

# Performance Training Solutions, LLC



## Ohio School Catalog *June 2018*

**7791 Taylor Road SW, Suite A  
Reynoldsburg, OH 43068  
877-575-4787**

***School Registration # 11-07-1969T***

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## A. SCHOOL HISTORY:

The School is owned and operated as Performance Training Solutions, LLC (PTS) and is located in the east section of Columbus, Ohio. The School is licensed by the State Board of Career Colleges and Schools and educational boards in other states where it conducts business.

## B. INSTITUTIONAL PHILOSOPHY:

The mission of **Performance Training Solutions** is to be a leading educational institution offering effective vocational training while maintaining a high standard of quality and integrity. PTS offers its services to the public for the purpose of helping a wide range of individuals gain stable, well-paying employment in high-demand occupations.

## C. OWNERSHIP, OFFICERS & FACULTY:

OWNERSHIP: PTS is an Ohio based Limited Liability Company.

<u>CORPORATE OFFICERS:</u>	<u>FACULTY:</u>	<u>ADVISORY BOARD:</u>
President - Matt Foor	School Director - Rich Lee	Calvin George
Secretary/Treasurer - Jessa Palmer	Admissions Director - Bob Jackson	Amanda Foor
	Training Director - Don Myers	Rick Palmer

## D. FACILITIES AND EQUIPMENT

The school's heavy equipment and crane campus located at 7791 Taylor Road SW, Reynoldsburg, Ohio 43068 consists of approximately ten acres of training grounds that includes field practice area, buildings, and parking. The primary building has 10,000 square feet of usable space consisting of administrative offices and classrooms. The excavation industry training programs utilize a variety of equipment including tractors, tractor/loader/backhoes, bulldozers, excavators, loaders, scrapers, compactors, motor graders, and dump trucks for equipment operation/field instruction, and also utilize a laser level for grade analysis training.

The school's CDL training campus located at 4060 Perimeter Drive, Columbus, Ohio 43228 is available to serve Ohio residents only. An Ohio CDL training applicant must be a resident of the State of Ohio.

## E. ADMISSIONS REQUIREMENTS & PROCEDURES

### ADMISSION REQUIREMENTS:

The school does not deny admission to anyone based on race, creed, color, gender, religion or national origin. To qualify for enrollment, applicants must have a valid regular driver's license or government issued ID, be able to read and write the English language, and be at least age 18 years of age. The following may disqualify an applicant:

- Any history of epileptic seizures
- Insulin dependent diabetes
- Being on medication that may interfere with one's ability to operate equipment

Applicants who do not meet these qualifications, but have verified employment opportunities upon graduation, should submit documentation to this effect along with their Enrollment Application.

ADMISSIONS PROCEDURES: Applicants must submit a completed Enrollment Application to the School to apply for enrollment. Applicants may apply for enrollment at any time prior to the class starting date.

PHYSICAL REQUIREMENTS: The School does not discriminate based on mental or physical handicaps. However, students must be physically capable of getting up and down on a piece of equipment frequently and on a daily basis in order to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to

visit the School and allow the School to evaluate individual circumstances. The School will allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

**F.0 CURRICULUM DESCRIPTIONS: Registered with the State Board of Career Colleges and Schools**

1.	Program of Study:	<b>Heavy Equipment Operator - Program I</b>
	Clock Hours:	121.5
	Objective:	To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level wheel loader, backhoe, skid steer, utility tractor or single-axle dump truck operator.
	Weeks to complete:	Full-time - Three Weeks
	Days offered:	MTWHF
	Hours:	Monday - Thursday 7:00am to 4:30pm and Friday 7:00am to 11:30am
	Cost of Program:	Tuition \$5,995.00

2.	Program of Study:	<b>Heavy Equipment Operator - Program II</b>
	Clock Hours:	243 (Includes Heavy Equipment Operator Program I)
	Objective:	To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level wheel loader, backhoe, skid steer, utility tractor, single-axle dump truck, dozer, scraper or compactor operator.
	Weeks to complete:	Full-time - Three Weeks
	Days offered:	MTWHF
	Hours:	Monday - Thursday 7:00am to 4:30pm and Friday 7:00am to 11:30am
	Cost of Program:	Tuition \$9,995.00

