

CDL School, Inc.

Congratulations!

Changing your Life is a BIG DEAL, and we are ready to help you take this step.

On behalf of our entire CDL School team, I would like to welcome you to Truck Driving School. Our entire team at CDL School is committed to providing you with all the information, training and tools you need to start your new career as a professional truck driver.

Achieving success as a professional truck driver isn't always simple. It takes hard work and dedication. Over the years, we have helped thousands of people become professional truck drivers and increase their income. We are confident you can do it too!

We understand that most truck drivers learn best with hands on training, so our program minimizes the classroom and maximizes the driving experience. Our trainers will coach you to become a skilled truck driver, able to operate the vehicle safely, pass the state licensing exams, and meet the expectations of your new employer.

The first step is gathering together the required information and documents. No one likes this step, but if you think of it like a "Scavenger Hunt" it may be more fun.... and it is the first test of your commitment to becoming a truck driver.

You will need to submit all of the documents on the "Enrollment Check List" to enroll in CDL School, receive a scholarship or financial aid, and to receive a pre-hire commitment from your new employer.

Best Wishes with your new career, and as always, Drive Safe.

Julie Prashad
School Director

ENROLLMENT CHECK LIST for Commercial Truck Driver Training

- _____ 1. Submit a completely filled out and signed Enrollment Application.
- _____ 2. Submit a copy of your current Drivers License.
- _____ 3. Submit a copy of your Social Security Card or Green Card.
- _____ 4. Submit a copy of your Birth Certificate showing you are at least 18 years of age.
- _____ 5. Criminal and felony background report, available from your local sheriff's office.
- _____ 6. Lifetime driving report – DMVR, available from the DMV office or local court-house.

For WIA Scholarship:

- _____ 7. Contact your local Career Source office and request an appointment to attend the WIA Scholarship Orientation.
- _____ 8. Submit a copy of your high school diploma or GED certificate.
- _____ 9. Submit a copy of your Selective Service registration or if a veteran, DD214
- _____ 10. Submit an up-dated resume.

For a Student Loan:

- _____ 11. Submit a signed Credit Application.
- _____ 12. If you have weak credit, be sure to get the signature of a co-applicant.
- _____ 13. Submit a signed copy of the Retail Installment Agreement (Student Loan Agreement).
- _____ 14. Submit a signed Authorization for Tuition Reimbursement / Payroll Deduction form.
- _____ 15. Submit a copy of any Letters of Recommendation you have been given.

After Acceptance:

- _____ 16. Submit a signed copy of the two page Enrollment Agreement.
- _____ 17. Job Placement Assistance Services Understanding
- _____ 18. Submit a signed copy DOT Physical Card.
- _____ 19. Submit a copy of your Commercial Drivers License Permit.

CDL School, Inc. Enrollment Application

Name:		Birth Date:		SSN:	
Current Address:			Phone:		
City:		State:	Zip:	email:	
Valid Driver's License Number:					
Emergency Contact:		Relationship:		Phone:	
Education					
Highest grade level completed:		GED or HS diploma? Y N		College:	
Military Service: Y N		Branch of Service:		MOS:	
Employment Information					
Current Employer:			How long?		
Employer Address:			Phone:		
Position:		Hourly Salary (Please circle)		Annual Income:	
Job Description:			Can we contact you at work? Y N		
Criminal Background					
Have you ever been convicted of a Misdemeanor and/or Felony: Y N		How long ago?		Current Status:	
Health					
Describe Your general health: Excellent Good Poor Other: Explain					
Financial Status: Will you need a Student Loan to be able to attend Career Tech? Y N					
If yes, please complete this: Credit Application					
Amount of funds currently available for school? \$			Amount of Student Loan requested: \$		
Bank Name:					
Address:					
Phone:		Account Number:		Account Type: Checking Sav- ings	
References					
Name of a relative not living with you:			Relationship:		
Address:					
City:		State:	ZIP:	Phone:	
Credit or Debit Cards					
Name		Account No.	Current Balance		Monthly Payment
Housing: Landlord /Mortgage Company					
Own Rent (Please circle)		Monthly payment or rent:		How long?	
Landlord/Lender Name:		Address:			
Account No.:		Balance \$		Monthly Payment \$	
Auto Loans					
Auto Loans		Account No.	Balance		Monthly Payment
Other Assets or Sources of Income					
				Monthly Value: \$	
				Monthly Value: \$	
Co-Applicant Information					
Name:		Date Birth:		SSN:	
Current Address:			Phone:		
City:		State:	ZIP:		
Own Rent (Please circle)		Monthly payment or rent: \$		How long?	
Co-Applicant's Current Employer:			How long?		
Employer Address:			Phone:		
Position:		Hourly Salary(circle)		Annual Income:	
I/We authorize the School and lender to verify the information provided regarding credit, driving, criminal and employment history.					
Signature of Applicant				Date	
Signature of Co-Applicant, if for joint account				Date	

