

# CDL NOW PROGRAM

CATALOG

VOLUME 4  
JULY 2014



188 COLLEGE DRIVE, ORANGE PARK, FLORIDA 32065



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[www.truckschool.com](http://www.truckschool.com)

The term "the School" is used throughout this catalog. The term refers to and represents National Training, Inc.

### **RECOGNITION**

National Training, Inc. is licensed by the State of Florida, Commission for Independent Education and the Florida Department of Motor Vehicles. This course does not have recognition from any National Accrediting Agency. Additional information regarding this institution may be obtained by contacting: The Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll free: (888) 224-6684

### **BRIEF HISTORY OF NATIONAL TRAINING, INC.**

National Training is a privately held corporation established in 1978. It is a proprietary post secondary vocational educational school designed to serve individuals desiring skill training.

### **EQUAL OPPORTUNITY**

National Training, Inc., an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, sex, age, ancestry or physical handicap. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws.

### **PRIVACY: FAMILY EDUCATION RIGHTS**

National Training, Inc. in accordance with Section 438 of the General Education Provisions Act maintains all student records at its administrative offices in Orange Park, Florida. These records are confidential in nature and no disclosure is provided to outside inquiries or sources without the student's written consent. The student is eligible to inspect and review the records and may amend or update the file for accuracy of personally identifiable information. Accordingly, after graduation and employment, a statement describing the nature of the student's request, properly notarized, plus a ten dollar (\$10.00) processing fee in the form of a money order or certified check, must be submitted to the administrative office, prior to the disclosure of the relevant confidential information.

### **STUDENT RECORDS**

All students' general and academic records are maintained electronically by our Multi-User Computer System located at the Administration Office. This system maintains grade point averages, standard of progress status, pertinent individual financial records and personal data for instantaneous retrieval. All pertinent records are available for individual review upon request.

**STUDENT ACKNOWLEDGEMENT STATEMENT**

I hereby acknowledge that I have received the July 2014 CDL NOW Program School Catalog, prior to signing the Enrollment Agreement.

I understand it is my responsibility to read carefully all the information contained within the School Catalog.

**Student Signature to this understanding is required in the enrollment folder.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**NTI Admissions Representative Signature**

\_\_\_\_\_  
**Date**

## **MISSION STATEMENT**

Produce well-trained entry-level truck drivers and heavy equipment operators who can transition into gainful employment in their respective fields upon completion of the vocational training objectives.

## **VISION STATEMENT**

National Training, Inc. aspires to be a preeminent vocational institution which serves at a level of national quality by maintaining our long-term trend-setting role within the trucking and heavy equipment industries. National Training Inc. strives to excel and exceed the industry standard for vocational training which will allow our graduates to achieve the maximum outcome: gainful employment. National Training Inc. will continue to provide distinctive training programs for truck drivers and heavy equipment operators.

## **CORE VALUES:**

- Begin and end with the student in mind
- Maintain a high level of integrity and ethical values
- Be accountable for our actions and deliver the right result the first time
- Maintain diversity and cultural sensitivity towards all people
- Practice mutual respect and civility
- Be a good neighbor and provide a positive contribution to our community

## **OUR STUDENTS**

We are committed to our students by providing strong curricula emphasizing practical, usable skills blended with a relevant general education foundation. This is accomplished in a caring environment with personal attention and close faculty-student interaction. We offer education opportunity, with an “open door” admission component, to a diverse array of students, including high school graduates, Vocational Rehabilitation students, military personnel, national and international students, various companies, as well as non-traditionally prepared students.

## **OUR PROGRAMS**

We are entirely committed to giving our students the highest quality education possible to obtain entry-level employment skills in the heavy equipment operator and truck driving industry and provide both industries with quality, entry-level individuals who are able to satisfactorily complete their fleet job and contribute to their community.

## **OUR EMPLOYEES**

We are committed to high standards of performance and pride in accomplishment, with the understanding that the strength of our organization is our people. We embrace the concepts of equal opportunity, affirmative action and cultural diversity. We encourage teamwork, professional growth, acceptance of responsibility, and recognition for achievement.

## **OUR COMMUNITIES**

We are committed to being good neighbors and giving our community something they can be proud of in a company. Through our training program we strive to give our community professional, responsible and safe Semi Tractor-Trailer Drivers and Heavy Equipment Operators to contribute to its development.

## **OUR STATE**

We are committed to contributing to the economic vitality of our state by providing a well-trained and educated work force.