3.	Program of Study:	<b>Heavy Equipment Operator - Program III</b>
	Clock Hours:	364.5 (Includes Heavy Equipment Operator Program I & II)
	Objective:	To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level wheel loader, backhoe, skid steer, utility tractor, single-axle dump truck, dozer, scraper, compactor, excavator, motor grader or off-road dump truck operator.
	Weeks to complete:	Full-time - Three Weeks
	Days offered:	MTWHF
	Hours:	Monday - Thursday 7:00am to 4:30pm and Friday 7:00am to 11:30am
	Cost of Program:	Tuition \$12,995.00

4.	Program of Study:	<b>Mobile Crane Operations – I</b>
	Clock Hours:	120
	Objective:	To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level crane operator.

Weeks to complete:	Full-time - Three Weeks
Days offered:	MTWHF
Hours:	Monday - Thursday 7:00am to 4:30pm and Friday 7:00am to 11:30am
Cost of Program:	Tuition \$5,495.00

**F.1 CURRICULUM DESCRIPTIONS: Not Registered with the State Board of Career Colleges and Schools**

5.	Program of Study:	<b>Ohio Class-A Commercial Driver License (CDL)</b>
	Clock Hours:	160
	Objective:	To provide the fundamental and advanced skills and knowledge applicable in the operation of a tractor-trailer truck and to obtain the Class-A Commercial Driver License (CDL).
	Weeks to complete:	Full-time - Three Weeks
	Days offered:	MTWHFS
	Hours:	Weeks 1 & 2 operate Monday - Saturday 7:00am to 6:00pm; Week 3 operates Monday - Friday 7:00am to 6:00pm
	Cost of Program:	Tuition \$4,995.00 Plus Fees \$110.00 = TOTAL \$5,105.00

**G.0: CURRICULUM OUTLINES: Registered with the State Board of Career Colleges and Schools**

**1. Heavy Equipment Operator - Program I**

<u>CLASSROOM INSTRUCTION</u>	<u>FIELD/ROAD INSTRUCTION/PRACTICE</u>
Core Curriculum NCCER	Core Curriculum NCCER
Employability and Communication Skills	Entry Level Wheel Loader
Basic Safety	Utility Tractors
Hand Tools and Power Tools	Backhoe
Construction Math	Skid steer loader
Introduction to Blue Prints	On-Road Dump Truck (Single Axle)
Orientation to the Trade	
Identification of Heavy Equipment	
Front End Loader	
Introduction to Earthmoving	
Materials Handling	
Backhoe (TLB)	
Tractors and Dump Trucks	
Heavy Equipment Safety	
Basic Operational Techniques	

## 2. Heavy Equipment Operator Program - II:

<u>CLASSROOM INSTRUCTION</u>	<u>FIELD/ROAD INSTRUCTION/PRACTICE</u>
Scrapers	Entry Level:
Dozers	Compactor
Rough Terrain Forklifts	Scraper
Compaction	Dozer
Excavation Math	Forklifts (rough terrain)
Civil Blueprints	
Site Work	
Soils	

## 3. Heavy Equipment Operator Program - III:

<u>CLASSROOM INSTRUCTION</u>	<u>FIELD/ROAD INSTRUCTION/PRACTICE</u>
Excavators	Entry level:
Motor graders	Excavator
Advanced Operational Techniques	Motor-Grader
Finishing and Grading	Articulated Off Road Dump truck
Introductory Skills for Crew leaders	

## 4. Mobile Crane Operations - I:

<u>CLASSROOM INSTRUCTION</u>	<u>FIELD/ROAD INSTRUCTION/PRACTICE</u>
Orientation to the Trade	22-Ton Swing-Cab Mobile Crane
Basic Principles of Cranes	12.5 Ton Fixed Cab crane
Rigging Practices	
Crane Safety	
Operating a Crane	
Preventive Maintenance	
Wire Rope	

**G.1: CURRICULUM OUTLINES: Not Registered with the State Board of Career Colleges and Schools**

## 5. Ohio Class-A Commercial Driver's License (CDL):

<u>CLASSROOM INSTRUCTION</u>	<u>RANGE/LAB/ROAD INSTRUCTION</u>
CDL Regulations	Forward Exercises
Vehicle Systems	Coupling/Uncoupling
Freight Handling	Backing Exercises

Preventive Maintenance	Pre-trip Inspections
Log Books	Road Exercises
	Defensive Driving
	Progressive Shifting
	Highway Driving
	Turn Around Inspections

#### H. ACADEMIC CALENDAR:

Honored Holidays: New Year Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. For starting and ending dates for each program of study, please see attached addendums.