CDL School

2015—2016

CATALOG

You Can Do It!

CDL School, Inc.
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Telephone: (813) 527-3636
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School Description

CDL School is an adult vocational school located in Tampa, Florida, serving students primarily from the central Florida region. CDL School specializes in Commercial Truck Driver Training.

Statement of Ownership

CDL School, Inc, hereinafter referred to as CDL School, was organized in September, 2012 under the laws of the State of Florida. Mark Jordan is the controlling person with ownership of the school.

Equal Opportunity Statement

CDL School does not discriminate against students, faculty, or staff and no person shall be excluded from participation in programs or be subjected to any form of discrimination on the basis of race, color, creed, gender, age, disability, religion, or national origin. Disability accommodations will be made on an as needed basis beyond the minimum requirements for space and access.

Licensure

CDL School Inc. is licensed by the Commission for Independent Education, Florida Department of Education, License No. 4920. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400: toll free number 888-224-6684.

Accreditation

CDL School, Inc. is not currently accredited. Lack of accreditation will not affect the student's ability to take the CDL examination or secure licensure.

Mission Statement

The mission of CDL School is to instruct students who desire a career as a professional driver of commercial vehicles with the education they need to meet the competency levels and credentials required for initial employment or career advancement.

Institutional Philosophy and Purpose

CDL School shall provide high quality training and individual counseling to each student to help build the student's positive self-worth, and employment value for themselves and the community. The school's motto: "You Can Do It!" proclaims the schools core belief that all things are possible with determination and hard work.

Goal 1 -Students will learn that they have the ability to achieve their goals through their determined efforts and hard work to become successful in their employment and responsible members of the community.
Goal 2 -Students will develop the skills through their technical training so as to exceed the levels of competency expected in the work community.
Goal 3 -Students will learn the value of playing by the rules, doing it right, and building their reputation for dependability and integrity.

Facilities and Equipment

The school building has approximately 2,000 square feet of floor space, and has approximately two acres for a truck driving range and paved parking. The school has approximately 1,000 square feet of administrative offices, reception area, and a training center with one classroom totaling approximately 700 square feet. There are adequate parking spaces to accommodate students, faculty and staff. CDL School uses vehicles and equipment appropriate for a truck driving school, including class 8 heavy duty trucks for class A training with trailers and a class B truck.

Official Document

The school catalog provides the academic information, school policies as well as specific requirements for all students attending CDL School. The catalog becomes effective at the time of the signing of the Enrollment Agreement is the governing document during his/her attendance. Each student is responsible for knowing and abiding by the requirements pertinent to him/her in their program.

Admissions Procedure and Requirements

An Admissions Representative or Program Director will discuss the program, including the applicant's individual motivation and potential for success in training and subsequent employment. Recent criminal convictions and traffic violations will reduce your opportunities for employment as a truck driver, but they will not preclude your ability to obtain a commercial drivers license. Prospective students shall complete an Enrollment Application which is reviewed by the Program Director and the School Director. Applicants are notified whether they have been accepted prior to the start date of the program and must sign the Enrollment Agreement and pay the required fees.

All students applying for entrance in the Commercial Truck Driver Training program must meet the following admissions requirements and provide the following documentation:

- 1) Submit a signed Enrollment Application.
- 2) Submit a Birth Certificate showing the applicant is at least 18 years of age.
- 3) Submit a valid state issued driver's license.

