



# AMERICAN

---

*CAREER TRAINING*

## Course Catalog 2020

8530 Commercial Way  
Redding, CA. 96002  
Phone: (530)223-5693

Fax: (530) 223-1086

(888) 700-5693

<http://americantruckschools.com>  
[americantruckschools@yahoo.com](mailto:americantruckschools@yahoo.com)

## 2020 American Career Training Catalog

Effective January 1, 2020 through December 31, 2020

This catalog was developed for the period January 1, 2020 through December 31, 2020. All statements herein are announcements of present policies and practices. They are subject to change at any time without prior notice. Changes will be published as addendum to this catalog.

All information in this American Career Training catalog is current and correct and is so certified as true by Roger Smith, Owner.

  
Roger Smith

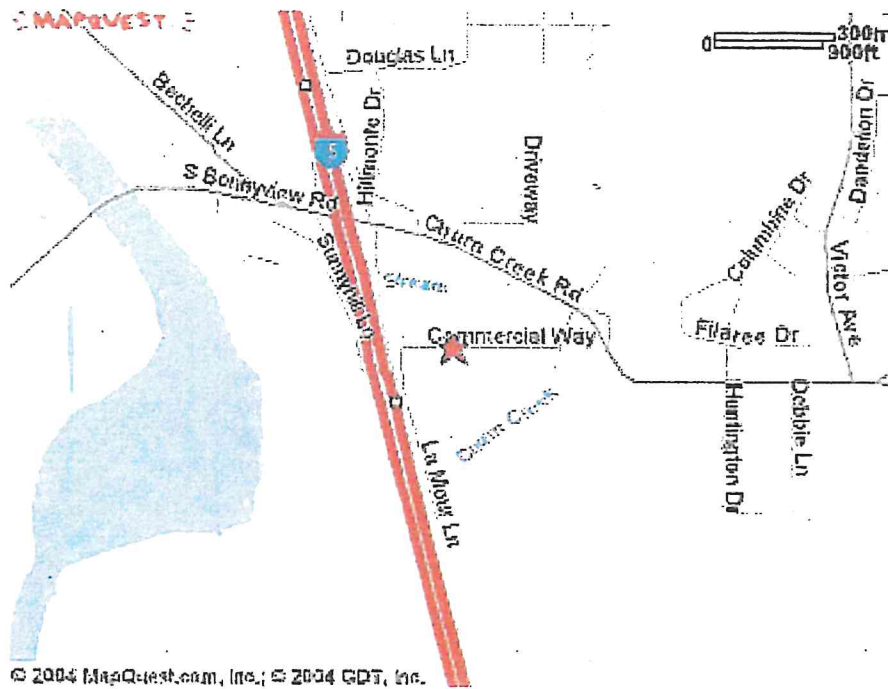
Roger Smith, Owner \_\_\_\_\_



## Redding Campus Directions

8530 Commercial Way  
Redding, CA 96002  
Phone: 530-223-5693  
Fax: 530-223-1086

Email: [Americancareertraining@yahoo.com](mailto:Americancareertraining@yahoo.com)  
Web Page: [www.americantruckschools.com](http://www.americantruckschools.com)



## TABLE OF CONTENTS

APPROVAL DISCLOSURE STATEMENT	2
Statement of Ownership	2
GENERAL INFORMATION	3
History	3
Mission Statement	3
Instructor Qualifications	3
Equipment	3
Course Information - Profession requirements	3
BI-Lingual Instruction	3
Facilities	4
ADMINISTRATIVE POLICIES	5
Admission Requirements	5
Admission Procedures	5
Four Week Course	6-7
Six Week Course	8-9
Eight Week Course	10-11
10 Week Course	12-13
15 Week Course	14-15
ACADEMIC POLICIES	16
Absences	16
Tardiness Policy	16
Leave of Absence Policy	16
Dress Code and Conduct	16
Substance Abuse, Probation & Dismissal	16
Grading	17
Certificate of Completion	17
Costs	18-20
TUITION POLICY	21
Tuition	21
Refund Provisions	21
Cancellation / Withdrawal	21
Notice of Student Rights/ Student Records/Grievance	22
Student Tuition Recovery Fund	23
STUDENT SERVICES	24
Housing	24
Transportation	24
Job Placement Assistance	24
Student Complaints	24
Sexual Harassment Policy	24
Accessibility to Handicapped	25
Transferring Between Programs	25
Transferability of Credits	25
EQUIPMENT - Trucks & Truck Rentals	26-27
REFRESHER COURSES	28-31
STUDENT PERFORMANCE FACT SHEETS	32-76

## APPROVAL-DISCLOSURE STATEMENT

**American Career Training** is located at the following location:

Redding Campus  
8530 Commercial Way  
Redding, CA. 96002  
Phone: (530) 223-5693  
Fax: (530) 223-1086  
(800)700-5693

Email: [americancareertraining@yahoo.com](mailto:americancareertraining@yahoo.com)

Web Page: [americantruckschools.com](http://americantruckschools.com)

**American Career Training** has been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, American Career Training a privately held company, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. It does not imply that the Bureau endorses's programs, or that the Bureau approval means the institution exceeds minimum standards. CEC 94909(a)(2) and 94897(I)(1)(2). Persons seeking any questions or problems should first contact the instructor in charge. Requests for further action may be made to the Campus Director of **American Career Training**. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: **Bureau for Private Postsecondary Education**, PO Box 980818, West Sacramento, CA 95798-0818, Phone (916) 431-6959, Fax (916) 263-1897, [www.BPPE.ca.gov](http://www.BPPE.ca.gov) OR **Council on Occupational Education**, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, [www.Council.org](http://www.Council.org).

California statute requires that a student who successfully completes a course of study should be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational or occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

*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.*

### OWNERSHIP

**American Career Training** is locally owned and operated by Roger Smith. **American Career Training** is operated with pride and a stated mission to become the premier Truck Driver Training Institution in the state of California.

### ASSOCIATIONS

**American Career Training** is a member of CTA - California Trucking Association.

**American Career Training, LLC** is a member of the National Welfare to Work Partnership.

## **GENERAL INFORMATION**

**HISTORY** • After many years of working in the trucking industry, **American Career Training** along with input from various trucking companies has developed what we believe to be the best combination of curriculum, facilities, and equipment in the northwest.

**MISSION STATEMENT** • Our Mission is to provide comprehensive instructional programs and support services that achieve educational and career goals for our student's success.

We are dedicated to providing quality training, followed by placement services designed to bring graduates and employers together resulting in quality careers.

**INSTRUCTOR QUALIFICATION • AMERICAN CAREER TRAINING** Instructors are required to have a minimum of three years over the road experience. Be able to meet driving record standards set for students and instructors.

