collection fees.

Federal Truth in Lending Act pursuant to Title 15 of the United States Code. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

DRUG - FREE WORKPLACE

The illegal use of drugs is a national problem that seriously affects every American. Drug abuse not only affects individual users and their families, but it also presents new dangers for the workplace and/or school.

The President of the United States has urged businesses, schools and labor to take a leadership role in a nationwide effort to reduce the illegal use of drugs.

As you are aware, College of Instrument Technology (CIT) has always been committed to providing a safe learning environment and fostering the well-being and health of our students. Illegal drug use jeopardizes this commitment, and undermines the capability of College of Instrument Technology to provide quality training.

To address this problem, CIT has developed a policy regarding the illegal use of drugs that we believe best serves the interests of all students. Our policy formally states that the illegal use of drugs will not be tolerated. This policy was designed with two basic objectives in mind: 1) students deserve a learning environment that is free from the effects of drugs and the problems associated with their use, and 2) this company has a responsibility to maintain a healthy and safe learning environment.

According to state laws, every trucking student will be drug tested when they first start school. Upon taking the first drug test, he/she will be entered into the student drug consortium. Each quarter, students will be chosen at random to be tested for drugs and/or alcohol.

We believe it is important that we all work together to make CIT a drug-free and safe learning environment.

Educational Philosophy and Objectives

The College of Instrument Technology (CIT) is dedicated to the education of its students as productive individuals and responsible citizens in our ever-changing technological society. The philosophy of CIT, through a broad curriculum of in-depth self-paced 50 module courses, is outlined in the

CIT Mission Statement:

“The **CIT Mission** is to train and certify students, guiding them toward a productive lifelong career. Student success is CIT’s highest priority. We are committed to teaching excellence, lifetime ambition, partnership building, and economic achievement.”

ENROLLMENT AGREEMENT

As part of the **Enrollment Agreement**, **Prospective Enrollees** are given **C.I.T.’s catalog, School Performance Fact Sheet, program specific brochure, when visiting C.I.T.’s physical facilities.** School personnel discuss personal educational and occupational plans prior to enrolling or signing enrollment agreements. Ed. Code 94911 (j) Any questions you have regarding enrollment agreement not answered may be directed to the **Bureau for Private Post Secondary Education** at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 www.bppe.cagov, toll-free telephone number 888 370-7589 or by fax 916 263-1897.

COURSE DESCRIPTIONS

ECPM 100 - ENVIRONMENTAL CLEAN-UP PROJECT MANAGER

These programs are designed to teach students the basics of testing water samples. The first step in all hazardous waste clean-ups, whether you dig, haul or perform on-site remediation, is to test and sample while operating a drilling rig taking boring samples or operate a Gradall 1000 deep reach excavator or back hoe trenching to obtain wall samples to define the migration of the plume on the piece of real estate. Environmental Clean-up Monitors or HAZ Contractor’s heavy equipment operators drivers are taught to quote: tank removals, site assessments, operation of drilling rig to obtain boring samples, on-site soil and ground water remediation. On-site soil remediation is featured using HED 2, a portable TTU. Trade tips on taking samples, reporting data, testing spills and clean-ups. Install monitors for on-site continuous testing for E.P.A. compliance. Basic Water Treatment Plant Operations. Basic Operation and Maintenance of Waste Water and perform underground tank testing.



Inquire about CIT’s Heavy Equipment Certification Requirements!

Environmental Clean-up Project Manager

Waste Water Operator Tech Instrument - Electrical	Level 1	240 Hrs
Waste Water Operator Tech Instrument - Electrical	Level 1 plus 240 hours	Level 2 480 Hrs
Waste Water Operator Tech Instrument - Electrical	Level 2 plus 240 hours	Level 3 720 Hrs

CIT trains for Green Jobs

68 Modules Waste Water Operator Tech Instrument - Electrical	Level 1	240 Hrs
1 Introduction Basic Water Treatment Plant Electrical and Instrument		
2 Understanding Application of Test Equipment		
3 Basic Instrument Calibration		
4 Math, Theory, Symbols and Drawings		
5 Basic Instrument Repair and Installation		
N.C.I.T. Basic Instrumentation Qualify Test Preparation and Final Exam		
240 HOURS maximum in 8 - 13 Weeks 50 Modules		

50 Modules Waste Water Operator Tech Instrument - Electrical	Level 2	240 Hrs
1 Physical Properties of Basic Water Treatment Plant Operations		
2 Calibration and Certification of Environmental Instruments and Final Exam		
3 Drilling, Sampling, and Chain of Custody		
4 Vapor Gas Sampling and Site Plotting		
5 Underground Tank and Pipe Locating Instruments		
240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA		

50 Modules Operation of Waste Water Treatment Plants	Level 3	240 Hrs
1 Safety and Instrumentation		
2 Waste Monitoring Analyzers		
3 Operating Waste Water Plant		
4 Portable Metrology Labs		
5 Hazardous Waste Site Operations		
N.C.I.T. Hazardous Qualify Test Preparation and Final Exam		
240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA		

720 HOURS maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

COURSE DESCRIPTIONS

CALIBRATION METROLOGY TESTER



Review BPPE required 2 YEAR COURSE PERFORMANCE FACT SHEET before choosing a career path and enrolling in school or college.

REFINERY INSTRUMENT TECHS

CIT trains and certifies for Green Jobs



BOOKS, COMPUTERS & HAND TOOLS

Basic text books, supplies and tools will be supplied to students at no additional cost and are included in tuition. Reference books and computers are available in the library. The College of Instrument Technology (CIT) recommends that students obtain a library card from the Los Angeles County Library and also with "Friends of the Library" of their local community college. The school video library is available to students during school hours. Priority and access of computers available for student use is primarily to be used as a library resource and secondly to assist students as they look for training related employment. All specialty tools are provided by CIT.

CREDIT HOUR FORMULA

The conversion formula endorsed by the Department of Education Office of Eligibility and Certification follows:

- One semester credit for each 30 clock hours of lecture / class.
- One semester credit for each 30 clock hours of lab.
- One clock hour equals a minimum of 50 minutes of instruction.

Disclosure of Educational Records

"According to FERPA (Family Educational Right and Privacy Act, also known as the Buckley Amendment), college students are considered responsible adults and are allowed to determine who will receive information about them. Under this law parents who want to receive a copy of their student's academic or financial records can do so if their student signs a release form."