## **MESSAGE FROM THE DIRECTOR**

Let us first start by stating that our programs are both challenging and rewarding to complete. All of our programs have been specifically designed with you and the public's safety in mind. Our programs emphasize hands-on learning as the primary vehicle to build your skills as a Professional Tractor-Trailer Driver. Make no mistake that proficiency, competence and proper driver safety can only be attained with generous preparation time. Our very effective training system provides our students with efficient training hours while limiting the actual physical attendance at the school to only 4 weeks, 190 hours.

The 61 classroom hours are spread out over the 4 week course so the learning experience stays fresh and interesting. You will be driving actual tractor-trailers in a matter of a few days. The classroom hours are very efficiently determined by need. Remember, your time here is limited and important; "behind-the-wheel" training time should not be taken up studying a lot of "filler" classroom subjects. The CDL NOW program is ideally designed for the busy, on-the-go student of the new millennium.

We are in constant contact with trucking industry personnel who advise and help us maximize the training content and quality thus providing our graduates an opportunity for success. Our students enjoy attending our modern 350 acre countryside training facility. Since 1978, our main business has been training Professional Tractor-Trailer Drivers. Over the years National Training, Inc. has trained more than 35,000 graduates and has developed into one of the top Truck Driver Training programs available in the United States today.

This program is licensed by the State of Florida, the Commission for Independent Education. In addition, National Training is approved by other appropriate agencies to offer Professional Tractor-Trailer Training in other states. National Training is an eligible training provider for the Workforce Investment Act (WIA). National Training, Inc. is authorized to train eligible Vocational Rehabilitation Participants.

What all this means to you is: VALUE AND EMPLOYER RECOGNITION. We offer up to date, no-nonsense programs with a very competitive tuition that is rarely met by any other institution. Your hard-earned dollars deserve the highest quality and quantity of professional training preparation that is possible. Compare our training fleet and unsparing training hours with our budget conscious tuition prices. I'm sure you will see the value in the training we offer you. So welcome to National Training, future graduate. We look forward to working with you and helping you achieve your career goals.

Larry S. Lark  
Director

## ADMISSION REQUIREMENTS AND PROCEDURES

### ENROLLMENT DATES

National Training, Inc. enrollment is open and the student may attend a future class date after acceptance. The applicant may apply for enrollment at any office of National Training, Inc. or with any licensed representative of the school or directly online via the internet.

### ENTRANCE REQUIREMENTS

While it is preferred that applicants have a high school education, application may be accepted from persons who have at least an eighth grade education. Applicants for the training program must be 21 or older to enroll. The Bureau of Motor Carrier Safety sets the minimum age for drivers in interstate commerce at 21 years old. National Training, Inc. does not discriminate on the basis of sex, race, ethnic origin, age or religion. All enrollment applicants will receive a completed copy of their enrollment agreement.

Applicants for this training program must possess a valid Florida motor vehicle operator's license that you have held within the last year and have an acceptable driving record (See A, B, C, and D below). Students must have a valid Operator's License when reporting for Resident Training. All students must obtain a Class A CDL Permit during the first week of training. Students are advised that the cost of the written exam, or any other fees are to be incurred and paid by the student and are not covered by the tuition paid to the School. The student understands that they must be a "Florida Resident" in order to apply for a Florida CDL Class A License.

Entrance requirements are a constantly evolving process which in part is connected with the supply and demand of new driver availability and regulatory processes. Disqualifying factors are varied but we have listed some personal record history items that would most likely create difficulty being hired by a company that employs CDL classified drivers. **PLEASE UNDERSTAND THE VARIOUS SCENARIOS LISTED BELOW, ARE NOT ALL INCLUSIVE. EACH EMPLOYING COMPANY VARIES CONCERNING THE LISTED VIOLATIONS BELOW. THE SCHOOL ADVISES IF YOUR BACKGROUND DOES INCLUDE ANY OF THE BELOW LISTED VIOLATIONS, YOU MOST LIKELY WILL HAVE MORE DIFFICULTY OBTAINING EMPLOYMENT.** Here are some samples:

- A) If a prospective student has had in a lifetime more than one felony conviction, they must be at least 7 years old; misdemeanors should be at least five years old.
- B) If the prospective student has had a felony conviction of any of the following:  
Violent crime involving weapons, sex crime, grand theft or drug convictions must be at least 10 years old.
- C) If a prospective student has been incarcerated at any time as a result of a felony conviction and cannot demonstrate acceptable work history since the date of discharge. Or the discharge date is less than seven years from the date the prospective student makes application to National Training, Inc.
- D) If the prospective student has been convicted of misdemeanor(s) within the past five years which includes any of the following: battery, drugs, theft, sex crime .will be evaluated on a case by case basis.
- E) If the prospective student has been convicted of DUI (Driving under the Influence) of alcohol or drugs and/or cited for open container violation must be at least five years old and/or if the prospective student has more than one DUI in a lifetime.
- F) If the prospective student has in the past three years had more than three moving violations which indicates reckless conduct. Two or more "at fault" accidents is usually not acceptable.
- G) If the prospective student has in the past five years been convicted of "Careless" or "Improper Driving" with an accident and/or been convicted of "Reckless Driving", "Speed Exhibition" or "Drag Racing".
- H) If the prospective student has had more than one speeding violation in excess of 15+ miles over the limit within the past seven years.
- I) If the prospective student has been convicted of being a "habitual offender" and had their license suspended as a result thereof within the past seven years.

- J) If the prospective student is unable to pass the Federal Motor Carriers "D.O.T. Physical".

### **ENTRANCE REQUIREMENT EXCEPTION**

The School recognizes that some applicants may not meet all of the general entrance requirements listed above, (A through J), but still may be able to secure gainful employment. In addition, the School understands some applicants may be taking training for their own personal enrichment or basis for an independent small business. The above requirements serve to notify applicants that companies who hire through the School's job placement assistance department will not hire recent ex-offenders, alcohol/substance abusers, and applicants with certain physical limitations as defined by Federal D.O.T. Physical requirements or applicants with poor driving records. Job placement assistance with these conditions will be nonexistent. Therefore, providing the applicant can meet all requirements to obtain a CDL license and the applicant understands and signs the "**Job Placement Assistance Waiver Release**" form, admittance to the School can be considered.

### **INFORMATION DISCLOSURE STATEMENT**

In order for National Training to properly serve your best interests, it is important that the School have knowledge to the fullest extent of your driving and/or possible criminal history. The student must understand that National Training uses this information to aid in the decision to determine your ability to benefit from our CDL NOW training program.

All companies that employ Class A CDL drivers, various State agencies and the Federal Department of Transportation (DOT) have strict guidelines and high safety standards which govern the qualifications necessary to obtain a Class A CDL Commercial Drivers License. Anyone that does not meet these standards will not qualify for a Class A CDL and therefore will not have the ability to benefit from this course.

Understand that this statement is not all inclusive and if at a later date additional information regarding a student's or potential student's driving record and/or criminal history is discovered the student may be expelled or forced to withdraw from the program.

If you have any additional information regarding your driving and/or criminal history that has not been disclosed, please write a detailed explanation and submit the information with your enrollment application.

### **STUDENT ENROLLMENT PROCEDURE**

1. Contact any office of National Training, Inc. or any licensed representative and inform them you are interested in enrolling in the School.
2. Fill out a Qualifying Form
3. Complete an Interview with an Enrollment Representative
4. Prior to signing an Enrollment Agreement, applicants must first acknowledge receipt and understanding of the School Catalog.
5. Student acknowledges substance abuse urinalysis testing will be required the first day of resident training.

### **PREVIOUS CREDIT/TRANSFER OF CREDIT**

The School will grant up to 25% credit for previous training, when such previous training has been confirmed. Applicant students assume the burden of requesting their former institution to send to the School authenticated transcripts of training completed at an appropriately accredited institution.

The transcripts reflecting previous training completed must be directly related to Tractor-Trailer driving. The relevance of the training will be at the discretion of the School.

Credits for experiential learning, CLEP or other third party assessments will not be accepted for this training program.

In every case, each graduate earning a certificate must successfully complete at least 75% of the curriculum, directly with National Training, Inc., and this 75% of work must not be derived from any combination of transfer, examination, or experiential learning, with the exception of credits earned by active U.S. Military members for relevant training.

Each specific student's case will be evaluated by the School. As appropriate, acceptance of prior training will be granted and applicant's program shortened proportionately to demonstrated skills with a corresponding reduction in the tuition cost.

The transferability of credit and the maximum amount of credit which can be obtained through prior learning or by examination is at the discretion of the accepting institution and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## **PROGRAM OBJECTIVES**

The CDL NOW Program objectives provide the preparation to reasonably diligent students to meet entry-level trucking industry standards via a traditional resident training attendance format curriculum. Our students will receive training by classroom and hands-on training in operation of combination tractor-trailer for entry level positions within the trucking industry both interstate and intrastate.