- 4) Submit a signed Statement of General Health prior to the start of classes.
- 5) Submit a copy of the applicant's lifetime driving report, available from the state Department of Transportation for each state that the student has held a driver's license.
- 6) Submit a criminal background report authorization (included in the Enrollment Application) to allow the school to secure a criminal background report to determine if the applicant is eligible to be admitted to the program.
- 7) Must have a DOT (Department of Transportation) Physical card, available from your doctor or most walk in clinics.
- 8) Must be eligible to take the CDL exam upon completion of the program.
- 9) Pay all fees based on the signed Enrollment Agreement.
- 10) Submit all required forms by the designated deadlines.

Class Size

Classes average 8 students, for the Commercial Truck Driver Training program.

Academic Evaluations

All grades are determined by the faculty of CDL School.

Clock Hours

Classes are measured in clock hours, which are defined as 50-minutes of instructor led training within a 60 minute period plus a 10 minute break.

Credential Issued

A diploma or certificate will be issued to each student who successfully completes the program and satisfies all financial requirements. A written record of a student's academic progress will be made available to a student while the student is enrolled and after the student has withdrawn or graduated and satisfied all his/her financial obligations to the school.

Student Services

CDL School faculty members and administrators voluntarily offer students advisement on interviewing skills, employment skills and professional behaviors, and leads for potential employers to help our students secure employment and keep their job.

Housing

The school does not maintain or offer housing for students. The school councilors can refer students to housing options that may or may not suit their personal needs and preferences.

Rules and Regulations

Failure to cooperate with school rules and regulations may result in up to a three day suspension or dismissal from the school. Students may appeal the dismissal in writing within 72 hours to the School Director. The written appeal letter should include a statement describing the students actions that led to the dismissal and a statement about the students promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered

dismissed from the school.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of illegal drugs and or alcohol, and any or all behavior construed to be unbecoming or disrespectful will be considered unsatisfactory and might result in dismissal. A student whose behavior is determined to be detrimental to the school, staff or other students will be dismissed. Theft of property from the school or other students is grounds for immediate dismissal.

Attendance

Students must attend all classes regularly and arrive punctually. Students must arrive to class at the scheduled times and return to class immediately after all breaks and lunch periods.

Tardiness is defined as arrival to class 15 minutes after the scheduled class time. Three events of tardiness are considered as one absence. Habitual tardiness shall be cause for dismissal from the program by the school director.

Absence is defined as failing to attend a scheduled class. In the event of illness, family emergency or other inability to attend class, the student must notify the school in writing, presenting a valid and verifiable excuse. A student may make up missed time by attending another class that covers the same material with the instructor's permission. Students who have not completed a segment of study may not be able to complete a program of study when originally scheduled.

Leave of absences shall be reasonable in length and unless approved by the School Director are not to exceed 60 calendar days. Request for a leave of absence must be formally made to the School Director in writing and include a reason for a leave of absence request date and signature of the student. A leave of absence may be granted for hospitalization, illness, death in the immediate family, military leave, or for an extreme personal problem. An approval will be sent in writing. While every effort will be made to schedule the student to enter the program of study at a point concurrent with the point at which the student left or withdrew from the institution, it may not be possible for the student to complete the program as scheduled.

Grooming and Appropriate Attire is required to be worn by all students. Long pants, close toed shoes, and sleeve shirts are always required while on campus. Students are expected to maintain a high level of cleanliness and grooming. All clothing must be clean and neat. Male students must be clean-shaven and maintain their beards or mustaches. Fingernails should be trimmed and long nails or highly decorated nails will be considered inappropriate. All tattoos must be covered by clothing, jewelry must be modest and any jewelry that pierces the skin is not acceptable except small ear rings for women.

Smoking is not permitted in the CDL School facility. A designated smoking area is located outdoors. Smoking materials must be properly disposed of in the appropriate receptacles. The student lounge is open for use during specified lunch and break periods. This is the only area where students may have food or beverage. Water bottles may

be brought to class with the instructor's permission.

Cleanliness

All students shall help keep inside and other common areas clean and free from litter. If you see litter, please pick it up. Classes will be dismissed only after the rooms have been inspected by the instructor.

