

# Northwest Lineman College

Branch Campus – Oroville, California

The Benchmark Standard of Training®

## ELECTRICAL LINEMAN PROGRAM 2012 CATALOG

Branch of Northwest Lineman College Main Campus, Meridian, Idaho  
Catalog 1, Volume 1 • Published and Effective September 1 – December 30, 2011

"Our future is directly linked to the success of the nation's power companies. Our commitment to meeting their needs and exceeding their expectations will remain unwavering."

**Michael Hennesey**  
President of Campus  
Operations



*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.*

## FROM THE STAFF

The power delivery industry provides many rewarding and challenging careers. Construction and utility companies rely heavily on NLC's four month long Electrical Lineworker Program (ELP) as a major source of well-qualified personnel. The ELP's primary focus is to prepare individuals to work for these companies as entry-level lineworkers; however, many graduates also use their education to secure positions as substation technicians, system operators in training, staking technicians/planners, communications lineworkers, inspectors, and more.

Northwest Lineman College's president, Aaron Howell, is a lineman and also graduated from a program similar to the ELP. Howell is one of the original founders of Northwest Lineman College and knows first-hand how to design educational offerings to maximize student opportunities in the Power Delivery Industry. President of Campus Operations Michael Hennesey carries that spirit on as he is a Northwest Lineman College graduate.

When evaluating any career path, research is a must. This catalog will point you to reliable government web sites so you can make a good decision in determining career opportunities in the power delivery industry. We also encourage you to visit the campus to meet the staff and take a tour. We thank you for considering Northwest Lineman College as your education provider. Should you have any additional questions, don't hesitate to call us toll free at 1-888-546-3967.

Thank you,

The Staff of Northwest Lineman College

## Our Philosophy

Northwest Lineman College will be a **dynamic, visionary, and leading** international educational institution providing the benchmark standard of safety, training, and products that exceed the expectations of customers in the power delivery and related industries.



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Northwest Lineman College maintains a professional and positive learning environment where camaraderie and encouragement are just part of the program.



# LAUNCHING YOUR CAREER

## A CAREER IN POWER DELIVERY

The power delivery industry offers great opportunities for exciting and rewarding long-term careers and is considered a “recession resistant” industry as electricity is so important to every aspect of life. Today, more than ever, the country is dependent on reliable delivery of electric power. Blackouts, storms, and an aged electrical grid have underscored the need to increase the capacity and reliability of the power system.

As the United States places more emphasis on renewable “green” energy, power delivery workers will be critical to ensure

that these energy sources are installed and interconnected into the grid. Wind generation is just one example of new career opportunities for graduates.

The work is unique and the compensation and benefits can be very high. The opportunity to work a considerable amount of overtime regularly exists.

After completing the Electrical Lineworker Program, graduates typically enter the power delivery industry as lineworkers, substation technicians, wind technicians,

staking technicians, and other similar entry-level power delivery positions. The education gained at Northwest Lineman College is quite versatile and there are many opportunities for advancement.

Companies typically encourage employees to continue their education and provide tuition reimbursement programs to offset expenses associated with self improvement. Graduates that later obtain bachelor degrees in business, engineering, and education greatly improve their opportunities to become superintendents, directors, or presidents.

# CAREERS IN ENERGY

The electric power industry is constantly changing to meet the demands of the 21st-century lifestyle. Electricity use continues to rise each year, and new jobs are being created by a push for renewable energy. For trained professionals, and new entrants alike, this growth points to opportunities in the future.

According to the Bureau of Labor Statistics, there are approximately 112,000 electrical lineworkers, 162,000 telecommunication lineworkers, 47,000 operators and dispatchers, and an unknown number of related and support positions in the power delivery industry, such as wind turbine technicians, inspectors, etc.

In this industry, annual average replacement needs equates to about 4% of the total workforce. Using the classifications above, there are about 10,000 openings annually.

Although the power delivery industry is considered “recession resistant” the construction side of the industry is not, which represents about 50% of the total number of openings annually.

*\*NLC uses U.S. Department of Labor, Bureau of Labor Statistics (BLS), and contacts with electrical construction and utility companies to gauge industry needs and salaries nationwide.*

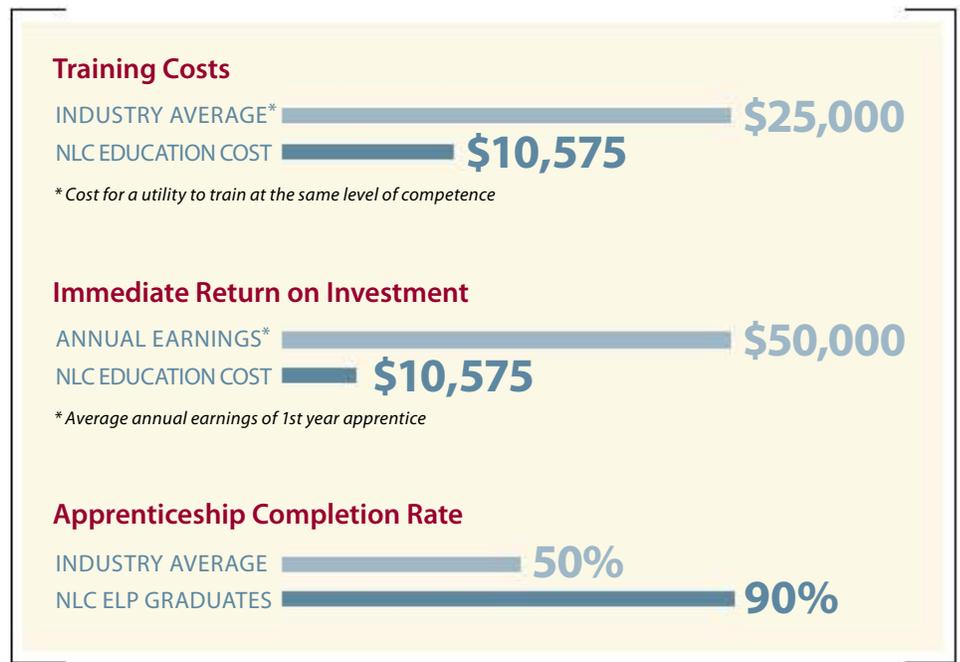
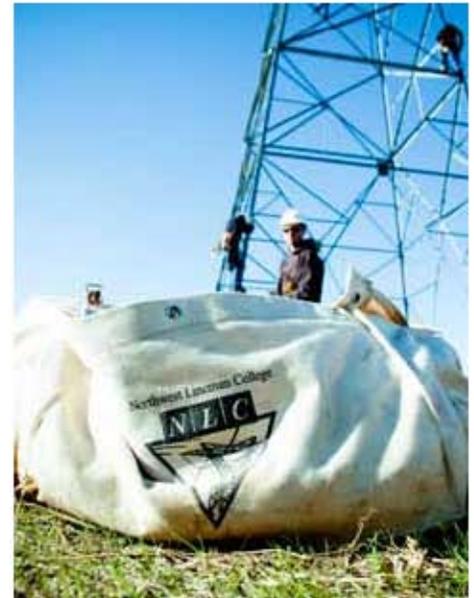
For more information please visit the Bureau of Labor Statistics’ Occupational Outlook Handbook website ([www.bls.gov/oco/](http://www.bls.gov/oco/)) and search the following “Line Installers and Repairers” or Job Code 49-9050. The “Line Installers and Repairers” occupational page has links to the following information:

- Nature of the Work
- Training, Other Qualifications, and Advancement
- Employment
- Job Outlook
- Projections
- Earnings
- Wages
- Related Occupations
- Sources of Additional Information

The Edison Electric Institute, which represents investor-owned utilities, estimates \$1.4 trillion dollars will be spent between now and 2030 on new generation and transmission resources. This suggests that the outlook for power delivery workers willing to move to new jobs is very bright. These construction and utility companies

are counting on NLC’s Electrical Lineworker Program as a major source of well-qualified personnel.

NLC encourages graduates to broaden their geographical employment search rather than limit themselves to one general location for best opportunities.





NLC uses the graduated height method of pole climbing, where students slowly increase their vertical limits with confidence. By the end of the term, nearly every student is working at height comfortably.

## EMPLOYMENT FACTORS

People considering enrolling in the Electrical Lineworker Program regularly ask about employment. Rightfully so. The person is trying to estimate his or her potential for finding employment after graduating from the program.

### Industry-Related Factors That Affect Placement

The main factors that motivate a utility or construction company to hire are:

- Population growth, which requires upgrading or installing new power lines.
- Replacement of retiring tradespeople (attrition).
- Expansion of service territory.

Utility and construction companies recognize that when they hire individuals off the street, or transfer them from another department within the company, those individuals are not very successful at completing lineworker training programs. Success rates of only 20% to 40% are not uncommon.

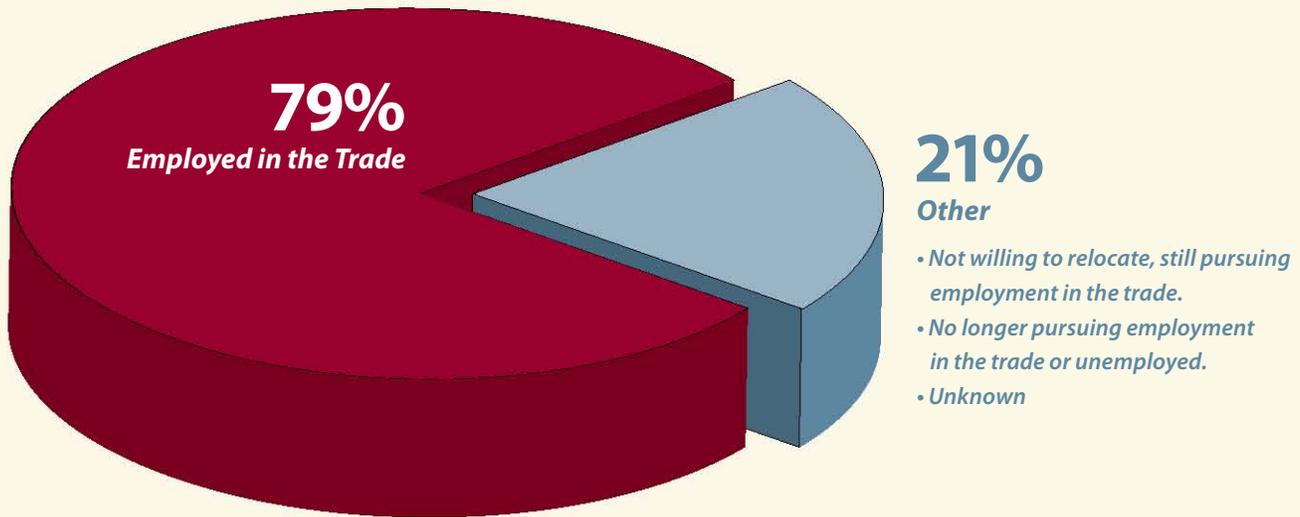
This is why utility and construction companies look to NLC's Electrical Lineworker Program as a source of highly qualified, entry-level personnel. They know that hiring an ELP graduate will provide them with people that are willing to work in the trade, will be immediately productive, and are highly likely to successfully complete their training programs. Many utility and construction companies now require that applicants successfully complete electrical lineworker training before being considered for employment.