1. Students will be able to successfully demonstrate the ability to operate a Class A Tractor-Trailer during basic control skills tests as prescribed by the State of Florida, Department of Highway Safety and Motor Vehicles, Division of Drivers Licenses as required and amended in the Motor Carrier Safety Act of 1986.
2. National Training, Inc. will provide students training criteria and standards that are in full compliance with the requirements of the Commercial Motor Vehicle Safety Act of 1986.
3. Students will be able to demonstrate the ability to perform a pre-trip inspection on a Class A Tractor Trailer according to the State of Florida, Department of Highway Safety and Motor Vehicles, Division of Drivers Licenses as required and amended in the Motor Carrier Safety Act of 1986.
4. Students completing the program will be knowledgeable of the Rules and Regulations of the Department of Transportation and other federal and state regulatory agencies as applicable to the operation of tractor-trailers on state and inter-state highways.
5. Under supervision from instructors, students will demonstrate the proper methods of starting, operating and shutdown procedures under typical conditions.
6. Students should be able to recognize and articulate the foundational assumptions, central ideas, and the basic information necessary to properly drive Diesel Semi Tractor-Trailers.
7. Students will perform the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.
8. Students will demonstrate proper road skills to safely and effectively drive a tractor-trailer under a wide variety of traffic, load, road, weather (practical and by the use of films) and geographic conditions.
9. Graduates will obtain the knowledge and be able to intelligently converse with both industry and enforcement personnel with regard to Department of Transportation safety rules and regulations as stated in the code of Federal Regulations title 49 Parts 383 to 397.
10. Students completing the program will demonstrate common sense and working knowledge of safety procedures as defined by the Occupational Safety and Health Act as applicable to the operation of tractor-trailers on state and inter-state highways.
11. Students completing the program will possess the knowledge to successfully pass the State of Florida D.O.T. written examination as well as the State of Florida D.O.T. equipment road test required for employment as a driver in the Trucking Industry.

## **MINIMUM ENTRY-LEVEL TRUCKING INDUSTRY STANDARDS FOR DRIVERS REQUIREMENTS**

You are 21 years old to drive interstate. You can speak, read and write English well enough to do your job. You can drive a truck safely. You can pass the D.O.T. physical examination. You have an up-to-date driver's license that you have held within the last year. You have passed a D.O.T. written examination on the driver's regulations. You have filled out a detailed job application form. You have a good driving record. The United States Department of Transportation,

effective December 1, 1989, requires you to pass a Pre-Employment Drug Testing, drug testing following accidents, periodic random testing and annual physicals and testing when a Carrier has reasonable cause to suspect the driver is using or in possession of illegal drugs or substances in the workplace.

## SCHOOL POLICY

- 1 The student authorizes National to use his or her name and/or picture in any future promotional material the School may produce. The promotional materials are in the form of print, video, broadcast and electronic format.
- 2 The student must pass a D.O.T. (Department of Transportation) physical examination prior to training behind the wheel on public streets and highways. If prior to the start of training the student is deemed ineligible to drive under the provisions set forth by the U. S. Department of Transportation, all tuition paid by the student will be refunded. The student must send to the school a copy of proof of physical failure from a licensed Medical Examiner.
- 3 If the school is unable to continue training at the Resident School for reasons beyond its control such as, but not limited to, hurricanes, floods, extreme weather conditions, fire, flood, etc., then the school reserves the right to suspend training at the Resident Site(s) affected for a period not to exceed 120 days. If any student is affected by this clause, the student may return to the Resident School and take the complete Resident Training at no additional tuition charge.
- 4 The school may find it necessary to give additional Resident Training time to the student. Therefore, every student agrees to take additional training, up to 10 additional hours, if the school finds it necessary. There will be no additional tuition for this training, and the student will be assigned to a future Resident Training makeup class. The date will be selected by the school. The 10 hour additional training must be completed no later than sixty (60) days from the last attended class date.
- 5 The School's resources are always available to past graduates for "Refresher" sessions of training. These services are scheduled through the Resident Training Director and will be scheduled at the discretion and availability by the Director. Refresher training will only be provided to graduates of the actual program they graduated. The School will provide refresher training on a "by the day" basis. The School's charges to the graduate will be on an actual cost basis. Refresher training costs do fluctuate based on a number of economic factors. Contact the Resident Training Director, with your specific needs, for a current quote. Active military, that trained and graduated during their military service, may require refresher training upon military separation. If needed, military graduates will be afforded ample refresher training, at no additional charge, provided refresher training is completed no later than 60 days after their military separation date.
- 6 Rules, regulations and policies of the school regarding attendance and conduct during Resident Training shall be given to the student upon arrival for Resident Training. Failure to abide with the foregoing rules, regulations and policies may mean dismissal and resultant loss of training.
- 7 The student at completion of Resident Training must meet all requirements and be able to satisfactorily demonstrate all equipment and academic skills set forth in the U. S. Department of Transportation Federal Motor Carrier Safety Regulations Pocketbook to obtain a Certificate of Road Test and Certification of Written Examination, Graduation Certificate, and the Florida CDL Manual for Truck and Bus Drivers.
- 8 Students understands the School obtains driving records, personal background, criminal history (if any) and credit reports on most all students. These records may also be investigated by potential employers.
- 9 The school will make a prompt refund, if any refund is due, within thirty (30) days of cancellation. A full refund will be made promptly if the student is not accepted by the school.
- 10 The student agrees to attend class for any necessary hours during any 24 hour period.
- 11 The student must successfully complete the course in order to graduate and receive the Certificate of Completion and be eligible for the CDL third-party skills test which is administered by the School for students with Florida residence.
- 12 It is the policy of the school to assign work-study projects to be completed by the student during the evening hours while attending Resident Training,
- 13 **ALL TRAVEL EXPENSES AND ARRANGEMENTS (TO AND FROM THE RESIDENT SCHOOL) SHALL BE PAID BY THE STUDENT.** Costs for food, lodging, pre-employment mandatory substance abuse testing, physical examination and personal necessities while at Resident Training shall be paid by the student. It is the student's responsibility

