



# SCHOOL CATALOG

Effective APRIL 22, 2019

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<http://heavyequipmentcollege.com/campuses/california-campus/>

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## Table of Contents

SCHOOL HISTORY .....	2
EDUCATIONAL PHILOSOPHY .....	2
SCHOOL STAFF & FACULTY .....	2
FACILITIES AND EQUIPMENT .....	3
APPROVALS .....	3
MISSION .....	3
PROGRAMS .....	3
CLOCK HOUR DEFINITION.....	3
HOURS AND HOLIDAYS .....	4
ADMISSION REQUIREMENTS.....	5
ADMISSION PROCEDURES.....	5
TUITION AND FEES.....	6
PAYMENT METHOD .....	6
FINANCIAL AID.....	7
PROGRAM DESCRIPTIONS.....	7-19
NCCCO REQUIREMENTS .....	19
STUDENT INFORMATION RELEASE POLICY .....	20
STUDENT ACCESS TO FILE INFORMATION.....	20
TRAINING LOCATION AND DESCRIPTION .....	20
HOMEWORK .....	20
TRANSFER CREDIT .....	21
TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.....	21
ACADEMIC ACHIEVEMENT.....	21
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	21
GRADING SYSTEM.....	23
GRADUATION REQUIREMENTS .....	23
ATTENDANCE.....	23
ACADEMIC PROBATION.....	24
RULES & CONDUCT.....	24
STUDENT DISCIPLINARY RULES .....	24
REINSTATEMENT; TERMINATION; STUDENT COMPLAINT PROCEDURES; STUDENT RECORDS .....	28
STUDENT SERVICES; REFUND POLICY .....	29
STUDENT TUITION RECOVERY FUND.....	31
CONSUMER DISCLOSURES.....	32

## SCHOOL HISTORY

Heavy Equipment Colleges of America (HEC) was established in 2007 to fill the need for entry-level heavy equipment operators in California. Heavy Equipment Colleges of America is a member of the National Association of Heavy Equipment Training Services (NAHETS). HEC has a relationship with similar schools in the United States from Oklahoma to Georgia.

Education in the classroom, is complemented by performance-based field work training. The management and staff of HEC are strongly committed to maintaining high standards of quality and integrity in all aspects of operating an educational institution. The educational philosophy incorporates a variety of teaching strategies including, but not limited to, training in the following environments: classroom, lecture, field, lab, and site.

## EDUCATIONAL PHILOSOPHY

A hands-on, outcomes-based educational environment can describe the educational philosophy at HEC, which is focused on the adult vocational student. HEC employs an educational building block approach that allows the student to experience many small skills while eventually gaining the full knowledge and skills required to enter the work force. HEC utilizes Bloom's Taxonomy in delivering curriculum content. Bloom's Taxonomy (1964) is a well-known description of levels of educational objectives, and is utilized by HEC in delivering a quality educational experience for students.

<b>Bloom's Taxonomy</b>	
Knowledge	to know specific facts, concepts, principles, or theories
Comprehension	to understand, interpret, compare, contrast, explain
Application	to apply knowledge to new situations, to solve problems
Analysis	To identify the organizational structure of something; to identify parts, relationships, and organizing principles.
Synthesis	to create something, to integrate ideas into a solution, to propose an action plan, to formulate a new classification scheme
Evaluation	to judge the quality of something based on logic or use

## SCHOOL STAFF & FACULTY

### *Staff*

- Albano, Bob, Chief Executive Officer
- Ulmer, Darlene, Ed.D.-Vice President of Compliance-Over 24 years of high education experience.
- Keever, Bill, West Region President – Bachelors Degree in Applied Management. Over 18 years in the construction industry.
- Rosas, Jesse, Career Services – Career Services experience for more than 9 years. Specializing in career development.
- Medina, Rosa, Registrar – Over 10 years of administrative experience and more than 5 years as a Registrar.
- Neville, Keith, Director of Admissions– Over 15 years of experience in recruiting and admissions.
- Diaz, Julie, Admissions Representative – Over 8 years of experience in admissions.

### **Faculty**

- Haggerty, Steve, Heavy Equipment Instructor – Certified ADEPT trainer with over 30 years of experience with heavy equipment and construction.
- Schumack, Aaron, Lead Heavy Equipment Instructor– Certified ADEPT trainer and Practical Examiner with over 10 years of experience with heavy equipment and construction.
- Melendez, Will, Crane Instructor – Certified ADEPT trainer, NCCCO certified operator and Practical Examiner

### **FACILITIES AND EQUIPMENT**

The school’s campus and field site are located at 1955 West 9<sup>th</sup> Street, San Bernardino, California 92411. All training occurs at this location. Our training programs allow for classroom facilities indoors and field work outdoors. The Heavy Equipment Operating programs utilize a variety of equipment including backhoe, bulldozer, excavator, wheel loader, skid steer, and mobile hydraulic crane, for equipment operation and field instruction.

### **APPROVALS**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations

HEC is an approved Training Unit of the Adaptable Equipment Profeciency Testing (ADEPT), Veterans Administration (VA) and the National Commission for the Certification of Crane Operators (NCCCO).

### **MISSION**

Provide heavy equipment and construction training that will empower individuals to launch a life-changing career within the construction industry.

Heavy Equipment Colleges of America is approved to offer the following programs:

### **PROGRAMS**

<b>Program Name</b>	<b>Clock Hours</b>
* Certificate of Heavy Equipment Operations – Level I	120
* Certificate of Heavy Equipment Operations – Level II	120
* Certificate of Heavy Equipment Operations – Mobile Crane	120
* Certificate of Heavy Equipment Operations Level I, II and Mobile Crane	360

Not all programs are available on all start dates.

\*Programs that are approved for use of Veteran benefits.

### **CLOCK HOUR DEFINITION**

The Heavy Equipment Colleges of America measures its programs in instructional clock hours. A clock hour is defined as 50 minutes of instruction in a 60 minute period of time. Generally, a clock hour begins at the top of the hour and ends at the fifty-minute mark. The School will adjust hours of instruction to accommodate local resources and conditions without sacrificing a student’s ability to achieve course objectives.

HEC’s course numbers are based on course codes established by the school. The course numbers are aligned with the modules students complete.

Certificate programs are measured in clock hours.

## HOURS & HOLIDAYS

### BUSINESS HOURS

8:00 a.m. to 4:30 p.m. Monday through Friday

### TRAINING HOURS

Training Hours range from Monday through Sunday 5:00am – 7:00pm. Training hours and days to be determined on day one of your first class. Training times may be adjusted to accommodate seasonal weather conditions, holidays and other unforeseeable circumstances. However, all program hours will be offered.