#### I. STUDENT ACCESS TO FILE INFORMATION:

Students are allowed access to the student files at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request.

#### J. STUDENT INFORMATION RELEASE POLICY:

The School will not release any student file information without the student's written permission. The school does release certain information regarding a student's attendance, grades, completion status, and personal data to employers if the student has requested career services. The School questions each student in writing as to whether or not they are requesting Career Services assistance.

#### K. TRAINING DESCRIPTION & SCHEDULES:

Resident training takes place at the Reynoldsburg, Ohio facility. The average class size is twelve students. The training program consists of classroom instruction and field instruction/practice. Field training is structured where students are organized in groups of two or three students per piece of equipment with three being the maximum. Maximum student to instructor ratios are as follows: Classroom Instruction - 12:1 and field instruction - 12:1. The normal training day runs approximately eight (8) hours with a lunch break. Variations in training schedules may occur due to major holidays (Section H), weather conditions or other unforeseen circumstances, however, missed training is made up by lengthening the daily schedule or scheduling an additional day.

#### L. TUITION & PAYMENT METHOD:

#### TUITION:

1.	A.	HEAVY EQUIPMENT OPERATOR PROGRAM - I	\$5,995.00
	B.	HEAVY EQUIPMENT OPERATOR PROGRAM - II (INCLUDES PROGRAM - I)	\$9,995.00
	C.	HEAVY EQUIPMENT OPERATOR PROGRAM - III (INCLUDES PROGRAMS I & II)	\$12,995.00
	D.	MOBILE CRANE OPERATIONS - I	\$5,495.00
	E.	CLASS-A COMMERCIAL DRIVER LICENSE (CDL)	\$5,105.00
		(TUITION DOES NOT INCLUDE LODGING OR TRANSPORTATION COSTS)	

2. **FINANCIAL ASSISTANCE:** The School, at its discretion, may arrange private lender financing for qualified and accepted applicants. This can be used to finance a major portion of the tuition with monthly repayment beginning after 30 days after completion of the program.
3. **OTHER COSTS:** Motel, food, and transportation
4. The School also trains individuals who are funded through programs such as: GI Bill, Workforce Investment Act (WIA), Trade, Dislocated Workers, Dislocated Farmers, Vocational Rehabilitation, United Migrant Opportunity Services, Tribal Education Programs, and others.

**M. CREDIT FOR PREVIOUS TRAINING/TRANSFERABILITY:**

Credit will be given to any student for experience, education, or military service pertaining to the operation of excavation equipment received prior to attending the school. This credit will be in the form of a shorter time to complete the training program. A proportionate adjustment will be made on total tuition charge. All such credit must be approved of by the School Director prior to the student's commencement of training. We do not guarantee transferability of our credits to another institution without a written agreement between that institution and ourselves.

**N. SATISFACTORY ACADEMIC PROGRESS:**

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted and included in calculation of the student's Grade Point Average (GPA). SAP is applied to all students equally whether full or part time. To comply with the school's policy SAP, the student must:

1. Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.
2. Maintain a minimum grade point average of 2.0 at the end of each one-week segment of the program.
3. Grading Scale

A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	<60%	0.0

**Satisfactory Progress Period:** Progress is measured at the end of each week of training.

**Incomplete Grades:** The student has a maximum of one week to complete an incomplete grade or it will revert to an F (failed).

**Course Withdrawals:** A grade of W (withdrawn) will not be considered as course work successfully completed but will be counted as course work attempted. W grades are not calculated into the GPA.