Telephones within the school offices are for school use only. Incoming calls for students will be accepted in cases of extreme emergency. Students are allowed to carry a cell phone, but not to be used during class.

Firearms, Drugs, Alcoholic beverages and Weapons are strictly prohibited. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise or engaging in an unprofessional manner.

Children are not allowed in the training areas, driving range, or classrooms. Children under the direct supervision of their parents are allowed in the student lounge and admissions office.

Books and Supplies are provided to the student by the school and remain the property of the school and are the responsibility of the student. Students that have lost their text books must purchase replacements from the administrative office.

Tests will be given after all required lessons have been presented per curriculum. Make-up tests are expected to be taken the first day back after an absence unless otherwise arranged with the instructor.

Transcripts and Progress Records are maintained permanently in a fireproof file cabinet or vault. Students may examine their academic records by scheduling an appointment with the registrar. There is no guarantee that credits earned at CDL School will be accepted at other schools.

Recording, including audio and video recording cannot be made on the school's premises without the instructor's permission. Personal radios, headsets, CD players, etc. are not allowed on the premises.

Laptop Computers are allowed in class with permission from the instructor. However, due to their value and small size allowing easy concealment, CDL School cannot be responsible for student's lost or stolen property.

Vandalism will result in immediate dismissal and contract termination without a recourse or appeal. Students will be responsible for all property they destroy or damage.

Cheating - Academic Dishonesty of any type is grounds for a student's immediate dismissal from the program and entry on the transcript of a letter grade that denotes the academic dishonesty reason for dismissal. Students are expected to adhere to an honor system that encourages them to relate to the faculty or administration any episode of cheating of which they are aware. Cell Phones are not permitted in the classroom without special permission from the instructor. Cell phones

may be used during break and lunch time.

Sexual Harassment

CDL School strongly defends and strictly enforces a student's right to be free from sexual harassment while attending classes. Students are strongly encouraged to abide by this regulation.

Hazing

CDL School will not tolerate hazing of any type. Any hazing reported to the school be reported to the local law enforcement department.

Re-entry

A student who has canceled or has been dismissed and desires to re-enter the program must notify the school and follow the required admission procedures. A student who was dismissed for any reason must have an interview with the School Director and show cause why he/she should be reinstated. The School Director will make the final decision for a student to reenter the program.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Program Cost

Program Title:	Commercial Truck Driver Training
Program Length:	4 weeks full time
Clock Hours:	160
Tuition: (refundable)	\$ 5,995
Other Cost:	0
Total Program Cost:	\$ 5,995

Financial Aid

CDL School, Inc. does not offer federal student loans or Pell Grants (FAFSA). CDL School does offer student loans subject to credit approval. Financial aid in the form of scholarship vouchers may be available to qualified applicants through your local Work Force development board. These scholarships are made possible by the federal Workforce Innovation Act (WIA). CDL School participates in workforce development programs in Hillsborough, Pinellas, and Pasco counties. Any student needing financial aid should contact the School Director for more information.

Student Complaint and Grievance Procedures

Students with grievances must make a reasonable effort to resolve the grievance on an informal basis, within seven (7) days of the incident, with the instructor. If the grievance is not satisfactorily resolved, a formal letter of grievance shall be submitted to the Program Director, with a copy sent to the School Director, within ten (10) days of the incident. The Program Director shall have seven (7) days to respond either verbally or in writing to the formal letter of grievance within 30 days of initial reporting of grievance. Any concerns, not satisfactorily removed, may be brought to the attention of the school's licensing board at the following address and telephone number: Commission for Independent Education, Florida Department of Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399 (850) 245-3200 or toll free (888) 224-6684

Disclosure Statement

The school reserves the right to change start dates, tuition, or to cancel start dates for the program. Currently enrolled students will not be affected by tuition increases or program changes. Students will be notified of any changes made by the institution. If the institution cancels a program or in the event of closure of the school, the institution will refund of all monies paid by the student to the institution within 30 days.

Reporting Tuition Payments to the IRS

Based on the 2011 instructions from the Internal Revenue Service, the school is not required to provide students with a form 1098T, or to submit that information to the IRS. Please check with your tax preparation advisor to see if your tuition payment is tax deductible if it was a course "taken to acquire or improve job skills." See IRS Publication Cat. No. 27990J, 2011 Instructions for Forms 1098-E and 1098-T.