### HOLIDAYS

Holiday	2019	2020
New Year's Day	Jan 1 <sup>st</sup>	Jan 1 <sup>st</sup>
Martin Luther King Day	Jan 21 <sup>st</sup>	Jan 20 <sup>th</sup>
Memorial Day	May 27 <sup>th</sup>	May 25 <sup>th</sup>
Independence Day	Jul 4 <sup>th</sup>	Jul 4 <sup>th</sup>
Labor Day	Sep 2 <sup>nd</sup>	Sep 7 <sup>th</sup>
Veteran's Day	Nov 11 <sup>th</sup>	Nov 11 <sup>th</sup>
Thanksgiving	Nov 28 <sup>th</sup> – 29 <sup>th</sup>	Nov 26 <sup>th</sup> – 27 <sup>th</sup>
Christmas	Dec 24 <sup>th</sup> – 25 <sup>th</sup>	Dec 24 <sup>th</sup> – 25 <sup>th</sup>

## PROGRAM START DATES

2019 PROGRAM START DATES May be subject to change		2020 PROGRAM START DATES May be subject to change	
Start Date	End Date	Start Date	End Date
Jan 7	Jan 25	Jan 6	Jan 24
Jan 28	Feb 15	Jan 27	Feb 14
Feb 18	Mar 8	Feb 17	Mar 6
Mar 11	Mar 29	Mar 9	Mar 27
Apr 1	Apr 19	Mar 30	Apr 17
Apr 22	May 10	Apr 20	May 8
May 13	May 31	May 11	May 29
Jun 3	Jun 21	Jun 1	Jun 19
Jun 24	Jul 12	Jun 22	Jul 10
Jul 15	Aug 2	Jul 13	Jul 31
Aug 5	Aug 23	Aug 3	Aug 21
Aug 26	Sep 13	Aug 24	Sep 11
Sep 16	Oct 4	Sep 14	Oct 2
Oct 7	Oct 25	Oct 5	Oct 23
Oct 28	Nov 15	Oct 26	Nov 13
Nov 18	Dec 6	Nov 16	Dec 4
Dec 9	Dec 21	Dec 7	Dec 19

## **ADMISSION REQUIREMENTS**

Heavy Equipment Colleges of America neither denies admission nor discriminates against students enrolled at the school on the basis of race, religion, color, creed, gender, sexual orientation, genetic information, age, disability, or national origin. Schools must reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

To qualify for enrollment, applicants must be able to read and write the English language and be at least 18 years of age. Applicants must possess a high school diploma or equivalent. HEC will accept as a recognized equivalent of secondary education: a GED; DD214 that indicates high school equivalency; or a degree issued to the student that indicates the high school graduation.

## **ADMISSIONS PROCEDURES**

Applicants must submit a completed Enrollment Application to the School to apply for enrollment. Proof of identification in the form of a driver's license, social security card, birth certificate, or other form of identification may be required prior to admission. Applicants may apply for enrollment at any time prior to enrollment. Any prospective student must provide proof of high school diploma or equivalency prior to enrollment.

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.

Heavy Equipment Colleges of America does not offer visa services to prospective students from other countries or English language services. Heavy Equipment Colleges of America does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

## **PHYSICAL REQUIREMENTS**

The School does not discriminate based on mental or physical handicaps. However, students must be mentally and physically capable of safely operating equipment on a daily basis in order to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the School to evaluate individual circumstances. Mobile Crane students will be required to take and pass a DOT physical in order to apply for the NCCCO written examination.

## **DRUG TESTING POLICY**

The School's policy is to be drug free. Students are not permitted to use any illegal, prohibited drug or substance while enrolled as a student; and any use of such substance or substances may be grounds for expulsion at the discretion of the School. The student agrees that the School may, at the School's option, require a drug test(s) of any student to be completed by a testing lab to be chosen by the School. The cost of any test will be paid for by the School.

## TUITION AND FEES

PROGRAM	TUITION	TRAINING SUPPLIES (non-refundable – upon receipt)	REGISTRATION FEE (\$250 non-refundable)	STRF* (non-refundable)	TOTAL CHARGES**
*** Certificate of Heavy Equipment Operations – Level I	\$9,880	\$75	\$100	\$0	\$10,055
*** Certificate of Heavy Equipment Operations – Level II	\$9,935	\$20	\$100	\$0	\$10,055
*** Certificate of Heavy Equipment Operations – Mobile Crane	\$9,880	\$75	\$100	\$0	\$10,055
*** Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane	\$29,695	\$170	\$300	\$0	\$30,165

\* Student Tuition Recovery Fund (STRF): \$0.00 for every \$1,000 rounded to the nearest \$1,000

\*\*Estimated charges for the period of attendance and the entire program

\*\*\*Programs that are approved for use of Veteran benefits

Additional Fees, if applicable: National Commission for the Certification of Crane Operators (NCCCO) re-testing fees, written: \$175.00 core and specialty or \$165.00 specialty only, practical: \$250.00 examiner and \$70.00 to NCCCO. Remedial or refresher training: \$100.00 per day or \$160.00 per hour after school hours. Adaptable Equipment Proficiency Testing (ADEPT) re-testing fees, written: \$185.00 core and one specialty, \$25.00 for each additional specialty, practical: \$140.00 if during class hours, \$220.00 for after hours, \$15.00 for each additional specialty. Additional training binder (lost or damaged): \$500.00.

## PAYMENT METHOD

All monies must be received prior to the start of class, or satisfactory payment arrangements must be approved by HEC.

Heavy Equipment Colleges of America shall require the following maximum charges due upon enrollment:

- For a program that is completed in one term or four months, Heavy Equipment Colleges of America shall require payment of all tuition and fees on the first day of instruction.
- For a program designed to be longer than four months, Heavy Equipment Colleges of America shall not require more than four months of advance payment of tuition, and shall provide a payment installment plan. When 50 percent of the program has been offered, Heavy Equipment Colleges of America shall require full payment.
- If a Heavy Equipment Colleges of America student makes a request to provide payment in full after the student has been accepted, enrolled, and the date of the first class session is disclosed on the enrollment agreement, Heavy Equipment Colleges of America shall accept payment in full for tuition and fees.
- The limitations listed above shall not apply to any funds received by Heavy Equipment Colleges of America through federal and state student financial aid grant and loan programs, or through any other federal or state programs, if participation in any programs shall occur in the future.

*Definitions:*

Total charges are institutional charges and third party fees. Third party fees are related to medical exams/vaccinations and exam/licensure fees for participation in the program, if applicable, and to meet the requirements to be eligible for entry level employment.