**Course Repetitions:** Students may repeat modules in which they have been unsuccessful in passing the exam(s). Course Repetitions must be completed within 30 days of the last day of the course work that is being repeated.

**Non-Credit Remedial Course Work:** A maximum of five non-credit remedial courses will be permitted unless enrollment in additional non-credit courses is approved by the Training Director due to mitigating circumstances. The maximum time frame will be extended to include the non-credit remedial course work, and the grades for that course work will be counted in the student's GPA.

**Failure to Meet SAP Standards:** If a student fails to meet the SAP standards, he/she will be advised of this in writing by the Training Director. SAP notifications are given to the student personally or sent by U.S. Mail. After the two weeks of unsatisfactory progress, a student will be put on probation (Section O).

**Appeals:** Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the Training Director and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a re-occurrence. Appeals must be made within ten days of the date of SAP notification. Answers



to appeals will be made by the School within ten days after School receipt of the notification of appeal.

**Reinstatement:** Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period of three weeks. Such students will be re-admitted under a probation status (Section O). Such students can re-establish SAP good standing by successfully completing one week of course work while maintaining a 2.0 GPA.

**Transferred or Re-admitted Students' Maximum Time Frame:** Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point re-entry.

## **O. GRADING SYSTEM & GRADUATION REQUIREMENTS:**

**GRADING SYSTEM:** The School's curricula are formatted in subject modules. Each module includes a written exam, and some include performance objectives. Students must achieve a grade of least 70% for the written exam and performance objectives to successfully complete the module. Students can make up an exam no more than two times. Should the student fail the second retest; the student will be required to repeat the classroom or fieldwork for that module. Upon repeating the classroom or field instruction, the student will be given two more opportunities for retest. Should the student fail after this, the student will have failed that module.

**GRADUATION REQUIREMENTS:** Students must successfully complete at least 80% of all course modules to graduate. Upon successfully completing all the required course work, and upon satisfying all the School's financial requirements, graduates will be awarded a certificate.

## **P. ATTENDANCE, PROBATION, RULES & CONDUCT, TERMINATION & COMPLAINT PROCEDURE:**

### ATTENDANCE:

A student's attendance while in training is extremely important. Classes that are missed can be detrimental to a student's progress. In addition, employment potential may be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making a decision to hire.

**a. Absenteeism:** Excessive absence will affect the student's standing negatively. A student will be terminated or rescheduled into a future class because of excessive absenteeism. Three or more unexcused absences will result in termination unless, based upon reasonable extenuating circumstances, school administration agrees to reschedule the student into a future class.

**b. Class-Cut:** A class-cut is considered a non-excused absence.

**c. Tardiness:** Tardiness is defined as any student arriving for class more than five minutes late. Three tardy incidents will equal one unexcused absence.

**d. Leave of Absence:** Students will be allowed one leave of absence not to exceed one-half of the total length of the program. Additional leaves of absence will be denied unless the leave is for health reasons, which must be verified in writing by a certified physician. All leaves of absence requests must be submitted in writing and then approved by the Training Director.

**e. Make Up Work:** Students can make up course work if approved of by the Training Director. Make up work must be completed within 30 calendar days of last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work.

### PROBATION:

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

### RULES & CONDUCT:

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

- a. Being under the influence of intoxicating drugs or alcohol.
- b. Bringing drugs or alcohol onto the school property
- c. Any unauthorized starting or operating of a school vehicle.
- d. Violating any industry safety code.
- e. Insubordination (failure to comply with the instructions of instructor or school employee.)
- f. Illegal acts on or off school property, while in training.
- g. Fighting, vulgarity.

### TERMINATION:

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

### COMPLAINT PROCEDURE:

Student grievances must be submitted in writing. Grievances related directly to training must be submitted to the Training Director. Any grievance remaining unresolved after being handled by the Training Director can be submitted to the School Director. Non-training related grievances must be submitted to the School Director. The Training Director and/or School Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance.