College education records are defined as files, materials, and documents which contain information directly related to a student. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

Dress Code / Grooming / Identification

Because of hands-on lab work and the optional hands-on in-the-field training, CIT recommends: Long sleeve shirts, pants (Sears or Dickie Dark Blue) and steel-toed shoes to promote safety and prevent accidents.

Students must be neatly dressed and well groomed at all times (clean shaven, trimmed hair and mustache) as described in CIT's SCHOOL REGULATIONS.

Students are issued a Student Photo ID Badge which must be worn at all times while in school for ease of instant name identification. If a student comes to class without his ID badge, he will be given a verbal warning the first time; the second warning will be written and placed in the student's file; the third time the student will be asked to leave campus until he returns wearing his Photo ID Badge. If the badge is lost or misplaced, a charge of \$20.00 will be made for a replacement.

ATTENDANCE, ABSENCES, TARDINESS WITHDRAWALS, RE-ENTRY

STUDENT ABSENCES - Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and at the discretion of the School Director. All other absences will be considered unexcused. **Cutting classes** will be considered as unexcused absences.

PROBATION - Students are expected to call the school office whenever they are unable to attend class for any reason. Attendance data is kept in the student's permanent record. Students with two or more unexcused absences in any given month will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption of the student's training program.

DISMISSAL - Students are subject to dismissal if, after they have been on probation for two consecutive months, their attendance/unexcused absences do not improve.

TARDINESS without legitimate reason on two occasions in one class will be considered as one unexcused absence.

LEAVE OF ABSENCE requested in writing will be considered and such leaves may be granted to students at the discretion of the School Director.

WITHDRAWAL from the school must be requested in writing and submitted in person to the School Director before it will be considered official.

RE-ENTRY into the College of Instrument Technology is subject to review of the student's past record by the Director.

Accident or Medical Insurance

The student voluntarily assumes all risks and dangers incidental to attending the College of Instrument Technology (CIT), whether occurring prior to, during, or after school classes or activities. Student voluntarily agrees that the management, learning facilities, school equipment, participants, and all of their respective agents, officers, directors, faculty, owners and employees are held harmless and expressly released by student from any claims incidental to the activities of CIT.

The College of Instrument Technology recommends that students have personal accident or medical insurance. If student does not have insurance, the student should contact his/her local insurance agent to purchase insurance.

APPROVAL DISCLOSURE

College of Instrument Technology's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Class sizes are approved to 200 students and located at 17156 Bellflower Blvd, Bellflower, CA 90706.

COURSE DESCRIPTIONS

ELEC 100 - Electrical and Instrument Maintenance

Electricians do most of the wiring and control runs in homes, apartments and manufacturing plants. Many Graduates go to work as Electrician Technicians Helpers, but many others enter fields for which CIT training, combined with their previous experience, qualifies them to obtain better jobs. The first step in all Electrical Maintenance, whether you are repairing, certifying or troubleshooting, is to attempt to test. If it calibrates then you can certify; if not, then you must replace it, switch out a component, send it back to the factory for exchange, or sell them a new electrical control system. Before you can start up the Electrical circuit, it must be tested and certified. Simple, easy instructions are given in HOW TO TEST AND CERTIFY electrical circuits that measure and control flow, level, speed, altitude, temperature, pressure, differential pressure, pH, conductivity, and chemical analysis. Maintenance electricians, technicians, engineers, salesmen and managers are taught to troubleshoot systems, change out components, make critical adjustments, to assure high product quality, and prevent damage to expensive systems. The courses are designed to prepare students to start as entry level maintenance helpers. Students benefit from learning the additional, high tech skills needed, along with their existing skills and work background, to enter this new career. Past graduates show up with unusual jobs for which they tell us CIT retraining gave them the edge needed to obtain. Coupled with their previous work experience, CIT training has enabled graduates to be hired in electrical sales, electrical maintenance, and other fields touching on electrical knowledge of electrical controls. Electrical equipment is an integral part, if not the cornerstone, of most new high tech job opportunities.

Electricians Electrical and Instrumentation Maintenance

Electrical and Instrumentation Maintenance	Level I	240 Hrs
Electrical and Instrumentation Maintenance	Level 2	480 Hrs

CIT training for Green Jobs

50 Modules Electrical and Instrument Maintenance Level I 240 Hrs

House Electrical Maintenance NEC 2005

- 1 Introduction to Electrical Repair, Control and Certification
 - 2 Understanding Application of Electrical Test Equipment
 - 3 Basic Plant Electrical
 - 4 Industrial Electrician's Math, Theory, Symbols and Drawings
 - 5 Basic Industrial Electrical Repair and Installation
- N.C.I.T. Basic Electrical Quality Test Preparation and Final Exam
240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

68 Modules Electrical and Instrument Maintenance Level II 240 Hrs

Industrial Electric NEC 2005

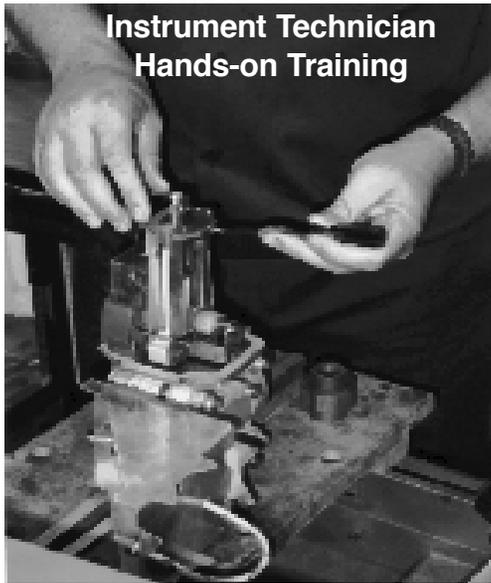
- 1 Introduction to Electrical Maintenance
 - 2 Electrical Maintenance Study
 - 3 Electrical Controller Study
 - 4 Theory of Electrical Maintenance
 - 6 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours)
 - 7 Electrical Safety Overview (8 hours)
- N.C.I.T. Qualify Electrician Test Preparation and Final Exam
240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

Total 480 HOURS maximum in 16 - 26 Weeks 118 Modules = DIPLOMA

COURSE DESCRIPTIONS

INST 100 - Instrument and Electrical Maintenance - Dual Craft

CALIBRATION METROLOGY TESTER
Waste Water Operator Tech
Process Control Technician



Process control Technician use N.C.I.T. (National Qualify of Instrument Technicians) and N.I.S.T. (National Institute of Standards Technology) instrument test standards to calibrate, check install and certify all types of process control instruments, computers, sensors, transmitters, and recorders. These are used to measure and control temperature, pressure, flow vacuum conductivity, analytical measurement, pH, tank volumes, underground tank leakage, and metrology, etc. Cornerstone of all manufacture and most trades (Waste Water Operator, Precision Instrument Repair Tech, Computer Control - Networking, Industrial electrical Instrument Maintenance). Learn to sell and operate instruments by understanding how to check, clean, repair, calibrate, and certify electronic components.