Heavy Equipment Colleges of America tuition means the cost per hour and does not include itemized fees such as the Registration.

**FINANCIAL AID**

Heavy Equipment Colleges of America does not participate in Title IV federal funding. HEC does accept WIOA funds provided an agreement between the Agency and HEC can be reached. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the refund if the student is due one.

Heavy Equipmnet Colleges of America partners with a third party lender, Climb Credit, to provide the opportunity to procure private institutional loan funding to students.

**PROGRAM AND COURSE DESCRIPTIONS**

**Certificate of Heavy Equipment Operations – Level I**

This program’s objectives are to provide the fundamental skills and knowledge applicable to skid steer, bulldozer, backhoe, excavator, and wheel loader operating and to prepare students for employment in the excavation industry as an entry-level operator. This program is approved for use of Veteran benefits.

Weeks to Complete: Full Time - 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

*United States Department of Labor’s Standard Occupational Classification codes:*

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

**Training Supplies**

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 1 – National Center for Construction Education and Research, 2012 ISBN:9780133912173
HEC Heavy Equipment Project Book – Proprietary, No ISBN
<b>Supplies</b>
Work Gloves
Hard Hat
Safety Vest
Safety Glasses



<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hrs.</b>
22101	Orientation to the Trade	3.00	0.00	3.00
22102	Heavy Equipment Safety	4.00	0.00	4.00
22103	Identification of Heavy Equipment	3.00	0.00	3.00
22104	Basic Operational Techniques	4.00	0.00	4.00
22106	Grades Part I	6.00	0.00	6.00
22205	Loader	4.00	0.00	4.00
22212	Skid-Steer	4.00	0.00	4.00
22302	Bulldozer	4.00	0.00	4.00
22303	Backhoe	4.00	0.00	4.00
22304	Excavator	4.00	0.00	4.00
LAB00011	Equipment Operation and Maintenance / Project Site Layout	0.00	80.00	80.00
<b>TOTALS</b>		<b>40.00</b>	<b>80.00</b>	<b>120</b>

- 22101 - Orientation to the Trade

This course provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. It covers basic principles of safety and engine operations. (Lec 3 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .20 Sem Cr Hrs) [Prerequisite: None]

- 22102 – Heavy Equipment Safety

This course provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. It presents basic requirements for personal protections, safely driving equipment, and HAZCOM. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]

- 22103 - Identification of Heavy Equipment

This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment. (Lec 3.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .20 Sem Cr Hrs) [Prerequisite: None]

- 22104 – Basic Operational Techniques

This course provides basic instruction for the safe operation and preventive maintenance of each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to provide the first hands-on experience with each type of machine. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]

- 22108 - Grades, Part 1

This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake, and describes process for grading slopes. (Lec 6.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .39 Sem Cr Hrs) [Prerequisite: None]

- 22205 - Loaders

This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22212 –Skid Steer

This course presents an introduction to the use and maintenance of the skid steer, periodic maintenances, operation, and operator safety. The different types of skid-steers are described along with the various attachments

they may utilize. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22302 - Bulldozers

This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Safer operation of the equipment is emphasized. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22303 - Backhoe

This course presents types and designs of backhoe excavators, safer operating techniques of the backhoe and front bucket tractor, and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22304 - Excavators

This course presents the use, safe operation, and maintenance of excavators; describes various operating techniques; explains and demonstrates the use of excavators in ditching, grading, and slope finishing operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- LAB00011 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, wheel loader, backhoe, bulldozer and excavator. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as an entry level operator. Trainees also will perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to simple site work layouts. Trainees will model safe heavy equipment operating practices. (Lec 0 Cl Hrs / Lab 80.00 Cl Hrs / Ext 0 Cl Hrs / 2.66 Sem Cr Hrs) [Prerequisite: None]

### **Certificate of Heavy Equipment Operations – Level II**

This program’s objectives are to provide the advanced fundamental skills and knowledge applicable to skid-steer, bulldozer, excavator, wheel loader and backhoe operating and to prepare students for employment in the excavation industry as an entry level operator. This program is approved for use of Veteran benefits.

[Prerequisite: Completion of HEO Level I]

Weeks to Complete: Full Time - 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

*United States Department of Labor’s Standard Occupational Classification codes:*

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

### **Training Supplies**

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 2 – National Center for Construction Education and Research, 2012 ISBN#9780133912708
<b>Supplies</b>
Work Gloves

Hard Hat
Safety Vest
Safety Glasses

COURSE NUMBER	COURSE TITLE	Lecture Hrs.	Lab Hrs.	Clock Hrs.
22104L2	Equipment Preventative Maintenance	5.00	0.00	5.00
22201	Introduction to Earth Moving	4.00	0.00	4.00
22207	Excavation Math	4.00	0.00	4.00
22208	Grades Part II	6.00	2.00	8.00
22209	Civil Blueprint Reading	4.00	0.00	4.00
22306	Advanced Operational Technique	4.00	0.00	4.00
22307	Finishing and Grading	4.00	0.00	4.00
22308	Soils	4.00	0.00	4.00
LAB00021	Equipment Operation and Maintenance/Project Site Layout	0.00	83.00	83.00
<b>TOTALS</b>		<b>35.00</b>	<b>85.00</b>	<b>120</b>
*Due to transferability policy, the credit hours are rounded to lowest whole number.				

- 22104L2 - Equipment Preventative Maintenance  
 This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance. (Lec 5 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .16 Sem Cr Hrs / .34 Sem Cr Hrs KS, AR [Prerequisite: None]
- 22201 - Introduction to Earth Moving  
 This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]
- 22207 – Excavation Math  
 This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]
- 22208 - Grades, Part 2  
 This course presents proper practices for setting grades of bench marks and describes methods for setting grades using various types of levels. The trainee is taught how to read and interpret construction plans to determine grading requirements and a review of grading operations (Lec 6 Cl HRS/Lab 2 Cl Hrs/ Ext 0 Cl Hrs/ .46 Sem Cr Hrs [Prerequisite: Course 22108]
- 22209 – Civil Blueprint Reading  
 This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern for heavy equipment operators. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]
- 22306 – Advanced Operational Techniques  
 This course describes the elements of a safety program and the safety inspection process, focusing on the safety issues associated with trenching work. It includes coverage of equipment transporting and the procedures associated with working in or near water. The course describes machine cycles and their relationship to project cost and productivity. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) Prerequisite: Course(s) 22104]

- 22307 - Finish and Grading

This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; and specifications used for grading, and procedures for checking the final grade. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22308 - Soils

This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course 22207]

- LAB00021 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, bulldozer, backhoe, excavator, and wheel loader. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as entry level equipment operators. Trainees will also perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to more complex layouts with additional field time. Trainees will interpret simple civil drawings, figure areas and volumes, and then lay out the project using grade stakes. After laying out the project, trainees will calculate existing grade and then compute cuts and fills. Trainees will then use this information to estimate the amount of material needed for that project. Building on what they have learned, trainees will, in their 2nd week, lay out a class project and then build the project with the machines available. Trainees will also check grade for their machine to gauge the progress of the project. (Lec 0 Cl Hrs / Lab 83.0 Cl Hrs / Ext 0 Cl Hrs / 2.59 Sem Cr Hrs) [Prerequisite: None]

### Certificate of Heavy Equipment Operations – Mobile Crane

This program’s objectives are to provide the fundamental skills and knowledge applicable to operating mobile hydraulic crane, and rigging and to prepare students for employment in the construction industry as an entry-level operator. This program is approved for use of Veteran benefits.