to make their own selection and reservations for their lodging. The School sets no restrictions on where the student secures food and lodging.

- 14 Students must have a valid Operator's License that you have held within the last year, when reporting for Resident Training. All students must possess a Class A CDL Permit to be allowed to train on public streets and highways. Students are advised that the cost of the written exam, skills tests or any other fees are to be incurred and paid by the student and are not covered by the tuition paid to the school. The student understands that they must be a "Florida Resident" in order to apply for a Florida CDL Class A License.
- 15 The student hereby authorizes the School to give potential employers and authorized governmental authorities' access to the student's records upon request, in compliance with the Buckley Amendment.
- 16 Unless otherwise directed by the Home Office in writing, all correspondence, inquiries, payments and other matters relating to this program made by the student shall be directed to:

National Training, Inc.  
188 College Drive P. O. Box 65789  
Orange Park, Florida 32065-5789

### **STUDENT STANDARDS OF SATISFACTORY PROGRESS, GRADING AND TERMINATION**

In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student is required to maintain a specific grade point average and to attend the required classes to ensure satisfactory completion of the entire course within the maximum specified time frame. Each student's grade point average and attendance will be measured at the end of each one week increment. Normal completion time for the CDL NOW program is 4 weeks.

### **ACADEMIC WARNING or TERMINATION**

In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student is required to maintain a specific grade point average and to attend the required classes to ensure satisfactory completion of the entire course within the maximum specified time frame.

A minimum overall grade point average of 75% is required for graduation. Students are graded on written examinations, a skills test on equipment and one D.O.T. written examination and daily graded evaluations. Any student who fails to meet the minimum required cumulative grade point average at the end of each week will be deemed not to be making satisfactory progress.

### **ATTENDANCE POLICY**

Each student is required to attend every scheduled class. At the end of each increment a student's cumulative absences for the entire course to that point cannot exceed 4 days. A student will be deemed not to be making satisfactory progress if absence exceeds 4 days. Student will be terminated from that class and new arrangements will need to be developed for the student to attend a class date at a later time, if the student requests.

The only excused absences from training will be for illness, injury or death in the immediate family legitimate excuse approved by the Director of Training. All other reasons for absenteeism will be unexcused. THE TOTAL NUMBER OF ANY TYPE OF ABSENCE, EXCUSED OR UNEXCUSED, IS FOUR (4) DAYS FOR THE DURATION OF THE COURSE. ANY FURTHER ABSENCE MAY RESULT IN TERMINATION. Time and instruction lost due to an absence may be made up at a later date at the discretion of the Director of Training. Makeup work must be acceptable before completion of the Resident Training.

If the student is tardy from classes three times during resident training, unless the tardiness was due to conditions beyond the student's control, the student will be informed that if the student is tardy once more, the student will be sent home and a later class will need to be scheduled. IF A STUDENT IS RESCHEDULED DUE TO TARDINESS, ANY FURTHER TARDINESS MAY RESULT IN TERMINATION. NOTE: Rescheduling for any reason depends upon availability of class space. Class cutting will be treated the same as tardiness.