**EQUIPMENT** • **American Career Training** will be using late model conventional tractors, and long trailers, to meet industry standards. **American Career Training** maintains each piece of equipment at the highest level.

### **COURSE INFORMATION • Tractor Trailer Operator Program**

**American Career Training** uses the latest training techniques in the industry. Students participate in a combination of training that involves; classroom training, small group participation sessions, and behind the wheel experience.

**American Career Training** offers on site skills training available during regular business hours. Daily sessions are eight (8) hours per day, five (5) days a week, unless other arrangements have been made with management. The hours of operation are from 7:30 a.m. to 4:15 p.m. with a ¾ hour set aside for a lunch break.

**American Career Training** has a ratio of student to instructors/tractors of three (3) to four (4) during the behind the wheel sessions. The ratio during the classroom and skills training sessions is six (6) to eight (8) students per instructor.

### **PROFESSION REQUIREMENTS ♦**

1. Must hold current valid driver's license
2. Must pass DOT Physical
3. Must pass DOT drug screen
4. Must obtain Class A drivers permit
5. Provide school with copy of their driver history from DMV

**BILINGUAL INSTRUCTION** • **American Career Training** does not offer instruction in English-as-a-second language currently. English proficiency is measured by possession of a High School Diploma/GED/or equivalency. No visa services are provided.

**FACILITIES**• **American Career Training** operates one training facility.

**American Career Training** is located on 4 1/2 acres off interstate 5. Access is from the S. Bonnyview/Churn Creek Road exit leading to Commercial Way from Chum Creek Road. The campus is visible from Interstate 5 and is adjacent to a motel and there are several restaurants close by.

The facility consists of approximately 5000 sq. feet divided into; front offices, reception area, classroom, break-room, instructor's office, restroom, shop and maintenance area. There is an additional restroom next to the shop and maintenance area.

The Redding Campus provides a resource library complete with training manuals, comprehensive supply of training videos, industry periodicals, employment information, and up-to-date industry information. The resource area is located on the corner table in the classroom.

The classroom is approximately 360 sq. ft. and will accommodate up to twelve (12) students. The classroom will be available for students to use during school hours to complete individual training in areas in which a student may need additional assistance.

The facility provides for on-site skill practice enabling individual instruction. **American Career Training's** large campus offers many on-site advantages such as:

Covered Truck Bay for pre-trip training and practice  
Skills practice area-approximately 110,000 sq. ft.

**BANKRUPTCY ♦ American Career Training** is a solvent company. It has never filed Chapter 7, nor does it have any pending petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (*11 U.S.C. Sec. 1101 et seq.*) (CEC 94909(a)(12))

## ADMINISTRATIVE POLICIES

**ADMISSION REQUIREMENTS**• To be accepted for training as a truck driver, an applicant must:

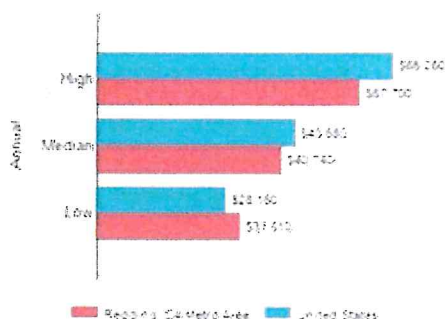
- ♦ Obtain a current DMV printout  
If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the **American Career Training** director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.
- ♦ Submit a ten-year verifiable work history
- ♦ Disclose any felony convictions
- ♦ Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- ♦ Possess a California License, and a Class A Learner's permit, or an approved transfer of license application
- ♦ Be at least 18 (eighteen) years of age. Minimum age for interstate drivers is 21 (twenty-one).
- ♦ Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- ♦ Have a High School Diploma/GED or pass an Ability to Benefit Test
- ♦ Pass DOT Physical.

**NO PERSONS SHALL BE DENIED ADMISSION ON THE BASIS OF RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.**

The **American Career Training** Director must give final approval before an applicant is accepted as a student. **American Career Training reserves the right to accept, or reject, any applicant.**

**ADMISSION PROCEDURE** ♦ Students interested in entering training with **American Career Training** should apply for admission for acceptance to begin enrollment and ensure a start date. After completing the enrollment paperwork and meeting the Admission requirements, the application will be reviewed, and the student will be notified, in a timely manner, of the decision. All decisions concerning admission are confidential. Students wishing to transfer from a shorter program to a longer program or a longer program to a shorter program can do so with the approval of the Campus Manager. This institution has not nor will enter into an articulation or transfer agreement with any other college or university. There are no transferable credits earned by completing this course nor are any credits acceptable towards education time when entering this course. Experiential credit not issued.

In 2017 the U.S. trucking industry generated over \$700 Billion. This is higher than the GDP of more than 150 nations. While employing approximately 7.4 million Americans. The American Trucking Associations released a statement saying the industry needed to hire almost 900,000 more drivers more drivers to meet the growing demands <https://markets.businessinsider.com/news/stocks/trucking-industry-facts-us-truckers-2019-5-1028248577#in-2017-the-american-trucking-industry-posted-revenues-higher-than-the-gdp-of-more-than-150-nations-1>



Occupational wage data reflects numbers reported by the Bureau of Labor Statistics as of April 2020. For more details on the occupations covered in this catalog search the following <https://www.bls.gov/ooh/transportation-and-material-moving/heavy-and-tractor-trailer-truck-drivers.htm#tab-1>

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Heavy%20and%20Tractor-Trailer%20Truck%20Drivers&onetcode=53303200&location=96002>

or visit [onetonline.org/link/summary/53-3032.00](https://onetonline.org/link/summary/53-3032.00)

## 160 HOUR TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM

### CURRICULUM HOURS ♦

**American Career Training** curriculum hours include:

**Classroom: 30 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

**Vehicle Inspections: 22 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 82 Hours**

- Shifting
- Lane Position
- Tums
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 22 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 4 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS                      160.0**

### Graduation Requirements:

The following requirements must be met for a student to earn a 160hr Certificate of completion.

