



# SCHOOL CATALOG & STUDENT HANDBOOK

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# LETTER FROM THE PRESIDENT

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## **WELCOME TO ADVANCED CAREER INSTITUTE. WELCOME TO OUR FAMILY!**

At Advanced Career Institute, we are changing lives through the power of vocational education! Our institution has served Central California for more than 30 years and has been an industry leader in educating men and women who make valuable contributions to their communities and to California's workforce. We are excited about our expansion into Nevada and the impact we can make on Nevada's workforce. We Thank You for choosing Advanced Career Institute and look forward to you becoming a part of our family.

Established in 1986, as a family business, we have always maintained that family feeling. Advanced Career Institute has long been recognized for providing comprehensive learning experiences to its diverse student body that represents all ages, cultures, and educational backgrounds. Over the years we have changed and grown to meet students' needs by expanding outside of commercial driving programs and into the welding field. With faculty and staff who are experienced in their respective fields, we offer five commercial driving programs and one welding technology program. These course offerings reflect the demands of the transportation and welding industries. Despite our growth, our mission and commitment to our students to provide short-term, high-quality educational programs to prepare students for entry-level employment have remained constant.

I am so proud of the way Advanced Career Institute meets our students where they are and takes them where they need to go, helping change their lives in the process. Our knowledgeable faculty and staff are committed to helping you get on the path to your new career. We are excited to support you in realizing your potential, and we are proud to share this journey with you and look forward to guiding you to academic success.

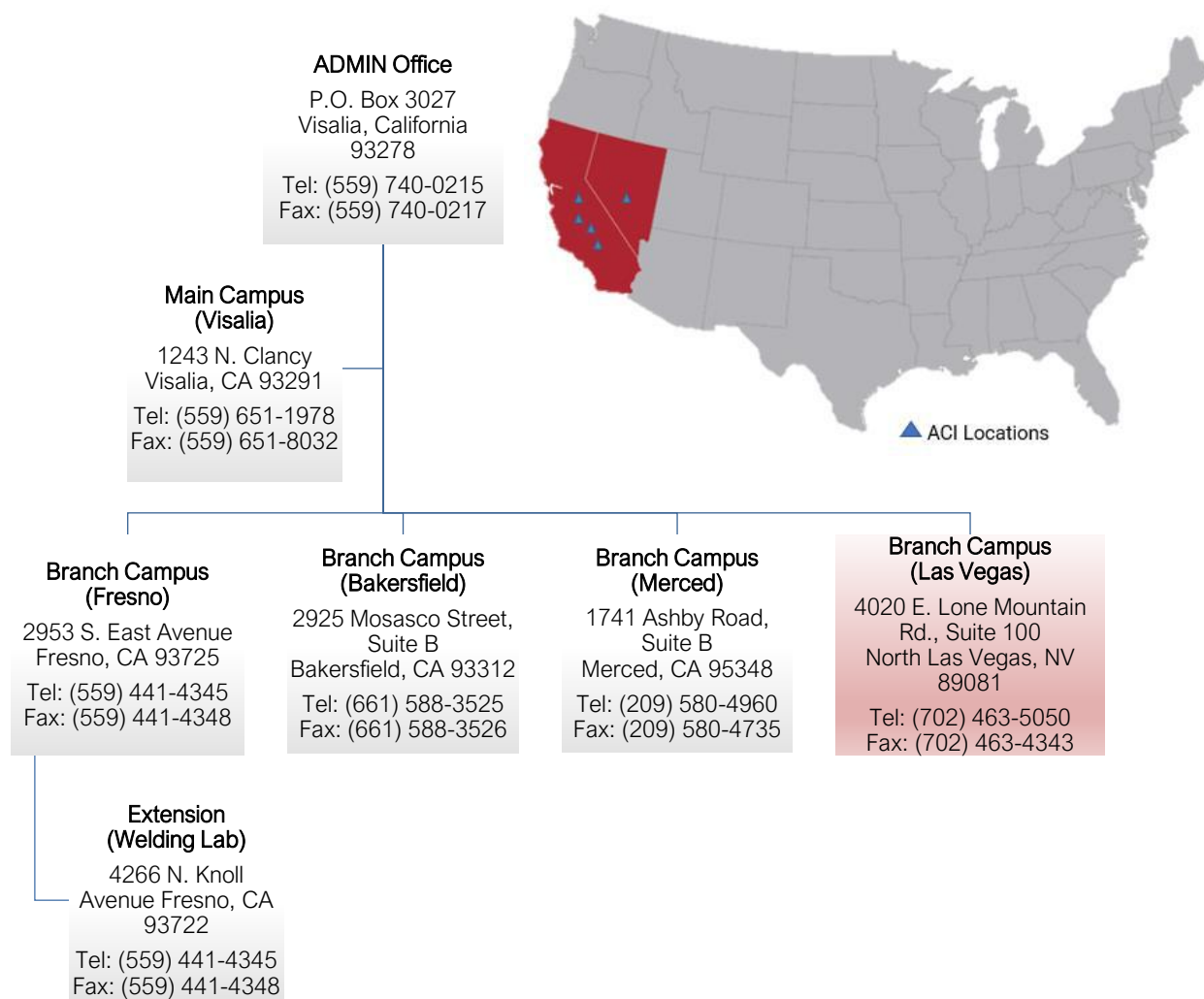
Once again, Welcome to our Family!

Sincerely,



**Barry Bither**  
*Founder/President – Advanced Career Institute*

# LOCATIONS



## RIGHT TO CHANGE REQUIREMENTS

This catalog and its contents are subject to change without notice, as ACI deems necessary and appropriate. Therefore, this catalog and the descriptions contained herein are not to be construed as a contract binding ACI to any specific policies.

Students will normally follow certificate requirements in effect at the time of their admission. However, a student who changes educational programs or fails to maintain continuous enrollment may be required to follow the catalog and campus handbook in effect at the time of the change. Furthermore, requirements of government agencies, and other regulatory bodies may influence a student's certificate requirements. Possible changes include, but are not limited to, completion requirements, admissions requirements, tuition, fees, curricula, and course content. ACI will publish changes as they are made.

# GENERAL INFORMATION

## MISSION STATEMENT

The Mission of Advanced Career Institute is to provide short-term, high-quality educational programs to prepare students for entry-level employment.

ADVANCED CAREER INSTITUTE MAINTAINS FOUR GOALS	
1	<i>PROVIDE</i> programs that are designed to teach the skills necessary for entry-level employment, career development, and advancement in the student's chosen field.
2	<i>DELIVER</i> instruction in a safe, professional, educational environment using effective equipment, and efficient class sizes.
3	<i>ENDEAVOR</i> to utilize emerging technologies to support learning and enable the pursuit of personal and professional goals.
4	<i>STRIVE</i> diligently to provide placement assistance to students and graduates of ACI while providing top talent to the workforce in our communities.

## OBJECTIVES

The objectives of ACI reflect our dedication, to our students, our community, and the greater central valley. Consistent with its mission, ACI has established the following objectives:

- Cooperate with community employers and organizations to develop and revise curricula to meet the needs of business and industry while maintaining an awareness of individual student requirements;
- Acquire and maintain data from completers, employers, publications, and professional conferences which is organized and shared with faculty, staff, and advisory board members to ensure that the courses and program content are relevant and timely;
- Assist completers in securing training-related careers;
- Maintain a professional positive integrity which serves as a role model for enrolled students and the community.

## PHILOSOPHY

Advanced Career Institute is a family-owned and operated institution. Our philosophy is to offer quality education and training to provide the stepping-stone to a career in each student's chosen field of study, offering opportunities for excellent pay, career advancement and overall life-changing experiences. It is our desire that students of all kinds should have a full awareness of the techniques that will provide maximum effectiveness and education. High industry and academic standards should be maintained. This can be accomplished through training, which consists of both hands-on experience and in-class technical training, such as the training provided by Advanced Career Institute. Having the experience of over 25 years in the Post-Secondary/Vocational Education industry gives us a unique position in evaluating the needs of the industry, as related to students and the careers that are in demand.



## EDUCATIONAL OBJECTIVES

Advanced Career Institute's chief educational objectives are to provide quality education and training that will give everyone the ability to pass licensing and certification requirements. Another objective is to provide quality education by utilizing consistent academic policies and procedures, which enforce state and federal regulations; maintain an academic environment that is productive in assisting the students in their learning acquisition and retention; and preserve a reputation in the community as an educational institution whose completers obtain admirable qualifications.

## HISTORY

Because of a problem in hiring qualified drivers for our own trucking company, we created a comprehensive training program to better provide us with qualified individuals to drive our trucks. Because of the success of our training program, we began training drivers from other companies.

In 1986, we opened to the public with our first school division in Southern California, Advanced School of Driving, Inc., and began offering our training programs to individuals in the local community. After years of successfully training thousands of men and women, we saw an opportunity to expand our educational offerings and provide our successful training standards, programs, job search assistance, and career services to individuals living in the Central California region.

In 1993, a second school division, Advanced Truck Driving School, was formed and opened in Visalia, California. In July of 2000, Advanced Truck Driving School opened a second campus in Fresno, California, in 2015 a third location was opened in Merced, California, in 2018 a fourth location in Bakersfield, California, and most recently a fifth location in Las Vegas, Nevada in 2020.

To meet a broader spectrum of career demands and needs in the Central California

region, Advanced Truck Driving School incorporated and changed its name to Advanced Career Institute. Since the change, Advanced Career Institute has added curriculum in educational areas outside of transportation and continues to look for areas of growth to better support the needs of individuals and our community.

ACI is currently accredited with the Council on Occupational Education (COE) and is licensed by the State of Nevada Department of Motor Vehicles Occupational & Business Licensing Office..

## ACCREDITATION, APPROVALS & PROFESSIONAL RECOGNITION

Advanced Career Institute is approved by the US Department of Education as an institution eligible to participate in any of the Title IV federal student financial assistance programs.

### Accreditation

Advanced Career Institute is accredited by the Commission of the Council on Occupational Education (COE), a national institutional accrediting body recognized by the U.S. Department of Education.

### State Licensure

State of California Bureau for Private Postsecondary Education (BPPE)

State of Nevada Department of Motor Vehicles Occupational & Business Licensing Office

### Approvals & Partnerships

- Workforce Investment Act (WIOA) - FIT
- Workforce Investment Act (WIOA) - Goodwill South Nevada
- Workforce Investment Act (WIOA) - Lincoln County
- Workforce Investment Act (WIOA) - OneStop
- Workforce Investment Act (WIOA) - Salvation Army

## Institutional Memberships

- Better Business Bureau, Inc.
- Commercial Vehicle Training Association (CVTA)
- California Trucking Association (CTA)
- American Welding Society (AWS) Recognized Curriculum
- National Center for Construction Education & Research (NCCER)

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus Director. Any questions regarding accreditation, licensure, or approvals should be directed to the Director of Education.

## OWNERSHIP

Advanced Career Institute is a California corporation wholly owned and operated by the following individuals:

Barry Bither, President  
David Bither, Executive Vice President  
Matthew Bither, Vice President

## APPROVAL DISCLOSURE STATEMENT

Advanced Career Institute is a private postsecondary institution accredited by the Commission of the Council on Occupational Education (COE) and is approved to operate by the State of Nevada Department of Motor Vehicles Occupational & Business Licensing Office. An institution must renew its accreditation / approval and is subject to continuing review.