1st Quarter **50 Modules Instrument and Electrical Maintenance - Dual Craft Level 1**

- 1 Introduction to Process Control, Calibration & Certification **Instrument**
- 2 Understanding Application of Electrical-Instrument Test Equipment
- 3 Basic Waste Water Operator Instrument Calibration
- 4 Math, Theory, Symbols and Drawings **CIT trains for Green Jobs**
- 5 Basic Electrical Maintenance, Instrument Repair and Installation
- N.C.I.T. Electrical and Instrumentation Qualify Test Preparation and Final Exam
- 240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

2nd Quarter **68 Modules Instrument and Electrical Maintenance - Dual Craft Level 2**

- 1 Introduction to Waste Water Operator Process Control **Waste Water**
- 2 Calibration Metrology Tester Controller Study
- 3 Valve Study
- 4 Theory of pressure, flow, temperature and ph measuring devices
- 5 Analytical Measurement Study
- 6 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours)
- N.C.I.T. Electrical and Calibration Metrology Tester Test Preparation and Final Exam
- 240 HOURS maximum in 8 -13 Weeks 68 Modules = DIPLOMA

3rd Quarter **50 Modules Instrument and Electrical Maintenance - Dual Craft Level 3**

- 1 Theory Computer, PLC and Analyzers **Calibration Metrology Tester**
- 2 Calibration Metrology Tester
- 3 Computer Control interface.
- 4 Analyzers and Electronic Instruments Trouble Shooting
- 5 Computer, PLC Loop Checks, Calibration & N.C.I.T. Certification
- N.C.I.T. Computer, PLC Loop Checks Instrument Qualify Test
- 240 HOURS maximum in 8 -12 Weeks 50 Modules = DIPLOMA

Total 720 HOURS maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

ADMISSION REQUIREMENTS

Prerequisites: A high school diploma, GED, ATB or equivalent is required for admissions. Most students benefit from the training who have a good mechanical aptitude plus, 6th grade math and reading skills. Please note: all instruction is provided in the English language. Prospective students will be given an admissions examination for reading and basic arithmetic.

For Truck Driving Operator Training, (pages 6 & 7), please note the following additional entrance requirements: minimum age of 18 years, able to operate a vehicle with a standard clutch - stick shift, pass DOT, HAZ Physical, Drug Test, 6th grade entrance exam, lift 5 lbs once in a while, and have fair DMV H6 printout for the last five years.

If available, CIT will provide prospective students with a program-specific brochure. CIT will give each prospect a School Performance Fact sheet, and a general brochure(CIT catalog). The student is encouraged to review these required documents prior to signing an enrollment agreement.