ACADEMIC ACHIEVEMENT  
59% or higher in all academic classes

FIELD AND SKILLS COMPETENCIES:  
Field and skills competencies must be achieved before the start of the students last week of their course

## American Career Training ♦ 2020 CLASS SCHEDULE

### 160 Hour Training Course

Graduation dates are Approximate after clock hours are complete

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/06/2020	01/31/2020	07/13/2020	08/07/2020
01/13/2020	02/07/2020	07/20/2020	08/14/2020
01/20/2020	02/14/2020	07/27/2020	08/21/2020
01/27/2020	02/21/2020	08/03/2020	08/28/2020
02/03/2020	02/28/2020	08/10/2020	09/04/2020
02/10/2020	03/06/2020	08/17/2020	09/14/2020
02/17/2020	03/13/2020	08/24/2020	09/21/2020
02/24/2020	03/20/2020	08/31/2020	09/28/2020
03/02/2020	03/27/2020	09/08/2020	10/02/2020
03/09/2020	04/03/2020	09/14/2020	10/09/2020
03/16/2020	04/10/2020	09/21/2020	10/16/2020
03/23/2020	04/17/2020	09/28/2020	10/23/2020
03/30/2020	04/24/2020	10/05/2020	10/30/2020
04/06/2020	05/01/2020	10/12/2020	11/06/2020
04/13/2020	05/03/2020	10/19/2020	11/13/2020
04/20/2020	05/08/2020	10/26/2020	11/20/2020
04/27/2020	05/15/2020	11/02/2020	11/30/2020
05/04/2020	05/22/2020	11/09/2020	12/07/2020
05/11/2020	06/01/2020	11/16/2020	12/14/2020
05/18/2020	06/08/2020	11/23/2020	12/21/2020
05/26/2020	06/15/2020	11/30/2020	12/28/2020
06/01/2020	06/22/2020	12/07/2020	01/04/2021
06/08/2020	06/26/2020	12/14/2020	01/11/2021
06/15/2020	07/03/2020	12/21/2020	01/18/2021
06/22/2020	07/10/2020	12/28/2020	01/25/2021
06/29/2020	07/17/2020		
07/06/2020	07/24/2020		

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following

holidays:    Memorial Day            Christmas Day  
                  Labor Day                New Year's Day  
                  Thanksgiving Day

## 240 HOUR TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM

### CURRICULUM HOURS ♦

**American Career Training** curriculum hours include:

**Classroom: 30 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

**Vehicle Inspections: 21 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 135 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 40 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 14 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS                      240.0**

### Graduation Requirements:

The following requirements must be met for a student to earn a 240hr Certificate of completion.

ACADEMIC ACHIEVEMENT  
59% or higher in all academic classes

FIELD AND SKILLS COMPETENCIES:  
Field and skills competencies must be achieved before the start of the students last week of their course

## American Career Training ♦ 2020 CLASS SCHEDULE

### 240 Hour Training Course

Graduation dates are Approximate after clock hours are complete

<b>Start Date</b>	<b>Graduation</b>	<b>Start Date</b>	<b>Graduation</b>
01/06/2020	02/14/2020	07/13/2020	08/21/2020
01/13/2020	02/21/2020	07/20/2020	08/28/2020
01/20/2020	02/28/2020	07/27/2020	09/04/2020
01/27/2020	03/06/2020	08/03/2020	09/14/2020
02/03/2020	03/13/2020	08/10/2020	09/21/2020
02/10/2020	03/20/2020	08/17/2020	09/28/2020
02/17/2020	03/27/2020	08/24/2020	10/05/2020
02/24/2020	04/03/2020	08/31/2020	10/12/2020
03/02/2020	04/10/2020	09/08/2020	10/19/2020
03/09/2020	04/17/2020	09/14/2020	10/23/2020
03/16/2020	04/24/2020	09/21/2020	10/30/2020
03/23/2020	05/01/2020	09/28/2020	11/06/2020
03/30/2020	05/08/2020	10/05/2020	11/13/2020
04/06/2020	05/15/2020	10/12/2020	11/20/2020
04/13/2020	05/22/2020	10/19/2020	11/30/2020
04/20/2020	06/01/2020	10/26/2020	12/07/2020
04/27/2020	06/08/2020	11/02/2020	12/14/2020
05/04/2020	06/15/2020	11/09/2020	12/21/2020
05/11/2020	06/22/2020	11/16/2020	12/29/2020
05/18/2020	06/29/2020	11/23/2020	01/05/2021
05/26/2020	07/06/2020	11/30/2020	01/12/2021
06/01/2020	07/17/2020	12/07/2020	01/19/2021
06/08/2020	07/17/2020	12/14/2020	01/26/2021
06/15/2020	07/24/2020	12/21/2020	02/02/2021
06/22/2020	07/31/2020	12/28/2020	02/09/2021
06/29/2020	08/07/2020		
07/06/2020	08/14/2020		

### **HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following

holidays:    Memorial Day            Christmas Day  
                  Labor Day                New Year's Day  
                  Thanksgiving Day

## 320 HOUR TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM

### •CURRICULUM HOURS •

**American Career Training** curriculum hours include:

**Classroom: 60 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

**Vehicle Inspections: 44 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 164 Hours**

- Shifting
- Lane Position
- Tums
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 44 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 8 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS**

**320.0**

### Graduation Requirements:

The following requirements must be met for a student to earn a 320hr Certificate of completion.

#### ACADEMIC ACHIEVEMENT

59% or higher in all academic classes

#### FIELD AND SKILLS COMPETENCIES:

Field and skills competencies must be achieved before the start of the students last week of their course

## American Career Training ♦ 2020 CLASS SCHEDULE

### 320 Hour Training Course

Graduation dates are Approximate after clock hours are complete

Start Date	Graduation	Start Date	Graduation
01/06/2020	02/28/2020	07/13/2020	09/04/2020
01/13/2020	03/06/2020	07/20/2020	09/14/2020
01/20/2020	03/13/2020	07/27/2020	09/21/2020
01/27/2020	03/20/2020	08/03/2020	09/28/2020
02/03/2020	03/27/2020	08/10/2020	10/05/2020
02/10/2020	04/03/2020	08/17/2020	10/12/2020
02/17/2020	04/10/2020	08/24/2020	10/19/2020
02/24/2020	04/17/2020	08/31/2020	10/26/2020
03/02/2020	04/24/2020	09/08/2020	10/30/2020
03/09/2020	05/01/2020	09/14/2020	11/06/2020
03/16/2020	05/08/2020	09/21/2020	11/13/2020
03/23/2020	05/15/2020	09/28/2020	11/20/2020
03/30/2020	05/22/2020	10/05/2020	11/30/2020
04/06/2020	06/01/2020	10/12/2020	12/07/2020
04/13/2020	06/08/2020	10/19/2020	12/14/2020
04/20/2020	06/15/2020	10/26/2020	12/21/2020
04/27/2020	06/22/2020	11/02/2020	12/29/2020
05/04/2020	06/29/2020	11/09/2020	01/06/2021
05/11/2020	07/03/2020	11/16/2020	01/13/2021
05/18/2020	07/10/2020	11/23/2020	01/20/2021
05/26/2020	07/17/2020	11/30/2020	01/26/2021
06/01/2020	07/24/2020	12/07/2020	02/02/2021
06/08/2020	07/31/2020	12/14/2020	02/09/2021
06/15/2020	08/07/2020	12/21/2020	02/16/2121
06/22/2020	08/14/2020	12/28/2020	02/22/2021
06/29/2020	08/21/2020		
07/06/2020	08/28/2020		