This institution is in good financial standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## REGISTERED PROGRAMS

Advanced Career Institute currently offers the following courses at our Nevada Campus:

PROFESSIONAL TRUCK DRIVER  
160 Clock Hours

ADVANCED PROFESSIONAL TRUCK DRIVER  
240 Clock Hours

AG TRANSPORTATION  
600 Clock Hours

COMMERCIAL DRIVER – 3 WEEK  
120 Clock Hours

## PROGRAM COMPLETION

Nevada statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Advanced Career Institute works diligently to make the training process the best possible experience for all students attending the institution. We strive to ensure that every student completes the program, gets placed into an industry related job, and leaves our institution with a quality education. In accordance with Nevada law NAC 394.381(5)(g)(3), it is the strict policy of Advanced Career Institute to “**NEVER GUARANTEE**” job placement, program completion, licensure, etc. to any student attending our institution. The institution can only guarantee that we will do everything in our power to offer students a quality education, training, and placement assistance in their chosen field of study.

## **FACILITIES**

Advanced Career Institute operates a Main Campus and Administrative Support Office in Visalia, Branch Campuses in Bakersfield, Fresno, Las Vegas, and Merced, and an Extension campus in Fresno. All campuses are conveniently located within easy access to major freeways and bus stops. Each facility occupied by Advanced Career Institute has approximately 1,500 to 12,000 square feet. Classroom sizes are efficient for each training program. The Visalia, Fresno, Merced, Bakersfield, and Las Vegas facilities can accommodate up to 30 students per class session.

The Visalia campus is situated on four acres which consists of six administrative offices, 5 supportive staff offices, a simulator room, two break areas, four classrooms, and a Yard/Lab area.

The Fresno branch campus consists of five administrative offices, a break area, two classrooms, and a Yard/Lab area approximately 1 acre in size. The extension campus in Fresno houses our welding classroom/lab and consists of one classroom, an office, storage, and approximately 4,000 square feet of lab space.

The Merced Campus consists of two administrative offices, a break area, two classrooms, and a Yard/Lab area approximately ½ acre.

The Bakersfield campus consists of 5,000 square feet of classrooms, offices, and Lab area. There are administrative offices, welding, and truck classrooms, a large workshop, and twenty-one welding booths for individual instruction, with teaching equipment sufficient to meet educational needs. An additional Yard/Lab area for truck instruction is located on-site.

The Las Vegas campus is approximately 12,000 square feet and currently offers two classroom spaces, administrative offices, employee and student break areas, and additional lab space to house welding. Nearly 3 acres of yard area is used for yard/skills training. In addition, all campus facilities are complimented with a media center equipped with an internet-accessible computer for students and literature relevant to the courses offered.

Non-instructional space allocation for the maintenance area, restrooms, offices, and break rooms/areas are adequate for the number of students and staff using these vicinities. Equipment and large stock items are stored throughout each campus in areas designated for such storage. Material Safety Data Sheets for stored materials requiring them are cataloged at each campus for materials stored on site. Adequate lighting, heating, and ventilation are provided in all areas of the facilities.

Advanced Career Institute is committed to providing a safe environment for students, employees, and visitors at the school. For this purpose, any visitors or members of the public are required to report to the main office at each campus before proceeding to any other area of the campus. Additionally, designated faculty and staff are asked to periodically conduct inspections of the facilities and to report maintenance issues/hazards to the administration of Advanced Career Institute. This institution, the facilities it occupies, and the equipment it utilizes, fully comply with all federal, state, and local ordinances and regulations, including requirements of fire, safety, and sanitation standards. Operations manuals are stored and maintained at each campus and are available for review. Manuals are available in the front office of each location. Students who wish to review can make a request with the campus director.



### **VISALIA CAMPUS (CALIFORNIA)**



*Located in Northwest Visalia near Highway 99 and Highway 198*

### **FRESNO CAMPUS (CALIFORNIA)**



*Located in South Central Fresno near Highway 99 and North Ave*

### **MERCED CAMPUS (CALIFORNIA)**



*Located in Central Merced near Highway 99 and Ashby Road*

### **FRESNO WELDING LAB (CALIFORNIA)**



*Located in Northwest Fresno near Highway 99 and Ashlan Ave*

### **BAKERSFIELD CAMPUS (CALIFORNIA)**



*Located in Northwest Bakersfield near Rosedale Highway and Calloway Road*

### **LAS VEGAS CAMPUS (NEVADA)**



*Located in North Las Vegas near Interstate 15 and East Craig Road*

## **MEDIA RESOURCE CENTER**

Advanced Career Institute provides faculty, staff, and students with a media resource center equipped with an internet-accessible computer and literature relevant to the courses offered at each of its campuses. Faculty, staff, and students are encouraged to take advantage of the various resources available.

### **Media Center Hours of Operation**

8:00 AM to 5:00 PM

Monday-Friday

Computers, computer files, and software furnished by Advanced Career Institute are intended solely for educational use. No person shall use a password, access a file, or retrieve any stored communication without authorization.

Internet access to global electronic information resources on the World Wide Web is provided by Advanced Career Institute to assist faculty, staff, and students in obtaining educational data and technology.

Advanced Career Institute reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

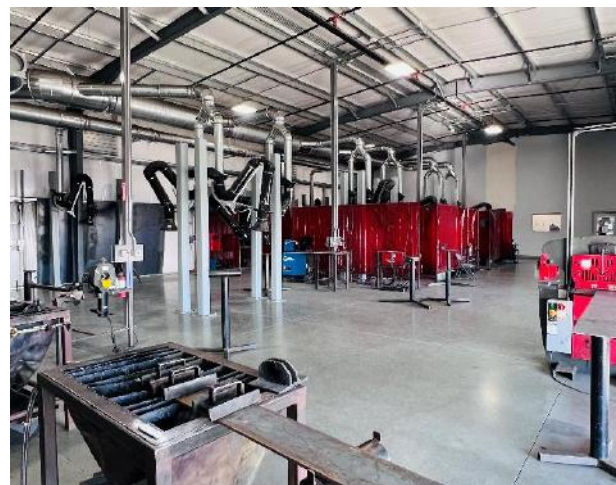
Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

## **EQUIPMENT**

Advanced Career Institute has the necessary equipment for lectures, laboratory, hands-on and demonstration activities to support the educational goals for each program offered.

The institution maintains a fleet of tractor-trailers and a school bus for the transportation programs. The welding programs operate sufficient welding equipment to accommodate two students per welder per process and session. All instructional media utilized enhances student learning and training commensurate to the educational goals established by Advanced Career Institute.

Each student is required to tour the facilities prior to enrollment.



# ADMISSIONS

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This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Advanced Career Institute as a regular student. The School must adhere to the U.S. Department of Education, Accrediting Bureau, and the State Agency guidelines. Advanced Career Institute is accredited by the Council on Occupational Education and is state licensed by the State of Nevada Department of Motor Vehicles Occupational & Business Licensing Office.

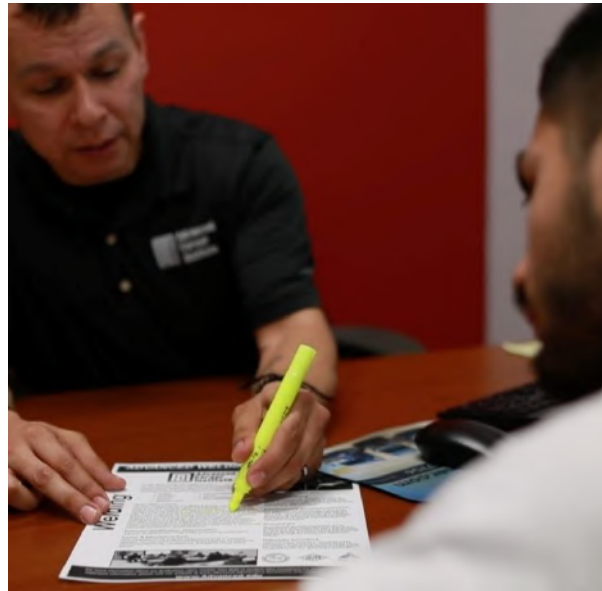
## ADMISSION REQUIREMENTS

Admission to the institution is open to all individuals who:

- Are at least 18 years of age.
- Students enrolling in the Ag Transportation program must have a High School Diploma, GED, or a recognized state equivalent to be eligible for any federal financial aid; applicants must provide valid documentation.

The following is a list of items that must be completed prior to enrollment:

- ◆ Attend orientation
- ◆ Completion of ACI entrance examination
- ◆ Obtain a copy of school catalog/student handbook
- ◆ Completion of an ACI pre-application
- ◆ Completion of ACI's enrollment requirements, which include the following:
  - Signed school enrollment agreement
  - Completion of ACI enrollment forms
  - Signed disclosure forms
  - Copy of valid driver license or photo identification card
  - Copy of Social Security Card
  - Original Department of Motor Vehicles driving print out (Transportation Programs Only)
  - Copy of High School Diploma/GED to be eligible for federal financial aid when enrolling in the Ag Transportation program



## AVAILABILITY OF GED TESTING

Students enrolling in the Ag Transportation program must have a High School Diploma, a recognized state equivalent or a GED to be eligible for any federal financial aid.

The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to: [https://ged.com/about\\_test/scheduling/](https://ged.com/about_test/scheduling/) and select GED Testing Services or contact your local Board of Education or our Admissions Office.



## FOREIGN HIGH SCHOOL DIPLOMAS

Applicants with Foreign High School Diplomas enrolling into the Ag Transportation program will be required to have their diplomas transcribed for federal financial aid eligibility. Applicants may contact Evaluation World LLC. (302) 504-4410, [www.evaluationworld.com](http://www.evaluationworld.com) or Educational Records Evaluation Service (ERES) (707) 759-2866, [www.eres.com](http://www.eres.com) to request an evaluation of their Foreign High School Diploma for educational purposes. The official report must be sent to the Admissions Office. Evaluations should determine if the Foreign High School Diploma **is equivalent** to a US High School Diploma and must be received at least one week prior to the program start date in which the student intends to enroll.

## FINANCIAL ARRANGEMENTS

Students may not be accepted for enrollment if they cannot prove creditworthiness. The student must make financial arrangements with the Financial Aid Office in regard to the FAFSA application, Scholarships, Third Party Agency funding, and/or Cash payment plan prior to enrolling.

## INCARCERATED APPLICANTS

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE

English is the only language of instruction at Advanced Career Institute. The student must have the ability to read and write English at the level of a graduate of an American high school. You must be proficient in English unless you are enrolled in an ESL course at another institution and can submit proof of enrollment. Advanced Career Institute does not currently provide ESL (English as a Second Language) classes.

In all of Advanced Career Institute's courses:

- ◆ Your oral comprehension and expression must be sufficient for effective class participation.
- ◆ Your reading comprehension and writing skills must be sufficient for responding clearly and accurately to course assignments.
- ◆ You may be dropped from a course through attendance at the first-class session, or the seventh day after enrollment, whichever is later and obtain a refund of charges paid, less a non-refundable registration fee not to exceed \$250 and non-refundable equipment fees or equipment not returned within thirty [30] days following your drop date if the instructor determines that you lack the English proficiency required for the course.

## ADDITIONAL PROGRAM REQUIREMENTS

For enrollment in to the ACI transportation programs, applicants will be required to meet additional criteria (including eyesight, medical history, driving record, and criminal record) to obtain licensure and/or employment which will be evaluated prior to enrollment.