A graduate who is willing to work anywhere in the United States will have many opportunities. These students also realize that relocating may be necessary initially, but that they will have relatively stable employment for the rest of their careers. Graduates who limit themselves to certain geographic areas significantly limit their opportunities.

It is important to realize that power companies serve large territories (entire states in some cases). If that company is not hiring when a person graduates, he or she may have to travel long distances to the next utility or construction company to find opportunity.

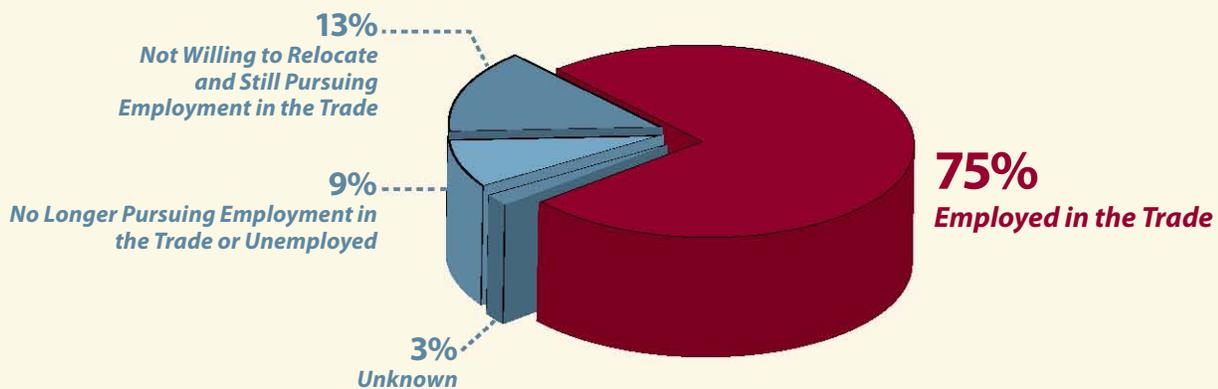
# EMPLOYMENT STATISTICS

**Three-Year Average  
2008-2010 Annual Report Data**  
*Idaho and California Graduate Employment Data.*



**2010 Annual Report Breakout**  
**2009 Graduate Survey**  
*Idaho and California Graduate Employment Data*

*Complete data for 2010 is in the process of being compiled.*



*Graduate population base is available upon request. Please send a written request letter to the College Registrar. All students interested in attending this institution will receive a copy of this information prior to signing an enrollment agreement. Three-Year Average Report Cohort Group: 10/2006-9/2009 2010 Annual Report Breakout: 10/2008-9/2009. Employment statistics are reported annually for the previous year. The 2011 Annual Report will be submitted in November 2011 and published soon after.*



## PREPARATION

### • Physical Fitness

Students need to be in good physical condition as climbing requires strength and stamina. Cardiovascular training and weight training are highly recommended before applying. As a general rule, strengthening the abdomen, hands, forearms, biceps, lower back and legs is beneficial. NLC strongly recommends joining a gym if necessary.

### • Academic

Academic classes will require some application of mathematics which will be explained during the program. Graduates entering utility and construction company training programs will typically need to use mathematics, including algebra, as it relates to the production, flow, and use of electricity. Any review of these topics is beneficial.

The following books are recommended and can be purchased from Northwest Lineman College:

- *Delmar's Standard Textbook of Electricity*, by Stephen L. Herman
- *The Lineman's and Cableman's Handbook*, by James Mack and Thomas Shoemaker

### • Standard Transmission Vehicles

Most line equipment, such as bucket trucks and line trucks, are equipped with standard transmissions requiring the use of a clutch and stick shift. Learning pedal and shift coordination in any standard transmission vehicle is highly recommended before the start of the term.

### • Computer Skills

Students need to be able to navigate the Internet, use word-processing programs, and establish and use e-mail accounts. Students are encouraged to bring their own laptop computers if they own one. However, they are not mandatory. Free Wi-Fi is available on campus.

## MINIMUM ADMISSION REQUIREMENTS

- **Minimum Age**

Applicants must be at least 18 years of age by the first day of the Electrical Lineworker Program term for which the person has applied.

- **High School Graduate/GED**

Applicants must be a high school graduate or hold a GED.

- **Ability to Take the Written Portion of the Commercial Driver's License (CDL) Test**

Applicants must have the ability to take the written portion of the Class A Commercial Driver's License (CDL) test while attending the term.

Check with the California DMV at [www.dmv.ca.gov](http://www.dmv.ca.gov) if you have any questions regarding eligibility to take the Class A CDL written test. Applicants must show proof of a valid driver's license when applying.

- **Medical Release**

Each applicant must submit a certificate signed by a licensed medical examiner to the effect that he/she may safely engage in athletic and strenuous activity. NLC provides the physical exam certificate that must be used and signed by the examiner in the enrollment application.

- **Lab Fee\***

Applicant must submit a lab fee of \$650.00 with their application package.

## START OF TERM MINIMUM REQUIREMENTS

- **Tuition, Fees, and Associated Costs Paid in Full**

See next page for published deadlines and additional information.

- **Health Insurance Coverage**

Electrical Lineworker Program students must have medical health insurance coverage during the entire term in which they are enrolled. Proof of health insurance is required on the first day of class.

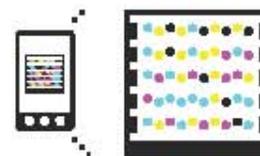


### **Get in the Know!**

Watch an informative video about the application process with NLC staff and graduates.

Go to <http://gettag.mobi> on your smartphone and download the free Tag Reader app. Hold your phone over this coded tag and snap it.

Or visit [www.lineman.edu/programs/tuition-funding](http://www.lineman.edu/programs/tuition-funding)



# APPLICATION PROCESS

To be considered for the Electrical Lineworker Program, each section of the Application Package must be completed. Applicants are accepted on a first come first serve basis. Space is limited and applications must be complete to secure available spaces. Once the term is filled, incoming applicants will be placed on an alternate list in the order in which they are received.

## Submitting your application is easy as...

### ONE...

Complete each page of the application packet and attach documentation as required. Each page is a step towards success!

You can visit [www.lineman.edu](http://www.lineman.edu) to download and print the application packet by clicking Programs from the main page and choosing Electrical Lineworker Program from the drop down menu. You can also call or email to request a copy be mailed to you:  
 Phone: 888.546.3967  
 Email: [nlc@lineman.edu](mailto:nlc@lineman.edu).

### TWO...

Attach payment for your application fee and lab fee. Credit card, money order, cashier's check or personal checks are accepted.

### THREE...

Send in your application today! Classes fill quickly and experience has shown that students who take the initiative to get their application and associated fees in as soon as possible tend to have a guaranteed spot in the term for which they apply.

## PROGRAM CALENDAR

### Fall Term 2011

Tuition and fees due ..... Nov. 14, 2011  
 Classes begin ..... Nov. 28, 2011  
 Christmas break\*\* ..... Dec. 26 - Jan 2, 2012  
*No classes scheduled - campus closed*  
*(classes will resume on Tuesday January 3, 2012)*  
 Martin Luther King Day ..... Jan. 16, 2012  
*No classes scheduled - campus closed*  
 Graduation ceremony ..... March 16, 2012

### Spring Term 2012

Tuition and fees due ..... March 19, 2012  
 Classes begin ..... April 2, 2012  
 Memorial Day\* ..... May 28, 2012  
*No classes scheduled - campus closed*  
 Independence Day\* ..... July 4, 2012  
*No classes scheduled - campus closed*  
 Graduation ceremony ..... July 13, 2012

### Summer Term 2012

Tuition and fees due ..... July 16, 2012  
 Classes begin ..... July 30, 2012  
 Labor Day\* ..... Sep. 3, 2012  
*No classes scheduled - campus closed*  
 Graduation ceremony ..... Nov. 9, 2012

\*Regularly scheduled classes will be held on Friday.

\*\*This week does not count toward the training hours or the 15 week total training time.

Although rare, please note that dates are subject to change. If family members are making travel arrangements based on dates shown, please ensure that such arrangements are flexible.



If your application is postmarked by the dates listed below you will receive the specified discount from your lab fee.

	Fall 11	Spring 12	Summer 12
Discount	Discount Postmark Deadline		
<b>90+ day \$100.00 off</b>	8/30/2011	1/3/2012	5/1/2012
<b>60-89 day \$50.00 off</b>	9/29/2011	2/2/2012	5/31/2012
<b>30-59 day \$25.00 off</b>	10/29/2011	3/3/2012	6/30/2012

29 days or fewer no discount

# PROGRAM COSTS



Check out the **Early Bird Application Discount** detailed on the previous page! You can save money on your Lab Fee costs just by sending in your application early!