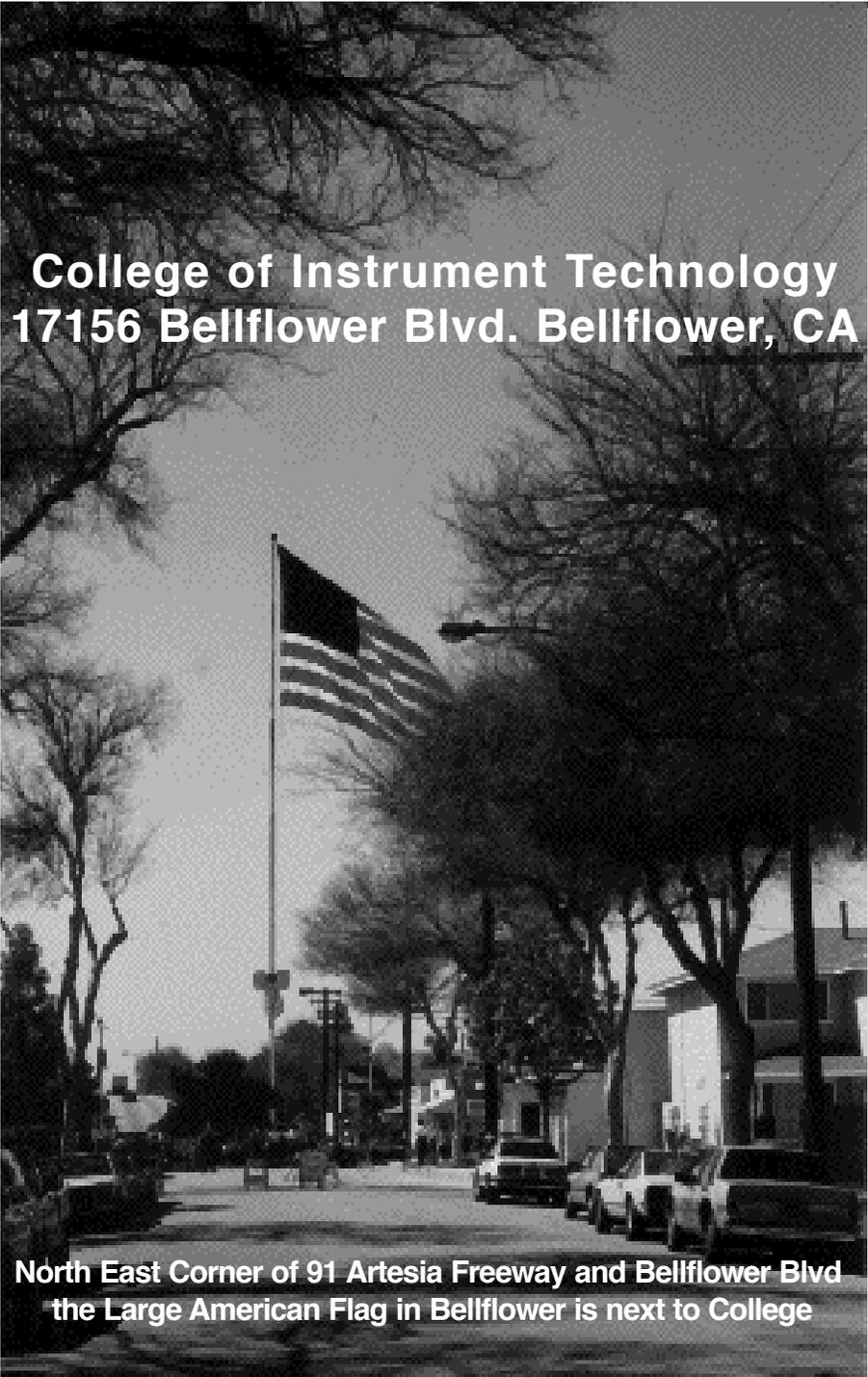
HOW TO APPLY FOR ADMISSION

Enrollment If you are interested in applying for training, apply in person between 9 AM and 4 PM, Monday through Thursday at 17156 Bellflower Blvd., Bellflower, CA 90706. The school will grant a pre-admission interview and entrance exam at no cost to the student. We encourage every member of your family who has a sincere interest in your future, to be present for the interview. (Applicants under legal age must have their parent or guardian present.)

The representative will explain the programs and procedures at College of Instrument Technology including: requirements, student conduct code, costs, course content, training methods used and job opportunities. He will also answer any questions you or your family may ask.

If you meet our requirements and desire to apply for training, the representative can submit your application, along with other supplemental information, to the school. If applicant is accepted, the fees are due and payable at end of first week of school, unless another payment plan is agreed upon. All money paid is subject to the Tuition Refund Policy, based on modules completed, as printed in this catalog.

College of Instrument Technology (CIT) welcomes all students without regard to race, creed, color, or national origin; and, pursuant to Title IX of the Educational Amendments of 1972, notification is hereby given that CIT does not discriminate on the basis of sex, and that the College is required by Title IX not to discriminate on the basis of sex.



College of Instrument Technology
17156 Bellflower Blvd. Bellflower, CA

North East Corner of 91 Artesia Freeway and Bellflower Blvd
the Large American Flag in Bellflower is next to College

COURSE DESCRIPTIONS

WPCG 100 - WORD PROCESSING & COMPUTER GRAPHICS

Our programs are designed to combine basic skills with Hands-On experience offering the student training in Word Processing, Computer Graphics, Desktop Publishing and DV Digital non linear Video Editing. Software taught for the various Computer Graphic courses includes Printshop Deluxe, Printshop Deluxe Companion, Mavis Bacon Keyboarding, Adobe Illustrator CS2, Adobe Photoshop CS2, Adobe Acrobat 7.0, Adobe InDesign CS2, Adobe GoLive CS2, QuarkXpress, Power Point Graphics (Business Presentations) and Macintosh's FinalCut Pro Digital Video Editing. In the Business Computing Applications the software taught is WordPerfect, MicroSoft Word Office, Excel, Spread Sheets, Data Base and Power Point Graphics (for Business Presentations). The students can be crossed trained on various wordprocessing, computer graphics programs which will thoroughly prepare them for a variety of occupations in today's automated office or give them the edge needed to enter Desktop Publishing production with an emphasis on the high end, Computer Graphics.

Word Processing & Computer Graphics

Word Processing in Business Tutorial	Level 1	240 Hrs	50 Modules
Computer Graphics <small>Level 1 plus 240 hours</small>	Level 2	240 Hrs	100 Modules

50 Modules Word Processing in Business Tutorial Level 1 240 Hrs

- 1 Introduction to the Macintosh Computer
- 2 Keyboarding
- 3 Word Processing
- 4 Printshop Deluxe and Companion
- 5 QuarkXpress Desktop Publishing

240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA

Word Processing
Macintosh Computer



50 Modules Computer Graphics Desktop Publishing

- 1 Adobe Acrobat
- 2 Adobe Illustrator
- 3 Adobe Photoshop
- 4 QuarkXpress Desktop Publishing
- 5 Power Point Computer Graphics

240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA

Computer Graphics



Total 480 HOURS maximum in 16 - 26 Weeks
 100 Modules and Final Exams = DIPLOMA

Sign Graphics - Computer
Video Editing



COURSE DESCRIPTIONS

WCR 100 - WATCH & CLOCK REPAIRS

The Watch / Clock repair technician programs are designed to teach students the basics of watch, clock and time piece repair and jewelry sales. Trade tips on store security, tele-marketing, gemology, battery, crystals and watch band replacement are featured so students can obtain entry level jobs. Time pieces used for time measurement offer challenging and rewarding opportunities for the craftsmen who learn to repair, maintain and sell them. These courses combine basic skills and "Hands-On" Experience, to start the student on the road to Watch / Clock service, sales, marketing, tele-marketing or additional in-depth repair training.

Level I Watch / Clock Repairs

Level 1 240 Hrs

50 Modules

Watch or Clock Repair Level I

- 1 Principles Used in Watches and Clocks
 - 2 History of Watches and Clocks
 - 3 Basic Staking, Polishing, Poising and Hairspring Adjustment
 - 4 Trade Tips on Security, Sales, Tele-marketing and Gemology
 - 5 Trade Tips on Battery and Watch Band Replacement
- N.C.I.T. Craftsman Watch / or /Clock Test Prep. & Final Exam

240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA

Level II Watch / Clock Repairs Level I plus 240 advanced hours = Level 2 480 Hrs

50 Modules

Watch or Clock Repair Level II

- 1 Principles Used in Watches and Clocks
 - 2 Trade Tips on Cleaning and Crystal Replacement
 - 3 General Repair
 - 4 Basic Stem and Staff
 - 5 Soldering
- N.C.I.T. Craftsman Watch / or /Clock Test Prep. & Final Exam

240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

Total 480 HOURS in 16 - 26 Weeks 150 Modules = DIPLOMA

T50 Modules

Watch or Clock Repair Level III

- 1 Principles Used in Watches and Clocks
 - 2 Trade Tips on Cleaning and Crystal Replacement
 - 3 Advance Repair
 - 4 Advance Stem and Staff
 - 5 Advance Marketing
- N.C.I.T. Craftsman Watch / or /Clock Test Prep. & Final Exam

240 HOURS maximum in 8 -12 Weeks 50 Modules = DIPLOMA

Total 720 HOURS in 24 - 48 Weeks 150 Modules = DIPLOMA



WATCH / CLOCK REPAIRS *Ideal for Veterans*



CIT's Policies, Rule and Guidelines

CONSULTANTS / GUEST SPEAKERS

Oscar M. Sosa

Mr. Sosa graduated from the College of Instrument Technology with a Diploma in Contractor's Business Development, with an emphasis in C-12 Excavation, Paving, Landscaping, and heavy equipment operation. He also received his HAZWOPER Certificates, and has been trained in industrial instrumentation by C.I.T. He was employed by NI Industries/Titan Auto from 1984 to 1999, in various capacities, including foreman, forklift operator, welder, slitter operator, press operator, crane operator, and truck driver. Mr. Sosa brings experience along with a friendly personality which helps to make this school a comfortable learning zone.