The additional requirements are as follows:

*Be at least 18 years of age.*

- The U.S. Department of Transportation (DOT) requires that all interstate drivers be at least 21 years of age.
- Applicants less than 21 years of age are required to provide a letter of intent to hire from a prospective employer.

Beginning February 7, 2022, students who obtain a Commercial Learners Permit on or after February 7, 2022, must complete Entry-Level Driver Training (ELDT) to be eligible to take the required skills or knowledge tests at DMV.

*Provide a DMV Driving Record Printout*

(Applicants must possess a driving record free of current serious violations).

- No more than three (3) moving violations in the past three (3) years.
- No DUI/DWI or reckless driving conviction in the past five (5) years.
- No more than one (1) avoidable accident in the past twelve (12) months.
- No license sanctions within the last twelve (12) months.

Applicants with any of the above violations are subject to review and may be required to provide a letter of intent to hire from a prospective employer.

*Pass a Department of Transportation (DOT) physical*

DOT Physical is required by Federal and State agencies.

*Pass a drug screen when administered.*

Drug Screen is required by Federal and State agencies.

*No felony convictions in the past five (5) years.*

All criminal records are subject to review and may be required to provide a letter of intent to hire from a prospective employer. All transportation program students are required to disclose their criminal background **before** enrollment to determine placement potential. Advanced Career Institute is not responsible for placement of undisclosed backgrounds that may affect employment.

## STUDENTS WITH DISABILITIES/SPECIAL FACILITIES

Advanced Career Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants should be aware, however, that there are U.S. Department of Transportation physical requirements that must be met for admission into any of our Transportation programs. More information can be obtained from the Admissions department.

Students with disabilities are responsible for ensuring that Advanced Career Institute is aware of disabilities that require accommodations, adjustments, and/or auxiliary aids in connection with the admissions process, the entrance exam, and/or their program of study by contacting the Campus Director. The Campus Director, in consultation with the Executive Vice President, will work with the applicant and/or prospective student to identify reasonable accommodations/



adjustments necessary to enable him/her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Campus Director.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Campus Director within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his/her position.

**Note:** To be eligible for Title IV, HEA funding, you must be able to benefit with reasonable accommodations.

### **ADMISSION PROCEDURES**

Prospective students may apply for admission to the School by scheduling an interview with the Admissions Department. After filling out a pre-application questionnaire, applicants will be interviewed by an Admissions representative to ascertain their interests and previous educational and professional experience. Applicants will then receive a tour of the facility and have an opportunity to ask any questions they may have.

The Admissions Department will refer any student interested in Financial Aid to the Financial Aid Office for information and completion of the required forms.

If an applicant should choose to enroll with Advanced Career Institute, he/she will be required to attend orientation. All applicants are required to take the school entrance

examination prior to enrolling and will be able to do so during their program orientation.

Programs leading to occupations requiring licensure may have licensure requirements that prohibit enrollment of applicants with relevant past driving, medical, and/or criminal records. This information is available in the "Additional Program Requirements" section of the catalog.

Upon completion of the entrance examination, the test will be graded. If the applicant achieves a passing grade per the requirements of the chosen program, and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students. Applicants that do not meet the minimum score requirements for their chosen program are eligible to retest.

Orientation for all new students is conducted prior to the first day of class. During this orientation, required paperwork will be completed and executed along with a recap of important information concerning administrative, educational, and placement policies and procedures that each student will need during the course of instruction.

Advanced Career Institute does not admit international students from other countries, does not provide visa services, and will not vouch for student status or any associated charges.

# GENERAL POLICIES

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## PERSONAL/PROFESSIONAL CONDUCT

All students must conform to federal, state and local laws. Students are expected to respect the rights of others and conduct themselves in a manner conducive to the educational purposes of the School. No fraternization between students and instructors while enrolled in school.

Certain activities are not considered appropriate to a campus and are prohibited by the administration of Advanced Career Institute. Please respect your fellow students and instructors by silencing cell phones, pagers, or other electronic devices during class. Students are not allowed to use cell phones while class is in session. Students may not use cell phones during scheduled breaks and after school hours in any building where school is still in session.

Smoking is only permitted in designated areas. No smoking is permitted near building entrances, in classrooms, halls, or labs. Drinking or being in possession of or under the influence of alcoholic beverages or controlled substances while on campus is strictly prohibited.

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. Students will be approached by their instructors or any campus representative for behavior tending to reflect serious discredit to the school.

There is a generally accepted definition of professional student conduct that reflects favorably on the student, the school and the profession for which the student is training. A student may be suspended from training to allow the school to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies.

The School will be the sole judge of what constitutes unprofessional conduct based on the quality of evidence revealed during the investigation. A student who is determined by the School to have violated the standards of professional conduct will be dismissed from the Institution.

## STUDENT DRESS CODE

ACI prepares students for professional careers and believes it is important for each student at ACI to appear well groomed and professionally dressed while on campus or in situations in which you are representing the school. Students should look and act as though they were working in a professional environment. Employers frequently visit the school and in so doing evaluate the appearance of prospective employees. Exposing bare midriff, tank tops, wearing shorts and open toe or open back shoes are prohibited while on campus.

## SUMMER DRESS CODE POLICY

Advanced Career Institute has a traditional business attire dress code. However, during the summer months, starting the first day of May and then ending the last day of October, the institution has established a summer dress code that **transportation students** may observe during this time period.

The following list is a guideline of appropriate and inappropriate attire under the summer dress policy. Campus Directors may determine if a student is dressed inappropriately for school within the summer dress policy.

### Appropriate Summer Dress

- ◆ T-shirts
- ◆ Polo Shirts
- ◆ Capri pants
- ◆ Shorts (a minimum 9" inseam) must be free of rips or tears. No gym shorts or workout type shorts), shorts must be hemmed.

### Inappropriate Summer Dress

- ◆ Flip-flop, sandals, or open toes shoes
- ◆ Sweatpants/Leggings
- ◆ Tight, revealing or otherwise inappropriate clothing
- ◆ Clothing that is frayed or ripped

Students who report to school inappropriately attired will be asked to leave school to change clothes. Any questions regarding appropriate summer dress should be directed to Campus Director.

### HOUSING

Advanced Career Institute does not currently offer on-campus housing. However, we make every effort to assist students in finding housing accommodations when needed. Advanced Career Institute has arrangements with nearby facilities to provide accommodations to students during their training if necessary.

Approximate housing arrangement costs range between \$35-\$100 per day. Costs for such arrangements may vary and are based on current rates charged by the individual facility at the time the services are needed. All housing costs will be paid directly to the individual housing facility. Please speak with Student Services or the front office if you are interested or in need of housing.

### TRANSPORTATION

Local buses operate daily throughout the area with local stops near the school.

### INDIVIDUAL TUTORING

Various tutoring options are available to students. These options should be discussed with the Campus Director to determine the most suitable plan.

### DRUG PREVENTION PROGRAM

The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property. The School is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Students who violate these standards are subject to immediate dismissal from the school.

### DRUG AND ALCOHOL TESTING

All transportation students will be subject to the controlled substances and alcohol testing requirements under the Federal Motor Carrier Safety Administration (FMCSA) 49CFR Parts 382 and 40.

Students will be required to complete a drug test with a negative result upon enrollment. Transportation students will also be subject to random drug and alcohol testing in accordance with DOT regulations. Students may be selected for randoms multiple times while enrolled in school, for this reason all students shall not use controlled substances at any time on or off campus.

Any transportation student with a positive test result will be dismissed from the program and will be required to fulfill the DOT return-to-duty requirements prior to re-enrolling in any transportation program at Advanced Career Institute.

### CURRICULUM & POLICY CHANGES

In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Advanced Career Institute also reserves the right to change internal academic and administrative policies at any time and students will be notified of any changes.

## **TRANSCRIPTS/ COMPLETION CERTIFICATES / RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. All student information contained in the student's academic, administrative, financial and placement file is held in strict confidence. Access to student files is limited to staff members and the School's approving authorities, which include those agencies or individuals authorized by law to access files without written permission of the student.

Students have the right to inspect and review his/her own education records within 45 days after the day Advanced Career Institute, "School" receives a request for access. A student should submit to the Campus Director, a written request that identifies the record(s) the student wishes to inspect. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Corporate Office Attn: Director of Education. Official transcripts will be reproduced for a nominal fee to students after completion providing the student has met all financial responsibilities.

Advanced Career Institute may withhold transcripts, diplomas, and registration privileges, or any combination thereof, from any student who has been provided with written notice (via letter or email) that the student has failed to pay a proper financial obligation due to Advanced Career Institute. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

## **RIGHT OF PRIVACY**

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personally identifiable information is disclosed to persons other than

the student. A student may request an amendment to their records.

Students may also request a formal meeting with the Campus Director if the request for amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made to the Campus Director. For the full policy regarding student rights in regard to education records please refer to the schools Consumer Information Guide (CIG) under "Notifications of Rights under FERPA".

## **RECORDS RETENTION STATEMENT**

Students are advised and cautioned that records will be maintained for a period of not less than 5 years as required by state law. Academic transcripts are kept indefinitely. Students are required to notify the School of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation.

## **TRANSFER STUDENTS - CREDIT RECOGNITION**

Enrollment is available for students wishing to transfer to Advanced Career Institute after they have withdrawn from other schools. Advanced Career Institute evaluates the course work transferred from other institutions for acceptance of credit transfer. Students who intend to transfer in previously earned coursework/credit must notify the institution and provide official transcripts from the institution where credit was earned. ACI will make a determination as to whether credit will be awarded. Applicants demonstrating previous knowledge and skill levels in situations where transcripts are not involved may receive credit for prior training or experience.

All students seeking acceptance of credit transfer will be interviewed and must complete a skills evaluation prior to enrollment to determine the level at which they may enter a program. The institution will maintain a written record of the previous education and training of veterans and eligible persons, and will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately, and the student notified per 21.4253 (d) (3). Advanced Career Institute requires that all transfer students must complete a minimum of 75% of all course work on campus. Tuition will be prorated accordingly. Students who wish to appeal the institution's decision for credit recognition may do so by submitting a written request to the Business Office in Visalia.

A student may transfer from one program to another within the institution by filling out a Student Change of Status form obtainable at the front office of each campus. Student Change of Status forms must be reviewed and approved by the Campus Director prior to program transfer. The student must meet the entrance requirements applicable to the program to which the student is transferring. All final grades for courses completed will be used to calculate the student's grade point average.

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

The transferability of credits you earn at Advanced Career Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at ACI for your program of choice is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may

include contacting an institution to which you may seek to transfer after attending Advanced Career Institute to determine if your credits or certificate will transfer. At this time ACI has NOT entered into an articulation or transfer agreement with any other college or university.