## **APPEAL PROCEDURES/READMISSION POLICY**

If there are mitigating circumstances which prevents a student from maintaining satisfactory progress, a student may appeal termination based on these circumstances. The appeal must be made in writing and sent to the Director of Training. This appeal letter must explain fully the circumstances behind a student's failure to maintain satisfactory progress and what the student plans to do to overcome these circumstances and maintain satisfactory progress for the duration of the course. If an appeal is approved, the student will be notified of the satisfactory progress conditions they must meet for the remainder of the course. If a student subsequently fails to meet the school's conditions of the appeal, the student's enrollment will be permanently terminated. Students may be re-admitted to school under this policy, if approved.

## **SPECIAL GRADING CIRCUMSTANCES**

1. Make-up work and incompletes: time and instruction lost due to an absence may be made up at a later date at the discretion of the Director of Training. All makeup work and incompletes must be satisfactorily completed within the maximum specified time of course completion prior to graduation.
2. Remedial Training: any student, as a result of daily evaluations or failure to maintain a minimum grade point average of 75%, who is deemed to need additional assistance in any area may be afforded additional training time to help bring up any area of deficiency to satisfactory standards.
3. Withdrawals: any student who discontinues training for any reason other than an approved leave of absence will be considered withdrawn as of the last day of actual attendance. Satisfactory progress up to the withdrawal date will be considered in any appeal for re-instatement after withdrawal. A student's enrollment will be permanently terminated after a second withdrawal.

## **GRADING POLICIES**

### **MAXIMUM TIME FOR COMPLETION**

In the event the student must change their scheduled training date, the student may reschedule for a different training date anytime within the next 90 days from their scheduled training date, providing the reason to discontinue or absence is excused. The school reserves the option to assign a different class date based on class size

### **WITHDRAWAL GRADE POLICY**

A grade of "W" is issued to students who withdraw after the start of a course and completion of some training days. Refer to the Refund Policy regarding tuition and fees.

### **INCOMPLETE GRADE POLICY**

Students who are satisfactorily passing their courses but are unable to complete all coursework by the end of the course may petition their instructors to be given grades of Incomplete ("I"). Students will then have 45 days from the end of the course to complete all outstanding work. After 60 days from the end of the course, the grade of "I" will be updated to reflect the appropriate letter grade based on work completed or not completed.

## **GRADING SCALE**

### **CDL NOW COURSE**

A - 93 to 100%  
B - 85 to 92%  
C - 80 to 84%  
D - 75 to 79%  
F - below 75% No grade percentage  
G - GRAD - Transcript Grades above 75%

### **INACTIVE DESIGNATIONS**

below designations will be assigned no grade point  
NS - No Start - Did not do lesson within 60 Days  
W - Withdrawal - School Drop or Student Drop  
DS - Drug Positive  
GPA - Failed to meet GPA Standard of Progress

During training Instructors' measure and grade daily progress of the student by utilizing daily practical and written examinations. If the student is unable to pass the daily tests, then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to re-test.

In the event a student does not successfully complete the resident training phase, an additional eight hours of training can be scheduled for the student to practice and retest. This is scheduled after the completion of the regular class.

### **WITHDRAWALS**

A student may be allowed to withdraw and reenroll in the program once. During program, students who fail to attend training for more than two days or are tardy more than three times will be automatically withdrawn, and must be rescheduled to repeat the course. Unless absences are for good causes, such as illness or genuine emergency, only one reschedule will be granted to a student who is thus withdrawn. The date of withdrawal shall be the last day of attendance. Partial attendance days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance.

### **TUITION CHARGE FOR THE PROGRAM**

Course 15 CDL NOW Program – Includes all books and supplies

Total Tuition: \$5995.00

Tuition \$5995.00 + \$75.00 Administrative Fee = \$6070.00

Methods of payment - cash, personal check, money order, Visa, Master Card, Discover and American Express.

### **REGISTRATION AND ADMINISTRATIVE FEE**

Registration fee is \$150 (refundable see below). There is a \$75.00 Administration (Non Refundable) fee that is accessed to each student to help defer investigative costs associated with application review, criminal background check, application review, driving record analysis, credit report etc. **THIS IS A NON-REFUNDABLE FEE ONCE THE STUDENT HAS PAID THE FEE.**

### **CANCELLATION REFUND POLICY**

If the state of residence of a student has a refund policy more favorable than the policy of the school, the state policy will apply.