Counseling

Students may be referred for counseling opportunities in the community by faculty or staff of the school. Faculty will have office hours posted.

Graduation and Diplomas

Upon completion of all prescribed subjects of instruction with a cumulative average of 70 percent or better, demonstrating the ability to perform all required competencies, and satisfaction of all financial obligations to

the school, the student will be awarded a Diploma or certificate and will be eligible for placement assistance, providing all graduation requirements have been met.

Placement Assistance

Students are encouraged to continue their job search while enrolled at CDL School and participate in various voluntary training and counseling opportunities that may be offered from time to time. Employment advisement, including resume preparation and interviewing tips are available. CDL School assists graduates with finding employment in the field they have been trained. The placement staff makes every effort to assist graduates with part-time or full-time employment; however, the school does not guarantee employment.

Professional and Credentialing Organizations Student are encouraged to associate themselves with the occupational and credentialing organizations for the purposes of continuing education, certification, employment opportunities and awareness of industry trends.

Family Education Rights and Privacy Acts

CDL School is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g and section 1002.22 of the [Florida Statutes](#). The school allows students access to their educational records to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependant student as defined in the title 26 USC 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the school on behalf of the student.

Credit for Previous Training

CDL School evaluates request for credit transfer for other training completed and from other institutions and may recognize verifiable life experience on an individual basis. The evaluation process includes a written examination and a driving test. Transfer of any credit hours from CDL School to another school is in the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credit hours will be accepted by another school.

Copies of Diplomas and Certificates

Copies of diploma and certificates may be obtained by submitting a written request to the school. A fee of \$10.00 is charged. Please allow ten (10) days for processing time.

School Calendar, Class Hours and Start Dates

Commercial Truck Driver Training program classes are offered on a year round basis, with new classes beginning every Monday morning at 7:00 am. Day classes are held Monday to Friday 7:00am to 6:00pm. Evening classes are from 6:00pm to 11:00pm and weekend classes are Saturday and Sunday, 7:00 am to 6:00 pm Make-up classes are offered on Saturday from 7:00 a.m. to 6:00 p.m.

Holidays

The school will be closed and classes will not be held on the following federal holidays: New Years Day, Martin Luther King Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Additionally, the school is closed the Friday after Thanksgiving and the week between Christmas Day and New Years Day.

Program Length

The Commercial Truck Driver Training program is 160 clock hours in length and the Advanced Truck Driver program is 320 clock hours in length. A clock hour is defined as 50 minutes of direct instructional time plus 10 minutes for personal time.

Grading System:

A	Outstanding	94% to 100%
B	Above Average	87% to 93%
C	Satisfactory	70% to 86%
F	Unsatisfactory	Below 70%
W	Withdraw	
I	Incomplete	
Q	Academic Dishonesty	

Satisfactory Academic Progress

Students are required to maintain a grade average of 70% and attendance of 100% in the program clock hours and satisfactorily perform all required competencies. If a student falls below the criteria listed above, consultation with a school official will be scheduled. If the student does not make a diligent effort to correct the deficiencies, the student may be dismissed from the program by the School Director. If the student has not satisfied the specified deficiencies, then the student will not be allowed to graduate from the program. The student will be given the opportunity to do extra home study work, repeat failed test, and attend make-up training sessions prior to dismissal from the program. Students may appeal the academic decisions to the School Director, in writing, within three (3) days. The written appeal letter should include a statement describing the students actions that led to the dismissal and a statement about the students promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered dismissed from the school.

Veteran's Policies and Veterans Benefits

Veteran Students that are using their VA benefits to pay for any portion of their training at CDL School must abide by the following Veterans Policies. These policies supersede, and are in addition to, the other policies printed in this catalog.

Veteran's Attendance Policy: Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1/3 absence. Students exceeding 20% **total** absences in a **calendar month will be** terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The stu-

dent's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Veteran's Standards of Academic Progress: Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each term. A VA student whose CGPA falls below 80% at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Veterans Refund Policy: The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

Veteran's Credit for Previous Education or Training: Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

Course Numbering System

The course numbers are comprised of numbers and letters that symbolize the program and sequence of the courses listed.