### HOLIDAY CLOSURE SCHEDULE American Career Training observes the following

holidays:    Memorial Day      Christmas Day  
                  Labor Day        New Year's Day  
                  Thanksgiving Day

**400 HOUR TRAINING SCHEDULE  
TRACTORTRAILEROPERATORPROGRAM  
(Oil, Gas, Construction/ Heavy Equipment Training)  
•CURRICULUM HOURS •**

**American Career Training** curriculum hours include:

**Classroom: 80 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests
- Intro to Oil & Gas (P.E.C./Petroleum Education Council Training)
- Pumps
- Hazmat
- Crane
- Safety (C.P.R./First Aide)

**Vehicle Inspections: 44 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 205 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques
- Boom Truck (Crane)
- Tank Vehicle Operations (Vacuum Truck Operation)

**Trailers/General Skills: 71 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop
- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider
- Pumps
- Forklifts

**TOTAL PROGRAM HOURS                      400.0**

## Graduation Requirements:

The following requirements must be met for a student to earn a 400hr Certificate of completion.

**ACADEMIC ACHIEVEMENT**  
59% or higher in all academic classes

**FIELD AND SKILLS COMPETENCIES.**  
Field and skills competencies must be achieved before the start of the students last week of their course

## American Career Training ♦ 2020 CLASS SCHEDULE

### 400 Hour Training Course

Graduation dates are Approximate after clock hours are complete

Start Date	Graduation	Start Date	Graduation
01/06/2020	03/13/2020	07/13/2020	09/21/2020
01/13/2020	03/20/2020	07/20/2020	09/28/2020
01/20/2020	03/27/2020	07/27/2020	10/02/2020
01/27/2020	04/03/2020	08/03/2020	10/09/2020
02/03/2020	04/10/2020	08/10/2020	10/16/2020
02/10/2020	04/17/2020	08/17/2020	10/23/2020
02/17/2020	04/24/2020	08/24/2020	10/30/2020
02/24/2020	05/01/2020	08/31/2020	11/06/2020
03/02/2020	05/03/2020	09/08/2020	11/13/2020
03/09/2020	05/08/2020	09/14/2020	11/20/2020
03/16/2020	05/15/2020	09/21/2020	11/30/2020
03/23/2020	05/22/2020	09/28/2020	12/07/2020
03/30/2020	06/01/2020	10/05/2020	12/14/2020
04/06/2020	06/08/2020	10/12/2020	12/21/2020
04/13/2020	06/15/2020	10/19/2020	12/28/2020
04/20/2020	06/22/2020	10/26/2020	01/05/2021
04/27/2020	06/26/2020	11/02/2020	01/12/2021
05/04/2020	07/03/2020	11/09/2020	01/19/2021
05/11/2020	07/10/2020	11/16/2020	01/26/2021
05/18/2020	07/17/2020	11/23/2020	02/02/2021
05/26/2020	07/24/2020	11/30/2020	02/09/2021
06/01/2020	08/07/2020	12/07/2020	02/16/2021
06/08/2020	08/14/2020	12/14/2020	02/23/2021
06/15/2020	08/21/2020	12/21/2020	03/02/2021
06/22/2020	08/28/2020	12/28/2020	03/08/2021
06/29/2020	09/04/2020		
07/06/2020	09/14/2020		

**HOLIDAY CLOSURE SCHEDULE** American Career Training observes the following

holidays: Memorial Day Christmas Day  
Labor Day New Year's Day Thanksgiving Day

**600 HOUR TRAINING SCHEDULE**  
**TRACTOR TRAILER OPERATOR PROGRAM**  
(Oil, Gas, Construction/ Heavy Equipment Training)  
**•CURRICULUM HOURS •**

**American Career Training** curriculum hours include:

**Classroom: 120 Hours**

Orientation  
D.O.T. Rules & Regulations  
Log Book Hours of Service  
Air Brakes  
Written test (CDL, Crane, Forklift, Digger Derrick, equipment.)  
Intro to Oil & Gas (P.E.C/Petroleum Education Council Training)  
Pumps  
Hazmat  
Crane  
Safety (C.P.R. /First Aide)

**Vehicle Inspections: 58 Hours**

Walk Around Inspection  
In-Cab Inspection  
Brake Adjustment  
Safety  
Site safety  
Equipment set up

**Drive Test Breakdown: 300 Hours**

Shifting  
Lane Position  
Turns  
Railroad Crossings Speed Management  
Hazard Perception Braking Techniques Boom  
Truck (Crane, Digger Derrick, Bucket Truck.)  
Tank Vehicle Operations (Vacuum Trucks)

**Skills Test Breakdown: 122 Hours**

Straight Line Backing  
Alley Dock  
Parallel Parking  
Measured Stop  
Truck Trailer Hook-up Fifth-Wheel  
Slider Trailer Tandem Slider Pumps  
(vacuum and Centrifugal.)  
Forklift, Backhoe, Excavator.

**TOTAL PROGRAM HOURS                      600.0**

## Graduation Requirements:

The following requirements must be met for a student to earn a 600hr Certificate of completion.

**ACADEMIC ACHIEVEMENT**  
59% or higher in all academic classes

**FIELD AND SKILLS COMPETENCIES:**  
Field and skills competencies must be achieved before the start of the students last week of their course

## American Career Training ♦ 2020 CLASS SCHEDULE

### 600 Hour-Week Course

Graduation dates are Approximate after clock hours are complete

Start Date	Graduation	Start Date	<u>Graduation</u>
01/06/2020	04/17/2020	07/13/2020	10/26/2020
01/13/2020	04/24/2020	07/20/2020	11/02/2020
01/20/2020	05/01/2020	07/27/2020	11/09/2020
01/27/2020	05/08/2020	08/03/2020	11/16/2020
02/03/2020	05/15/2020	08/10/2020	11/23/2020
02/10/2020	05/22/2020	08/17/2020	11/31/2020
02/17/2020	06/01/2020	08/24/2020	12/08/2020
02/24/2020	06/08/2020	08/31/2020	12/15/2020
03/02/2020	06/15/2020	09/08/2020	12/21/2020
03/09/2020	06/22/2020	09/14/2020	12/29/2020
03/16/2020	06/29/2020	09/21/2020	01/06/2021
03/23/2020	07/06/2020	09/28/2020	01/13/2021
03/30/2020	07/13/2020	10/05/2020	01/20/2021
04/06/2020	07/20/2020	10/12/2020	01/27/2021
04/13/2020	07/27/2020	10/19/2020	02/03/2021
04/20/2020	08/03/2020	10/26/2020	02/10/2021
04/27/2020	08/10/2020	11/02/2020	02/17/2021
05/04/2020	08/17/2020	11/09/2020	02/24/2021
05/11/2020	08/24/2020	11/16/2020	03/03/2021
05/18/2020	08/31/2020	11/23/2020	03/10/2021
05/26/2020	09/09/2020	11/30/2020	03/16/2021
06/01/2020	09/14/2020	12/07/2020	03/23/2021
06/08/2020	09/21/2020	12/14/2020	03/29/2021
06/15/2020	09/28/2020	12/21/2020	04/06/2021
06/22/2020	10/05/2020	12/28/2020	04/12/2021
06/29/2020	10/12/2020		
07/06/2020	10/19/2020		