Weeks to Complete: Full Time – 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

*United States Department of Labor’s Standard Occupational Classification codes:*

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

### Training Supplies

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Mobile Crane Operations Training Manual – National Center for Construction Education and Research, 2014 ISBN#9781269678322
HEC Heavy Equipment Project Book – Proprietary, No ISBN
Rigging Handbook The Complete Illustrated Field Reference 5 <sup>th</sup> Edition, 2012 ISBN#9781887724165
<b>Supplies</b>
Work Gloves
Hard Hat

Safety Vest
Safety Glasses

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hours</b>
21102	Basic Principles of Crane	4.00	0.00	4.00
21103	Rigging Practices	4.00	0.00	4.00
21104	Crane Safety	4.00	0.00	4.00
21105	Operating a Crane	2.00	0.00	2.00
21203	Preventative Maintenance	2.00	0.00	2.00
21204	Wire Rope	4.00	0.00	4.00
21206	Load Dynamics	4.00	0.00	4.00
21207	On Site Equipment Movement	2.00	0.00	2.00
21301	Load Charts	4.00	0.00	4.00
21303	Advanced Operational Techniques	2.00	0.00	2.00
21304	Lift Planning	2.00	0.00	2.00
21305	Hoisting Personnel	2.00	0.00	2.00
21306	Lattice Boom	2.00	0.00	2.00
21307	Emergency Procedures	2.00	0.00	2.00
LAB00041	Crane Operation and Maintenance	0.00	38.00	38.00
LAB00042	Communication and Rigging	0.00	42.00	42.00
<b>TOTALS</b>		<b>40.00</b>	<b>80.00</b>	<b>120</b>

#### 21102 - Basic Principles of Cranes

This course offers students an introduction to mobile crane equipment with an in-depth discussion of terminology and nomenclature. It explains the basic scientific principles associated with mobile crane operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) Prerequisite: None]

#### 21103 - Rigging Practices

This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21104 – Crane Safety

This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment. The course discusses how to work with site plans and specifications. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21105 – Operating a Crane

This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21203 – Preventative Maintenance

This course covers preventative maintenance and compliance inspections on a crane. The trainee will gain an understanding of the safety considerations, procedures, and the equipment/materials required for these inspections. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21204 – Wire Rope

This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21206 – Load Dynamics

This course covers leverage and stability, operational quadrants, submerged lifts, non-centered lifts, and other factors that affect stability. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21207 – On Site Equipment Movement

This course covers site hazards and restrictions that could hinder on-site crane movement, safety considerations involved in crane movement over unlevel ground, pick-and-carry operations; and power line contact. It addresses flotation capacity. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21301 - Load Charts

This course will discuss the importance of load charts and charts that apply to different configurations. It includes on-rubber, on-outrigger, jib, and deduction charts as well as range diagrams and operational notes. This course also covers parts of line and capacity calculations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21303 - Advanced Operational Techniques

This course covers multi-crane lifts, critical lifts, blind lifts and demolition. It also includes sections on how to use magnet and vacuum lifting devices and how to operate a mobile crane in cold weather. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21304 – Lift Planning

This course gives an in-depth discussion of lift plan implementation. It includes reference information, calculations, single and multiple-crane lifting, critical lifts, and engineering considerations. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21305 - Hoisting Personnel

This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21306 – Lattice Boom Assembly and Disassembly

In this course, students are provided a step-by-step look at short- and long-lattice boom assembly and disassembly. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21307 – Emergency Procedures

This course includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### LAB00041 – Crane Operation and Maintenance

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. Trainees will also perform the necessary preventive maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventive maintenance on the rough terrain crane; 2) properly start and warm up the rough terrain crane; 3) perform basic operations with the rough terrain crane; 4) properly cool down and shut down the rough terrain crane; 5) perform proper post-operation preventive maintenance on the rough terrain crane. (Lec 0 Cl Hrs / Lab 38 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### LAB00042 – Communication & Rigging

This lab is designed to allow trainees to practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Trainees will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab,

students will be able to: 1) Correctly rig various loads for lifting; 2) Correctly signal a crane operator for lifting a load. (Lec 0 Cl Hrs / Lab 42 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

## NCCCO REQUIREMENTS

ELIGIBILITY: Requirements for CCO Mobile Crane Operator certification include the following:

- Be at least 18 years of age
- Meet Medical Requirements
- Comply with NCCCO's Substance Abuse Policy
- Pass Written Examinations - Core and at least one Specialty
- Pass Practical Examination(s) Candidates must pass the Practical exam within twelve months of passing the written examination
- Comply with the NCCCO Code of Ethics

PHYSICAL REQUIREMENTS: Certified crane operators must continue to meet ASME B30 physical requirements throughout their certification period and attest to their agreement to this requirement in their applications.

Means of compliance with ASME physical requirements include but are not limited to the following:

- NCCCO Physical Examination Form (valid for three years)
- A current DOT (Department of Transportation) Medical Examiner's Certificate (valid for two years)

### Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane

This program's objectives are to provide the fundamental skills and knowledge applicable to operating a skid-steer, backhoe, bulldozer, excavator, wheel loader, mobile hydraulic crane, and rigging and to prepare students for employment in the excavation and/or construction industry as an entry-level operator. This program is approved for use of Veteran benefits.