Notice to Ohio students concerning their ability to file a complaint with the State Board of Career Colleges & Schools including the Board's address and telephone number. **Complaint or Grievance Procedure:** All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

### COMPLAINT PROCEDURE KENTUCKY:

Student grievances must be submitted in writing. Grievances related directly to training must be submitted to the Training Director. Any grievance remaining unresolved after being handled by the Training Director can be submitted to the School Director. Non-training related grievances must be submitted to the School Director. The Training Director and/or School Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance

Notice to Kentucky students concerning their ability to file a complaint with the Kentucky Commission on Proprietary Education including the Commission's address and telephone number. **Complaint or Grievance Procedure:** All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, to file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Kentucky Commission on Proprietary Education, 500 Mero Street, Capital Plaza Tower, Room 302, Frankfort, Kentucky 40601. Phone 502-564-4185, Fax 502-564-4248. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## STUDENT PROTECTION FUND (KENTUCKY ONLY):

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form PE-38 can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## Q. STUDENT SERVICES:

### 1. Transcript Request

Official transcripts can be obtained from the NCCER for Heavy Equipment Operator training programs and from the NCCCO for Crane Operator training programs. NCCER transcripts and certificates are accessed online via the NCCER Website

<https://registry.nccer.org/OnlineVerification/VerifyCardNumber>

NCCCO certification information is accessed on the NCCCO Website

<http://www.verifycco.org/login.aspx>

Once exams are completed, Examiners submit all candidate paperwork to NCCCO for off-site scoring. NCCCO scores the exams and mails examination results to candidates. Results are available approximately 12 business days after the exam date for written exams. Practical exam results are available within approximately 12 business days after receipt of the exams by NCCCO.

Examination results may be released only to the candidate in question. It is up to the candidate to provide exam information as needed for employment or record keeping purposes. However, an employer may request verification of a candidate's certification status at any time.

Candidates receive a strength and weakness report indicating the area(s) that they may need to brush up on. 1. Academic Advising:

The student services staff will provide all students with academic advice on satisfactory progress and probationary policies. Students can meet with and discuss their academic situation with the student services staff member and receive advice on corrective actions.

### 2. Career Services:

The school's Career Services Department is available to assist graduates with finding employment. The school does not guarantee any of its graduates that they will become employed as a result of the training. Below are the different aspects of the school's service:

- a. The school will help the student make contacts with prospective employers.
  - b. Career Services consists of referring graduates of the school to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.

### 3. Housing:

Housing is available off campus at local motels at all school campuses. It is the student's responsibility to obtain and maintain his or her housing arrangement. The school will assist in recommending housing facilities in the area, which the school and the State have approved of as being safe and sanitary. The motels the school recommends are generally low budget motels and a student should look at the room before paying for it. Rooming costs will range from \$100 to \$300 per week at the school's recommended facilities. Most of the facilities that offer housing to our students prohibit students from rooming with anyone other than students and pets, children, or spouses who are not students are generally discouraged.

### 4. Transportation:

The student's transportation arrangements must be made and paid for by the individual student.

## R. COMPLETION & EMPLOYMENT RATES

Completion & Employment Statistics: 7-1-17 to 6-30-18:

<u>PROGRAM</u>	<u>STARTS</u>	<u>GRADS</u>	<u>%</u>	<u>EMPLOYED</u>	<u>%</u>
HEO – I	7	7	100%	5	71%
HEO – II	12	12	100%	9	75%
HEO – III	30	30	100%	28	93%
Crane	22	22	100%	22	100%
<b>Overall</b>	<b>71</b>	<b>71</b>	<b>100%</b>	<b>64</b>	<b>90%</b>

## S. DRUG & ALCOHOL PREVENTION/AWARENESS

The School prohibits the unlawful possession, use or distribution of illegal drugs or alcohol by students on school property, in student housing, or as any part of the school's activities. If a student of the school conducts themselves in a manner contrary to the above, they may be reported to the authorities and could face possible termination from training. Abuse of illegal drugs or alcohol can expose you to certain legal sanctions and many health risks. If you need assistance with a drug or alcohol problem, you may ask the Training Director for a listing of local agencies who may be able to help you with a drug or alcohol abuse problem. In addition, you may wish to refer to the Yellow Pages of a local telephone book under Hospitals-Drug and Alcohol Assistance.