### **NOTICE OF NONDISCRIMINATION**

Advanced Career Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator  
Financial Aid Officer  
1243 N. Clancy  
Visalia, CA 93291  
Tel: (559) 740-0215  
[TitleIXCoordinator@advanced.edu](mailto:TitleIXCoordinator@advanced.edu)

Visit: <https://ocrcas.ed.gov/contact-ocr> for further information on notice of non-discrimination, for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Advanced Career Institute adheres to the provisions of:

- ◆ Section 493A, Title IV, Higher Education Act of 1965 as amended
- ◆ Title 38, United States Code, Veterans Benefits
- ◆ Title IX, Education Amendments of 1972
- ◆ Section 504, Rehabilitation Act of 1973
- ◆ Family Educational Rights and Privacy Act of 1974 as amended
- ◆ Drug Free Schools and Communities Act Amendments of 1989



## **POLICY TO PREVENT SEXUAL HARASSMENT**

Advanced Career Institute expressly forbids sexual harassment of its students and employees by faculty, administrators, supervisors, other students, vendors or member of the general public. Among the behaviors considered to be sexual harassment are: unwanted physical touching (beyond normal greetings), verbal insults (in reference to gender, race, sexual orientation), explicit sexual gestures, displays of sexually suggestive materials (objects, photos, etc.); offering a favorable grade or threatening and unfavorable grade in exchange for or demand for sexual favors. Any occurrence of the above actions should be reported immediately to the Campus Director.

## **CAMPUS SECURITY/SAFETY INFORMATION**

Advanced Career Institute is committed to providing a safe environment for students, employees, and visitors at the school. Any safety concern or need should be reported immediately to the instructor or campus front office.

The school's policy is to report all crimes to the appropriate law enforcement agency. In the event that a student or employee is a victim of a crime or witnesses a crime on campus, it must be reported immediately to the Campus Director who will complete any required report and make referral to the appropriate resources in the community. In the event that a student is accused or suspected of committing a crime on campus, the school will cooperate in full with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including termination, in the event that the student is determined to have violated the standards of professional conduct as established by the school. Information regarding the Campus Crime Report Statistics can be found in the ACI's Consumer Information Guide as part of the prospective student's orientation packet. A listing of

agencies offering services in these areas will also be provided during the students' orientation.

## **VIDEO AND ELECTRONIC SURVEILLANCE**

It is the desire of Advanced Career Institute (ACI) to provide added security and protection to its employees, students, customers, operations, and facilities. To achieve this objective, we may utilize video cameras and surveillance equipment to increase security, deter crime and improper conduct, and monitor areas of our facilities and vehicles.

Employees and students should understand that it is the goal of ACI to respect the individual privacy of its employees, students, and customers while also maintaining a safe and secure environment/workplace. Furthermore, employees and students should understand that in order to promote the safety of employees, students, and customers, as well as the security of its operations and facilities, ACI may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms and that video cameras will be positioned in appropriate places within and around ACI's buildings and used in order to help promote the safety and security of people and property.

Employees and students of ACI may be subject to surveillance and/or videotaping while in the workplace or on the Advanced Career Institute's property and/or vehicles.



# ACADEMIC POLICIES

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The satisfactory academic progress (SAP) policy applies to all students enrolled in an Accrediting Bureau and a State Licensing Bureau and Veterans Education approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay. Advanced Career Institute is accredited by the Council on Occupational Education and is state licensed by the State of Nevada Department of Motor Vehicles Occupational & Business Licensing Office

## **SATISFACTORY ACADEMIC PROGRESS**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. Advanced Career Institute has developed policies that determine the academic standards that students are expected to meet and, built a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

Students enrolled in programs approved by Accrediting must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the first class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

SAP standards are established by Advanced Career Institute administration. The relevant SAP policies are summarized below. All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is

measured at the end of each payment period and will be checked prior to disbursement of aid.

## **CLOCK HOUR PROGRAM**

The student's academic progress is evaluated at the point the student successfully completes the required clock hours for that payment period. Students must maintain (1) a cumulative grade point average of 70%, and (2) a cumulative attendance rate of 90% of the scheduled hours.

To successfully complete a program the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

## **SAME AS OR STRICTER THAN**

Advanced Career Institute's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Officer reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education notifies the financial aid office if the school changes its academic policies.

## ATTENDANCE POLICY

Students are expected to attend all scheduled classes. To successfully complete the course students are required to complete all scheduled hours of the program. To successfully complete the course of training the ratio of absences or tardies must not exceed 10% of the course time. Attendance evaluation will occur each day of class during each week. Students not meeting this requirement will be placed on attendance probation for the duration of one course.

In addition, a student who is absent for three (3) consecutive days will be placed on attendance probation. Students who have ten (10) consecutive days of absences will be dismissed from school. Students dismissed from school due to lack of attendance may be readmitted only at the discretion of the School director, no sooner than the next grading period and must be able to make up all absences for each course in excess of 10% before the end of their re-entry course. Students are encouraged to schedule personal appointments after school hours, and to notify the school in advance when an absence is going to occur. Advanced Career Institute is a clock hour school and does not differentiate between excused and unexcused absences, therefore; all scheduled hours must be attended.

## BIOMETRIC TIME CLOCK POLICY

Every student is required to have a record of hours attended. Students are required to clock in, (punch) prior to or at their assigned start time of class and must clock out when class/instruction ends. All students in an “audit or makeup time” class must also clock in and out using the same methods. Students are required to clock out any time they leave campus for any reason other than the 30-minute school-designated lunch period and for any other approved school programs. Lunch periods are only for classes that exceed 5 hours in class time daily.

Each individual student “punch” in the time clock is recorded to the closest minute. Advanced Career Institute highly recommends that all students monitor their time through ACI’s student portal. Once enrolled, students may access the student portal at: <https://advanced.edu/student-login/>. Students have 48 hours after attendance has been posted to their student records to resolve missed punches and/or report possible errors to their instructor and/or the campus registrar who will investigate the possible discrepancy.

The time clock system utilizes automatic lunch deductions for the programs which include lunch in the schedule as no instruction is provided during these times.

Students are prohibited from clocking another student in or out. Students are also prohibited from being clocked in while not being present on campus or from being clocked in when not actively participating in training. Students are considered as clocked in while participating in an off-campus school-related activity.

A student found to be clocked in but off the campus or not participating in training while on campus (i.e., in their cars or breakrooms outside of scheduled breaks) will be subject to the following disciplinary actions, including termination from Advanced Career Institute.

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**INFRACTIONS ARE  
ACCUMULATIVE  
THROUGHOUT THE ENTIRE  
ENROLLMENT PERIOD**

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Time Clock Policy Disciplinary Action	
1 <sup>st</sup> Offense	Verbal warning
2 <sup>nd</sup> Offense	Written warning (and final written warning)
3 <sup>rd</sup> Offense	Suspension for one day of class
4 <sup>th</sup> Offense	Termination



## **TARDINESS**

Tardiness is a disruption of the learning process. Three (3) incidents of tardiness, or of leaving school early without a legitimate excuse (class cuts), within 30 days will be considered as one absence. Tardiness exceeding fifteen (15) days will result in the student being placed on attendance probation.

Late arrivals may enter school until 15 minutes after class/scheduled shift begins; students who are more than 15 minutes late must meet with the Registrar to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

## **ATTENDANCE PROBATION**

Students who do not meet the overall 90% attendance requirement will be placed on probation for the duration of one course. If by the end of the probationary period, the student achieves the overall 90% attendance requirement he/she is removed from probation and is notified in writing of having achieved "good attendance standing". If the student does not achieve an attendance ratio of 90% or better at the end of the probationary period, the student may be dismissed from the institution.

## **LEAVE OF ABSENCE**

In the case of an extended illness, maternity, death in the immediate family, or other unavoidable circumstances, a student may request a leave of absence not to exceed 180 days in a 12-month period pending the Campus Director's approval. Due to the program structure, LOA's for welding students are in increments of 6 weeks only. All leave of absence requests will be approved on a case-by-case basis. A written request for a leave of absence must be made to the Campus Director. Students who commence a leave of absence at any point before they complete the

grading period will earn a grade of "W" for all courses attempted and will have to retake said courses.

If student enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

No Title IV benefits or other financial aid benefits may be received while a student is on leave of absence. Federal Direct Student Loan recipients who fail to return from an approved leave of absence at the designated time must realize that their grace period for loan repayment begins on the day after their last date of school attendance prior to going on the leave of absence.

If a student on a leave of absence fails to return to school on their scheduled return date or does not extend their current leave of absence, they may be dismissed from their program of study. All leave of absences will extend the student's completion date.

Veteran's Affairs will be notified immediately if a Veteran Affairs student is granted a leave of absence. Benefits will be terminated on their last day of attendance. Benefits may be continued upon the student's re-entry into their program of study and Veterans Affairs will be notified.

Students enrolled in the transportation programs will be required to complete a drug screen at the student's expense upon return from a LOA exceeding (30) days. Transportation students are also reminded that CDL permits expire (6) months from the original issue date.

## **PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Advanced Career Institute's satisfactory academic progress policies contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

- Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

Certificate Program	Normal Timeframe	Maximum Timeframe
Ag Transportation	20 weeks	30 weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's clock hour requirements. For example: The maximum timeframe for the Ag Transportation is 30 weeks. The total clock hours needed for completion of this program is 600 clock hours. By the time the student has been in the program for 15 weeks (1/2 of the maximum time frame), they must have attended at least 300 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE, take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So, if we take a clock hour school with a 900-hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 30 weeks. If the student only completed

successfully 383 hours, we would divide 383 by 450 or 85.1%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 45 weeks. The student has 30 weeks remaining and could complete the remaining 600 hours within the time frame. So, the student is making satisfactory pace progress and is in compliance with the school's attendance policy.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Financial Aid Officer in coordination with the Director of Education monitors Pace progress.

## **QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, Advanced Career Institute follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, often times, students must make an adjustment to the academic demands of pursuing an education. The financial aid office receives quantitative information about Title IV recipients from the Campus Director. The quantitative SAP is reviewed manually, and a copy of the latest grades is kept in the student file. The Office of Financial Aid notifies students in writing of their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

## GRADING SYSTEM

The grading scale for the Advanced Career Institute's Programs is as follows:

Alpha	Numeric	Detail
A	90%-100%	Outstanding effort and a mastery of a subject area, excellent standard of work.
B	80%-89%	Extra effort reflecting mastery of a subject area, with high standard of work.
C	70%-79%	Mastery of subject area with acceptable standard of work.
D	60%-69%	Mastery of subject area below average, but still meets minimum standard of work performance.
F	Below-59%	Mastery of a subject area not acceptable. Failure to meet minimum standard of work performance.
I	Incomplete	Mastery of a subject area incomplete. Failure to meet minimum standard of work performance.
W	Withdrawal	Withdrawal of a subject area. Failure to meet minimum standard of work performance.

The student must maintain a 70% GPA at the end of each payment period to maintain Qualitative academic progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Financial Aid Officer in coordination with the Director of Education monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

## FINANCIAL AID WARNING

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance
3. Clock hours, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.
4. Weeks of Instruction, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on Financial Aid Warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period, the students

will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

If the student does not meet SAP at the end of the Financial Aid Warning Period, there will be a loss of title IV, HEA eligibility, with the right to appeal.

### **APPEAL PROCESS**

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on Academic Development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic Development Status, with a loss of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the Campus Director, who in turn will meet with the Executive Vice President and the Financial Aid Officer to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP

and what has changed that will allow them to make SAP by the next evaluation point.

Once the Campus Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Campus Director will notify the student in writing of the decision and that decision is final.

### **FINANCIAL AID PROBATION**

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding. The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

### **REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding

### **SUSPENSION AND DISMISSAL**

Advanced Career Institute reserves the right to suspend or dismiss any student whose attendance, academic or financial standing, or personal behavior does not comply with the school standards, regulations and rules. Students who have been suspended or dismissed may be reinstated only upon approval of the Campus Director.