## Tuition and Fees

Application Fee .....	\$50.00
Lab Fee .....	\$650.00
<i>Submit with application.</i>	
State of CA Student Tuition Recovery Fund (STRF) Fee .....	\$27.50
<i>Due with tuition. Paid to State of CA by NLC. CA residents only. Non-refundable.</i>	
Tuition.....	\$9,875.00
<i>Due two weeks prior to first day of class.</i>	

**TOTAL FEES & TUITION .....\$10,602.50**

## Required Associated Costs

Required Associated Costs are estimated costs associated with attending the Electrical Lineworker Program. The items listed below are paid directly to a third party and are non refundable by NLC.

**Climbing & Hand Tools..... \$2,400.00**

Please see the Tools and Supplies section for a complete list of required tools and supplies. These items may be purchased prior to the start of the term from a supplier of your choice or you may purchase all available items at NLC during the first week of class. Payment is made directly to a third party provider at the time of purchase and is non refundable by NLC.

**California Commercial Drivers License (CDL) Permit.....\$64.00**

Payment is made directly to the California DMV for the CDL permit written test. You may obtain the CDL permit prior to the start of the term or you may obtain it during the progression of the term. If you already have a CDL or a CDL permit from the State of California or any other state you may provide proof during the first week of class to meet this course completion requirement.

**Required Associated Costs Total..... \$2,464.00**

## Optional Associated Costs

Optional Associated Costs are costs associated with the elective courses offered during the Electrical Lineworker Program term. Please see the coursework section for more details about these elective courses. Optional Associated Costs are NOT included in the total Electrical Lineworker Program tuition and fee costs. IF you plan to register for any of these courses, make sure to add the course costs to the total program cost. Registration details will be made available upon acceptance into the ELP term and during the first week of class.

**Crane Certification Course Elective.....\$1,795.00**

This is an optional course offering Crane Operator Certification from the National Commission for the Certification of Crane Operators (NCCCO). Payment is made directly to the NCCCO and is non refundable.

**ELPA 1201 Applied Mathematics Course Elective .....\$250.00**

This is an optional course offering students an opportunity to strengthen and improve their math skills as they relate to the trade. Payment is made to NLC at the time of registration and is paid separately from tuition. See coursework section for refund schedule.

**ELPCE 2211 Electrical Equipment Certification.....\$1,403.00**

This is an optional continuing education course available to all ELP graduates. Students will earn IACET authorized CEUs. See coursework section for more details.

## Complete Cost

Total Fees & Tuition .....	\$10,602.50
Associated Costs (approx.) .....	\$2,464.00

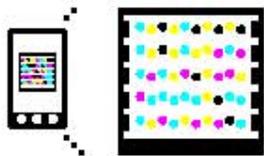
**TOTAL COSTS .....\$13,066.50**



**Get Ready!**

Visit the Funding Information Center on the NLC website to watch helpful videos with NLC staff and graduates.

Visit [www.lineman.edu/programs/tuition-funding](http://www.lineman.edu/programs/tuition-funding) or use the smart tag below. Go to <http://gettag.mobi> on your smartphone and download the free Tag Reader app. Hold your phone over this coded tag and snap it.



## FUNDING OPTIONS

Often prospective students want to learn the ways in which they can fund their education. A majority of our students are funded through student loans, although students can utilize a combination of sources. The following information will outline the ways in which many NLC students fund their futures.

### Loans

With higher education loans, there are two options: federal student loans (Stafford Loans) and non-federal student loans (also known as private student loans). At this time, Northwest Lineman College does not participate in state or federal student aid programs, but does participate in the non-federal student loan programs. This approach helps NLC keep tuition costs as affordable as possible for our students.

### Sallie Mae Private Student Loans

Sallie Mae can be a wonderful avenue to secure a private loan for your education. The majority of NLC students seeking student loans utilize Sallie Mae, which will cover tuition, associated costs, and living expenses.

Sallie Mae representatives state that loan approval rates are highest when considering the following:

- Use a co-signer when possible, even if you believe you don't need one. Please visit the Sallie Mae website to learn more about the Sallie Mae cosigner release option.
- Avoid over borrowing. Be as economical as possible when borrowing for tuition, associated costs, and living expenses.
- Apply for funding as soon as you have been accepted into the program.

Contact NLC's Enrollment Services Department for more information, or visit [www.lineman.edu/programs/tuitionfunding](http://www.lineman.edu/programs/tuitionfunding) for links to Sallie Mae's website and additional information. The smart tag on this page will take you there as well!

*Financial assistance described available for those who qualify. If you obtain a loan to pay for this education program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.*

**Other Private Student Loans**

Often overlooked, local banks and credit unions sometimes offer loan packages for individuals seeking to fund their educations. These loans are sometimes considered personal loans, or are sometimes designated as student or career training loans. Many students have used this avenue to secure funding. If you choose this option, consider the following:

- Not all banks offer this type of loan. You may have to contact several before finding the right institution.
- At this time, Northwest Lineman College does not participate in Title IV funding, such as Pell Grants and Stafford Loans; therefore, be sure the loan officer understands this when you inquire so they can select the right product for you.
- The following institution has provided loans to NLC students in the past (must be a resident of UT, NM, NV, or AZ to be eligible for a loan):

Mountain America Credit Union  
 (p) 801.325.6574  
 (f) 801.320.5952  
 www.macu.com

Private student loans are more predominate today than they have been in the past. Regularly performing Internet searches may provide additional funding opportunities. Consider keywords such as “private student loans”, “non-federal student loans”, “career training loans”, etc.

**Scholarships**

There are numerous sources of scholarships and NLC students regularly obtain assistance with their tuition by securing scholarships. There are scholarships available for all types of people from all types of backgrounds and GPAs. Apply for as many scholarships as possible—you just may surprise yourself. Consider the following sources:

**1. High Schools**

If you are a senior in high school, speak with your guidance counselor to obtain a listing of the scholarships available.

**2. Community Organizations**

Organizations such as Rotary Club, Elks Club, American Legion, and others, regularly offer scholarships.

**3. Minority Organizations**

Many minority groups raise funds and offer scholarships, such as the African American groups, Native American, Hispanic, and others.

**4. Employers**

Your previous employer, or the employer of your parents, may have scholarship programs for employees or children of employees.

**5. Power Company Scholarships**

Although not abundant, some power companies offer community education scholarships to help locals in their communities pay for a college education.

**Government Funding**

**Department of Labor**

Students may be eligible for retraining funds administered through their local Department of Labor office. Programs to check into include:

- Workforce Investment Act (WIA)
- Trade Adjustment Assistance (TAA)
- Workers Compensation Program

**Military and National Guard\***

Veterans and active duty personnel may be eligible for benefits through the basic GI Bill,\*\*National Guard and Reservists’ programs. Contact your local Veterans Affairs (VA), office or commanding officer to inquire about educational funding opportunities.

\* Options listed under this heading are, at this time, only available in Idaho and California.

\*\* Please note the post 9/11 GI Bill will be available effective 10/2011 for use at NLC.



# TOOLS AND SUPPLIES

NLC has made special arrangements for our students to purchase tools at a discounted rate. Tools **must be** paid for and picked up during the first week of class. Payment can **only** be made by credit/debit card or money order once a total price has been determined. Payment is made directly to a third party and is non-refundable by NLC.

NLC instructors will provide you with a personal tool fitting during the first week of class.



Second-hand tools are acceptable as long as they are in good condition and meet current safety standards. If you have second-hand tools, they will need to be inspected by an NLTC training specialist before use.

## Climbing Tools

1. **Gaff Guards**  
(Mandatory, for sale at NLC.)

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2. **Climbers** (Adjustable with replaceable gaff recommended. Bashlin aluminum or Buckingham Titanium Climbers are popular and very forgiving when learning to climb.)  
**Climber Pads** (Buckingham Velcro standard or C-pad or Bashlin leather - Nylon strap sold separately.)

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3. **Positioning Strap** (Double locking mandatory - 7' length recommended.)  
**Secondary Positioning Strap**

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4. **Tool/Bolt Bag** (Attaches to body belt - the larger the better.)

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5. **Body Belt** (Full floating with or without backsaver.)

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6. **Hard Hat** (Provided by NLC.)

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7. **Safety Glasses**  
(ANSI standard Z-87.1, for sale at NLC.)

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8. **Leather Gloves**  
(Two pair - One mandatory pair of tight-fitting, long-gauntlet gloves for climbing, and one pair of leather gloves for work on the ground, for sale at NLC.)

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9. **Tool Holster** (Five-pocket)

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10. **BuckSqueeze & BuckSqueeze Adjuster**

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11. **Lineman Boots**  
(16" height recommended)

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12. **Gaff Sharpening Kit**

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13. **Climber Shields**

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14. **Lineman Tool Bag** (Bigger is better)

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15. **Detachable Backsaver** (Optional)





**Hand Tools**

- 16. **Screwdriver**  
(8" or bigger round shank)
- 17. **Folding Ruler**  
(6' fiberglass inside read)
- 18. **Pump Pliers** (10")
- 19. **9" Lineman Pliers** (Klein 2000 series)
- 20. **Needle-Nosed Pliers**
- 21. **Hammer** (32 oz.)
- 22. **Lineman's Skinning Knife**
- 23. **Adjustable Wrench** (12")
- 24. **Lineman's Wrench** (Lowell Bolt-thru)
- 25. **Ratcheting Box Wrench** (9/16"-3/4")
- 26. **Plumb Bob**

**Clothing**

**Three NLC Orange Safety Shirts** (Required. 3 shirts are included in the tool cost listed in the program costs area. Any additional are available for purchase at NLC or you can purchase via the website prior to the first day of class.)

**Rain Gear** (Recommended for all terms. Class will proceed on rain days.)



**Classroom Supplies**

**Training Manual** (Included in tuition.)

**Scientific Calculator**  
(Not available at NLC. Texas Instruments 30X is recommended.)

**Note Pad, Pencils, Pens**  
(Not available at NLC.)

**Backpack** (Not available at NLC.)

**Lunch Box** - Small Cooler Type  
(Not available at NLC.)

**Laptop Computer**  
(Recommended, but not required.)



# COURSEWORK

## EDUCATIONAL OBJECTIVES

The educational objective of the ELP is to provide training that produces graduates who are qualified for initial employment, successful in completing power delivery training programs, and prepared to achieve a successful career.