Larry R. Dipple

Mr. Dipple has been involved in the instrumentation field and various phases of electronics, physics and robotics, related to instrument technology for over 30 years. While holding a position in the Research and Development Department of Harry Winston, Inc., he developed the only working robots in the United States that can cut gem quality diamonds. With Technical Oil Tool Company (TOTCO), a division of Baker Oil Tools Company, he worked in the development of bourdon tubes, bellows-in-a-can-recorder elements and pneumatic alarm systems. He also worked in their training division.

Raul N. Montes

Mr. Montes is a graduate of the College of Instrument Technology and of Electronics Tele-Communications. A Senior Instrument Technician with Instrument Personnel, Incorporated, he joined the firm in 1981. He received a Certificate of Authorization for service as an Instructor from the State of California, and is fluent in English and Spanish. Mr. Montes also maintains certification with N.C.I.T. (National Certification of Instrument Technicians). He studied pneumatics extensively at Long Beach City College. His vast and varied experience in troubleshooting, repair, and calibration of industrial instruments, has allowed him to successfully train students in the classroom and in the field for over ten years.

Richard A. Sarut

He brings to the College of Instrument Technology solid experience in teaching electrical theory, digital circuit applications, control system theory and design, SCADA system and electronic instrumentation maintenance and repair. He instructs electrical and instrument personnel in digital and microprocessor operations, programmable controllers, SCADA systems, and distributed control systems.

Frank McDonnell

Mr. McDonnell worked with the United Kingdom's Health and Safety Inspector (Federal OSHA equivalent in Britain) between 1978 and 1983. During his tenure with the Agency, he helped develop abatement measures, wrote abatement plans, and Health and Safety plans. In his role as a U.K. Senior Technical Officer, his primary responsibility was to check compliance with required Health and Safety activities.

COURSE DESCRIPTIONS

GEM 100 - GEMOLOGY

Gemology technician programs are designed to teach students the basics of Gem Appraisal. Gemological Instruments used for Colored Stone Grading, Diamond Grading, and Gem Measurement offer challenging and rewarding opportunities for Gem Appraisal used in marketing. These courses combine basic skills and "Hands-On" Experience, to offer the student in-depth gemology training and overview on advertising, marketing, and tele-marketing. Including trade tips on store security, tele-marketing, watch service, battery, crystals and watch band replacement. The courses range from gemology principles through advanced gemology techniques, jewelry retail sales, gem appraisals, retail sales, tele-marketing and minor watch service.

Level I Gemology

Level I 240 Hrs

50 Modules Gemology Level I

- 1 Introduction to Gemology
 - 2 Gem Identification
 - 3 Colored Stone Grading
 - 4 Use of Gemological Instruments
 - 5 Diamond Grading
 - 6 Trade Tips on Battery and Watch Band Replacement
 - 7 Trade Tips on Cleaning and Crystal Replacement
 - 8 Trade Tips on Security, Sales, Tele-marketing and Gemology
- N.C.I.T. Gemology Test Preparation and Final Exam

240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

Level II Gemology

Level I plus 240 advanced hours = Level 2 480 Hrs

50 Modules Gemology Business Level II

- 1 Advanced Gemology
 - 2 Gem Identification
 - 3 Colored Stone Grading
 - 4 Gemological Instruments
 - 5 Gem and Jewelry Repairs
 - 6 Retail Jewelry Sales and Security
- N.C.I.T. Gemology Test Preparation and Final Exam

240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

N.C.I.T. Jeweler Gemology Test Prep. & Final Exam

Total 480 HOURS in 16 - 26 Weeks 100 Modules = DIPLOMA

Level III Gemology

Level I & Level II = Level 3 720 Hrs

50 Modules Gemology Business Level III

- 1 Advanced Gemology
 - 2 Gem Identification
 - 3 Colored Stone Grading
 - 4 Gemological Instruments
 - 5 Gem and Jewelry Repairs
 - 6 Retail Jewelry Sales and Security
- N.C.I.T. Gemology Test Preparation and Final Exam

240 HOURS maximum in 8 -12 Weeks 50 Modules = DIPLOMA

N.C.I.T. Jeweler Gemology Test Prep. & Final Exam

Total 720 HOURS in 24 - 48 Weeks 150 Modules = DIPLOMA

COURSE DESCRIPTIONS

OSHA 40 - HAZARDOUS WASTE SITE OPERATIONS

OSHA 29 CFR 1910.120 (40 hours required) HAZWOPER
Complies with the 40 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for Hazardous Waste Operations and Emergency Response activities. Required 40 hour off-site training and N.C.I.T. testing for all field personnel (geologists, engineers, technicians, waste site workers, truckers, tank testers, instrument technicians, drillers, site managers, emergency response personnel, inspectors---city, grading, fire department, chemical, paper, power plant, refinery workers, health and safety coordinators, etc). **\$576.00**

10 Hrs. Day One HAZWOPER 3 Modules

- | | |
|----------------------------------------------|-------------------------------------|
| 1 Introduction | 2 Hazard Recognition Identification |
| 3 Physical Properties of Hazardous Materials | 4 Toxicology |
| 5 Physical Hazards Excavation Trenching | 6 Exposure Guidelines |
| 7 Protective Clothing | 8 Medical Surveillance |

10 Hrs. Day Two HAZWOPER 3 Modules

- | | |
|----------------------------------------------|-------------------------------------|
| 1 Instrument Calibration & Certification | 2 Respiratory Protective Equipment |
| 3 EPA Levels of Protection | 4 SCBA Exercise and APR Fit Test |
| 5 Air Monitoring Instruments & Certification | 6 Environmental Sampling Techniques |