#### HOLIDAY CLOSURE SCHEDULE American Career Training observes the following

holidays: Memorial Day      Christmas Day  
 Labor Day      New Year's Day  
 Thanksgiving Day

## ACADEMIC POLICIES

**ABSENCES ♦** Absences are a disruption of a good learning environment and are discouraged **American Career Training** operates on a weekly schedule and each day is scheduled to provide the optimum training opportunity. Daily attendance not only ensures quality training but also assists in providing potential employers with a record of our students' dedication to the training.

Students are required to call the school if they are going to be absent. Attendance is required, and students are expected to attend all scheduled class times due to the limited time. If student has 3 absents, he will have to meet with Campus Manager for program review. If student has incurred 5 absents student will be reviewed for termination. If student has a hardship beyond their control examples (physical impairment, illness, or family tragedy.) the student can request a hardship withdrawal in writing, submitted to the Campus Director. If approved student may re-enroll within 90 days.

Students must arrange with the instructor for makeup work and time for classes missed. However, absences will remain on the student record.

**TARDINESS POLICY ♦** Students are expected to attend all scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students are required to call if they expect to miss the starting time for the scheduled classes, as it would be necessary to inform an employer.

**LEAVE OF ABSENCE POLICY ♦** There might be, due to physical or personal problems, a need to interrupt a student's training program. This is allowed with authorization from the student's vocational rehabilitation counselor and the **American Career Training** Campus Director. The student must reschedule his/her return, in writing, to insure the availability of space and equipment. The **American Career Training** Campus Director has the final decision on the rescheduling of training.

**DRESS CODE AND CONDUCT ♦** Casual dress is acceptable. Students are expected to dress appropriately for the trade and meet industry (employer) standards for grooming.

**American Career Training** students are expected to have regular attendance, be punctual, to complete assignments, participate in the classroom, and be respectful of fellow students completing skills exercises or over the road driving.

Students are expected to conduct themselves in a professional manner as will be required when they are employed. A student may be dismissed from school for disrespectful behavior, or for creating a safety hazard to other students, administrators or staff.

**SUBSTANCE ABUSE ♦** **American Career Training** will not tolerate the use of alcohol or drugs on the premises. If an employee is under the influence of either substance while on the school premises, he/she is subject to immediate dismissal. If a student comes to school under the influence of either substance, he/she will be asked to leave. If another agency is involved, that agency will be notified. Substance abuse among students will be dealt with in a proper and legal manner.

**PROBATION & DISMISSAL** ♦ A student will be placed on probation for any of the following:

- ♦ Poor grades, lack of attendance or bad attitude.
- ♦ Discrimination or abuse against a fellow student or instructor.
- ♦ Lack of personal hygiene.

First offence is a warning, second offence will be referred to Campus Director, third offence will result in dismissal.

**GRADING** ♦ Evaluation for a letter grade will be made through the **American Career Training** students' achievement in relation to the obtainment of specific objectives of the training course. The student grades are recorded in a permanent file with copies provided to agencies as agreed with a 'consent to share' release on file.

LETTER GRADE	PERCENTAGE%	
A	100-90	Excellent
B	89-80	Highly Satisfactory
C	79 - 70	Satisfactory
D	69 - 60	Minimal Achievement
F	59 - 0	Below Standard
I	Incomplete	Only granted after consultation with Campus Director

**Academic achievement:** Skills development is graded daily and a letter grade from 'A' to 'D' is assigned to each student's performance. This determination is a combination of industry standards and comparative student performance. All students must attend all classes complete all assignments and exams with a (59%) or greater. Any grade lower than (59%) in any area will result in student counseling and tutoring until a passing grade has been achieved.

Student transcripts are electronically filed and maintained on a permanent basis.

**American Career Training** requires students to maintain satisfactory progress to continue as a student in good standing. All assignments such as; pre-trip worksheets, daily logs, and driving skills will be assessed daily. Any students not achieving a satisfactory level will be scheduled for individual tutoring.

**CERTIFICATE OF COMPLETION** ♦ A "Certification of Completion" will be awarded each student upon the satisfactory completion of the program requirements and the recommendations of the faculty that the student is sufficiently knowledgeable for entry-level employment.

The student will obtain a CDL license upon successful completion of the DMV license exam at the completion of training.

Licensure requirements for CA DMV: Complete CDL exam, and skills testing at DMV. Provide current Driver's license and Social Security, provide4 proof of citizenship [birth certificate/passport] proof of residency [rental/lease agreement, mortgage bill, utility bill, employment document, tax return.](for other acceptable documents please contact DMV at dmv.ca.gov or 1-800-777-0133)

## **COSTS-160 Hour Training Course**

Course costs:

Tuition:	\$4,210.00
Registration:	\$ 10.00
<u>Equipment Fees:</u>	<u>\$ 75.00</u>
Total Charges for a period of attendance	\$4,295.00

This includes:

- A. 160 hours of training
  - 1. 40 hours of behind the wheel training.
  - 2. 90 hours of observation and video instruction.
  - 3. 30 hours of classroom instruction.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs: all fees are subject to change without notice

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
Class A Permit	\$82.00
Hazmat Endorsement	\$86.50
<u>STRF Fee</u>	<u>\$0.00</u>
Estimated total charges for entire program:	\$4583.50

## **COSTS - 240 Hour Training Course**

Course costs:

Tuition:	\$6,210.00
Registration:	\$ 10.00
<u>Equipment Fees:</u>	<u>\$ 75.00</u>
Total Charges for a period of attendance	\$6,295.00

This includes:

- A. 240 hours of training
  - 1. 60 hours of behind the wheel training.
  - 2. 135 hours of observation and video instruction.
  - 3. 45 hours of classroom instruction.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs: all fees are subject to change without notice