Specific objectives for the program are to graduate students who will be able to:

- Explain the basic structure of the electric power system and how power is delivered to customers.
- Explain how work is safely performed on both energized and de-energized power lines.
- Explain the roles of various types of employers in power delivery, their basic structure, and their career paths.
- Demonstrate the ability to be highly competitive for employment, which includes effectively researching potential employers, effectively applying for vacancies, and effectively interviewing.
- Demonstrate fundamental skills that are commonly expected of a beginning-level power delivery professional.
- Exhibit proper behaviors including safety habits, attitude, and working with others.
- Achieve certification of proficiency in certain key safety–and operational–related procedures.
- Demonstrate proficiency in a variety of commonly-performed tasks.

The achievement of these objectives will result in a graduate who is qualified for a variety of positions including, but not limited to:

- Apprentice Lineman
- Utility Worker
- Communications Installer
- Warehouse Helper
- Meter Reader
- Meter Tester
- Substation Helper
- Groundman
- Equipment Operator

# COMPLETION REQUIREMENTS

NLC is committed to providing the highest quality educational experience. History has shown that students who work hard, maintain a positive attitude, and are good crew members will fulfill the graduation requirements to earn a certificate.

The Electrical Lineworker Program graduation requirements are:

## Academics

The student must achieve a 70% or better average in each required academic course.

## Field Competencies

The student must successfully complete all field competencies during the course of the term in which they are enrolled.

## Certifications

Students must obtain all required certifications prior to the last week of class.

## Class A CDL Permit

The student must pass the written portion of the Commercial Driver's License test prior to the end of the ELP term. NLC encourages students to obtain their CDL in advance whenever possible or take and pass the written portion of the CDL test prior to coming to NLC. California CDL study materials are available at [www.dmv.ca.gov](http://www.dmv.ca.gov). Click on "Driver License" and then "Commercial Driver License".

## Behavioral Assessment

Students will be scored on behavioral assessments. Assessments are performed

throughout the term by the ELP training staff and help students identify behaviors that best contribute to a successful and rewarding career. If behavioral deficiencies exist, students are required to take corrective action as a requirement of successfully completing the program.

## Attendance Policy

Regular attendance is Monday through Thursday (and some Fridays) and punctuality is required of all students. Students may not exceed five absences.

## Successful Completion Certificate

Trainees are provided with official certificates and transcripts upon successful completion of the ELP.

## Oath of Excellence

Graduates make a commitment by signing the Oath of Excellence banner, which is displayed in the lab building, to always uphold the core values of an NLC graduate. They pledge to put the safety of themselves, their crew members, and the public above all else. By signing the oath, graduates agree to continue learning from their leaders and to show respect to all their lineman coworkers.



## COURSES

### Overview

#### Program Length

The length of time to complete the Electrical Lineworker Program is 15 weeks of full-time enrollment.

#### Program Hours

The program is 510 clock hours (50 minutes of instruction per clock hour).

#### Daily Class Schedule

Students will participate in academic and field learning activities Monday through Thursday from 8:00 a.m. to 4:30 p.m. Students receive one morning and one afternoon 15-minute break with 1/2 hour for lunch.

School administration hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

An additional 30 hours are reserved for unscheduled student participation events (TBD each term), either on campus or in the community. These events consist of field trips, employer presentations, and facility tours, and are typically scheduled on Fridays.




*NLC is accredited by the ACCSC and an authorized service provider for the IACET. NLC is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education.*



## ELECTRICAL LINEWORKER PROGRAM

### ELPA 1202 Electrical Systems

Discussion of the electrical system including generation, transmission, distribution and metering; students will learn how to identify and describe the functions of various electrical apparatus. Lab activities included.  
18 lecture hours, 4 lab hours.  
Prerequisite: None

### ELPA 1203 Linework Fundamentals

Students will learn what employers expect regarding safety behavior and customer service. This course will also teach safe working loads for and how to apply this knowledge to rigging applications. Lab activities included.  
14 lecture hours, 4 lab hours.  
Prerequisite: None

### ELPA 1204 Basic Electrical Theory

Basic electricity will cover practical, as well as theoretical, applications of direct current (DC) and alternating current (AC) electricity. The theoretical aspects will be related to the power system. Students will learn the theory of alternating and direct current, their various applications and how to perform calculations associated with finding related electrical quantities. Lab activities included.  
18 lecture hours, 6 lab hours.  
Prerequisite: None

### ELPA 2205 Working on Lines and Equipment

Discussion of both energized and de-energized methods of working on transmission and distribution power lines. Students will learn about and how to properly use live-line tools and equipment, clearance procedures (how to turn power lines off) and the theory and application of personal protective grounding is also thoroughly covered. Lab activities included.  
18 lecture hours, 7 lab hours.  
Prerequisite: None

### ELPA 2206 Transformers

Discussion of the operation of distribution transformers, including theory, primary and secondary connections of single-phase transformers and banking single-phase transformers. Students will learn how to identify system voltage, nameplate voltage ratings, and customer voltage needed to properly install transformers or a transformer bank. Classroom/lab environment.  
18 lecture hours, 24 lab hours.  
Prerequisite: None

### ELPA 1207 Career Planning & Strategies

This course will help the student learn how to identify various power companies and describe their structure, how to effectively establish contact with potential employers, how to create and submit a resume and cover letter, demonstrate how to effectively participate in an interview and identify various employment opportunities and career paths.  
14 lecture hours, 8 lab hours.  
Prerequisite: None

### ELPC 1201 Climbing I Competencies

Fundamentals of climbing wood poles at lower heights. Students will learn and acquire the necessary knowledge, skills and behaviors that will enable them how to effectively climb and perform common trade related tasks upon wood pole structures in a safe efficient manner. This course is delivered in a 100% field environment.  
0 lecture hours, 24 lab hours.  
Prerequisite: None

### ELPC 1202 Equipment I Competencies

Fundamentals of digger derrick and aerial lift operation. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to operate and control digger derricks and aerial lifts in a safe and efficient manner while accomplishing common trade related tasks.  
0 lecture hours, 18 lab hours.  
Prerequisite: None

**ELPC 1203 Distribution I Competencies**

Fundamentals of distribution tools and materials. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform common trade related tasks utilizing distribution tools and materials.

0 lecture hours, 24 lab hours.

Prerequisite: None

**ELPC 1204 Underground Competencies**

Fundamentals of underground tools and materials. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform common trade related tasks associated with underground residential distribution primary and secondary services.

0 lecture hours, 24 lab hours.

Prerequisite: None

**ELPC 1205 Climbing II Competencies**

Climbing wood and/or steel structures at higher elevations. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to effectively climb and perform common trade related tasks upon wood and/or steel structures in a safe efficient manner.

0 lecture hours, 48 lab hours.

Prerequisite: None

**ELPC 1206 Equipment II Competencies**

Continuation of the fundamentals of digger derrick and aerial lift operation. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to operate and control digger derricks and aerial lifts in a safe and efficient manner while accomplishing common trade related tasks.

0 lecture hours, 24 lab hours.

Prerequisite: None

**ELPC 1207 Distribution II Competencies**

Advanced distribution construction methods. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform common trade related tasks upon distribution wood pole structures.

0 lecture hours, 48 lab hours.

Prerequisite: None

**ELPC 1208 Transmission Competencies**

Fundamentals of transmission maintenance. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform common trade related tasks upon transmission wood pole/or structures.

0 lecture hours, 42 lab hours.

Prerequisite: None

**ELPC 1209 Safety Fundamentals Certification**

Students learn about state and/or federal OSHA regulations pertaining to power delivery, participate in weekly safety meetings and how to maintain job-briefing binders.

10 lecture hours, 0 lab hours.

Prerequisite: None

**ELPC 1210 First Aid Certification**

Acquisition of nationally-recognized first aid certification, such as Red Cross, Coyne, etc. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform as a competent first responder in an environment that requires the use of basic first aid. First aid certification is administered by a certified first aid instructor.

0 lecture hours, 4 lab hours.

Prerequisite: None

**ELPC 1211 CPR Certification**

Acquisition of nationally- recognized cardiopulmonary resuscitation (CPR) certification, such as Red Cross and Coyne. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform as a competent first responder in an environment that requires the use of basic Cardio Pulmonary Resuscitation (CPR).

CPR certification is administered

by a certified CPR instructor.

0 lecture hours, 4 lab hours.

Prerequisite: None

**ELPC 1212 Class A CDL Test**

Passing of the written test portion of the CDL permit process if the students did not do this prior to coming to NLC.

0 lecture hours, 4 lab hours.

Prerequisite: None

**ELPC 1213 Pole Top Rescue Certification**

Successful completion of the pole top rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform pole top rescue activities.

0 lecture hours, 4 lab hours.

Prerequisite: None

**ELPC 1214 Vault Rescue Certification**

Successful completion of the vault rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform vault rescue activities.

0 lecture hours, 2 lab hours.