Weeks to Complete: Full Time – 9 Weeks

Total Instructional Hours: 360

Credential Awarded: Certificate of Completion

*United States Department of Labor's Standard Occupational Classification codes:*

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

### Training Supplies

Books
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 1 – National Center for Construction Education and Research, 2012 ISBN:9780133912173
Heavy Equipment Operations Training Manual Level 2 - National Center for Construction Education and Research, 2012 ISBN#9780133912708
Mobile Crane Operations Training Manual – National Center for Construction Education and Research, 2014 ISBN#9781269678322
HEC Heavy Equipment Project Book – Proprietary, No ISBN
Rigging Handbook The Complete Illustrated Field Reference 5 <sup>th</sup> Edition, 2012 ISBN#9781887724165

Supplies
Work Gloves
Hard Hat
Safety Vest
Safety Glasses

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hours</b>
22101	Orientation to the Trade	3.00	0.00	3.00
22102	Heavy Equipment Safety	4.00	0.00	4.00
22103	Identification of Heavy Equipment	3.00	0.00	3.00
22104	Basic Operational Techniques	4.00	0.00	4.00
22106	Grades Part I	6.00	0.00	6.00
22205	Loader	4.00	0.00	4.00
22212	Skid-Steer	4.00	0.00	4.00
22302	Bulldozer	4.00	0.00	4.00
22303	Backhoe	4.00	0.00	4.00
22304	Excavator	4.00	0.00	4.00
LAB00011	Equipment Operation and Maintenance/ Project Site Layout	0.00	80.00	80.00
22104L2	Equipment Preventative Maintenance	5.00	0.00	5.00
22201	Introduction to Earth Moving	4.00	0.00	4.00
22207	Excavation Math	4.00	0.00	4.00
22208	Grades Part II	6.00	2.00	8.00
22209	Civil Blueprint Reading	4.00	0.00	4.00
22306	Advanced Operational Technique	4.00	0.00	4.00
22307	Finishing and Grading	4.00	0.00	4.00
22308	Soils	4.00	0.00	4.00
LAB00021	Equipment Operation and Maintenance/ Project Site Layout	0.00	83.00	83.00
21102	Basic Principles of Crane	4.00	0.00	4.00
21103	Rigging Practices	4.00	0.00	4.00
21104	Crane Safety	4.00	0.00	4.00
21105	Operating a Crane	2.00	0.00	2.00
21203	Preventative Maintenance	2.00	0.00	2.00
21204	Wire Rope	4.00	0.00	4.00
21206	Load Dynamics	4.00	0.00	4.00
21207	On Site Equipment Movement	2.00	0.00	2.00
21301	Load Charts	4.00	0.00	4.00
21303	Advanced Operational Techniques	2.00	0.00	2.00
21304	Lift Planning	2.00	0.00	2.00
21305	Hoisting Personnel	2.00	0.00	2.00
21306	Lattice Boom	2.00	0.00	2.00
21307	Emergency Procedures	2.00	0.00	2.00
LAB00041	Crane Operation and Maintenance	0.00	38.00	38.00



LAB00042	Communication and Rigging	0.00	42.00	42.00
<b>TOTALS</b>		<b>115.00</b>	<b>245.00</b>	<b>360</b>

#### 22101 - Orientation to the Trade

This course provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. It covers basic principles of safety and engine operations. (Lec 3 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22102 – Heavy Equipment Safety

This course provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. It presents basic requirements for personal protections, safely driving equipment, and HAZCOM. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22103 - Identification of Heavy Equipment

This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment. (Lec 3.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22104 – Basic Operational Techniques

This course provides basic instruction for the safe operation and preventive maintenance of each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to provide the first hands-on experience with each type of machine. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22106 - Grades, Part 1

This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake, and describes process for grading slopes. (Lec 6.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22205 - Loaders

This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22212 –Skid Steer

This course presents an introduction to the use and maintenance of the skid steer, periodic maintenances, operation, and operator safety. The different types of skid-steers are described along with the various attachments they may utilize. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22302 - Bulldozers

This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Safer operation of the equipment is emphasized. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22303 - Backhoe

This course presents types and designs of backhoe excavators, safer operating techniques of the backhoe and front bucket tractor, and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22304 - Excavators

This course presents the use, safe operation, and maintenance of excavators; describes various operating techniques; explains and demonstrates the use of excavators in ditching, grading, and slope finishing operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### LAB00011 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, wheel loader, backhoe, bulldozer and excavator. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as an entry level operator. Trainees also will perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to simple site work layouts. Trainees will model safe heavy equipment operating practices. (Lec 0 Cl Hrs / Lab 80.00 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22104L2 - Equipment Preventative Maintenance

This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance. (Lec 5 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .16 Sem Cr Hrs) [Prerequisite: None]

#### 22201 - Introduction to Earth Moving

This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22207 – Excavation Math

This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22208 - Grades, Part 2

This course presents proper practices for setting grades of bench marks and describes methods for setting grades using various types of levels. The trainee is taught how to read and interpret construction plans to determine grading requirements and a review of grading operations (Lec 6 Cl HRS/Lab 2 Cl Hrs/ Ext 0 Cl Hrs) [Prerequisite: Course 22108]

#### 22209 – Civil Blueprint Reading

This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern for heavy equipment operators. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 22306 – Advanced Operational Techniques

This course describes the elements of a safety program and the safety inspection process, focusing on the safety issues associated with trenching work. It includes coverage of equipment transporting and the procedures associated with working in or near water. The course describes machine cycles and their relationship to project cost and productivity. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22104]

#### 22307 - Finish and Grading

This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; and specifications used for grading, and procedures for checking the final grade. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

#### 22308 - Soils

This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: Course 22207]

### LAB00021 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, bulldozer, backhoe, excavator, and wheel loader. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as entry level equipment operators. Trainees will also perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to more complex layouts with additional field time. Trainees will interpret simple civil drawings, figure areas and volumes, and then lay out the project using grade stakes. After laying out the project, trainees will calculate existing grade and then compute cuts and fills. Trainees will then use this information to estimate the amount of material needed for that project. Building on what they have learned, trainees will, in their 2nd week, lay out a class project and then build the project with the machines available. Trainees will also check grade for their machine to gauge the progress of the project. (Lec 0 Cl Hrs / Lab 83.0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21102 - Basic Principles of Cranes

This course offers students an introduction to mobile crane equipment with an in-depth discussion of terminology and nomenclature. It explains the basic scientific principles associated with mobile crane operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21103 - Rigging Practices

This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21104 – Crane Safety

This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment. The course discusses how to work with site plans and specifications. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21105 – Operating a Crane

This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21203 – Preventative Maintenance

This course covers preventative maintenance and compliance inspections on a crane. The trainee will gain an understanding of the safety considerations, procedures, and the equipment/materials required for these inspections. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21204 – Wire Rope

This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21206 – Load Dynamics

This course covers leverage and stability, operational quadrants, submerged lifts, non-centered lifts, and other factors that affect stability. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21207 – On Site Equipment Movement