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
Class A Permit	\$82.00
Hazmat Endorsement	\$86.50
<u>STRF Fee</u>	<u>\$0.00</u>
Estimated total charges for entire program:	\$6,583.50

**COSTS - 320 Hour Training Course:**

Course costs:

Tuition:	\$7,910.00
Registration:	\$ 10.00
<u>Equipment Fees:</u>	<u>\$ 75.00</u>
Total Charges for a period of attendance	\$7,995.00

This includes:

- A. 320 hours of training
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs: all fees are subject to change without notice

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
Class A Permit	\$82.00
Hazmat Endorsement	\$86.50
<u>STRF Fee</u>	<u>\$0.00</u>
Estimated total charges for entire program:	\$8283.50

**COSTS - 400 Hour Training Course:**

Course costs:

Tuition:	\$11,910.00
Registration:	\$ 10.00
<u>Equipment Fees:</u>	<u>\$ 75.00</u>
Total Charges for a period of attendance	\$11,995.00

This includes:

- A. 400 hours of training
- B. Assistance in gathering employment history information
- C. Opportunities to meet with Company recruiters.
- D. Individual tutoring if necessary

Additional Costs: all fees are subject to change without notice

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
Class A Permit	\$82.00
Hazmat Endorsement	\$86.50
<u>STRF Fee</u>	<u>\$0.00</u>
Estimated total charges for entire program:	\$12283.50

**COSTS - 600 Hour Training Course:**

Course costs:

Tuition:	\$15,910.00
Registration:	\$ 10.00
<u>Equipment Fees:</u>	\$ 75.00
Total Charges for a period of attendance	<u>\$15995.00</u>

This includes:

- A. 600 hours of training
- B. Assistance in gathering employment history information.
- C. Opportunities to meet Company recruiters.
- D. Individual tutoring if necessary.

Additional Costs: all fees are subject to change without notice

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
Class A Permit	\$82.00
Hazmat Endorsement	\$86.50
<u>STRF Fee</u>	<u>\$0.00</u>
Estimated total charges for entire program:	\$16283.50

**All**

**TUITION** ♦ Private Pay students will arrange at the time of enrollment. Students referred by Vocational Counselors do not have to prepay. Major credit cards will be considered for student tuition payments if alternate programs are not available. If a student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. **American Career Training** does not currently participate in any federal or state financial aid programs.

**REFUND PROVISIONS** ♦ The student has the right to cancel the agreement for a course and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Any required books, material and registration will be billed at the contracted rate.

Cancellation shall only occur when you give written notice of cancellation at the address of the school. This can be done by mail, hand delivery, telegram. The written 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, it is effective if it shows that you no longer wish to be bound by this agreement. The student will be given a cancellation notice form to use on the first day of class, but any written notice can be used.

If the school gives the student any equipment, including book or other materials, they can be returned at no cost, on the fifth day providing the books and materials have not been used or written on and are in good condition. Once the materials and/or books have been paid for, they belong to the student without further obligation.

If this agreement is canceled within seven (7) days, the school will refund any money that has been paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after the notice of cancellation is received.

**Refund example ♦** The course is 160 hours and cost are \$4,210.00 tuition, \$10.00 registration fee and \$75.00 for equipment and you withdraw after completing 80 hours (50% of course). The Pro-rated refund would be \$2,142.40 based on the cancellation as shown:

$$\begin{aligned} &\$4,295.00 \text{ (amount paid for instruction)} - \$10.00 \text{ registration fee} \\ &\quad \times 80 \text{ clock hours (50\% of course) of instruction} = \$2,142.40 \end{aligned}$$

**Withdrawal from Course ♦** you have the right to withdraw from a course of instruction any time during the program. If you withdraw from a course of instruction after the period allowed for the cancellation of the agreement, which is until the close of the seventh day of school after you first began instruction, the school will remit a refund less registration fees of \$10.00, cost for books and materials and any other instruction received up to the date of withdrawal.

## NOTICE OF STUDENT'S RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the seventh day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form; ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund through the Student Tuition Recovery Fund from the Bureau for Private Postsecondary Education.  

The Bureau for Private Postsecondary Education  
 PO Box 980818, W. Sacramento, CA 95798-0818  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 (888-370-7589) F (916)263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)
4. **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**  
 For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-800-827-1000.
5. Students may post any grievance by submitting their complaint in writing to the Campus Director. Each complaint shall be reviewed and evaluated on an individual basis. "A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling [888] 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov). OR Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, [www.Council.org](http://www.Council.org).
7. **American Career Training** shall maintain student records for each student, whether or not the student completes the education service, for a period ending not less than five years after the date of the student's graduation, withdrawal or termination.

## STUDENT TUITION RECOVERY FUND (STRF) ♦

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF California Code of Regulations Division 7.5. Private Postsecondary Education may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## **STUDENT SERVICES**

**HOUSING ♦ American Career Training** does not have a dormitory facility. Students can expect an average rent of \$800 per month for this geographical area. American Career Training staff can assist students with housing arrangements during the application process. American Career Training also communicates regularly with the Super 8 Motel which borders our property. They offer discount rates for students attending American Career Training. Housing cost are in addition to any tuition and enrollment expenses and are the responsibility of the applicant.

**TRANSPORTATION ♦** Public transportation is available with stops located close to the Redding campus.

**JOB PLACEMENT ASSISTANCE SERVICE ♦ American Career Training** provides placement assistance to all students who have successfully completed the course. **American Career Training** offers placement assistance to each student by providing:

- a. Assistance in completing all pre-employment paperwork
- b. Direct communications with major company recruiters.
- c. FAX services for easy placement.

Placement information will be placed on file and the student will be tracked for six months to assist in building statistics for the future. **American Career Training** strives to attain the highest placement rate possible for our drivers. Students completing this training are typically entering employment at the rate of \$17.50 per hour.

**STUDENT COMPLAINTS ♦** Students having a complaint against **American Career Training**, its administration or staff, may issue that complaint either in writing or by personal contact with the manager or owner. Management will investigate the complaint; discuss it with the student and/or with the students' counselor or both. If it is within the abilities of the school to correct a warranted complaint, such complaint will be corrected.

**SEXUAL HARASSMENT POLICY ♦ American Career Training** must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employees and students will be free of harassment based on race, color, religious affiliation, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

Harassment on the campus is illegal no matter what its form. Innocently intended remarks or uninvited touching can be seen as harassment. If this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action.

Harassment includes, among other things, verbal, physical, sexual, or visual harassment. Sexual harassment includes conditioning, a promotion or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment.

Dismissal of both student and staff can result if allegations of harassment are proven to be true.

**ACCESSIBILITY TO HANDICAPPED INDIVIDUALS** ♦ American Career Training encourages all individuals to visit the school to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and/or physical requirements of the Department of Transportation for Class A driver.