Fee Payment Schedule

The full payment of the total program cost is required before the first class begins. Students have the option for a payment plan as listed in the enrollment agreement, subject to approved credit.

Administrative Staff

Mark F. Jordan, Executive Director - University of Florida 1975 B.S. Business Administration - Finance

James Wetherington, Campus President - Baptist College of Florida 1999 Bachelor of Arts, Commercial Drivers License Class A;

Faculty

Kevin M. Wynne, Program Director - Tampa College A.S. 1994; Pinellas Technical Education Center 1999 State of Florida Certified third party CDL Examiner – 1999 CDL Testing Model Training; HAZOPER (40 Hr.) Certifications; Modern Safety Mgmt. Certification (1997, 2000).

Michelle L. Taylor, Instructor - Bachelor of Science in Business Management - Univ. of Phoenix - Tampa, FL Commercial Drivers License, Class A Owner Operator 1967 - Current

Camilo Paz - Instructor - Commercial Drivers License Class A; Hillsborough Community College, A.A. 2013

Academic Programs

Commercial Truck Driver Training

Program Objective:

To train students to successfully pass the Florida Commercial Drivers License (CDL) Test and equip them to function as a licensed professional commercial truck driver upon completion.

Program Description:

The Commercial Truck Driver Training program consists of four modules: 1) classroom general knowledge; 2) pre-trip and post-trip vehicle inspection; 3) yard skills and basic controls; and 4) road skills.

Program Completion Time: The minimum completion time for the Commercial Truck Driver Training program is 4 weeks, 8 hours per day for a total of 160 clock hours.

Program Cost: The tuition cost for the Commercial Truck Driver Training program is \$5,995. This is an all inclusive program cost. There are no other cost except that students will need to provide for their own housing, food and other cost of living.

Course Descriptions:

M1-CDL General Knowledge 40 classroom clock hours
The CDL General Knowledge module of the course will include the program orientation and an overview on the process for obtaining a (CDL) Commercial Drivers License and the written portion of the General Knowledge Test that will be administered by the Division of Drivers License. This is an in-depth study of the questions and rationale pertain-

COMMERCIAL TRUCK DRIVER TRAINING PROGRAM BREAKDOWN BY COURSE			
Course	Classroom Hours	Practical Hours	Total
M1-CDL General Knowledge	40	0	40
M2 - Pre-Trip and Post-Trip Vehicle Inspections	30	10	40
M3 - Yard Skills and Basic Controls	5	35	40
M4 - Road Skills	5	35	40
Total	80	80	160

ing to each.

Students will understand the classifications as it relates to commercial vehicles including combination vehicles, straight vehicles, buses, and coaches. Students will be able to identify each type of vehicle classification with the appropriate license needed for driver operation.

Students will identify endorsements needed for specific vehicle classifications, including: Hazardous Material, Doubles / Triples, School, and Passenger. The class will also provide details regarding Restrictions which can be listed on a license by the Division of Drivers License for specific needs that may need to be identified.

The Air-Brakes class will cover the complete written portion of the Air Brakes Test that will be administered by the Division of Drivers License.

The Driver Safety class will teach professional driver safety and techniques. This includes proper entry into the vehicle and exit from the vehicle. An overview of safety equipment required for commercial vehicles and application for each.

M2 - Pre-Trip and Post-Trip Vehicle Inspections 40 clock hours

This portion of training will be hands-on as students will learn each part of the vehicle and its required inspection points. This will include location, identification, and explanation of each item on the CDL Pre-Trip Test. This course will cover filling out Log books and will review federal and state law as it relates to driver hours of service.

M3 - Yard Skills and Basic Controls 40 clock hours

This portion of training will include instruction on how to maneuver the commercial vehicle through and around set boundaries. This will include straight line backing, parallel parking, off-set parking, and alley dock parking.

M4 - Road Skills 40 clock hours

This portion of training will involve actual road time driving. This will include observation of "real time" traffic situations and best practices to avoid accidents. Students will observe urban and rural street driving as well as highway driving. Students will learn to observe street signs, bridge clearances, and how to make an emergency roadside stop.