### **ACADEMIC PROBATION**

Students who do not meet the minimum requirements for satisfactory academic progress will be placed on probation for one month. If the student achieves a grade average of 70% or better for the probationary period and achieves a minimum overall grade average of 70% or better, he/she is removed from probation and is notified in writing of having achieved "good academic standing". If the student does not achieve a grade of 70% or better for the probationary period and does not achieve a minimum overall grade average of 70% or better, the student will be dismissed from the institution.

### **TRANSFER STUDENTS**

The School will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

### **WITHDRAWALS**

A student who withdraws from a course and receives a "W" in the course will have that course counted in the Pace component of Academic Progress.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the Campus Director and complete a Student Change of Status Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

### **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

In the event that the school unofficially withdraws a student from school the Campus Director must complete the Student Change of Status form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

### **INCOMPLETES/MAKE UP WORK**

An Incomplete (I) cannot be given as a final grade. However, the student may, with the Campus Director's approval, complete the required course work to meet the 70% minimum cumulative GPA and/or hours to meet the 90% attendance requirement within two (2) weeks from the original course completion date. Due to safety concerns, welding students will be limited to 4 makeup hours per day. If the student does not complete required course work, assignments, and exams within the stated period, he/she will receive a grade of "F" for the course. The student will then be required to repeat the entire course prior to continuing their training.

### **REPEATED COURSE**

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.

If a student receives a "D" grade or better, and the student retakes the course to obtain a



better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive title IV aid. If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

### **INCREMENTS**

The student's academic progress is evaluated at the midpoint of the maximum timeframe of the program. The student must successfully complete the required clock hours for that payment period. Students must maintain (1) a cumulative grade point average of 70% or higher, and (2) an attendance rate of 90% of the scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

Students who have missed ten consecutive days will be dropped from the program unless they have previously requested and have approval for a leave of absence.

### **REINSTATEMENT**

A prior student requesting to be reinstated as an active student, based on whatever reason(s) or circumstances, should do so in writing. Supportive documentation and/or

information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of the Campus Director.

### **REINSTATEMENT BEFORE 180 DAYS**

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Campus Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

# STUDENT SERVICES POLICIES

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## ADVISING

Advanced Career Institute is aware of various situations which may arise and create learning obstacles for students. Whenever possible, the students are given the necessary supportive environment to enable each student to continue his/her studies.

## PLACEMENT ASSISTANCE

Advanced Career Institute provides assistance with job placement to all completers who are in good standing with the institution and wish to use the service.

No guarantee of placement can be made, however, completers who wish to do so may take advantage of a number of services provided which may include the following:

1. Assistance with the preparation of employment interviewing and completion of job applications
2. Direct employer referrals
3. Information regarding job market and employment trends
4. Employment seeking skills
5. Assistance with preparation and updating of resumes

Advanced Career Institute offers continuous assistance with job placement to all completers who are in good standing with the institution; eligible completers may use the placement services infinitely.

## STUDENT BILL OF RIGHTS

As a student, you have the right to:

- A Catalog – A comprehensive listing of current and accurate information regarding programs, policies, procedures, and a list of current administrative staff and faculty, including their qualifications.
- Contract – An enrollment agreement that states the program and the number of clock hours required to complete the course, the length of the program covered by the enrollment agreement, and the cancellation and refund policies.
- Cost Information – Clear and honest disclosure of all tuition, fees, and other charges related to the cost of receiving your education.
- Financial Aid Disclosure – Full disclosure of all financial aid and loan information including rates, terms, and any deferment or forbearance options.
- Retention/Placement Information – Information about the number and percentage of students that start and complete programs and the number and percentage of graduates placed in jobs.

## GRIEVANCE POLICY

The Advanced Career Institute grievance policy is available to students wishing to file a grievance. A student considering filing a grievance should attempt to resolve the concern directly with the appropriate staff/faculty member and/or student.

If the student is not satisfied or not willing to address the issue with the individual, the student should follow the ACI grievance procedures outlined below:

Step 1	Contact Instructor
Step 2	Contact Lead Instructor/ Program Coordinator
Step 3	Contact Campus Director
Step 4	Business Office

It is highly recommended but not mandatory to bring all grievances first to the attention of the institution. In most cases this will resolve the complaint faster and will result in satisfactory results.

Students may also file a written and signed complaint with the school's officials at Advanced Career Institute, PO Box 3027, Visalia, California 93278.

If the student feels that the decision is not acceptable, he or she may file their complaint with the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or by telephone at (770) 396-3898, or on the web at [www.council.org](http://www.council.org).





# FINANCIAL SERVICES

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## FINANCIAL AID PROGRAMS

Advanced Career Institute maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal and state aid. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period.

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Student Aid (FAFSA) online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution (EFC) and let the student know if he/she is selected for verification. **NOTE:** To determine a student's eligibility for Financial Aid, students need to complete the Application for Federal Student Aid (FAFSA)

### Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available online, from high school counselors, at public libraries and the School's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the School's Financial Aid Office.

### Federal Direct Loan Program (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay.

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and federal direct loans are available to student regardless of income.

To apply, students should contact the School's Financial Aid Office.

### Federal Direct Parent Loan For Undergraduate Students (PLUS)

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the School's Financial Aid Office.

## VERIFICATION

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Department, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

## CONTACT INFORMATION ASSISTANCE WITH INSTITUTIONAL/FINANCIAL AID

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a).

### Financial Aid Department

Available Monday-Friday 8:00AM-5:00PM\*

#### Alexandra Rios Financial Aid Director

Business Office (559) 740-0215

#### Susie Ruiz Financial Aid Advisor

Visalia Campus (559) 651-1978

#### Maricela Madrigal Financial Aid Advisor

Fresno Campus (559) 441-4345

#### Mayra Garcia Financial Aid Advisor

Bakersfield Campus (661) 588-3525

#### Mayra Garcia Financial Aid Advisor

Las Vegas Campus (702) 463-5050

*\*Financial Aid Department assistance outside normal operating hours, Monday through Friday, is available by appointment only. Appointments can be scheduled by contacting the Financial Aid department at the numbers listed above.*

## RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at Advanced Career Institute. It is separate and distinct from the School refund policy. (Refer to institutional refund policy in the school catalog.)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student to have withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely

refunds of Title IV funds, within 45 days after the "Date of Determination."

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

### **OFFICIAL VOLUNTARY WITHDRAWAL**

A student is considered to be "Officially" withdrawn on the date the student notifies the Registrar or Campus Director in writing of their intent to withdraw. The date of determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she

is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

- c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **UNOFFICIAL WITHDRAWAL**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Advanced Career Institutes' contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The registrar office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record. The student's last date of attendance will be recorded as the student's withdrawal date.
3. The student's determination date will be listed as the 14th calendar day following the student's last date of attendance.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Finance Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.

10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

#### Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours and uses the payment period for the period of calculation.

### THE CALCULATION FORMULA

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{Hours Scheduled To Complete}}{\text{Total Hours In Period}} = \% \text{ EARNED}$$

(rounded to one significant digit to the right of the decimal point, example .4493 = 44.9%.)

- b) If this percentage is greater than 60%, the student earns 100%.

- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
- OR
2. Sign a repayment agreement with the U.S. Department of Education.



## ORDER OF RETURN

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants for which a Return is required
5. Federal Supplemental Educational Opportunity Grant
6. Iraq and Afghanistan Service Grant for which a Return is required.
7. Other Title IV assistance
8. State Tuition Assistance Grants (if applicable)
9. Private and institutional aid
10. The Student

## EARNED AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Officer.

## POST WITHDRAW

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds.

However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

## INSTITUTIONAL RESPONSIBILITIES

The School's responsibilities in regard to Title IV, HEA funds follow:

- ◆ Providing students information with information in this policy;
- ◆ Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- ◆ Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

## OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

## STUDENT RESPONSIBILITIES REGARDING RETURN OF TITLE IV, HEA FUNDS

- ◆ Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- ◆ Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- ◆ A student may rescind his or her notification of intent to withdraw.

Submissions of intent to rescind a withdraw notice must be filed in writing.

- ◆ Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **REFUND VS. RETURN TO TITLE IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Advanced Career Institute may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask the Financial Aid Office for a copy.

### **RETURN TO TITLE IV QUESTIONS**

If you have questions regarding Title IV, HEA program funds after visiting with financial aid, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.gov](http://www.studentaid.gov).

\*This policy is subject to change at any time, and without prior notice.

### **TUITION ADJUSTMENTS**

The school reserves the right to adjust tuition and fees at any time. Applicants being affected by tuition change will be notified in writing of the change by the school administration.

### **CANCELLATION POLICY/STUDENT'S RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid, less a non-refundable registration fee not to exceed \$250 and non-refundable equipment fees or equipment not returned within thirty [30]

days following your notice through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students who elect to withdraw during their program must submit prior written notification to the appropriate Campus Director or Registrar. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

To withdraw the student may complete a Student Change of Status Form (preferred method), email, mail, text, deliver, or fax a request of cancellation to Advanced Career Institute, Attn: Cancellation, Po Box 3027, Visalia, California, 93278. Advanced Career Institute prefers that notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. To cancel the enrollment agreement for school, email, mail, text, deliver, or phone a request of cancellation to Advanced Career Institute, Attn: Cancellation, PO Box 3027, Visalia, California, 93278.

If you received any equipment from the school, which is listed on the enrollment agreement, you must return if enrollment is canceled. Equipment must be returned within thirty (30) days of the date; you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this thirty (30) day period, the school may deduct the amount the school paid for the equipment from the refund amount due to you and you may keep the equipment.

### **REJECTED APPLICANTS**

Any applicant that is rejected for training or if a course is canceled by Advanced Career Institute and no classes are attended, and tuition and fees have been collected in advance, the student is entitled to a refund of all moneys paid.

## **REFUND POLICY**

After the cancellation period has expired, students shall have the right to withdraw and are entitled to a pro-rata refund of services paid for, but not received, up to and including 60% of the "Period of Attendance"; "Period of attendance" means the entire educational program when measured in clock hours.

A pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the hourly charge for the program (total institutional charge, divided by the hours in the program), multiplied by the number of hours the student was scheduled to attend, prior to withdrawal.

All amounts paid by the student in excess of what is owed shall be refunded unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application/registration fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable.

Students whose entire tuition and fees are paid by a third-party organization are not directly entitled to a refund for the tuition and fees.

If a student obtains a loan to pay for an educational program, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, he/she is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Refunds, when due, are made within 15 days (1) of the last day of attendance if written notification has been provided to the institution by the student; or (2) from the date the institution terminates the student or determines withdrawal by the student; and (3) are made without requiring a request from the student.

## **ACCOUNT FOR STUDENT INDEMNIFICATION**

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.






# TRANSPORTATION DEPARTMENT

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# ADVANCED PROFESSIONAL TRUCK DRIVER

	OFFERED IN BAKERSFIELD, FRESNO, LAS VEGAS, MERCED & VISALIA
	240 CLOCK HOURS/CREDITS
	6 WEEK PROGRAM

## PROGRAM REQUIREMENTS

Admission to ACI and the Advanced Professional Truck Driver program includes:

- ◆ Meet the Institutional admission requirements
- ◆ Be at least 18 years of age.
  - The U.S. Department of Transportation (DOT) requires that all interstate drivers be at least 21 years of age.
  - Applicants less than 21 years of age must provide a letter of intent to hire from a prospective employer.
- ◆ Provide a DMV driving record printout free of current serious violations.
  - Applicants with any serious violations are subject to review and may be required to provide a letter of intent to hire from a prospective employer.
- ◆ Pass a Department of Transportation (DOT) physical as required by Federal & State agencies.
- ◆ Pass a drug screen when administered.