## T. STUDENTS REFUND AND CANCELLATION PRIVILEGES (BUYERS RIGHT TO CANCEL)

A. GENERAL INFORMATION AND PROCEDURES TO BE FOLLOWED: The termination date will be the date the student notifies the school, whether verbally or in writing, or the last day of attendance for a student who ceases to attend. Except for cancellation within the five-business day period, the school will make refunds within 30 calendar days after the date of termination. A student shall be deemed to have provided constructive notice of an intention to withdraw if the student fails to attend classes for 3 consecutive days without providing, prior to or during that period, an explanation to the School regarding absences. All notices must be sent to: Rich Lee, School Director, Performance Training Solutions, 7791 Taylor Road SW, Reynoldsburg, OH 43068.

1. If an applicant is rejected, or if for any reason a student withdraws or is dismissed by the School prior to attending school, all monies will be refunded to the student.
2. If for any reason a student withdraws or is dismissed by the School within five business days of signing the Enrollment Agreement (Contract), all monies will be refunded to the student. Refunds for cancellation within five business days will be made within ten days of the date of cancellation.
3. A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
4. A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.
5. A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

6. A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.

**7. FOR VETERANS RECEIVING VETERANS EDUCATIONAL BENEFITS:**

The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the School, registration fees in excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course.

**U. GRADUATE FOLLOW-UP & CURRICULUM UPDATING:**

**GRADUATE FOLLOW-UP**

The School uses the following procedures to follow-up on graduates:

1. Graduate Survey: The School sends a series of employment surveys to all graduates to determine their employment status. The surveys are sent at 30, 90 and 360 days following graduation.
2. Employer Survey: The School sends surveys to the employers who may have hired graduates of the school's programs. This survey asks the employer if they have hired graduates of the program. The survey also queries the employer for information regarding labor needs and future referrals.

**CURRICULUM UPDATING:**

The School monitors the effectiveness of the curriculum with the following procedures:

1. Industry feedback: As indicated previously, the school surveys employers to whom we have referred graduates to solicit feedback as to whether the training is effective and up to date.
2. Student Critique: The School requires each student to complete a Student Critique upon completing the course, which solicits feedback from the student as to whether the training was effective and what changes/improvements could be recommended
3. Graduate Survey: The School surveys all graduates to determine their employment status. As responses and information from the above sources becomes available and is analyzed, the school uses this information to make decisions on curriculum improvements and updates.

**V. CALENDARS**

The following pages show the class calendars for all programs.

Start Date	Grad Date	Name	Duration
6/25/18	7/13/18	Heavy Equipment – I	3 Weeks
7/16/18	8/3/18	Heavy Equipment – I	3 Weeks
8/6/18	8/24/18	Heavy Equipment – I	3 Weeks
8/27/18	9/14/18	Heavy Equipment – I	3 Weeks
9/17/18	10/5/18	Heavy Equipment – I	3 Weeks
10/8/18	10/26/18	Heavy Equipment – I	3 Weeks
10/29/18	11/16/18	Heavy Equipment – I	3 Weeks
11/19/18	12/7/18	Heavy Equipment – I	3 Weeks
12/10/18	12/28/18	Heavy Equipment – I	3 Weeks
6/25/18	8/3/18	Heavy Equipment - I plus Crane	6 Weeks
7/16/18	8/24/18	Heavy Equipment - I plus Crane	6 Weeks