**FINANCIAL AID** ♦ American Career Training does not offer Federal financial aid at this time.

#### **TRANSFERRING BETWEEN PROGRAMS POLICY**

It is our policy if any student cannot complete the program within the program time they signed up for (i.e 160) and need further training they are transferred to a longer program (i.e 240 or 320) and are trained **until** they have the skills necessary to become an entry level driver. On occasion a student enrolled in a longer course has the ability to complete the shorter course and desires to transfer down. We allow this to occur with counseling of the student by our Campus Manager and in agreement with the Lead Instructor.

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at **American Career Training** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Tractor- Trailer Operator Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 **American Career Training** to determine if your certificate will transfer.

**AMERICAN CAREER TRAINING Equipment:**

**Late Model 10-Speed Tractors with 45 ft. & 48 ft. Trailers. 13 Speed Crane, and Digger Derrick**



### 13 Speed Crane, and Digger Derrick



**TRUCK RENTALS:** late model trucks 6-Speed with a 24' flat bed trailers



## \*40 HOUR REFRESHER TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM



### CURRICULUM HOURS ♦

American Career Training curriculum hours include:

**Vehicle Inspections: 5.5 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 28 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 5.5 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 1 Hour**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS            40.0**

**\* THESE HOURS ARE APPROXIMATE, AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

**\*80 HOUR REFRESHER TRAINING SCHEDULE  
TRACTOR TRAILER OPERATOR PROGRAM**



**CURRICULUM HOURS** ♦

**American Career Training** curriculum hours include:

**Vehicle Inspections: 11 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 56 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 11 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 2 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS                      80.0**

**\* THESE HOURS ARE APPROXIMATE, AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

## \*120 HOUR REFRESHER TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM

### CURRICULUM HOURS

American Career Training curriculum hours include:

**Classroom: 15 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

**Vehicle Inspections: 16.5 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 69.0 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 16.5 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 3 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS            120.0**

**\* THESE HOURS ARE APPROXIMATE, AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

## \*160 HOUR REFRESHER TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM



### CURRICULUM HOURS ♦

American Career Training LLC training curriculum hours include:

**Classroom: 30 Hours**

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

**Vehicle Inspections: 22 Hours**

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

**Drive Test Breakdown: 82 Hours**

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

**Skills Test Breakdown: 22 Hours**

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

**Hooking and Sliding: 4 Hours**

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

**TOTAL PROGRAM HOURS            160.0**

**\* THESE HOURS ARE APPROXIMATE, AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2017/2018

Tractor Trailer Operator 160 HR

#### On-Time Completion Rates (Graduation Rates.)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	91	92	92	100%
2017	46	49	49	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

#### Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	91	92	92	92	100%
2017	46	49	49	49	100%

You may obtain from the instructor a list of the employment positions determined to be in the field for which a student received education and training. Please submit your request in writing to your instructor:



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Gainfully Employed Categories

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	92	47
2017	0	47	47

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	92	0	92
2017	47	0	47

#### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	92
2017	0	47



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	1	92
2017	2	47

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information..

### License Examination Passage Rates:

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	92	92	92	0	100%
2017	49	47	47	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from "0" graduates.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Salary and Wage Information

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2018	92	92	0	42	40	6	0
2017	49	48	0	19	16	13	0

A list of sources used to substantiate salary disclosures is available from the school. Please submit request Writing to your instructor.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2018 4295.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Students at American Truck School are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have read sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## American Truck School

8530 Commercial Way

Redding Ca, 96002

530-223-5693 / 888-700-5693

americantruckschools.com

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.



## American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

[ ] I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed initialed, and dated the information provided in the School Performance Fact Sheet.

[ ] My signature below certifies that I have read, understood and agreed to my rights and responsibilities. And that the institution's cancellation and refund policies have been clearly explained to me. This agreement is not binding unless it is signed by the student and the school representative.

### CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2. If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

5. **HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2225	-	\$75 registration fee	=	\$2150
\$2,150	-	(amount the school may retain)	=	
\$2,000	/	\$150 (Documented cost of unreturned equipment)	=	\$2000 total refundable amount
			=	\$5.00 Hourly charge for the program
\$5.00	X	400 Hours in the Program	=	
		100 hours of instruction attended	=	\$500 owed by the student for the instruction received
\$2,000	-	\$500.00	=	\$1500 Total refund amount*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150.00)

6 For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

7 If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 4 PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Student's Signature

Date

**American Truck School**

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

**STUDENT'S RIGHT TO CANCEL**

1 You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2 If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.





## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2017/2018

Tractor Trailer Operator 240 HR

#### On-Time Completion Rates (Graduation Rates.)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	13	13	12	100%
2017	18	19	19	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

#### Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	13	14	13	13	93%
2017	18	19	19	19	100%

You may obtain from the instructor a list of the employment positions determined to be in the field for which a student received education and training. Please submit your request in writing to your instructor.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Gainfully Employed Categories

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	13	13
2017	0	19	19

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	13	0	13
2017	19	0	19

#### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	13
2017	0	19



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	0	13
2017	2	19

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information..

### License Examination Passage Rates:

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	14	14	13	1	93%
2017	19	19	19	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from "0" graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Salary and Wage Information

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	13	13	0	1	8	3	1
2017	19	19	0	7	10	0	2

A list of sources used to substantiate salary disclosures is available from the school. Please submit request Writing to your instructor.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2018 \$6295.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Students at American Truck School are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have read sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
[americantruckschools.com](http://americantruckschools.com)

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.



### American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## American Truck School

8530 Commercial Way

Redding, Ca, 96002

530-223-5693 / 888-700-5693

americantruckschools.com

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

[ ] I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed initialed, and dated the information provided in the School Performance Fact Sheet.

[ ] My signature below certifies that I have read, understood and agreed to my rights and responsibilities. And that the institution's cancellation and refund policies have been clearly explained to me. This agreement is not binding unless it is signed by the student and the school representative.

### CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2. If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

5. **HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2225	-	\$75 registration fee	=	\$2150
\$2,150	-	(amount the school may retain)	=	
\$2,000	/	\$150 (Documented cost of unreturned equipment)	=	\$2000 total refundable amount
\$5.00	X	400 Hours in the Program	=	\$5.00 Hourly charge for the program
		100 hours of instruction attended	=	\$500 owed by the student for the instruction received
\$2,000	-	\$500.00	=	\$1500 Total refund amount*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150.00)

6 For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

7 If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 4 PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Student's Signature

Date

Published : December 1, 2016

Page 8 of 9

**American Truck School**

8530 Commercial Way

Redding Ca, 96002

530-223-5693 / 888-700-5693

americantruckschools.com

**STUDENT'S RIGHT TO CANCEL**

1 You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2 If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2017/2018

Tractor Trailer Operator 320 HR

#### On-Time Completion Rates (Graduation Rates.)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	2	3	3	100%
2017	5	4	4	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

#### Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	2	3	3	3	100%
2017	5	4	4	4	100%

You may obtain from the instructor a list of the employment positions determined to be in the field for which a student received education and training. Please submit your request in writing to your instructor:



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Gainfully Employed Categories

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	3	3
2017	0	4	4

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	3	0	3
2017	4	0	4

#### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	3
2017	0	4



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	0	3
2017	0	4

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information..