Prerequisite: None



**ELPC 1215 Aerial Lift Rescue Certification**

Successful completion of the aerial lift rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform vault rescue activities. 0 lecture hours, 2 lab hours. Prerequisite: None

**ELPC 1216 Metering Certification**

Successful completion of the metering certification. This certification is delivered in an 80% field environment and 20% classroom environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to identify, install, remove and read common meters utilized by the power delivery industry. 2 lecture hours, 3 lab hours. Prerequisite: None

**ELPA 1208 Behavior Assessment**

Discussion, demonstration and display of essential behaviors necessary for the success of entry level lineworkers. Instruction and assessment occur in the classroom and

field training environments. Students will learn the necessary levels of general attitude, responsibility and motivation required of lineworkers and how to project themselves in a positive professional manner utilizing verbal and non-verbal skills. 5 lecture hours, 15 lab hours. Prerequisite: None

**ELPC 1217 Pre-Employment Competencies**

Training activities designed to build hand/eye coordination, physical stamina, and core strengths. Course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills and behaviors that will teach them how to safely perform various trade related tasks that prepare them for the physical requirements of pre-employment performance tests. Demonstrating a fluent level of ability. 0 lecture hours, 5 lab hours Prerequisite: None

**ELPC 1218 Groundman Competencies**

Linecrew support activities. Course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge,

skills and behaviors that will teach them how to safely perform various trade related tasks that prepare them for line crew support activities. Demonstrating a fluent level of ability. 0 lecture hours, 15 hours lab Prerequisite: None

**ELPL 2208 Commitment to the Community and Industry**

It is essential for the success of each student, as a professionally trained entry-level electrical lineworker, to develop an understanding of commitment to community and industry. This lab course will consist of participation in industry related field trips and presentation with industry representatives, as well as participation in community service activities. Events are scheduled during each term according to available industry representation and city resources. Students must complete 30 hours of participation in order to receive a “Pass” grade for this lab. 0 lecture hours, 30 hours lab Prerequisite: None

## ELECTIVE COURSES

### NCCCO Crane Operator Certification

#### - OPTIONAL COURSE. COST: \$1,795

Acquisition of nationally recognized crane operator certification from the National Commission for the Certification of Crane Operators to operate all swing and fixed cab telescopic boom cranes.

This course is not included with any other NLC program tuition and must be paid separately. Crane Operator Certification cost is non-refundable.

### ELPA 1201 Applied Mathematics

#### - OPTIONAL COURSE. COST: \$250.00

This course is designed to prepare students for power company entrance examinations and apprenticeship programs. Decimals, percents, fractions, equations and inequalities, positive integer exponents, variables, algebraic expressions and simple word problems are included.

Graduates have indicated that it would be beneficial for NLC to offer an optional applied mathematics course for students targeting a company they know has math entrance exams and/or would like to simply strengthen their math skills. This is an elective class and does not contribute to the student's GPA. Registration details will be made available the first week of each ELP term. Student must drop this course prior to the start of the second class to receive a refund.

### ELPCE 2211 Electrical Equipment Certification - OPTIONAL COURSE.

#### COST: \$1,403.00

##### Course Overview

Students will receive a broad overview of electrical equipment followed by in-depth understanding and operations of specific equipment such as: reclosers (OVR, Hydraulic, Electronic) SEL-351R, Form 3A, controllers, SmartBank/UltraVac capacitor bank, voltage regulator with CL-6A control box, fixed capacitor banks, overhead and underground switches and much

more. The Electrical Equipment course will include: safety operations, installation and removal procedures, operational/clearing techniques service procedures and requirements. This course is approximately 50% classroom and 50% hands-on training.

##### Content

Switches, Fault Indicators, Reclosers, Regulators, Capacitors, Clearing Lines and Equipment

##### Expected Outcomes

Upon successful completion of this course, the trainee will be able to:

- Define, explain, and identify the major elements of the topics listed in the course content
- Demonstrate safely removing and replacing common electrical equipment in accordance with applicable safety requirements, industry best safe working practices, and manufacturer's recommendations (must demonstrate an intermediate skill level)
- All tasks performed in a simulated energized condition

This course is considered an advanced course in the power delivery industry. While Electrical Equipment Certification is not required for placement into the power delivery industry, it may give an applicant a competitive edge when applying to a utility or construction company.

##### Training Hours/CEUs

32 Instructor Training Hours, 3.2 CEUs

##### Prerequisite(s)

Electrical Equipment Certification is restricted to students who have successfully completed the Electrical Lineworker Program.

### Student Provided Equipment/Material

Hard hat, safety glasses, sturdy gloves, climbing equipment (must meet manufacturers' safety requirements), work/climbing boots.

### Registration Fees

With an ELP student discount, the cost for Electrical Equipment Certification is \$1,403.00. Payments made are non-refundable unless the student does not graduate the Electrical Lineworker Program, which in that case 100% of all monies paid will be refunded less a \$150 registration fee.

### Course Schedule

Monday through Thursday, the week following an ELP graduation  
8:00 a.m. - 4:30 p.m.

### Location

Northwest Lineman College  
California Campus  
2009 Challenger Avenue  
Oroville, CA 95965  
(530) 534-7260

### Contact

For more information, please contact: Tony Alves, Training Manager. He can be reached at: [aalves@lineman.edu](mailto:aalves@lineman.edu), or by calling: (530) 534-7260.



*As an International Association for Continuing Education and Training Authorized Provider, NLC offers CEUs for its programs that qualify under IACET guidelines.*

# PROGRAM OUTLINE

"A" as the fourth character in the course number designates an Academic Subject.

"C" as the fourth character in the course number designates a Competency or Certification.

Course/Subject No./Name	Lecture Hours	Lab Hours	Total Clock Hours	Occurs In Week(s)
ELPA 1202 Electrical Systems	18	4	22	2 - 5 + final
ELPA 1203 Linework Fundamentals	14	4	18	2 - 4 + final
ELPA 1204 Basic Electrical Theory	18	6	24	6 - 9 + final
ELPA 2205 Working on Lines & Equipment	18	7	25	5 - 8 + final
ELPA 2206 Transformers	18	24	42	9 - 12 + final
ELPA 1207 Career Planning & Strategies	14	8	22	10 - 12 + final
ELPC 1201 Climbing I Competencies	0	24	24	2 - 5
ELPC 1202 Equipment I Competencies	0	18	18	2 - 4
ELPC 1203 Distribution I Competencies	0	24	24	2 - 5
ELPC 1204 Underground I Competencies	0	24	24	2 - 5
ELPC 1205 Climbing II Competencies	0	48	48	6 - 12
ELPC 1206 Equipment II Competencies	0	24	24	6 - 12
ELPC 1207 Distribution II Competencies	0	48	48	6 - 12
ELPC 1208 Transmission Competencies	0	42	42	6 - 12
ELPC 1217 Pre - employment Competencies	0	5	5	2 - 14
ELPC 1218 Groundsman Competencies	0	15	15	2 - 14
ELPC 1209 Safety Fundamentals Certification	10	0	10	2 - 11
ELPC 1210 First Aid Certification	0	4	4	1
ELPC 1211 CPR Certification	0	4	4	1
ELPC 1212 Class A CDL Test	0	4	4	1 - 15
ELPC 1213 Pole Top Rescue Certification	0	4	4	6 - 12
ELPC 1214 Vault Rescue Certification	0	2	2	2 - 5
ELPC 1215 Aerial Lift Certification	0	2	2	6 - 12
ELPC 1216 Metering Certification	2	3	5	10 - 12
ELPA 1208 Behavior Assessment	5	15	20	1 - 15
ELPL 2208 Commitment to Community and Industry Lab	0	30	30	1 - 15
<b>TOTALS</b>	<b>117</b>	<b>393</b>	<b>510</b>	<b>15 Weeks</b>





# LIFE AT NLC



## TRAINING ENVIRONMENT

In the Electrical Lineworker Program students learn how to climb wood poles and steel towers, install cross arms and hardware on poles, splice underground cables, install conductors and pole-line equipment, operate equipment and learn to use various tools of the trade in a positive learning environment. Student/teacher ratios are approximately 48:1 in a classroom environment and 16:1 in a field environment.

The program is designed around training programs that most students are usually enrolled in with their new employers.

Apprenticeship programs are comprised of three main elements:

1. Academic training
2. Field experience (on-job training)
3. Periodic and frequent evaluations

NLC's academic courses prepare students for the academic training in apprenticeships while performance competencies prepare students for the on-the-job requirements that will be required once employment is attained.

Formal evaluations are given throughout the term. The objective is to ensure that students understand and display behaviors most desired by utility and construction companies. Those behaviors have been clearly identified by NLC's Program Advisory Committee.

## FACILITIES

NLC continually maintains a positive educational environment. Camaraderie is a large part of the program and students are involved with instructors in the lesson planning and needs of the student body.

NLC is located on the outskirts of Oroville, California, near Chico. The campus is situated near the Oroville Municipal Airport with access to major northern California highways.

NLC's training yard includes overhead and underground power systems that are continually being installed and removed by ELP students. The majority of structures are wood poles ranging in height from 35 feet to 55 feet, and one steel lattice tower 80 feet in height. Material, tool and equipment storage are provided in designated areas.

Students have access to a library, computer lab, lunch room, and tool storage area. Historical displays are provided throughout the building, which allow students and family to learn about and appreciate the rich history of the power delivery industry.

NLC official logo products are for sale at the front desk in the main lobby. This includes hats, t-shirts, and other promotional items.

## STUDENT SERVICES

### Enrollment and Admissions Advising

All applications are processed through the admissions office. All enrollment inquiries are received by the admissions office at the main branch and/or by the administrative office at the branch campus.

All questions concerning financial assistance are fielded by the admissions office.

### Academic, Competency, and Behavior Advising

NLC training specialists support students in maintaining satisfactory progress, their testing and tutoring needs, and

the supervision and monitoring of their attendance records. Through daily and weekly assessments, after school study, and one-on-one conferences, students are given encouragement, direction, and instruction on how best to be successful in the ELP.

### Graduate Employment Assistance

Employment assistance begins during school with the Career Planning and Strategies course. This course is sharply focused on ensuring students are highly competitive when pursuing employment opportunities after graduation. Types of employers in the industry, key attributes of high quality resumes and cover letters, effective interview skills, and employer research are covered extensively in this class to give NLC graduates the edge in the industry.

NLC employment assistance, beyond the CP&S class, are incorporated into the student's weekly activities and are student participatory throughout the term and thereafter. Training specialists and the ELP manager assist and guide the students with the following resources:

- **Alumni Section of [www.lineman.edu](http://www.lineman.edu):**  
A password-protected area, visible only to current students and alumni of NLC, is available for job postings. Employers from all over the United States post employment opportunities on the NLC Website with the expectation that our graduates will apply.
- **Employer Visits:** Utility companies schedule visits each term to address our future graduates for recruitment purposes.
- **Student Communication Board:**  
Opportunities are regularly posted on our student communication board which are frequently called in or faxed to our campus.
- **Alumni Follow-up:** Successful graduates will receive follow-up contact from the NLC staff within six months after graduation. Staff will collect employment information and assist the graduate with additional job opportunities, if necessary.
- **Utility Directory:** Students receive

### NLC's Magazine



*The "Handline" magazine is produced three times per year and sent to every utility and construction company in the US, which gives graduates significant exposure in the power delivery industry.*

a directory that has 14,000 phone numbers and addresses of utility and construction companies in the US.