No felony convictions in the past five (5) years. All criminal records are subject to review and may be required to provide a letter of intent to hire from a prospective employer.

## Program Description

This program is designed to introduce students to the procedures and skills found in the truck driving industry while preparing each individual to obtain a Commercial Driver License with endorsements. Students will develop the skills necessary to operate a commercial vehicle safely. Each course consists of classroom, lab, range and on the road experience to ensure the best possible training. The program covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, and non-vehicle activities. This program meets the minimum requirements established by the Federal Motor Carrier Safety Administration (FMCSA) and is based on the FMCSA "Model Curriculum".

## Program Objective

Upon completion of this program, students will have the basic knowledge and practical skills necessary to become a proficient entry-level truck driver. They will be prepared to obtain a Commercial Driver License with endorsements, including: Air brakes, Combinations, Doubles/Triples, Tankers, and Hazardous Materials (Per Federal Regulations, additional criteria must be met to be approved for Hazmat). This program meets the needs of students with no prior knowledge or experience in truck driving.

Upon successful completion of this program, the student will be issued a Certificate of completion. In order to obtain licensure, students will be required to pass written and behind the wheel driving exams through the Department of Motor Vehicles (DMV).

Qualified graduates of the Advanced Professional Truck Driver Program with at least 240 attended hours of study are eligible to take the skills test governed by the Nevada Department of Motor Vehicles. Licensure requirements are set by agencies that are not controlled by or affiliated with the Advanced Career Institute and licensure requirements can change at any time.

**THE FOLLOWING COURSES ARE REQUIRED TO OBTAIN A CERTIFICATE IN THIS FIELD**

Course ID	Course Name	Clock Hours
CD 100 APTD	DMV Permit Preparation	40.0
CD 200 APTD	Entry Level Driver Training Theory	24.0
CD 300 APTD	Entry Level Driver Training Pre & Post Trip Inspection	56.0
CD 201 APTD	Entry Level Driver Training Skills	40.0
CD 310 APTD	Entry Level Driver Training Public Road	80.0
<b>Program Total</b>		<b>240</b>

**COURSE DESCRIPTIONS**

**CD 100 APTD - DMV PERMIT PREPARATION  
(40 CLOCK HOURS)**

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This course covers preparation for the CDL permit. Extensive training is given covering all information required to obtain the commercial class A driving permit with all endorsements. Students wishing to obtain the Hazardous Materials Endorsement must complete the Hazmat theory portion of Entry Level Driver Training prior to taking the hazmat written exam.

**CD200 APTD - ENTRY LEVEL DRIVER TRAINING THEORY  
(24 CLOCK HOURS)**

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This course will provide the student with the entry-level driver requirements mandated by 49 CFR Part 380 Subpart F. The theory requirements include Basic Operation, which includes theory instruction in vehicle orientation, control systems and dashboard, pre and post trip inspections, basic control, shifting/operating transmissions, backing and docking, coupling, and uncoupling. Safe Operating Procedures, which includes visual search, communication, distracted driving, speed management, space management, night operation, extreme driving conditions. Advanced Operating Practices include, hazard perception, skid control and recovery, railroad-highway grade crossings, vehicle systems and reporting malfunctions, identification and diagnosis of malfunctions, roadside inspections, and maintenance. Non-Driving Activities include handling and documenting cargo, environmental compliance issues, hours of service, fatigue and wellness awareness, post-crash procedures, external communications, whistleblower/coercion, trip planning, drugs and alcohol, and medical requirements.

Students must pass all Entry Level Driver Training theory tests with a minimum score of at least 80% to successfully complete the theory portion. Students will then be certified through FMCSA to allow them to take CDL Skills and Drive test.

**CD 300 APTD - ENTRY LEVEL DRIVER TRAINING PRE & POST TRIP INSPECTION  
(56 CLOCK HOURS)**

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This course covers hands on pre-trip inspections and air brake testing procedures as mandated in 49 CFR Part 392.7 and 396.11. Students will demonstrate correct procedures for air brake system tests, pre-trip, enroute, and post trip inspections and the appropriate location(s) to conduct these inspections.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 201 APTD - ENTRY LEVEL DRIVER TRAINING SKILLS (40 CLOCK HOURS)**

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This course provides the student with mandated training necessary to master basic maneuvers covered in 49 CFR Part §§ 383.111 and 383.113. These maneuvers include, Straight Line Backing, Alley Dock Backing, Off-Set Backing, Parallel Parking Blind Side, Parallel Parking Sight Side, and Coupling/Uncoupling.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 310 APTD - ENTRY LEVEL DRIVER TRAINING PUBLIC ROAD (80 CLOCK HOURS)**

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This course covers the driving skills needed to safely operate a commercial vehicle on a public road. Upon completion of this course, students will demonstrate proficiency in vehicle controls, shifting, communications/signaling, visual search, speed and space management, safe driver behavior, hours of service requirements, hazard perception, railroad/highway grade crossing, night operation, extreme driving conditions, skid control/recovery, jackknifing, and other emergencies.

Students must demonstrate proficiency in each one of the areas to complete this course.

Exception – night operation, extreme conditions, skid control/recovery, jackknifing, and other emergencies will be discussed. Demonstrated proficiency is not required in those areas.



# PROFESSIONAL TRUCK DRIVER

	OFFERED IN BAKERSFIELD, FRESNO, LAS VEGAS, MERCED & VISALIA
	160 CLOCK HOURS/CREDITS
	4 WEEK PROGRAM

## Program Description

This program is designed to introduce students to the procedures and skills found in the truck driving industry while preparing each individual to obtain a Commercial Driver License with endorsements. Students will develop the skills necessary to operate a commercial vehicle safely. Each course consists of classroom, lab, range and on the road experience to ensure the best possible training. The program covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, and non-vehicle activities. This program meets the minimum requirements established by the Federal Motor Carrier Safety Administration (FMCSA) and is based on the FMCSA "Model Curriculum".

## Program Objective

Upon completion of this program, students will have the basic knowledge and practical skills necessary to become a proficient entry-level truck driver. They will be prepared to obtain a Commercial Driver License with endorsements, including: Air brakes, Combinations, Doubles/Triples, Tankers, and Hazardous Materials (Per Federal Regulations, additional criteria must be met to be approved for Hazmat). This program meets the needs of students with no prior knowledge or experience in truck driving.

Upon successful completion of this program, the student will be issued a Certificate of completion. In order to obtain licensure, students will be required to pass written and behind the wheel driving exams through the Department of Motor Vehicles (DMV).

Qualified graduates of the Professional Truck Driver Program with at least 160 attended hours of study are eligible to take the skills test governed by the Nevada Department of Motor Vehicles. Licensure requirements are set by agencies that are not controlled by or affiliated with the Advanced Career Institute and licensure requirements can change at any time.

## PROGRAM REQUIREMENTS

Admission to ACI and the Advanced Professional Truck Driver program includes:

- ◆ Meet the Institutional admission requirements
- ◆ Be at least 18 years of age.
  - The U.S. Department of Transportation (DOT) requires that all interstate drivers be at least 21 years of age.
  - Applicants less than 21 years of age must provide a letter of intent to hire from a prospective employer.
- ◆ Provide a DMV driving record printout free of current serious violations.
  - Applicants with any serious violations are subject to review and may be required to provide a letter of intent to hire from a prospective employer.
- ◆ Pass a Department of Transportation (DOT) physical as required by Federal & State agencies.
- ◆ Pass a drug screen when administered.

No felony convictions in the past five (5) years. All criminal records are subject to review and may be required to provide a letter of intent to hire from a prospective employer.



**THE FOLLOWING COURSES ARE REQUIRED TO OBTAIN A CERTIFICATE IN THIS FIELD**

Course ID	Course Name	Clock Hours
CD 100 PTD	DMV Permit Preparation	40.0
CD 200 PTD	Entry Level Driver Training Theory	24.0
CD 300 PTD	Entry Level Driver Training Pre & Post Trip Inspection	40.0
CD 201 PTD	Entry Level Driver Training Skills	24.0
CD 310 PTD	Entry Level Driver Training Public Road	32.0
<b>Program Total</b>		<b>160.0</b>

**COURSE DESCRIPTIONS**

**CD 100 PTD - DMV PERMIT PREPARATION  
(40 CLOCK HOURS)**

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This course covers preparation for the CDL permit. Extensive training is given covering all information required to obtain the commercial Class A driving permit with all endorsements. Students wishing to obtain the Hazardous Materials Endorsement must complete the Hazmat theory portion of Entry Level Driver Training prior to taking the hazmat written exam.

**CD200 PTD - ENTRY LEVEL DRIVER TRAINING THEORY  
(24 CLOCK HOURS)**

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This course will provide the student with the entry-level driver theory requirements mandated by 49 CFR Part 380 Subpart F. The theory requirements include **Basic Operation**, which includes theory instruction in vehicle orientation, control systems and dashboard, pre and post trip inspections, basic control, shifting/operating transmissions, backing and docking, coupling, and uncoupling. **Safe Operating Procedures**, which includes visual search, communication, distracted driving, speed management, space management, night operation, extreme driving conditions. **Advanced Operating Practices** include, hazard perception, skid control and recovery, railroad-highway grade crossings, vehicle systems and reporting malfunctions, identification and diagnosis of malfunctions, roadside inspections, and maintenance. **Non-Driving Activities** include handling and documenting cargo, environmental compliance issues, hours of service, fatigue and wellness awareness, post-crash procedures, external communications, whistleblower/coercion, trip planning, drugs and alcohol, and medical requirements.

Students must pass all Entry Level Driver Training theory tests with a minimum score of at least 80% to successfully complete the theory portion. Students will then be certified through FMCSA to allow them to take CDL Skills and Drive test.

**CD 300 PTD - ENTRY LEVEL DRIVER TRAINING PRE & POST TRIP INSPECTION  
(40 CLOCK HOURS)**

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This course covers hands on pre trip inspections and air brake testing procedures as mandated in 49 CFR Part 392.7 and 396.11. Students will demonstrate correct procedures for air brake system tests, pre trip, enroute, and post trip inspections and the appropriate location(s) to conduct these inspections.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 201 PTD - ENTRY LEVEL DRIVER TRAINING SKILLS (24 CLOCK HOURS)**

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This course provides the student with mandated training necessary to master basic backing maneuvers covered in 49 CFR Part §§ 383.111 and 383.113. These maneuvers include, Straight Line Backing, Alley Dock Backing, Off-Set Backing, Parallel Parking Blind Side, Parallel Parking Sight Side, and Coupling/Uncoupling.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 310 PTD - ENTRY LEVEL DRIVER TRAINING PUBLIC ROAD (32 CLOCK HOURS)**




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This course covers the driving skills needed to safely operate a commercial vehicle on a public road. Students will be able to apply the knowledge learned during the theory portion of the program and begin the hands-on portion of the training. Upon completion of this course, students will demonstrate proficiency in vehicle controls, shifting, communications/signaling, visual search, speed and space management, safe driver behavior, hours of service requirements, hazard perception, railroad/highway grade crossing, night operation, extreme driving conditions, skid control/recovery, jackknifing, and other emergencies.

Students must demonstrate proficiency in each one of the areas to complete this course.