8/6/18	9/14/18	Heavy Equipment - I plus Crane	6 Weeks
8/27/18	10/5/18	Heavy Equipment - I plus Crane	6 Weeks
9/17/18	10/26/18	Heavy Equipment - I plus Crane	6 Weeks
10/8/18	11/16/18	Heavy Equipment - I plus Crane	6 Weeks
10/29/18	12/7/18	Heavy Equipment - I plus Crane	6 Weeks
11/19/18	12/28/18	Heavy Equipment - I plus Crane	6 Weeks
12/10/18	1/25/19	Heavy Equipment - I plus Crane	6 Weeks
6/25/18	8/3/18	Heavy Equipment - II	6 Weeks
7/16/18	8/24/18	Heavy Equipment - II	6 Weeks
8/6/18	9/14/18	Heavy Equipment - II	6 Weeks
8/27/18	10/5/18	Heavy Equipment - II	6 Weeks
9/17/18	10/26/18	Heavy Equipment - II	6 Weeks
10/8/18	11/16/18	Heavy Equipment - II	6 Weeks
10/29/18	12/7/18	Heavy Equipment - II	6 Weeks
11/19/18	12/28/18	Heavy Equipment - II	6 Weeks
12/10/18	1/25/19	Heavy Equipment - II	6 Weeks
6/25/18	8/24/18	Heavy Equipment - II plus Crane	9 Weeks
7/16/18	9/14/18	Heavy Equipment - II plus Crane	9 Weeks
8/6/18	10/5/18	Heavy Equipment - II plus Crane	9 Weeks
8/27/18	10/26/18	Heavy Equipment - II plus Crane	9 Weeks
9/17/18	11/16/18	Heavy Equipment - II plus Crane	9 Weeks
10/8/18	12/7/18	Heavy Equipment - II plus Crane	9 Weeks
10/29/18	12/28/18	Heavy Equipment - II plus Crane	9 Weeks
11/19/18	1/25/19	Heavy Equipment - II plus Crane	9 Weeks
12/10/18	2/15/19	Heavy Equipment - II plus Crane	9 Weeks
6/25/18	8/24/18	Heavy Equipment - III	9 Weeks
7/16/18	9/14/18	Heavy Equipment - III	9 Weeks
8/6/18	10/5/18	Heavy Equipment - III	9 Weeks
8/27/18	10/26/18	Heavy Equipment - III	9 Weeks
9/17/18	11/16/18	Heavy Equipment - III	9 Weeks
10/8/18	12/7/18	Heavy Equipment - II plus Crane	9 Weeks
10/29/18	12/28/18	Heavy Equipment - II plus Crane	9 Weeks

11/19/18	1/25/19	Heavy Equipment - III	9 Weeks
12/10/18	2/15/19	Heavy Equipment - III	9 Weeks
6/25/18	9/14/18	Heavy Equipment – III plus Crane	12 Weeks
7/16/18	10/5/18	Heavy Equipment – III plus Crane	12 Weeks
8/6/18	10/26/18	Heavy Equipment – III plus Crane	12 Weeks
8/27/18	11/16/18	Heavy Equipment – III plus Crane	12 Weeks
9/17/18	12/7/18	Heavy Equipment – III plus Crane	12 Weeks
10/8/18	12/28/18	Heavy Equipment – III plus Crane	12 Weeks
10/29/18	1/25/19	Heavy Equipment – III plus Crane	12 Weeks
11/19/18	2/15/19	Heavy Equipment – III plus Crane	12 Weeks
12/10/18	3/8/19	Heavy Equipment – III plus Crane	12 Weeks
6/25/18	7/13/18	Mobile Crane	3 Weeks
7/16/18	8/3/18	Mobile Crane	3 Weeks
8/6/18	8/24/18	Mobile Crane	3 Weeks
8/27/18	9/14/18	Mobile Crane	3 Weeks
9/17/18	10/5/18	Mobile Crane	3 Weeks
10/8/18	10/26/18	Mobile Crane	3 Weeks
10/29/18	11/16/18	Mobile Crane	3 Weeks
11/19/18	12/7/18	Mobile Crane	3 Weeks
12/10/18	12/28/18	Mobile Crane	3 Weeks
6/25/18	7/13/18	Ohio CDL (Roadmaster)	3 Weeks
7/16/18	8/3/18	Ohio CDL (Roadmaster)	3 Weeks
8/6/18	8/24/18	Ohio CDL (Roadmaster)	3 Weeks
8/27/18	9/14/18	Ohio CDL (Roadmaster)	3 Weeks
9/17/18	10/5/18	Ohio CDL (Roadmaster)	3 Weeks
10/8/18	10/26/18	Ohio CDL (Roadmaster)	3 Weeks
10/29/18	11/16/18	Ohio CDL (Roadmaster)	3 Weeks
11/19/18	12/7/18	Ohio CDL (Roadmaster)	3 Weeks
12/10/18	12/28/18	Ohio CDL (Roadmaster)	3 Weeks

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