The library and computer lab are available to all students for research of prospective employers and to use for course work during the term.

### Student Records and Complaints

Record retention, student complaints, and leave-of-absence documentation are administered through the registrar's office on the main campus. Policies and procedures regarding requests/complaints and program incompleteness can be found in this program catalog. Please refer to the program policies section in this catalog for an in-depth explanation of all NLC policies mentioned on this page.

Students can make an appointment at any time to visit or call the Registrar by filling out a Student Request Form. The registrar's office will provide a list of local counseling offices for those students that may be in need of professional help for various personal issues. NLC does not provide on-campus housing, transportation, or child care facilities.

## SAFETY ENHANCEMENTS

Since the beginning of the commercial use of electricity in the late 1800s until the 1960s, linework had a reputation for being a somewhat hazardous trade. This can be largely attributed to the rudimentary protective equipment, limited safety rules, and unproven methods used to work on energized lines. In addition, there was a lack of safe construction standards for power lines and the standards that were developed were not widely enforced. The lack of formal training was also a big factor in creating a reputation of a dangerous career.



**The environment is much different now, as the industry has evolved over the past 100 years. Today, lineworkers enjoy the following significant improvements in safety:**

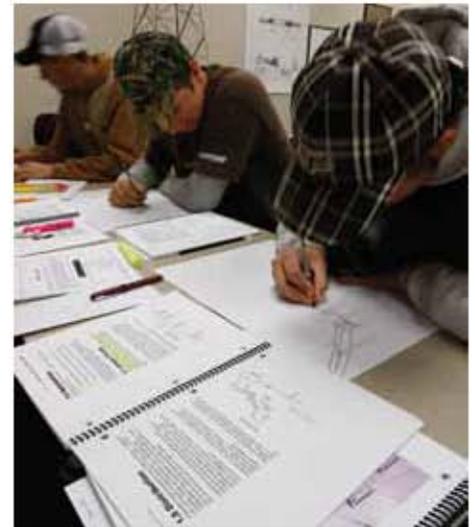
1. **Formal safety and training programs.**
2. **Stringent safety standards for the construction and maintenance of lines.**
3. **Improved tools and equipment.**
4. **Effective procedures for working on lines and equipment.**

At NLC, our training is structured to continually emphasize safety. Students are trained on how to recognize hazards and take effective measures to minimize the potential for an accident. Students are educated on the importance of establishing proper safety habits. They are also trained on proper procedures in the event of an accident.

**NLC builds safety into the student's behavior in many ways:**

1. **Safety meetings are conducted every week.**
2. **Each student receives a safety rule book, is trained on the rules, and is expected to follow them at all times.**
3. **Each student is trained in Federal Safety Standards for power lines.**
4. **Safety issues are a part of every academic course.**
5. **NLC produces high-quality safety posters for the industry. These posters are continually used to supplement training.**
6. **Students receive training in First Aid, CPR, and rescue procedures.**

Education and training are key factors in ensuring long-term safety. Experience has clearly shown that those companies that have strong training programs have low accident rates. NLC takes pride in its unwavering commitment to the safety of our students and the trade. By enrolling in the ELP, you will also be making a significant commitment that will provide the basis for a long, safe, and successful career.



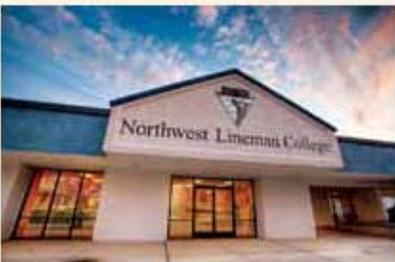


# GENERAL INFORMATION

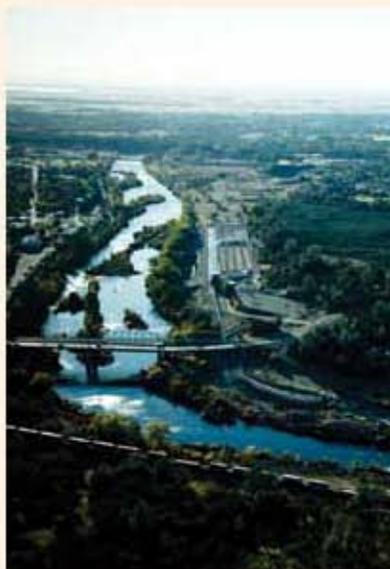
## CAMPUS TOURS

We encourage you to visit the college for a personal tour and consultation. Tours are available by appointment, and are generally conducted on the first and third Friday of each month at 10:30 a.m.

**If you are interested in a tour, please call 1-530-534-7260. We look forward to meeting you!**



## OROVILLE, CALIFORNIA



The California Northwest Lineman College campus is situated in the growing, yet still quaint, community of Oroville. The campus is located near the Oroville Municipal Airport with access to Highway 70 or Highway 99, two major traffic arterials that provide access to the rest of Northern California including Sacramento, Redding, and the Bay Area.

Discover Lake Oroville, which was created by Oroville Dam in 1967. See California's first suspension bridge, the nation's tallest earthen dam, the 1863 Chinese Temple, a 41-mile bike trail, wineries, or the Gold Rush Era museums. Enthusiasts of all kinds need to look no further than Oroville to experience world-class biking, fishing, golfing, or hiking.

# HISTORY

## Linework

The term “linework” has always related to working on lines and goes back to the late 1800s. The name “lineman” first came into being when telegraph lines were first being built. Men working on these structures became known as “linemen.” The term was then passed to workers who worked on power lines.

Linework, in the beginning, was quite an adventure. The work was very physical because everything was done by hand. At first, power had to be turned off when working on a given line. The early lines were built with no standards and in many cases were congested and hazardous to linemen.

Customers began to get accustomed to the convenience of electricity and linemen had to figure out how to work on lines “hot.” This caused many fatalities and the trade established a reputation for being hazardous. As experience evolved, standards, safety rules, and mechanized equipment gradually improved the safety.

## Northwest Lineman College

In 1991, a lineman trainer by the name of Gerald McKie recognized the need for a lineman training facility in the Northwest. At the time McKie was the program head at Boise State University’s Electrical Lineworker Program and a former Idaho Power lineman with considerable experience in the trade. McKie recognized the need for a much shorter program and a more updated and modernized curriculum. The BSU program followed a nine month academic calendar and was simply too long to produce a successful entry-level lineworker.

McKie shared his idea with Aaron Howell, who was instructing at BSU’s Electrical Lineworker Program under the direction of McKie. Howell had graduated from the program in 1984, worked as a lineman for Pacific Gas and Electric, and was employed as a part-time instructor while completing his business degree at BSU. They brought in one other lineman, Shane Porter, who had considerable experience as a lineman for Pacific Gas and Electric.

NLC’s first ELP class was delivered in August of 1993, with 22 students at a rented lumber yard in Meridian, Idaho. In 1996, NLC purchased land, constructed buildings and training facilities and established the Meridian, Idaho, campus.

*Aaron Howell (left), NLC President  
Alan Drew (right), NLC Senior VP of R&D*



*NLC’s first ELP class  
August 1993*

In 1997, NLC recruited Alan Drew who had held nearly every lineman and supervisory position with two major West Coast power companies in his remarkable career. Drew currently serves as the Senior VP of Research and Development.

In 2003, NLC completed a major expansion of the Meridian campus, which included additional yard space, a large lab, increased classroom space and the student library. Currently, NLC provides training to over 2,000 students annually. The training is delivered through three main divisions which include the Electrical Lineworker Program (ELP), Power Delivery Program (PDP) and Utility Training Services (UTS).

In 2006 NLC opened an additional campus in Oroville, California.

In 2010, the school opened its third campus in Denton, Texas. This allows the school to increase its capacity to train additional students to help meet the growing demand for persons interested in a career in the power delivery field. Having three campuses with different class schedules allows more flexibility for students to select the time and location for enrolling. NLC’s mission statement of providing the benchmark standard of training remains the guiding factor in the continuing operation of the college.

## CONTACT INFORMATION

Let us assist you.  
Visit us today online at:  
[www.lineman.edu](http://www.lineman.edu)

Northwest Lineman College staff is well trained to answer your career questions. This list should assist you in determining exactly who to contact.

We highly recommend you visit the campus for a full tour so you can meet our staff and learn first hand how Northwest Lineman College provides a professional and positive learning environment.

- **NLC Oroville, California:**  
2009 Challenger Ave., Oroville, CA 95965  
**Phone:** 1-888-546-3967 (530) 534-7260  
**Fax:** (530) 534-7087  
**E-mail:** NLC@Lineman.edu
- **NLC (Headquarters) Meridian, Idaho:**  
7600 S Meridian Rd., Meridian, ID 83642  
**Phone:** 1-888-546-3967 (208) 888-4817  
**Fax:** (208) 888-4275  
**E-mail:** NLC@Lineman.edu
- **NLTC Denton, Texas:**  
5110 Dakota Ln., Denton, TX 76207  
**Phone:** (940) 383-1000  
**Fax:** (940) 383-0088  
**E-mail:** NLTC@lineman.edu
- **For Information Regarding:**

Admissions	Registrar
Student Funding	Accreditation
Transcripts	Student Housing
General Information	Admissions
Class Schedules	Facility Tour Schedule

**Contact:** Susan Ho  
**E-mail:** sho@lineman.edu *or*  
**Contact:** Kara Rutherford  
**E-mail:** krutherford@lineman.edu
- **For Information Regarding:**  
Accounting  
**Contact:** Jennell Hall  
**E-mail:** jhall@lineman.edu
- **Training Manager:**  
Anthony Alves  
**E-mail:** aalves@lineman.edu
- **Training Specialists:**  
Joe Charlton  
**E-mail:** jcharlton@lineman.edu  
  
Jim Mantonya  
**E-mail:** jmantonya@lineman.edu  
  
Luke Montgomery  
**E-mail:** lmontgomery@lineman.edu  
  
Stan Hansen  
**E-mail:** shansen@lineman.edu  
  
Gene Smith  
**E-mail:** gsmith@lineman.edu  
  
Mel La Flam  
**E-mail:** mlaflam@lineman.edu



# PROGRAM POLICIES

## Cancellation of Enrollment Agreement

Students have the right to cancel the enrollment agreement for a program of instruction, including all institutional charges in the agreement, until midnight of the fifth business day beginning with their first scheduled class session. A business day means a day on which students were scheduled to attend classes. Cancellation will occur when the student gives written notice of cancellation at the address shown on the bottom of each page of the enrollment agreement. A signed and dated notice of cancellation may be given by electronic mail, hand delivered, or U.S. mail. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement.