Exception – Students are not required to demonstrate proficiency in the following areas: night operation, extreme conditions, skid control/recovery, jackknifing, and other emergencies. Instructors will discuss each of these areas during training.

# COMMERCIAL DRIVER 3 WEEK

	OFFERED IN BAKERSFIELD, FRESNO, LAS VEGAS, MERCED & VISALIA
	120 CLOCK HOURS/CREDITS
	3 WEEK PROGRAM

## Program Description

This program is designed to introduce students to the procedures and skills found in the truck driving industry while preparing each individual to obtain a Commercial Driver License with endorsements. Students will develop the skills necessary to operate a commercial vehicle safely. Each course consists of lab, range and on the road experience to ensure the best possible training. This program focuses on the behind the wheel activities of operating a commercial vehicle and covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, and non-vehicle activities.

## PROGRAM REQUIREMENTS

Admission to ACI and the Advanced Professional Truck Driver program includes:

- ◆ Meet the Institutional admission requirements
- ◆ Be at least 18 years of age.
  - The U.S. Department of Transportation (DOT) requires that all interstate drivers be at least 21 years of age.
  - Applicants less than 21 years of age must provide a letter of intent to hire from a prospective employer.
- ◆ Provide a DMV driving record printout free of current serious violations.
  - Applicants with any serious violations are subject to review and may be required to provide a letter of intent to hire from a prospective employer.
- ◆ Pass a Department of Transportation (DOT) physical as required by Federal & State agencies.
- ◆ Pass a drug screen when administered.

No felony convictions in the past five (5) years. All criminal records are subject to review and may be required to provide a letter of intent to hire from a prospective employer.

## Program Objective

Upon completion of this program, students will have the basic knowledge and practical skills necessary to safely perform the behind the wheel operations of a commercial vehicle. Students will be prepared to test for their behind the wheel exam at DMV and obtain a Commercial Driver License with endorsements, which could include: Air brakes, Combinations, Doubles/Triples, Tankers, and Hazardous Materials (Per Federal Regulations, additional criteria must be met to be approved for Hazmat). This program meets the needs of students with no prior knowledge or experience in truck driving.

Upon successful completion of this program, the student will be issued a Certificate of completion. In order to obtain licensure, students will be required to pass written and behind the wheel driving exams through the Department of Motor Vehicles.

Qualified graduates of the Commercial Driver 3 Week Program with at least 120 attended hours of study are eligible to take the skills test governed by the Nevada Department of Motor Vehicles. Licensure requirements are set by agencies that are not controlled by or affiliated with the Advanced Career Institute and licensure requirements can change at any time.

**THE FOLLOWING COURSES ARE REQUIRED TO OBTAIN A CERTIFICATE IN THIS FIELD**

Course ID	Course Name	Clock Hours
CD 200 CD3W	Entry Level Driver Training Theory	24.0
CD 300 CD3W	Entry Level Driver Training Pre & Post Trip Inspection	40.0
CD 201 CD3W	Entry Level Driver Training Skills	24.0
CD 310 CD3W	Entry Level Driver Training Public Road	32.0
Program Total		120.0

**COURSE DESCRIPTIONS**

**CD200 CD3W - ENTRY LEVEL DRIVER TRAINING THEORY  
(24 CLOCK HOURS)**

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This course will provide the student with the entry-level driver theory requirements mandated by 49 CFR Part 380 Subpart F. The theory requirements include **Basic Operation**, which includes theory instruction in vehicle orientation, control systems and dashboard, pre and post trip inspections, basic control, shifting/operating transmissions, backing and docking, coupling, and uncoupling. **Safe Operating Procedures**, which includes visual search, communication, distracted driving, speed management, space management, night operation, extreme driving conditions. **Advanced Operating Practices** include, hazard perception, skid control and recovery, railroad-highway grade crossings, vehicle systems and reporting malfunctions, identification and diagnosis of malfunctions, roadside inspections, and maintenance. **Non-Driving Activities** include handling and documenting cargo, environmental compliance issues, hours of service, fatigue and wellness awareness, post-crash procedures, external communications, whistleblower/coercion, trip planning, drugs and alcohol, and medical requirements.

Students must pass all Entry Level Driver Training theory tests with a minimum score of at least 80% to successfully complete the theory portion. Students will then be certified through FMCSA to allow them to take CDL Skills and Drive test.

**CD 300 CD3W - ENTRY LEVEL DRIVER TRAINING PRE & POST TRIP INSPECTION  
(40 CLOCK HOURS)**

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This course covers hands on pre trip inspections and air brake testing procedures as mandated in 49 CFR Part 392.7 and 396.11. Students will demonstrate correct procedures for air brake system tests, pre trip, enroute, and post trip inspections and the appropriate location(s) to conduct these inspections.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 201 CD3W - ENTRY LEVEL DRIVER TRAINING SKILLS (24 CLOCK HOURS)**

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This course provides the student with mandated training necessary to master basic backing maneuvers covered in 49 CFR Part §§ 383.111 and 383.113. These maneuvers include, Straight Line Backing, Alley Dock Backing, Off-Set Backing, Parallel Parking Blind Side, Parallel Parking Sight Side, and Coupling/Uncoupling.

Students must demonstrate proficiency in each one of the areas to complete this course.

### **CD 310 CD3W - ENTRY LEVEL DRIVER TRAINING PUBLIC ROAD (32 CLOCK HOURS)**

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This course covers the driving skills needed to safely operate a commercial vehicle on a public road. Students will be able to apply the knowledge learned during the theory portion of the program and begin the hands-on portion of the training. Upon completion of this course, students will demonstrate proficiency in vehicle controls, shifting, communications/signaling, visual search, speed and space management, safe driver behavior, hours of service requirements, hazard perception, railroad/highway grade crossing, night operation, extreme driving conditions, skid control/recovery, jackknifing, and other emergencies.

Students must demonstrate proficiency in each one of the areas to complete this course.

Exception – Students are not required to demonstrate proficiency in the following areas: night operation, extreme conditions, skid control/recovery, jackknifing, and other emergencies. Instructors will discuss each of these areas during training.



# AG TRANSPORTATION

	OFFERED IN FRESNO, LAS VEGAS & VISALIA
	600 CLOCK HOURS/CREDITS
	20 WEEK PROGRAM

## Program Description

Advanced Career Institute developed this program because of a shortage of commercial drivers in the agriculture industry. Students will develop the skills necessary to operate a commercial vehicle safely. Each course consists of lab, range and on the road experience to ensure the best possible training. This program focuses on the behind the wheel activities of operating a commercial vehicle and covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, and non-vehicle activities. This program meets the minimum requirements established by the Federal Motor Carrier Safety Administration (FMCSA) and is based on the FMCSA "Model Curriculum".

## Program Objective

Upon completion of this program, students will have the basic knowledge and practical skills necessary to become a proficient entry-level truck driver. They will be prepared to obtain a Commercial Driver License with endorsements, including: Air brakes, Combinations, Doubles/Triples, Tankers, and Hazardous Materials (Per Federal Regulations, additional criteria must be met to be approved for Hazmat). This program meets the needs of students with no prior knowledge or experience in truck driving.

Upon successful completion of this program, the student will be issued a Certificate of completion. In order to obtain licensure, students will be required to pass written and behind the wheel driving exams through the Department of Motor Vehicles (DMV).

Qualified graduates of the Ag Transportation Program with at least 600 attended hours of study are eligible to take the skills test governed by the Nevada Department of Motor Vehicles. Licensure requirements are set by agencies that are not controlled by or affiliated with the Advanced Career Institute and licensure requirements can change at any time.

## PROGRAM REQUIREMENTS

Admission to ACI and the Advanced Professional Truck Driver program includes:

- ◆ Meet the Institutional admission requirements
- ◆ Be at least 18 years of age.
  - The U.S. Department of Transportation (DOT) requires that all interstate drivers be at least 21 years of age.
  - Applicants less than 21 years of age must provide a letter of intent to hire from a prospective employer.
- ◆ Provide a DMV driving record printout free of current serious violations.
  - Applicants with any serious violations are subject to review and may be required to provide a letter of intent to hire from a prospective employer.
- ◆ Pass a Department of Transportation (DOT) physical as required by Federal & State agencies.
- ◆ Pass a drug screen when administered.

No felony convictions in the past five (5) years. All criminal records are subject to review and may be required to provide a letter of intent to hire from a prospective employer.

**THE FOLLOWING COURSES ARE REQUIRED TO OBTAIN A CERTIFICATE IN THIS FIELD**

Course ID	Course Name	Clock Hours
AG 101	Trucking Industry	60.0
AG 102	Vehicle Systems	60.0
AG 103	Basic Operations I	60.0
AG 104	Safe Operating Procedures I	60.0
AG 105	Permit Preparation	60.0
AG 201	Basic Operations II	96.0
AG 301	Safe Operating Procedures II	120.0
AG 310	Advanced Operating Procedures	84.0
<b>Program Total</b>		<b>600.0</b>

**COURSE DESCRIPTIONS**

**AG 101– TRUCKING INDUSTRY  
(60 CLOCK HOURS)**

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This course exposes the student to the trucking industry allowing them to understand the importance of the industry. This course provides the student with the necessary information when entering other countries and provides the student with information on transportation security. The student will understand the importance of public relations and job search techniques. Student will learn the different technologies available to them within the industry. The course provides the student with the entry-level driver requirements mandated by 49 CFR 380.503. These requirements include driver health and safety, hours of service, DOT-mandated drug and alcohol testing procedures, and whistleblower protection. This course also covers the essentials of trip planning.

**AG 102 – VEHICLE SYSTEMS  
(60 CLOCK HOURS)**

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This course introduces the student to the multiple vehicle systems in a commercial vehicle and how they interact. Students will be able to expand their vocabulary required for vehicle systems, describe and explain the function and relationship between vehicle systems. The student will be able to describe the role and function of the engine controls, primary vehicle controls, and secondary vehicle controls. The student will be able to define a routine to use for a thorough and complete pre-trip inspection. The student will understand and recognize damaged, loose, or missing parts and leaks and the importance of correcting all malfunctions before beginning each trip. The student will understand and use federal and state regulations for the pre-trip inspection process and be able to explain the steps for enroute and post trip inspections. Students will understand the different types of maintenance, how to perform various simple maintenance procedures safely, the responsibilities of the driver, the dangers of certain types of maintenance, and understand the requirements as stated in the Federal Motor Carriers Safety Regulations. The student will recognize when vehicle systems and parts are not working properly. Students will understand the use of their senses to detect problems with the vehicle, troubleshooting problems, being able to correctly describe mechanical problems, and know how to safely start a vehicle with a dead battery. The student will understand the CSA 2010 mandate.