This course covers site hazards and restrictions that could hinder on-site crane movement, safety considerations involved in crane movement over unlevel ground, pick-and-carry operations; and power line contact. It addresses flotation capacity. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

### 21301 - Load Charts

This course will discuss the importance of load charts and charts that apply to different configurations. It includes on-rubber, on-outrigger, jib, and deduction charts as well as range diagrams and operational notes. This course also covers parts of line and capacity calculations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21303 - Advanced Operational Techniques

This course covers multi-crane lifts, critical lifts, blind lifts and demolition. It also includes sections on how to use magnet and vacuum lifting devices and how to operate a mobile crane in cold weather. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21304 – Lift Planning

This course gives an in-depth discussion of lift plan implementation. It includes reference information, calculations, single and multiple-crane lifting, critical lifts, and engineering considerations. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21305 - Hoisting Personnel

This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21306 – Lattice Boom Assembly and Disassembly

In this course, students are provided a step-by-step look at short- and long-lattice boom assembly and disassembly. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### 21307 – Emergency Procedures

This course includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### LAB00041 – Crane Operation and Maintenance

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. Trainees will also perform the necessary preventive maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventive maintenance on the rough terrain crane; 2) properly start and warm up the rough terrain crane; 3) perform basic operations with the rough terrain crane; 4) properly cool down and shut down the rough terrain crane; 5) perform proper post-operation preventive maintenance on the rough terrain crane. (Lec 0 Cl Hrs / Lab 38 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

#### LAB00042 – Communication & Rigging

This lab is designed to allow trainees to practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Trainees will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) Correctly signal a crane operator for lifting a load. (Lec 0 Cl Hrs / Lab 42 Cl Hrs / Ext 0 Cl Hrs) [Prerequisite: None]

## **NCCCO REQUIREMENTS**

**ELIGIBILITY:** Requirements for CCO Mobile Crane Operator certification include the following:

- Be at least 18 years of age
- Meet Medical Requirements
- Comply with NCCCO's Substance Abuse Policy
- Pass Written Examinations - Core and at least one Specialty
- Pass Practical Examination(s) Candidates must pass the Practical exam within twelve months of passing the written examination
- Comply with the NCCCO Code of Ethics

**PHYSICAL REQUIREMENTS:** Certified crane operators must continue to meet ASME B30 physical requirements throughout their certification period and attest to their agreement to this requirement in their applications.

Means of compliance with ASME physical requirements include but are not limited to the following:

- NCCCO Physical Examination Form (valid for three years)
- A current DOT (Department of Transportation) Medical Examiner's Certificate (valid for two years)

## **STUDENT INFORMATION RELEASE POLICY**

The school does release certain information regarding a student's attendance, grades, completion status, and personal data to employers if the student requests job search assistance. The School questions students individually in writing as to whether or not they are requesting job search assistance.

## **STUDENT ACCESS TO FILE INFORMATION**

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers upon request and without charge. There is a charge for official transcripts and are available upon written request.

## **TRAINING LOCATION AND DESCRIPTION**

The school's campus and field site are located at 1955 West 9<sup>th</sup> Street, San Bernardino, California 92411. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment.

The number of students per class ranges from six students to twenty students. Generally, classes will receive orientation training as a single group; however, the School may deem it appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to lecture, hands-on, field, site, and lab. Faculty are experienced and qualified in their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives, i.e., cognitive and motor skills. Teaching strategies may vary with each instructor. Field training is structured so that students are organized into groups. Maximum student to instructor ratios are as follows: Heavy Equipment: classroom instruction - 20:1, field instruction - 12:1, equipment to student ratio is 2:1. Crane: classroom instruction – 20:1, field instruction – 12:1; equipment to student ratio is 6:1. The normal training day runs approximately 8 hours with a lunch break. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

\*NOTE: Heavy equipment operators are not required to have any state issued license. Heavy equipment operators do not need a Commercial Driver's License prior to employment. Heavy equipment, which is operated on the roadways, does require the operator to possess a Commercial Driver's License (CDL). The heavy equipment training programs offered by Heavy Equipment Colleges of California are designed to train students to become employed as equipment operators exclusive from the CDL requirements.

## **HOMEWORK**

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework will be assigned by individual instructors utilizing the Library and Information Resources Network (LIRN) resource database. Students should be prepared for homework assignments and allow time each day for homework.

## **TRANSFER CREDIT**

HEC may grant transfer credit for postsecondary coursework completed at another institution when it is comparable in scope and content to HEC's courses. Accreditation of the institution or program from which the student is seeking to transfer credits is a consideration for credit transfer decisions; however, the source of accreditation of the institution or program from which the student is seeking to transfer credits is not the sole basis for accepting or denying credit for transfer.

The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred. The institution will consider for transfer credit only those courses that are no older than five (5) years at the time of request, reflect a grade of "C"/"70%" or better, and are accompanied by a transcript and full course description from the originating institution. The full course description may take the form of the originating institution's catalog or an official letter from the institution providing sufficient detail. Such documentation of awarded credit will be maintained in the student record. All such credit must be approved by the Regional President prior to the student's commencement of training. At a minimum, 25% of the credits required for completion of the program must be completed at HEC. Transfer credit will be reflected as "TC" on the HEC transcript. A proportionate adjustment will be made on the total tuition charge depending upon experience.

HEC does not accept hours or credit earned through challenge examinations, achievement tests or prior experiential learning. HEC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution to accept HEC credits. HEC has not entered into any transfer or articulation agreements with any other college or university.

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

The transferability of credits you earn at Heavy Equipment Colleges of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the heavy equipment training 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Heavy Equipment Colleges of America to determine if your certificate will transfer.

## **ACADEMIC ACHIEVEMENT**

HEC elects to award academic achievement based upon credits as a unit of measurement. The School utilizes a performance-based learning model; whereby performance objectives reflect minimum competencies for individual courses and those skills that must be performed by the student before moving on to the next level of instruction.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly in certificate programs. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.\*
3. Maintain satisfactory attendance.

\*For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. The school is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination (e.g., academic progress or attendance policies). For the purposes of reporting student achievement, the school may not classify students who do not complete the program within the maximum timeframe as graduates.