- Students who cancel their enrollment agreement within the 5 business day cancellation period will receive a refund of all monies paid (less the application fee) within 45 days of the cancellation notice being received.
- In the event the student does not show up for class and does not cancel within the five day cancellation period, NLC will hold \$200.00 plus any application fee (total not to exceed \$250.00), refunding any remaining monies.
- Associated costs (tools, CDL costs, etc.) are paid to a third party by the student and are non-refundable by NLC during the cancellation period.

## Withdrawal Procedure

Students have the right to withdraw from the program at any time after the five day cancellation period. Students are required to complete and sign the ELP Withdrawal Form and state the reason for withdrawing.

## Tuition Refund Policy

After the 5 business day cancellation period, the following tuition refund policy applies (the lab fee and application fee are non-refundable after the cancellation period):

- Students that have completed 60% (9 weeks) or less shall receive a refund of all monies paid less the application fee, less the lab fee (up to \$650), less the Student Tuition Recovery Fund (\$25), and less all payment due for educational services rendered. Charges for educational services rendered will be prorated based on completion of training hours on the date the Notice of Cancellation is received or the last date of attendance.
- Students cancelling after 60% (9 weeks) completion will receive no (zero) refund of monies paid.
- Associated costs (tools, CDL costs) are paid to a third party by the student and are non-refundable.
- Any monies due to the students shall be refunded within forty-five (45) days from the termination, withdrawal, or cancellation date. Calculations of refund will be based on the last day of attendance.
- Information regarding any applicable third party funding agency refund or return of funds policy, may be obtained from the respective office where the funds were obtained.
- Refund of tuition paid by a Sallie Mae loan, a state funding agency, or scholarships will be issued to the respective entity.
- Refund of tuition paid by a private entity will be issued to the student.
- If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest.
- If a student is eligible for a loan guaranteed by the government and the student defaults on the loan:
  - (a) The government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
  - (b) The student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

## Student Tuition Recovery Fund

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

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

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

### Enrollment Transfer Policy

Once an applicant has been accepted into the Electrical Lineworker Program, NLC allows one request for transfer into the following term. The request must be submitted in writing and include the transfer fee of \$50.00. Requests for transfer must be made prior to the tuition due date.

### Credit/Training Clock Hour Acceptance and Transferability

NLC does not accept credits or training clock hours earned at other institutions or employers or through challenge examinations and achievement tests. NLC is a clock hour institution. The term “credit” as referenced below shall refer to the training clock hours required to complete the Electrical Lineworker Program.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NLC

The transferability of credits you earn at NLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the training hours and/or certificate you earn in NLC is also at the complete discretion of the institution to which you may seek to transfer. If the training hours and/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 educational goals. This may include contacting an institution to which you may seek to transfer after attending NLC to determine if your training hours and/or certificate will transfer.

### Drug/Alcohol Policy

NLC is a drug/alcohol free educational institution. The following rules apply:

1. Each student must notify NLC of any prescription drugs they are taking while enrolled at NLC. If the student fails to notify NLC of medications immediately upon enrollment, or upon receipt of a new prescription during the program, or if any of the prescriptions could possibly impair the student’s behavior, physically or mentally – NLC reserves the right to dismiss the student from the program. Correspondence or discussion with the prescribing physician may be required.
2. Students may be randomly drug/alcohol tested.
3. Students may be drug/alcohol tested for reasonable cause/suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, etc.
4. Students will be expelled for refusing a drug/alcohol test.
5. Students who alter, tamper with, or in anyway compromise the drug/alcohol testing procedure, such as delaying the test, providing unusable or diluted samples, etc. will be expelled.
6. Students who possess, use, or sell any drugs/alcohol on NLC’s premises will be expelled.
7. Students who are not in compliance with the drug/alcohol policies will be immediately expelled and allowed into a later program once they have successfully completed a drug-rehabilitation program.

### Non-conclusive results of a drug/alcohol test:

On campus test results are conclusively negative or non-conclusive positive. Non-conclusive tests are sent to the laboratory for a full analysis. Results can take up to 72 hours.

If a student is in compliance with the NLC drug/alcohol policy and all prescribed medications have been previously disclosed, in the event of a non-conclusive test result, the student will be permitted to stay on campus during the lab analysis. The student will be limited to only activities which could not endanger himself or others until lab results are obtained. No absences will incur during the lab analysis. Immediate reinstatement of full participation will ensue when a negative test result is produced from the lab. A positive result from the lab will result in immediate expulsion.

If a student is NOT in compliance with the NLC drug/alcohol policy and has NOT disclosed prescribed medication, in the event of a non-conclusive test result, the student will be asked to leave the campus for the duration of the lab analysis and will be marked absent for the days missed. Immediate reinstatement to full participation will ensue when a negative test result is produced from the lab. A positive result from the lab will result in immediate expulsion.

### Attendance Policy

Regular attendance Monday through Thursday (and some Fridays) and punctuality is required of all students. Students who incur more than five absences will be terminated from the program. If the excessive absences are due to a hardship the student can request and may be granted a leave of absence (see Leave of Absence Policy below).

### Tardy Policy

Students who are one minute to 14 minutes late for class will be regarded as tardy. Two tardies will constitute one absence. Students who are 15 (or more) minutes late for class or who leave 15 (or more) minutes before class ends will be counted absent.

### Academic Honesty

Students are expected to be honest in their academic work. Any academic dishonesty (cheating, plagiarism and collusion in connection with examinations) will result in automatic expulsion from the college.

### Grading System

A = 100% - 90%    B = 89% - 80%  
C = 79% - 70%    D = 69% - 60%  
F = Below 60%

Students must earn a letter grade of “C” or better in each academic course to successfully complete the program.

NLC’s grading system is a straight scale with no rounding. Only the whole number will be reported and used to determine a student’s final grade in any applicable class.

### Certifications and Competencies Pass / Fail

*continued*

A “Pass” for certifications and competencies is achieved when the student successfully completes the required training as determined by the certifying official. (NLC instructors are certified instructors for all certifications).

A “Pass” for competencies is achieved when the instructor observes the student successfully completing the physical attributes of the competency.

### Behavior Assessment (ELPA 1208)

E = Exceeds Expectations

M = Meets Expectations

NI = Needs Improvement

Students must receive at least “Meets Expectations” in the Behavior Assessment in order to successfully complete the program.

### Student Conduct Policies

The following are examples of possible reasons for immediate expulsion from NLC. They include, but are not limited to:

1. Any violation of NLC rules and policies. Most rules are listed in the program catalog and syllabus, but may be presented in other curriculum / program documents.
2. Cheating on exams, quizzes, competencies or any other required evaluations.
3. Any behavior (on or off campus) that negatively affects student or staff, safety, morale and/or the quality of the training or the training environment.
4. Using or possessing any illegal substances, on or off campus.
5. Under the influence of an intoxicating substance (including alcohol with a blood alcohol content of .04) while on college property.
6. Destroying or stealing student or NLC property.
7. Disrespecting fellow students or faculty.

### Termination Policy

The student will be terminated if:

1. Any of the student conduct policies are violated.
2. Satisfactory progress in academic, field competencies, certifications, and behavior assessments are not maintained.
3. Any financial obligations set by the College are not met.
4. Conditions written in the Enrollment Agreement are violated.
5. Attendance policy is violated.

### Satisfactory Progress Policy

Students are expected to maintain satisfactory progress in academics (at least 70% in each academic course), field competencies and certifications completed for that scheduled time frame, and behavioral scores of five or better on behavior assessments. Formal evaluations during the 15 week program, will occur at six weeks, 10 weeks and 15- weeks in order to monitor satisfactory progress. Spot evaluations will be made at any time to students demonstrating a deficiency in academics and/or physical performance and/or attitude. Any student not maintaining satisfactory progress will be subject to the probation policies and timelines listed below. A student cannot exceed 1.5 times the term duration in order to successfully complete the program.

### Probation Policy

Probation is given to a student when satisfactory progress is not maintained. This status is given with the intent to inform the student on how best to improve performance and succeed in the program. A time frame will be determined as to when satisfactory progress must be achieved. A written evaluation, signed by instructor and student, will outline the goals and methods the student will utilize in order to achieve satisfactory progress.

### Academic Probation

If, after the first academic test in each course, the student’s grade is below 70%, the instructor of the class will verbally advise the student that he/she risks being placed on academic probation, depending upon their overall grade after the second test. If the student’s overall grade is less than 70% in that class after the second test, the student will be placed on academic probation. If the student’s overall grade is less than 70% in that class after all regularly-scheduled tests are completed, but before final exams, the student risks termination from the program.

### Competencies, Certifications and Behavioral Probation

Skills and behavior are assessed on a daily basis. If at anytime, a student fails to achieve a five or better on a behavior assessment, or does not complete competencies and

certification during that scheduled time frame, he/she will be verbally counseled that they risk being placed on probation. If the student does not correct the deficiency, the student will be placed on probation with an agreed time frame during which corrections must be made. If acceptable behavior and/or skill have not been met with in the given time frame, the student will risk expulsion.