10 Hrs. Day Three HAZWOPER 3 Modules

- | | |
|-----------------------------------------|-----------------------------------|
| 1 Site Control Competent Person | 2 Site Entry Problem Instructions |
| 3 Drum and Container Handling | 4 Health & Safety Officer |
| 5 Confined Spaces Hazard Identification | 6 Hazard Communication |

10 Hrs. Day Four HAZWOPER 3 Modules

- | | |
|-----------------------------------------------|--------------------------------|
| 1 Site Characterization Soil Classification | 2 Site Regulatory Requirements |
| 3 Response Instructions | 4 Decontamination Instructions |
| 5 Excavation Safety Competent Person | 6 Incident Chain of Command |
| 7 Level A, or B, or C, Dress-out Instructions | 8 Final Examination |

N.C.I.T. Hazardous Waste Site Operator Test Preparation.

40 Hrs HAZWOPER = Photo ID, Certificate of Completion \$ 576.00

Upon completion participants may apply for OSHA Outreach Completion Card

OSHA Certifications Train the Trainer \$1,444.00

OSHA regulations found in Construction Industry Standards (CFR Part 1926)
OSHA OSX 998 10-Hour Trainer Course for Construction Industry 12 Hrs **\$225.00**
OSHA OSX 998 30-Hour Trainer Course for Construction Industry 32 Hrs **\$395.00**
Upon completion participants may apply for OSHA Outreach Completion Card

OSHA regulations found in General Industry Standards (CFR Part 1926)
OSHA OSX 997 10-Hour Trainer Course for General Industry 12 Hrs **\$225.00**

OSHA OSX 998 30-Hour Trainer Course for General Industry 32 Hrs **\$395.00**
Upon completion participants may apply for OSHA Outreach Completion Card

N.C.I.T. Hazardous Waste Site Operator Test = Data Base Certificate of Completion

Arti Sutaria

Ms. Sutaria has earned her Bachelors of Science degree in Mathematical Sciences/Bio-Psychology at Juniata College. Ms. Sutaria continued her graduate studies at The Pennsylvania State University in Mathematics. Ms. Sutaria has solid experience both as a professor and Director of various educational institutions. Ms. Sutaria is the Assistant Director at CIT, and helps plan, organize, and direct operations at CIT.

Marisa Whitney

Mrs. Whitney has been working in the construction industry since 2000. Her knowledge and experience in the industry, combined with her outgoing and lively personality make her a great asset to the students at The College of Instrument Technology, CIT. Ms. Whitney has been a job developer at CIT since 2011, and continues to find great employment opportunities for our students.

Jade Wright

Mr. Jade Wright is a graduate of the College of Instrument Technology, CIT. While attending CIT, Mr. Wright showed a natural aptitude towards the trucking and heavy equipment fields. Upon completion of his program, the instructors and staff thought he would be a great asset to CIT, thus Mr. Wright was hired in 2012 as an Assistant Instructor and Clerical Assistant.

Hope E. Durbin

Ms. Durbin is a Word Processing and Computer Graphics Instructor. She grew up as part of the new computer generation. At age 7, she received her first computer, and began to learn word processing, computer spreadsheets, and computer graphics, etc., along with other basic subjects in school. A business graduate of Long Beach City College, she continues to pursue an education in business at Chapman University. She helps with job placement, and has been an assistant instructor at C.I.T. for more than six years.

Marlon T. Bunch

After graduating from CIT, Mr. Bunch first went to work at Carlton Forge Works where he used his new skills to calibrate, inspect and geometrically verify components of machined and aircraft parts. In addition, Mr. Bunch has 20 years of quality control experience at Northrop Grumman Corporation where he was a Production Inspector and Technician. Recently, he has returned to CIT as an Instrument Instructor where he assists students in their hands-on training of instrument calibration and certification.

Rafael Garcia

Mr. Garcia, a certified commercial driver, with many years of terminal experience.

INSTRUCTORS / STAFF

Harry E. Durbin

Mr. Durbin has worked as an instrument technician for THUMS, Arco, and Instrument Personnel. He currently has his own contracting business. Previously, he worked for Instruteks, Incorporated as an Environmental Heavy Equipment Operator, where he removed UST's, and remediated contaminated soil. He has experience operating the Gradall® 1000, excavator, backhoe with concrete breaker and compactor, skip loader, forklift, Royer® 365 soil screening machine, Mobile® B-52 drilling rig, and Acker® drilling rig. He has managed jobs requiring the use of this equipment, and also performed the necessary preventive maintenance on the heavy equipment. He has assisted instructors of the instrumentation classes, computer classes, contracting, and OSHA classes for several years. He grew up as part of the new computer generation. As such, he learned word processing, computer spreadsheets, and computer graphics, etc., along with other basic subjects in school. In 1997, he traveled to Thailand, where he instructed Thai Tribal Craft employees in Microsoft Office products, especially EXCEL.

Mr. Durbin became CIT's Field Director in 2012. As CIT's Field Director he ensures that hands on training goes smoothly. He works to train all students thoroughly and makes sure they gain enough knowledge and experience to be successful in the work field.

Rick David Palacios

Mr. Palacios is the Field Manager as well as Senior Trucking Instructor. He oversees all field operations. Mr. Palacios has almost two decades of experience operating commercial tractors and tractor-trailer rigs. He has been assisting students at CIT since 2001. He helps beginning and advanced trucking students develop their skills. Mr. Palacios strives to deepen student's knowledge in Air Brakes, Pre-Trip, Maneuvers, Hands on driving, Loading to Tie Down Heavy Equipment for Transport, and Doubles. He is always available to go above and beyond the call of duty.

Alfredo Cisneros

Mr. Cisneros, a certified heavy equipment operator commercial driver, has experience in operation, service and maintenance in both the trucking and heavy equipment industries since 2000. Mr. Cisneros is a graduate of CIT, and brings to the students solid experience and exceptional instructional ability.

Tina Suazo

A graduate of CIT, Ms. Suazo was quickly hired to be part of CIT's team. Ms. Suazo's patience and natural instructing ability enables her to help students learn at an efficient pace. Ms. Suazo assists instructors in the field and is a great liaison between hands-on training, and the office staff.