- Grading Period: The grading period begins on the first day of each course and ends upon administration of the course exam. Students must successfully pass each course as a pre-requisite to continue.
- Incomplete Grades: The student has a maximum of one week to complete an incomplete grade or it will revert to a “fail”.
- Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed, but will be counted as course work attempted. W grades are not calculated into the SAP.
- Repeat Subjects: Students are required to successfully complete each subject module prior to progressing to the next subject; therefore, a review of a current subject may be required but repeats are never necessary.
- Remedial Work: Remedial work is neither provided nor required.
- Re-Examination: Students who do not achieve a passing score will be offered a re-examination opportunity. Students failing a course may request additional training prior to re-taking the course examination. Students may be allowed a maximum of two examination attempts for each course; otherwise the student must retake the entire course.
- Failure to Meet SAP Standards: If a student fails to meet the SAP standards, the Director will place the student on academic probation. If a student remains on academic probation beyond two weeks without an improvement in his or her academic standing, the student will be subject to termination for lack of SAP. If a student receiving VA benefits fails to meet SAP standards, he/she will be placed on probation for a maximum of two weeks. If at the end of that period, the student is still not meeting SAP standards, his/her VA benefits will be discontinued.
- Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the School and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a recurrence. Appeals must be made within five (5) days of the date of SAP notification.
- Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period, to be determined by the School. Such students may be re-admitted under a probation status. Such students can re-establish SAP good standing by successfully completing one week of course work while maintaining SAP.
- Transferred or Re-admitted Students’ Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry.
- Progress Reports: Weekly written progress reports are provided in the Certificate program. Students not

meeting SAP standards will meet with the Director to establish a written plan for improvement.

Frequency of Progress reports vary by program length. Progress reports for Certificate programs are provided weekly.

## GRADING SYSTEM

Student progress is monitored through attendance, written examinations, skill tests, and visual evaluations. Students must achieve a passing grade in each course attempted as a pre-requisite to maintain satisfactory progress. Written exams, skills tests, and periodic progress reports are all graded using the following grading scale:

<u>ACCURACY</u>	<u>GRADE</u>
70% - 100%	Pass
0% - 69%	Fail

## GRADUATION REQUIREMENTS

Students must successfully pass each course. Students who fail to achieve the minimum passing grade of 70% may apply for approval to receive additional days of training; however, the School reserves the right to charge up to \$100 per day for additional, remedial or refresher training. Graduates will be awarded a Certificate of Completion from HEC upon satisfactory completion of the program.

HEC does not have a cumulative final test or examination required for the completion of any of the programs.

## ATTENDANCE

A student's attendance while in training is extremely important. Missing classes may be detrimental to a student's progress. In addition, job opportunity potential will be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making a decision to hire.

1. Absenteeism: Excessive absence will affect the student's standing negatively. A student may be terminated for excessive absenteeism. Satisfactory attendance is 80%. The School does not differentiate between excused or unexcused absences. If a student misses more than one class during any week of training, disciplinary action may occur or the student may have to make up his/her training in a future class.
2. Tardiness: Tardiness is defined as any student arriving to class more than ten minutes late, and/or leaving training more than ten minutes prior to the end of training. **Three tardies will equal one absence.**
3. Leave of Absence: A leave of absence is a temporary interruption of educational studies for a specified period of time. A leave of absence period may not exceed 180 days within any 12-month period. HEC may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, HEC will terminate the student and apply the refund policy in accordance with applicable and published requirements. All leave of absence requests must be submitted in writing and then approved by HEC. The period of the leave of absence may not begin until the student has submitted and HEC has approved a written and signed request for an approved leave of absence.
4. Make-Up Work: Students are allowed to make up course work if approved of by their instructor. Make-up work must be completed within a reasonable time, as determined by the School, from the last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work. Tests may be retaken a maximum of two times. Make-up work will not excuse an absence.



5. **Satisfactory Attendance: A student will be terminated for excessive absences.** More than a single absence within any calendar week is considered excessive. The School does not differentiate between excused or unexcused absences. If a student misses more than one class during any week of training, disciplinary action will occur. Satisfactorily meeting performance objectives may be viewed in determining whether satisfactory attendance is grounds for academic probation. A missed morning or afternoon class session will be considered an absence for the entire day.

## **ACADEMIC PROBATION**

Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation. Students on probation must show sustained progress in the particular area that resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation, with the maximum probation period being two weeks. The student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance have improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation; if not, the student will be terminated.

If a veteran's or eligible person's attendance is below 80%, he/she will be placed on probation for a maximum of two weeks. If at the end of the probation period, the veteran or eligible person's attendance is still below 80%, his/her educational benefits will be terminated.

## **RULES & CONDUCT**

**To maintain order and efficiency during training, the school requires all students to abide by the rules.** Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

1. Bringing drugs or alcohol onto the school property.
2. Any unauthorized starting or operating of school equipment.
3. Violating any industry safety code.
4. Insubordination (failure to comply with the instructions of instructor or school employee).
5. Illegal acts on or off school property while in training.
6. Fighting, vulgarity
7. Being under the influence of intoxicating drugs or alcohol.
8. Disruption of the instruction/training process.

See additional rules in next section with accompanying disciplinary procedures.

## **STUDENT DISCIPLINARY RULES**

HEC students are citizens of the city, state, and country, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.

Admission to HEC carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between HEC and the heavy equipment community that it seeks to serve, HEC has authorized the Director and Academic Director of HEC under its jurisdiction to take such action, as may be necessary, to maintain campus conditions and preserve the integrity of HEC and its educational environment.

Pursuant to this authorization, HEC has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects HEC's pursuit of its educational objectives, HEC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by HEC whether or not such conduct is simultaneously in violation of state, local, or national laws.

**Disciplinary Offenses:** Generally, through appropriate due process procedures, School disciplinary measures shall be imposed for conduct that adversely affects HEC's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on School or School-controlled property.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

- **Conduct dangerous to others.** Any conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- **Hazing.** Any intentional or reckless act in California, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
- **Obstruction of or interference with HEC activities or facilities.** Any intentional interference with or obstruction of any School activity, program, event, or facilities, including the following:
  - Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
  - Interference with the right of any School staff member or other authorized person to gain access to any School or School-controlled activity, program, event or facilities.
  - Any obstruction or delay of a staff member, authoritative agency firefighter or any School official in the performance of his/her duty.
- **Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to HEC including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member HEC or a guest of HEC.
- **Theft, misappropriation or unauthorized sale of property.** Any act of theft, misappropriation or sale of HEC property, or any such act against a member of HEC or a guest of HEC.
- **Misuse of documents or identification cards.** Any forgery, alteration or unauthorized use of HEC documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission to, enrollment at, or status at the School.
- **Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind.
- **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.
- **Alcoholic beverages.** The use and/or possession of alcoholic beverages is not allowed on HEC owned or controlled property.
- **Drugs.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- **Gambling.** Gambling in any form.
- **Financial irresponsibility.** Failure to promptly meet financial responsibilities to HEC, including but not limited to passing a worthless check or money order in payment to HEC or to a member of HEC acting in an official capacity.
- **Unacceptable conduct in hearing.** Any conduct at HEC hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- **Failure to cooperate with HEC officials or staff members.** Failure to comply with directions of School officials acting in the performance of their duties.