### Missed Examinations and Assignments

Regularly-scheduled examinations (including finals) are provided only one time each term—they cannot be used as make-up examinations. Students who miss a regularly-scheduled examination will have the opportunity to take a make-up examination. The make up examination must be scheduled with the instructor prior to the missed exam, and must be completed within five days of the original test. Make-up examinations require a more in-depth understanding of the subject. Make-up examinations and finals may not be given after the conclusion of the program. All assignments and/or missed assignments must be turned in by the end of the 13th week of the term to receive credit, unless otherwise stated in the syllabus.

### GPA Policy

The grade point average (GPA) is calculated on the basis of the student average achieved in the training program. If the student has an A average, they will have a 4.0 GPA. If the student has a B average, they will have a 3.0 GPA. If the student has a C average, they will have a 2.0 GPA. If the student has a D average, they will have a 1.0 GPA. If the student has an F average, they will have a 0 (zero) GPA. The courses are averaged and then calculated to determine the GPA for the entire training program. Grades earned by a student when re-enrolling and completing the program will replace all previous grades.

### Program Incompletion Policies

These policies are intended to address students who do not complete the program as scheduled. The policy applies to students who have completed any test or competency but have not completed the program. Students who do not complete the program as scheduled are designated into one of the

following categories: Leave of Absence, Personal Choice Withdrawal, or ELP Termination.

### Leave of Absence Policy

Students who are designated for this category have incurred a hardship beyond their control which has caused them to involuntarily leave the program. Typical examples of a hardship are physical impairment, serious illness or family tragedy. Students are required to request, in writing, a leave of absence and submit the request to the Campus Training Manager. A leave of absence cannot exceed 180 days in any 12-month period. Therefore, if the leave of absence is approved by the lead instructor, the student will be required to re-enroll in one of the two next scheduled terms in order to complete the four month program. Incomplete test scores and skills demonstrations will be recorded as “I” on the student’s transcript, provided at the end of the term. If the student re-enrolls in one of the two following terms, he or she will be subject to the program requirements of the term in which he or she is re-entering. The student will be charged the amount refunded back to the student when the student originally requested the leave of absence plus any cost increase (if a cost increase occurred). If the student does not re-enroll in one of the two following terms, all grades will be changed from “I” (incomplete) to “W” (withdrawn) on their official transcripts.

### Personal Choice Withdrawal

Students who are designated for this category have made a personal choice to withdraw from the program. In these cases, students are required to complete and sign the Enrollment Withdrawal Form and state the reason for withdrawing. The student’s incomplete academic courses and skills demonstrations will be marked “W” (withdrawn). If the student changes his/her mind about withdrawing, he or she may be allowed to resume attendance, only if five absences have not been incurred (see attendance policy). The student will have the opportunity to make up missed assignments in accordance with the “Missed Assignments or Tests Policy” in the program syllabus. Days missed will count as absences. Any student who withdraws from the program in the “Personal Choice” category and wishes to attend a future term

will be considered a new student and subject to the financial obligations and requirements of that future term.

If a student chooses to terminate training without proper withdrawal procedures, the withdrawal date will be the last date of attendance.

### ELP Termination

Students who are terminated (see termination policy) from the program will be refunded tuition in compliance with the Tuition Refund Policy. The student’s incomplete academic courses and skills demonstrations will be recorded as an “IT” (Institutional Termination) on the student’s official transcripts which are issued at the end of the term.

### Re-entry of Students Dismissed Due to Unsatisfactory Progress

Any student who has been terminated due to unsatisfactory progress is welcome to re-apply to a later term. The student will be subject to any and all tuition increases, policy changes and course requirements. No qualifying criteria, other than what is required in the application package, will be asked of a returning student.

### Electronic Devices

Electronic devices, including but not limited to, cell phones, laptop computers, iPods, PDAs, and Blackberrys, can be used on campus outside of normal classroom and field instructional times (before/after school and during breaks). Laptop computers may be used during classroom lectures only if the instructor allows their use and their use is directly related to the lecture/lesson, such as taking notes. Other stipulations to the use of laptops include:

- They are battery operated. Laptops may not be plugged into an outlet under any circumstance.
- They are not distracting or interrupting the learning environment in any way (loud key clicking is one example).

Internet use is allowed only if the Internet search is mandated by the instructor and is directly related to the lecture being given at that time. For example, an instructor

explains to the students how to use the Internet to search for resume writing tips and then tells those students with laptops to perform that search.

Students are responsible for the security of their electronic devices.

At the instructor’s discretion, a student may be asked to surrender any electronic device found disrupting the learning environment, for being a distraction to the instructor or fellow students or for usage violation. The device will be returned at the end of the day.

If the infraction occurs again, the student will lose the privilege of using the device during school hours for the remainder of the term. A spot assessment will be filled out, indicating the student’s lack of responsibility, respect, and courtesy to fellow students and/or the instructor. Once the device has been banned during school hours, the student will risk expulsion if the policy is violated.

### Section 504/ADA Policy

NLC does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Student Services Coordinator. You may request academic adjustments or auxiliary aids at any time. The Student Services Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

*continued*

- 1) Notify the Student Services Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Student Services Coordinator by telephone at 1-888-546-3967 x 217.
- 2) The Student Services Coordinator will respond within two weeks of receiving the request.
- 3) To make a request after the start of any ELP term, a currently enrolled student will need to make an appointment with the Student Services Coordinator to start the formal request for reasonable accommodation process. Accommodations are not retroactive.

**General Provisions and Conditions**

NLC may reject an applicant in the event it is unable to verify information provided at the time of application for enrollment.

This enrollment agreement does not constitute a contract for training until it has been approved by an official of NLC at its administrative office. A copy of the agreement indicating acceptance by NLC will be mailed to the student upon approval.

Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the ELP Catalog. NLC reserves the right to modify the program curriculum content as deemed necessary for improvement and updating. Changes which require prior approval from a state that regulates such changes shall have state approval prior to being implemented. The student has the option to enroll in the newest program at the current tuition cost for the revised program.

Upon successful completion of training, each student is awarded the appropriate certificate, showing the title of the program and that the training was satisfactorily completed. No certificate will be issued until all tuition, parts and tool accounts have been paid in full.

NLC does not guarantee employment. However, a diligent effort shall be made by NLC to assist graduates with employment within their field of study.

The student understands and agrees to abide by all the rules of conduct and appearance provided both in writing and by direction of instructors or other NLC officials. Excessive absences, failing grades, unsatisfactory conduct or appearance may result in disciplinary action and possible dismissal or suspension from the NLC.

Student agrees to accept full responsibility for tools, vehicles and personal property on school premises. The school is not responsible for lost, damaged or stolen property.

Students are required to attend orientation.

NLC may sell and assign its rights hereunder and the student or other financial sponsors hereby consent to such sale. Any such sale and assignment shall not relieve student of any obligation hereunder. In event of sale, the stated refund policy of the institute shall remain in effect.

If you leave school, under any circumstance, with a balance due, the outstanding balance must be paid within forty five (45) days of your last date of attendance. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances.) Any returned checks will incur a \$30 return check fee.

**Student Request and Complaint Procedure**

Students with requests or complaints relating to classroom matters must first discuss them with one of their instructors. Unresolved requests or complaints must be directed to the Campus Training Manager. If the response or solution is not satisfactory to the student, the student must submit a written appeal letter to:

President of Campus Operations  
Attn: Registrar’s Office  
7600 S Meridian Rd.  
Meridian, ID 83642

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Commission must be in the written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

**Please direct all inquiries to:**  
Accrediting Commission of  
Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201 (703) 247-4212

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Admissions Department.

**Bureau for Private Postsecondary Education:**

A student or any member of the public may file a complaint about this institution with the Bureau by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau’s web site, [www.bppe.ca.gov](http://www.bppe.ca.gov). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833 (physical)  
PO Box 980818, West Sacramento,  
CA 95798-0818 (mailing)  
Phone: (916) 574-7720  
Toll Free: (888) 370-7589  
Fax: (916) 574-8648  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Student Record Retention

Northwest Lineman College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

**Student records shall be retrievable by student name and shall contain all of the following applicable information:**

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution;
- copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- copies of all tests given to the student before admission;
- records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- a transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- a copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- a document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;

- copies of any official advisory notices or warnings regarding the student's progress; and complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. The institution shall maintain records of student attendance.

## Faculty Qualifications

**Faculty members at the School Director level must have at least two of the following qualifications:**

1. An earned baccalaureate degree.
2. At least one year of actual administrative or supervisory experience.
3. At least two years of applied work experience in training or education.

**Faculty members at the Lead Trainer level must have at least three of the following qualifications:**

1. Two years teaching experience in a specific field for which training is offered.
2. Two years employment as a supervisor in a specific field for which training is offered.
3. A relevant baccalaureate degree.
4. At least two years related work experience in a field for which training is offered.
5. Experience in designing, managing, and supervising instructional programs.

**Faculty members at the Training Specialist level must meet the following requirements:**

1. At least four years of applied work experience in the linework trade.
2. At least two years experience training apprentice linemen in the classroom or in the field.
3. Successful completion of a Lineman Apprenticeship recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department.
4. Successful completion of formalized instruction in training or education. The college may provide this training.

## English as a Second Language (ESL) Instruction

NLC does not offer ESL instruction.

## Official Transcripts

Graduates will receive official transcripts upon graduation at no cost. Official transcripts thereafter may be obtained by submitting a written and signed request and a fee as follows: \$5.00 for one official transcript or bulk order (all copies requested on the same request form) – 5 official transcripts for \$15.00 or 10 for \$25.00. The request should include the date, the number of transcript copies needed, the name and address of where the transcript(s) should be sent, and a signature. The request may be faxed or mailed to the college. Forms are available through NLC. Unofficial transcripts may be obtained free of charge.

[www.lineman.edu](http://www.lineman.edu)

NLC California Branch Campus  
2009 Challenger Ave., Oroville, CA 95965  
(p) 530.534.7260 (f) 530.534.7087