## **AG 103– BASIC OPERATIONS (60 CLOCK HOURS)**

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This course covers the basic operations of a commercial vehicle. Students will be able to explain the routine for starting, warming up, cooling down, and shutting off the engine. Students will be able to explain how to safely test a trailer hookup and explain the correct way to put the rig in motion. Students will explain the skills needed to back up a trailer in a straight line and explain the correct procedures for making right and left turns. Students will also be able to explain off tracking. Students will understand gear-shifting patterns of several types of transmissions. Students will understand the concept of proper gears for speed and road conditions. Students will be familiar with the concept of manual and automatic transmissions and understand the difference between synchronized and non-synchronized transmissions and understand how improper use of the clutch can damage a rig. Students will understand and describe the procedures for backing and parking. Students will understand how to safely and efficiently couple and uncouple a tractor to a trailer. Students will describe the function of the sliding fifth wheel and trailer tandem axles. Students will be able to describe how to lock and unlock a sliding fifth wheel and explain the correct way to slide the fifth wheel with the trailer attached. Students will be able to identify common special rigs. Students will know the importance of handling cargo safely and the driver's and carrier's responsibilities regarding the handling of cargo. Students will know the importance of proper cargo documentation

## **AG 104– SAFE OPERATING PROCEDURES I (60 CLOCK HOURS)**

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This course covers how to safely operate a commercial vehicle. The student will know and understand the importance of communication, how good communications help avoid collisions, and be able to describe how to send and receive communications. Students will learn the importance of looking ahead and scanning the environment. Students will understand the importance of space management and be able to explain the safest following distance for driving in different conditions. The student will be able to describe how a professional driver can control space, understand the importance of overhead clearance, correct turning procedures, and managing space in intersections. Students will be able to explain the relationship between speed and stopping distance, hydroplaning, causes of accidents, the drivers' ability to control the vehicle, and the vehicles fuel economy. The student will also understand how varying amounts of light affect the ability to see. The student will understand conditions that will affect vehicle handling such as rain, snow, ice, and mud, and how these factors affect the ability to control and stop the vehicle. Students will understand some of the causes of skidding and jackknifing and how to avoid those situations and understand procedures for hot-weather driving. The student will be able to recognize possible hazards and determine when the road or surroundings may pose a danger and understand the importance of recognizing potential hazards early. Students will be able to identify passive and active railroad crossings and understand the dangers associated with both types of railroad crossings. Students will learn to think ahead to avoid possible driving emergencies and why driving past an emergency may be better than actually stopping. Students will understand the correct procedure to follow at the scene of an accident, the driver's responsibilities in an accident, and how to protect the scene.

## **AG 105 – DMV PERMIT PREPARATION (60 CLOCK HOURS)**

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This course is an introduction to the commercial driving industry and covers preparation for the CDL permit. Extensive training is given covering all information required to obtain the commercial driving permit with endorsements. Students will become familiar with the Commercial Driver Handbook and learn detailed information in the areas of General Knowledge, Airbrakes, Combination Vehicles, Doubles & Triples, and Hazardous Materials. Students must pass the CDL permit exam with the Department of Motor Vehicles (DMV) to pass this course and will not be allowed to drive on public roads until a CDL permit has been obtained.

## **CD 201 – BASIC OPERATIONS II (96 CLOCK HOURS)**

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This course will provide further training in safe operation techniques and safe operating procedures in driving situations. Students will be prepared to recognize additional causes of vehicle malfunctions and learn advanced maintenance and emergency repairs. During this course, the student will learn additional principles of and participate in safe operating practices which include visual searches, communication, speed management, advanced vehicle inspections as well as night operation and extreme driving conditions. The goal of the course is proficiency developed in safe operating procedures.

## **CD 301 – SAFE OPERATING PROCEDURES II (120 CLOCK HOURS)**

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This course covers the higher-level skills needed to cope with the hazards of the traffic environment. The purpose of the course is to develop in the students the perceptual skills needed to recognize potential hazards and to react appropriately using emergency maneuvers, skid control and/or recovery methods. All students will be provided hands on training in preparation for DMV Testing which includes highway, city, country, freeway and grade level/mountainous training. Upon successful completion of this course, students will be expected to demonstrate advanced skills in handling hazards and emergencies.

## **CD 310 – ADVANCED OPERATING PROCEDURES (84 CLOCK HOURS)**

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This course will provide further training in the higher-level skills needed to cope with the hazards of the traffic environment. The purpose of the course is to further develop in the students the methods as learned in CD 310 and make final licensure and career preparations. All students will be provided hands on training in preparation for final DMV Testing which includes highway, city, country, freeway and grade level/mountainous training. Upon successful completion of this course, students will be expected to satisfactorily complete final class A testing requirements and demonstrate advanced skills in handling a commercial vehicle.

# GENERAL SCHOOL INFORMATION

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## HOLIDAYS JANUARY 1, 2023 - DECEMBER 31, 2023

HOLIDAYS	DATE OBSERVED
New Year's Day	January 2, 2023
Memorial Day	May 29, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Constitution Day*	September 15, 2023
Thanksgiving	November 23-24 2023
Christmas Day	December 25, 2023

\* ACI will remain open as normal while in observance of Constitution Day.

Revised information regarding operating hours, holidays, vacations, and class schedules will be announced to students in advance.

Advanced Career Institute assumes no responsibility for loss/damage to personal property or for personal injury, which may occur while on the school grounds or field trips.

## OFFICE HOURS OF OPERATION

**8:00AM-5:00PM**

**(MONDAY THROUGH FRIDAY)**

**MEDIA CENTER HOURS DURING  
NORMAL OPERATING HOURS**

## PROGRAM HOURS

### TRANSPORTATION PROGRAMS

Session*	Nevada Campus
Daytime	5:30AM – 2:00PM
Evening	2:30PM – 11:00PM

### AG TRANSPORTATION ONLY

Session*	Nevada Campus
Daytime	5:30AM-12:00PM
Afternoon	4:30PM-11:00PM

**\*CLASS TIMES ARE SUBJECT TO CHANGE**



## STAFF AND FACULTY INFORMATION

### ADMINISTRATIVE STAFF

Barry Bither-President/CEO <i>High School Diploma</i>
David Bither-Executive VP <i>Vanguard University, B.A. Communications</i>
Matthew Bither-VP <i>High School Diploma</i>
Everett Yockey-CFO/DOO <i>CSU Fresno, M.S. Construction Management</i>
Larry Helmuth-Director of Education & Compliance <i>College of the Sequoias, A.A. Business</i>
Alexandra Rios-Financial Services Director <i>CSU Fresno, B.S. Business Administration</i>
Dianna Atwood-Finance Officer <i>High School Diploma</i>
Wendy Fitzcharles- Accounting Coordinator <i>High School Diploma</i>
Brieanna Bither- Accounting Coordinator <i>High School Diploma</i>
Angie Bither- Accounting Coordinator <i>Vanguard University, B.A. Psychology</i>
Rebecca Salazar-Career Services <i>San Joaquin Valley College, A.S. Business Administration</i>
Dorothy Mullen-Lead Registrar <i>University of Phoenix, M.S. Business Administration</i>
Charlene Hester-ELDT Administrator <i>Reedley College, A.S. Animal Science</i>
Greg Brown-Network Administrator <i>Institute of Technology-Certificate Program-Network Technician &amp; Network Engineer</i>
Thomas Campbell-Welding Program Coordinator <i>Advanced Career Institute-Certificate Program-Advanced Welding Technology</i>

**OFFICE STAFF****Preston Apostolec- Director of Training***High School Diploma***Silvia Torres - Admissions***High School Diploma***Jesabel Solorio- Administrative Assistant***High School Diploma***Ricardo DeSouza- Admissions***Bob Jones University, B.A. Business***Duane Faircloth - Placement- Examiner***36 Years Experience, GED, Class A License***Kyle Ellis - Examiner***6 Years Experience, High School Diploma, Class A License***TRANSPORTATION FACULTY****Robert Roper- Transportation Instructor***31 Years Experience, High School Diploma, Class A License***Jerry Moore- Transportation Instructor***31 Years Experience, High School Diploma, Class A License***George Tokunaga- Transportation Instructor***23 Years Experience, High School Diploma, Class B License--TNP***Wellington Hall - Transportation Instructor***16 Years Experience, High School Diploma, Class A License***Melissa Podany - Transportation Instructor***8 Years Experience, High School Diploma, Class A License***Michael Grace - Transportation Instructor***25 Years Experience, High School Diploma, Class A License***Cristopher Villava - Transportation Instructor***8 Years Experience, B.A., Class A License***Dana Osgood - Transportation Instructor***25 Years Experience, High School Diploma, Class A License***Alvin Trunell - Transportation Instructor***20 Years Experience, High School Diploma, Class A License***Anthony Machado - Transportation Instructor***25 Years Experience, High School Diploma, Class A License***Howard Miller - Transportation Instructor***23 Years Experience, High School Diploma, Class A License***Albert Aguilar - Transportation Instructor***25 Years Experience, High School Diploma, Class A License*

# FACILITY INFORMATION

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## **ADMIN OFFICE**

P.O. Box 3027  
Visalia, California 93278  
P: (559) 740-0215  
F: (559) 740-0217

## **MAIN CAMPUS (VISALIA)**

1243 N. Clancy  
Visalia, CA 93291  
Tel: (559) 651-1978 – Fax: (559) 651-8032

## **BRANCH CAMPUS (FRESNO)**

2953 S. East Avenue  
Fresno, CA 93725  
Tel: (559) 441-4345 – Fax: (559) 441-4348

## **EXTENSION (WELDING LAB)**

4266 N. Knoll Avenue  
Fresno, CA 93722  
Tel: (559) 441-4345 – Fax: (559) 441-4348

## **BRANCH CAMPUS (MERCED)**

1741 Ashby Road, Suite B  
Merced, CA 95348  
Tel: (209) 580-4960 – Fax: (209) 580-4735

## **BRANCH CAMPUS (BAKERSFIELD)**

2925 Mosasco Street, Suite B  
Bakersfield, CA 93312  
Tel: (661) 588-3525 – Fax: (661) 588-3526







## **BRANCH CAMPUS (LAS VEGAS)**

4020 E. Lone Mountain Rd., Suite 100  
North Las Vegas, NV 89081  
Tel: (702) 463-5050 – Fax: (702) 463-4343

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

# 2023 ACADEMIC CALENDAR

January '23							February '23							March '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April '23							May '23							June '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
July '23							August '23							September '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October '23							November '23							December '23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

 TRANSPORTATION ALL CAMPUSES
  FRESNO WELDING
  VISALIA WELDING
  BAKERSFIELD WELDING
  DAY SESSION ONLY/ EXCLUDES AGT
  HOLIDAYS

CLASS STARTS & TIMES ARE SUBJECT TO CHANGE

## CURRENT FEE SCHEDULE

PROGRAM	TUITION	REGISTRATION	TOTAL COST
Professional Truck Driver	\$6,745.00	\$250.00	\$6,995.00
Advanced Professional Truck Driver	\$7,350.00	\$250.00	\$7,600.00
Ag Transportation	\$10,945.00	\$250.00	\$11,195.00
Commercial Driver 3 Week	\$5,245.00	\$250.00	\$5,495.00

- \* Tuition includes all books, supplies and materials needed for the program.
- ◆ Non-Refundable \$250 registration fee will apply to all students who commence class. The institution will retain only \$100 of this fee for any student who does not commence class.
- ◆ **Note:** Program costs for the transportation programs covers all classroom and behind the wheel instruction necessary to take the written & behind the wheel exams at the Department of Motor Vehicles as required for licensure. The Drug Screen, D.O.T. Physical, and Class A permit with endorsements: (Airbrakes, Combination Vehicles, Doubles/Triples, Tankers, and Hazardous Materials) are non-refundable charges and are included in the tuition for the program. A complete list of equipment fees can be found on the first page of the school enrollment agreement. **Any Retest fees are NOT included in the fee schedule, all Retest fees will be the student's responsibility.** Per FMCSA & TSA, fingerprint requirements & charges are mandatory for students seeking a Hazardous Materials (Hazmat) endorsement. Ability to obtain a Hazmat endorsement is not guaranteed.