John Pack

Mr. Pack worked for Exxon Mobil for 34 years, 25 of which he operated cranes. He recently retired from Exxon Mobil and was hired on to teach crane at CIT. He has a passion for teaching and works well with others. Mr. Pack is patient and thoughtful in his teaching approach.

HAZARDOUS WASTE SITE OPERATIONS

Annual Refresher OSHA 29 CFR 1910.120 (8 hours required)
Complies with the Annual Refresher training requirements of the Federal OSHA Rule
8 Hrs. 3 Modules HAZWOPER Annual Refresher \$ 144
N.C.I.T. Hazardous Waste Site Operator Test = Certificate of Completion

HAZARDOUS WASTE SITE OPERATIONS

Annual Supervisors OSHA 29 CFR 1910.120 (8 hours required)
Complies with the Annual Supervisors 8 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for Hazardous Waste Operations and Emergency Response activities. Required 8 hour off-site training for all Field Managers, and Supervisors. All testing instruments require annual N.C.I.T. certified technicians to perform calibration-certification traceable to N.I.S.T.

8 Hrs. 3 Modules HAZWOPER Annual Supervisor \$ 144
N.C.I.T. Hazardous Waste Site Supervisor Test = Certificate of Completion

OSHA CONFINED SPACE or OSHA CONFINED SPACE RESCUE

Annual Confined Space OSHA 29 CFR 1910.120 (8 hours required)

Complies with the Annual Confined Space 8 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for 8 hour off-site training for all personnel.

8 Hrs. 3 Modules Confined Space or Confined Space Rescue \$ 144
N.C.I.T. Confined Space Test = Certificate of Completion

COMPETENT PERSON CLASS Shoring - Trenching

CAL-OSHA TITLE 8, section 1540 through 1541.1 (8 hours required)
Requires all work to stop unless a certified COMPETENT PERSON is on site for continual inspection while personnel are working around excavation of 3 or more feet in depth, a stockpile 5 feet or higher, or around operating drilling - boring rigs, soil handling - hazard identification. All testing instruments require annual N.C.I.T. certified technicians to perform calibration-certification traceable to N.I.S.T.

8 Hrs. 3 Modules HAZWOPER Annual Supervisor \$ 144
N.C.I.T. Hazardous Waste Site Supervisor Test = Certificate of Completion

OSHA PERSONNEL SAFETY OVERVIEW RSO

Complies with the OSHA 8 Hour Safety training requirements of the Federal OSHA Rule 29 CFR 1910.120 for workers' health and safety training when processing products that would be classified as Hazardous Waste if spilled or let into the atmosphere. Required yearly 8 hour off-site training & N.C.I.T. testing for all personnel (Chemical, Paper, Power Plants, Refinery Workers, etc.). Called **RSO** Refinery Safety Overview.

8 Hrs. 3 Modules OSHA Personnel Safety Overview Annual Refresher \$ 144
N.C.I.T. OSHA Personnel Safety Overview Test = Certificate of Completion



INSTRUCTORS / STAFF

Heather E. Durbin

Ms. Durbin is the Assistant Director as well as Trucking, Heavy Equipment, Crane, Contracting, OSHA, Word Processing and Computer Graphics Instructor. She grew up as part of the new computer generation. She began to learn word processing, computer spreadsheets, and computer graphics, etc., at an early age. She earned her B.A. in Psychology at Chapman University, and graduated with her Masters in Marital and Family Therapy from California Graduate Institute as well as taking some course work towards her Doctorate. She helps with admissions, job placement, and has been the Dean of Academics at C.I.T. since 2003.

Ms. Durbin as the Dean of Academics (formally known as Director of Education) ensures that students are trained thoroughly and properly. Ms. Durbin sets up course curriculum so that all students can learn to the best of their ability. She tutors individual students as needed so that no student is left behind. Ms. Durbin is extremely talented in being able to foresee how each individual student is able to learn the best and which learning style is optimum for each student. Whether a student's learning style is auditory, or visual, she is able to adjust class to their individual needs.

Heath E. James Durbin

Mr. Durbin graduated from CSULB with a BS in business administration with majors in Business Management, Operation Management, Marketing and Management Information Systems. With his management education and experiences, he has served CIT as Dean of Students since 2004. As Dean of Students, Mr. Durbin is in charge of student services, Disabled Student Services, student complaints and Student discipline issues. He is always pushing students to do their best, to not give up and to rise to their full potential. As a disabled person himself, he does not allow students to easily give up or act out rather than completing the work and achieving their full potential.

Mr. Durbin grew up as part of the new computer generation and as such is the resident computer expert. He is our head a Word Processing and Computer Graphics Instructor. He further specializes in video editing with over ten years experience in computer video movie production, video electronic systems design, operation and maintenance. He brings to the College of Instrument Technology solid computer experience in teaching Final Cut Pro, Mini DV Digital non linear Video Editing, audio system and electronic video editing system maintenance and repair. He instructs video setup, titling and video editing. Mr. Durbin also has twenty years of experience in the computer graphics field.

Mr. Durbin has twenty years experience operating heavy equipment, and has obtained his California Class A Commercial Driver's License. Mr. Durbin is certified to offer OSHA "Train the Trainer" Osha classes along with Osha Hazwoper class. He assists instructors, the Dean of Academics and students in his areas of expertise to improve students abilities and improve training methods.

Mr. Durbin continues to further his education, during his free time he attends Western State University College of Law, part of Augusty University in his pursuit of a Juris Doctor. He anticipates graduating in May of 2015. He plans to use his degree to help students here at CIT.

ADMINISTRATION

PRESIDENT	Harold E. Durbin
DIRECTOR	Marcia J. Durbin
DEAN OF ACADEMICS/ASS. DIRECTOR	Heather E. Durbin
ASSISTANT DIRECTOR	Arti A. Sutaria
DEAN OF STUDENTS	Heath E. J. Durbin
FIELD DIRECTOR	Harry E. Durbin
JOB DEVELOPER	Marisa Whitney

INSTRUCTORS

Harold E. Durbin

Mr. Durbin has been involved in instrumentation technology and the testing, recovery, recycling, and treatment of hazardous wastes for over 40 years. His knowledge includes all phases of sales, tele-marketing, service, calibration, and repair of electronic, pneumatic and hazardous chemical monitoring instruments, and their applications. Eastman Kodak, Taylor Instrument Co. and Stauffer Chemical Co. have employed him in various instrument, environmental, and chemical engineering capacities. Following his years of experience in this field, he became Vice-President of Engineering, Marketing and co-founder of Computerized Pollution Abatement Corporation, an environmental company dedicated to solving the testing, profitable recovery, recycling, and treatment of hazardous wastes.