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily. The refund policy meets the refund policy published by the State of Florida, Commission Independent Education. In the event that a student does not meet the admission requirements and is rejected for training, the applicant will be notified in person or in writing and all previous obligations will be void. All refunds, if any, will be made within 30 days. Notice of cancellation must be forwarded to: (We suggest using Certified Mail) National Training, Inc., 188 College Drive, P. O. Box 65789, Orange Park, Florida 32065-5789.

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily. The termination date is the last date of actual attendance by the student. Partial attendance days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance

1. A full refund of tuition and fees paid if the applicant withdraws pursuant to Buyer's Right to Cancel at any time prior to midnight of the third working day after Signing the enrollment agreement. Credit Card Users receiving full refunds or full refunds less the registration fee will be charged for the Bank convenience charge (discount rate )normally paid by the School. The charge is approximately 3% of the credit card charge amount. This amount will be deducted from the refund amount.
2. Individuals, who cancel after midnight of the 3rd working day after signing the enrollment agreement, but prior to starting class, will be charged a cancellation fee of one hundred fifty (\$150.00) dollars.
3. For a student who is terminated on training day #1 through #8 there will be a tuition charge of \$299.75 per day.
4. For a student who is terminated on training day #9 or any training day thereafter, the school will charge the full tuition of \$5995.00.

## **TUITION FINANCING**

Applicants should not be deterred from applying for acceptance to the School because of a lack of financial resources for tuition and related costs. National Training, Inc. has arranged funding availability through private sources. These funds are loaned out to students, who display financial need, in the form of "A CAREER STUDENT LOAN".

Financing can normally be arranged for any student that meets the admission standards. Financing options are many and the School will work with any student that displays the desire to enter the Trucking Industry. If the student's personal credit rating is challenging, we urge those students to not give up pursuing their dream. Normally all that has to be done to admit a student is complete a financial circle of interest. Every student has people in their lives that are rooting for them to do well in life. We simply finish the circle of interest between the School, the Student and the addition of that interested person that is qualified to serve as a student loan security cosigner. The school will instruct the student how to complete the process with their advocate. Providing the students desire, is truly genuine, to enter the Trucking Industry the process of obtaining a student loan co-signer is easier than they may think and the School's admissions office will help with the process. Applicants may contact the Student Services Department for details, qualifications and current information.

**National Training, Inc. does not participate in any Title IV, Federal Student Financial Aid Programs.**

## **GI BILL BENEFITS**

The CDL NOW program is approved for the training of veterans. There are a number of GI Bill Chapters, the most recent being the Post 911 GI Bill. For thorough and up to date information concerning the GI BILL please visit [www.GIBILL.va.gov](http://www.GIBILL.va.gov).

## **DELINQUENT TUITION**

When an account becomes delinquent efforts are made to collect by telephone or letter. If we are unsuccessful, these accounts are subject to collections and the Credit Bureau is notified.

## **COURSE OUTLINE CURRICULUM HOURS 4 WEEKS (190 HOURS)**

Resident Training is completed at the school's training grounds. It consists of classroom, driving range and "over-the-road" instruction with school equipment.

The student is taught driver techniques, defensive driving, Department of Transportation regulations, log book procedures and other related subjects. The student also participates in practice driving on a specially prepared driving range on our training grounds and operates tractors with trailers on local area highways and city streets over selected routes.

A student in Resident Training must achieve a minimum of 75% on each of the major areas of instruction and 80% on the Department of Transportation Written Examination. Grading of skills is accomplished by standardized objective based evaluations. Individual students are counseled on standards of performance and progress as needed by instructors and supervisory staff members.

1. Students will train in groups of 15 students per instructor for tractor-trailer maneuver work.
2. The School utilizes most manufacturers of truck-tractors, engines and most common transmissions.
3. The in-truck student to instructor ratio is 3 to 4 students to 1 instructor. (Road Driving)
4. Students will receive instruction on Conventional Tractors with Van Trailers.
5. Students understand there will be daily homework assignments and classroom study during Resident Training. The student agrees to train any day of the week within any 24 hour period.
6. The School cannot guarantee that the student will receive training on anyone particular type of vehicle.