### License Examination Passage Rates:

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	3	3	3	0	100%
2017	4	4	4	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from "0" graduates.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Salary and Wage Information

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	3	3	0	3	0	0	0
2017	4	4	0	2	2	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please submit request Writing to your instructor.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2018 \$7995.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Students at American Truck School are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

initial only, after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
[americantruckschools.com](http://americantruckschools.com)

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.



## American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

[ ] I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed initialed, and dated the information provided in the School Performance Fact Sheet.

[ ] My signature below certifies that I have read, understood and agreed to my rights and responsibilities. And that the institution's cancellation and refund policies have been clearly explained to me. This agreement is not binding unless it is signed by the student and the school representative.

### CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2. If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

5. **HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2225	-	\$75 registration fee	=	\$2150
\$2150	-	(amount the school may retain)	=	
\$2,000	/	\$150 (Documented cost of unreturned equipment)	=	\$2000 total refundable amount
\$5.00	X	400 Hours in the Program	=	\$5.00 Hourly charge for the program
		100 hours of instruction attended	=	\$500 owed by the student for the instruction received
\$2,000	-	\$500.00	=	\$1500 Total refund amount*

\* If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150.00)

6. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

7. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 4 PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Student's Signature

Date

Published : December 1, 2016

Page 8 of 9

**American Truck School**

8530 Commercial Way

Redding Ca, 96002

530-223-5693 / 888-700-5693

americantruckschools.com

**STUDENT'S RIGHT TO CANCEL**

1 You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2 If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.



# American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2017/2018

Tractor Trailer Operator 400 HR

### On-Time Completion Rates (Graduation Rates.)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	1	0	0	100%
2017	0	0	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	1	0	0	0	100%
2017	0	0	0	0	0

You may obtain from the instructor a list of the employment positions determined to be in the field for which a student received education and training. Please submit your request in writing to your instructor:



# American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

## Gainfully Employed Categories

### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	0
2017	0	0



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	0	0
2017	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information..

### License Examination Passage Rates:

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	0	0	0	100%
2017	0	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from "0" graduates.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Salary and Wage Information

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please submit request Writing to your instructor.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2018. \$11995.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: 0

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Students at American Truck School are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Initial only after you have had sufficient time to read and understand the information.*

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.



### American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

[ ] I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed initialed, and dated the information provided in the School Performance Fact Sheet.

[ ] My signature below certifies that I have read, understood and agreed to my rights and responsibilities. And that the institution's cancellation and refund policies have been clearly explained to me. This agreement is not binding unless it is signed by the student and the school representative.

### CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2. If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

5. **HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2225	-	\$75 registration fee	=	\$2150
\$2,150	-	(amount the school may retain)	=	
\$2,000	-	\$150 (Documented cost of unreturned equipment)	=	\$2000 total refundable amount
	/		=	\$5.00 Hourly charge for the program
\$5.00	X	400 Hours in the Program	=	
		100 hours of instruction attended	=	\$500 owed by the student for the instruction received
\$2,000	-	\$500.00	=	\$1500 Total refund amount*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150.00)

6 For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

7 If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 4 PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Student's Signature

Date

**American Truck School**

8530 Commercial Way

Redding Ca, 96002

530-223-5693 / 888-700-5693

americantruckschools.com

**STUDENT'S RIGHT TO CANCEL**

1 You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2 If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2017/2018

Tractor Trailer Operator · 600 HR

#### On-Time Completion Rates (Graduation Rates.)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	8	6	6	100%
2017	9	11	11	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

#### Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	8	6	6	6	100%
2017	9	11	11	11	100%

You may obtain from the instructor a list of the employment positions determined to be in the field for which a student received education and training. Please submit your request in writing to your instructor:



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Gainfully Employed Categories

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	6	6
2017	0	11	11

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	6	0	6
2017	11	0	11

#### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	6
2017	0	11



## American Truck School

3530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 833-700-5693  
 americantruckschools.com

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	1	6
2017	0	11

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information..

### License Examination Passage Rates:

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	6	6	6	0	100%
2017	11	11	11	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from "0" graduates.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

### Salary and Wage Information

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2018	6	6	0	0	0	0	0
2017	11	11	0	6	5	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please submit request in writing to your instructor.

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2018 \$15995.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Students at American Truck School are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

initial only after you have been sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.



### American Truck School

8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## American Truck School

8530 Commercial Way  
 Redding Ca, 96002  
 530-223-5693 / 888-700-5693  
 americantruckschools.com

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

[ ] I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed initialed, and dated the information provided in the School Performance Fact Sheet.

[ ] My signature below certifies that I have read, understood and agreed to my rights and responsibilities. And that the institution's cancellation and refund policies have been clearly explained to me. This agreement is not binding unless it is signed by the student and the school representative.

### CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2. If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee. The total costs of \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. If the student has obtained a loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

5. **HYPOTHETICAL REFUND EXAMPLE:** Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2225	-	\$75 registration fee	=	\$2150
\$2,150	-	(amount the school may retain)		
	-	\$150 (Documented cost of unreturned equipment)	=	\$2000 total refundable amount
\$2,000	/		=	\$5.00 Hourly charge for the program
\$5.00	X	400 Hours in the Program	=	
		100 hours of instruction attended	=	\$500 owed by the student for the instruction received
\$2,000	-	\$500.00	=	\$1500 Total refund amount*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150.00)

6. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

7. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT, WHICH CONSISTS OF 4 PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Student's Signature

Date

Published : December 1, 2016

Page 8 of 9

**American Truck School**

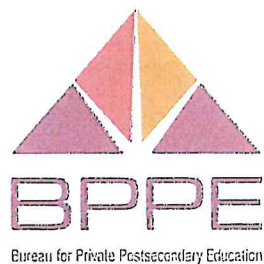
8530 Commercial Way  
Redding Ca, 96002  
530-223-5693 / 888-700-5693  
americantruckschools.com

**STUDENT'S RIGHT TO CANCEL**

1 You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

2 If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.





American Career Training is accredited by:  
The Council on Occupational Education  
The Bureau for Private Postsecondary Education