In 1974 he co-founded Instrument Personnel, Incorporated, an industrial instrument engineering, testing, calibration, N.C.I.T. certification, training, and service company, where he is the Vice-President of Engineering. In 1983, he founded the College of Instrument Technology. Mr. Durbin is an educator, scientist, inventor, entrepreneur, and developed Transportable Treatment Units (TTU) for the profitable recovery, recycling, and treatment of soils contaminated with gasoline, diesel, hydrocarbons and chlorinated solvents. Mr. Durbin, a Licensed Contractor with over 40 years experience as a HAZ Certified Heavy Equipment Operator Driver prepared and teaches C.I.T.'s Contractor Business Development Curricula.

Marcia June Durbin

Computer Graphics, Computer and Class A Preparation Instruction, graduate of California State University of Long Beach, Ms. Durbin furthered her business education in the M.B.A. program at the Rochester Institute of Technology in 1970. As their first woman programmer, she began her computer programming career at Sybron Corporation, Rochester, New York in 1967, where she programmed IBM/360 computers in several languages. In 1972, she continued her career at Ortho Mattress Company, programming IBM System/3 computers in RPG II. In 1974, Ms. Durbin became the Western Regional Systems Analyst of the Lockheed Electronics Corporation, division of LAC, where she maintained software support and training to the sales staff, and OEM computer customers in the western half of the United States. Mrs. Durbin an computer expert brings years of practical experience into the classroom. Not only has she taught word processing, but she has developed and implemented the curriculum for various courses, including Word Processing, Business English, Electronics and Computer Repair. She holds a Certificate of Authorization for service as a Director and Instructor from the State of California.

Upon the birth of her second son in 1977, Ms. Durbin left Lockheed and concentrated on the financial and accounting management of Instrument Personnel. Since then, she has been the president and CFO with total responsibility for all financial reporting and the implementation of financial and business systems onto the computer. Ms. Durbin, as CFO and educator, oversees the operation of the college.

COMMUNITY SERVICES CERTIFICATE

CIT'S NCCO CERTIFICATION SCHOLARSHIP

Purpose

How to apply

Basic Rules

Course Names	Course Codes	Hours	Modules	Page	Units	Tuition
Contractor's State License - Law & Trade Test Review	CSL 100	480	118	6	16	\$ 6,999.
Contractor's Business Development	CBD 100	720	168	6	24	\$ 24,999.
Truck Driver Operator Class "A"	HEOD 100	240	68	8	6	\$ 4,999.
Heavy Equipment Operator Truck Driver Level 1	HEOD 110	240	93	11	6	\$ 7,999.
Heavy Equipment Operator Truck Driver Level 2	HEOD 120	270	100	11	9	\$ 9,999.
Heavy Equipment Operator Truck Driver Level 3	HEOD 130	300	107	11	10	\$ 12,999.
Heavy Equipment Operator Truck Driver Level 4	HEOD 140	330	114	11	11	\$ 17,999.
Heavy Equipment Operator Truck Driver Level 5	HEOD 150	360	121	11	12	\$ 24,999.
Intermediate Heavy Equipment and Crane	HEOD 250	360	168	11	24	\$ 29,999.
Advanced Heavy Equipment and Crane	HEOD 350	360	168	11	24	\$ 24,999.
Environmental Clean-up Project Manager	ECPM 100	720	168	13	24	\$ 24,999.
Electrical & Instrument Maintenance	ELEC 100	480	118	15	16	\$ 9,999.
Instrument & Electrical Maintenance - Dual Craft	INST 100	720	118	16	24	\$ 24,999.
Word Processing & Computer Graphics	WPCG 100	480	150	17	24	\$ 24,999.
Watch & Clock Repair	WCR 100	720	150	18	24	\$ 24,999.
Gemology	GEM 100	720	150	19	24	\$ 24,999.
Hazardous Waste Site Operations (OSHA)	OSHA 40	40	12	20		\$ 576.

Each student will receive a copy of their individual course outline or syllabus.

*Optional: Passenger Endorsement for Bus Drivers can be added to any course that includes truck driving.

Additional cost is \$1,000.

	OSHA Certifications	Hours	Modules	Page	CEUs
\$ 144.	OSHA OSX 993 Hazardous Waste Site Operations Refresher Hazwoper	8	3	21	.8
\$ 144.	OSHA OSX 993 Hazardous Waste Site Supervisors Hazwoper	8	3	21	.8
\$ 650.	OSHA OSX 959 Confined Space or Confined Space Rescue	16	6	21	1.6
\$ 650.	OSHA OSX 950 Trainer Course for Construction Industry	32	6	20	3.2
\$ 225.	OSHA OSX 997 10-Hour Trainer Course for Construction Industry	32	6	20	1.0
\$ 395.	OSHA OSX 998 30-Hour Trainer Course for Construction Industry	32	6	20	3.0
\$ 650.	OSHA OSX 953 Trainer Course for General Industry	32	6	20	3.2
\$ 650.	OSHA OSX 953 Trainer Course for General Industry	32	6	20	3.2
\$ 225.	OSHA OSX 995 10-Hour Trainer Course for General Industry	32	6	20	1.0
\$ 395.	OSHA OSX 996 30-Hour Trainer Course for General Industry	32	6	20	3.0
\$ 650.	OSHA OSX 948 Training Course Heavy Equipment Operation	32	3	20	3.2
\$ 650.	OSHA OSX 948 Training Course Cranes & Rigging	32	3	20	3.2
\$ 650.	OSHA OSX 966 Training Course Electrical High Voltage Standards Safety	16	6	20	1.
	OSHA Competent Person Class --- Shoring & Trenching	8	3	20	.8
\$ 650	OSHA Competent Person Class --- Shoring & Trenching	24	9	20	2.4
\$ 650.	OSHA OSX 960 Training Course Excavation, Trenching and Soil Mechanics	24	9	20	2.4
\$ 144.	RSO Refinery Safety Overview	8	3	21	.8
\$ 1444.	Train the Trainer				