- **Attempts to commit and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).
- **Violations of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- **Violation of general rules and regulations.** Any violation of the general rules and regulations of HEC as published in an official HEC publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

**Academic and Classroom Misconduct:** The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of HEC.

Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of HEC. Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.

Upon discovery of a student’s participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign a failing grade. HEC students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Academic Director of the violation, and the Academic Director will forward written notice of the violation to the Campus President, who will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result the student may appeal the case through the following procedures:

- The student may discuss the case with the Training Director for that discipline.
- If the student seeks further appeal, he/she may ask the Training Director to contact the Campus President, who will determine any additional steps to be taken.

**Disciplinary Action:** Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off campus when the conduct impairs, interferes with, or obstructs any School activity or the missions, processes, and functions of the School. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that poses a substantial threat to people or property within HEC.

For the purposes of these regulations, a “student” shall mean any person who is registered for study at HEC for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from HEC.

**Disciplinary Sanctions:** Upon a determination that a student or organization has violated any of the rules or regulations or committed any of the disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate HEC officials:

- **Restitution.** A student who has committed an offense against property may be required to reimburse HEC or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- **Warning.** The appropriate HEC official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- **Reprimand.** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of HEC, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.
- **Restriction.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent HEC in any way, e.g., to operate equipment or to possess a student ID.
- **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- **Suspension.** If a student is suspended, he/she is separated from HEC for a stated period of time, with conditions for readmission stated in the notice of suspension.
- **Expulsion/termination.** Expulsion entails a permanent separation from HEC. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to HEC.
- **Interim or summary suspension.** Though, as a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, summary suspension may be imposed upon a finding by the Campus President or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the HEC community or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
- Students found guilty of repeated academic misconduct may receive one of the following sanctions:
  - \* Second offense: Probation
  - \* Third offense: Expulsion from HEC.

The Campus President of HEC is authorized, at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

**Cases of Alleged Sexual Assault:** In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**Disciplinary Procedures:** Admission to HEC implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening that warrants response by local law enforcement officials will

carry an immediate temporary suspension of the student from the School. If the court convicts the student, HEC may expel the student solely on the findings of the criminal court. If HEC does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

**Due Process Procedures:** In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Campus President. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Campus President shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
3. The student shall be notified in writing by the Campus President that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
  - a. His/her right to admit the alleged violation, waive a hearing in writing, and request that HEC officials take appropriate action.
  - b. His/her right to admit the alleged violation in writing and request adjudication before the Campus President.
  - c. His/her right to deny the alleged violation in writing and request adjudication before the Campus President.
  - d. The date, time, and place of hearing.
  - e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
  - f. The names of witnesses scheduled to appear.

The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Campus President. Upon the request of the student, a summary of the evidence shall be provided to the student.

The student shall be notified in writing of his/her right to appeal the decision of the Campus President within five days of receipt of the decision. In cases of appeal, any action assessed by the Campus President shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

## **REINSTATEMENT**

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. Students who are reinstated who did not pursue or win an appeal may be reinstated under special conditions.

## **TERMINATION**

Students can be terminated for unsatisfactory progress, unsatisfactory attendance, and/or breaking any school rules or conduct policies. Students may appeal the termination with the Campus President based upon extenuating circumstances.

## **STUDENT COMPLAINT PROCEDURE**

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. Grievances related directly to training may be submitted to the Training Director. Any grievance remaining unresolved after being handled by the Training Director can be submitted in writing to the Campus President. Non-training related grievances may be submitted to the Campus President. The Training Director and/or Campus President will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should

contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **STUDENT RECORDS**

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records onsite for a minimum of five years. Transcripts are maintained permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This requirement ensures that only authorized individuals have access to specific information requested.

## **STUDENT SERVICES**

### ***Academic Advising***

Student services staff including but not limited to the Regional President, Registrar, and Chief Instructor provide all students with academic advice on satisfactory progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation with these student services staff members to receive advice on corrective actions.

### ***Career Services***

The school's Career Service Department is available to **assist** graduates in their job search. The school **does not guarantee** any of its graduates that they will become employed as a result of the training. HEC is NOT a placement agency, but a training facility only. Below are the different aspects of the school's service:

- a. The School has a full-time Career Service Specialist.
- b. Students will undergo an orientation with the Career Service Specialist. This orientation will introduce the School's Career Service Department and procedures to the student.
- c. The Career Service Specialist will post job openings and assist the student in contacting prospective employers.
- d. Students can elect to contact Career Services via a toll-free telephone number.
- e. Career service consists of referring graduates of the school to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.
- f. Student accepts full responsibility for meeting the mental, physical, and other requirements for passing any industry standards, or for meeting employer requirements for qualifying as employee in the construction or excavation industries. Generally, a student with a minimum of a high school diploma, in good health, both mentally and physically, no physical impairments, drug-free, and a clean driving record will meet most employer qualifications.

Most employers require a drug test; therefore, it is recommended that students be able to pass a drug screening test. The following may disqualify an applicant:

- Any history of epileptic seizures
- Use of medication that may interfere with one's ability to operate equipment
- Invalid driver's license
- Felony conviction

### ***Resource Room***

The school has a Resource Room on campus that is available during business hours to the students. The Resource Room includes:

- a. Access to computers, printers, telephone, and facsimile for job searching
- b. Bulletin boards

- c. Library resources available for use include current magazine publications and industry books. Resources are accessible on campus. Students may access the on-campus library Monday through Friday, 8:00 a.m. to 4:30 p.m.

### ***Housing***

HEC does not assume responsibility for student housing and does not have dormitory facilities under its control. According to rentals.com for San Bernardino, CA rental properties start at approximately \$1,100.00 per month. HEC housing is available to our students with a local hotel at no additional cost during the period of enrollment. Please contact the Admissions Department for further details.

## **REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1955 West 9<sup>th</sup> Street, San Bernardino, California 92411. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an enrollment fee not to exceed \$100.00, and less any deduction for books or supplies not returned in new condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund through 60 percent of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an enrollment fee not to exceed \$100.00, and less any deduction for books or supplies not returned in new condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 days in a week.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus

non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund, in excess of the unpaid balance of the loan, shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **STUDENT TUITION RECOVERY FUND**

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.

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 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 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 noncollection 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.

## **CONSUMER DISCLOSURES**

HEC has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

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

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.

HEC is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.



Heavy Equipment Colleges of America  
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San Bernardino, California 92411

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Enrolled by: \_\_\_\_\_

Date: \_\_\_\_\_