**RTE = Resident Training Exercises. RTL = Resident Training Classroom Lessons.  
Lesson title indicates lesson description.**

**RESIDENT TRAINING HOURS BREAKDOWN 4 WEEKS- 190 HOURS  
CLASSROOM SUBJECTS/LESSON DESCRIPTIONS**

Monday Orientation, Roll Call.....	8
RTL-1 Defensive Truck Driving Course .....	6
RTL-2 Map Reading .....	1
RTL-3 Trip Reports.....	1
RTL-4 Preparation for CDL Permit.....	13
RTL-5 DOT Regulations-Hours of Service-Log Book- Part 395 .....	8
RTL-6 <i>Extended Classroom – “Hours of Service” Exercises.....</i>	<i>10</i>
RTL-7 Driver Wellness, Whistleblower Protection.....	1
RTL-8 Pre-Trip Inspection – Brake Adjustment.....	2
RTL-9 Refrigeration Theory .....	1
RTL-10 Weight and Cargo Distribution Theory .....	2
RTL-11 Operator Forms.....	1
RTL-12 DOT Regulations – Hazardous Materials-Part 397.....	2
RTL-13 Driver’s Accident Reporting .....	1
Academic Testing .....	4
<b>TOTAL CLASSROOM SUBJECT HOURS .....</b>	<b>61</b>

**HANDS ON EQUIPMENT PROJECTS AND EXERCISES**

RTE-1 Couple/Uncouple Trailers (Hands On) .....	9
RTE-2 Pre-Trip Inspection (Hands On).....	12
RTE-3 Skills Course Behind-the-Wheel, Straight Line Backing, Stop Line, Right Turn, Alley Docking, Parallel Park.....	40.5
RTE-4 Road and Track Driving .....	58.5
CDL Testing Retesting .....	3
<b>TOTAL HANDS-ON EQUIPMENT</b>	<b>123</b>

**JOB PLACEMENT ASSISTANCE**

Career Guidance Orientation, Employer Presentations& Job Placement Assistance .....	6
<i>Graduate Exit Presentation and Employer Presentations, in most cases, actually run longer than the allocated 6 hours due to the level of student interest in the employer presentations.</i>	

<sup>1</sup>U.S. Department of Education defines a classroom hour as 1 clock hour which equals 50 minutes of instructor led training plus 10 minute break.

<sup>1</sup>The amount of time spent on any one field training project may vary among students depending on individual progress. Tractor-Trailer Operation times include student observation with B.T.W. (Behind The Wheel)

**CDL NOW TRAINING SCHEDULE**

<b>1<sup>st</sup> Week</b>	Monday 10:00AM to 5PM	6
1 hour lunch	Tuesday 8:00 AM to 5PM	8
	Wednesday 8:00 AM TO NOON	4
	Thursday 8:00 AM to NOON	4
	Friday 8:00 AM to 5PM	8
	<b>Total</b>	<b>30 hours</b>
<b>2<sup>nd</sup> Week</b>	Tuesday, 7:00 AM to 5:30 PM	10
½ hour lunch	Wednesday, 7:00 AM to 5:30PM	10
	Thursday, 7:00AM to 5:30PM	10
	Friday, 7:00AM to 5:30PM	10

Saturday, 7:00AM to 5:30PM	10
<i>Extended Classroom</i>	
<i>"Hours of Service" exercise</i>	4
<b>Total</b>	<b>54</b>

<b>3<sup>rd</sup> Week</b>	Monday, 7:00 AM to 5:30 PM	10
½ hour lunch	Tuesday, 7:00AM to 5:30PM	10
	Wednesday, 7:00AM to 5:30PM	10
	Thursday, 7:00AM to 5:30PM	10
	Friday, 7:00AM to 5:30PM	10
	<i>Extended Classroom</i>	
	<i>"Hours of Service" exercise</i>	3
	<b>Total</b>	<b>53</b>

<b>4<sup>th</sup> Week</b>	Monday, 7:00 AM to 5:30PM	10
½ hour lunch	Tuesday, 7:00AM to 5:30PM	10
	Wednesday, 7:00AM to 5:30PM	10
	Thursday, 7:00AM to 5:30PM	10
	Friday, 7:00AM to 5:30PM	10
	<i>Extended Classroom</i>	
	<i>"Hours of Service" exercise</i>	3
	<b>Total</b>	<b>53</b>

## RESIDENT TRAINING CALENDAR & RESERVATION REQUIREMENTS

<b>Calendar :</b>		
<b>July 21, 2014</b>	-	<b>August 15, 2014</b>
<b>August 11, 2014</b>	-	<b>September 5, 2014</b>
<b>September 2, 2014</b>	-	<b>September 26, 2014</b>
<b>September 22, 2014</b>	-	<b>October 17, 2014</b>
<b>October 13, 2014</b>	-	<b>November 7, 2014</b>
<b>November 3, 2014</b>	-	<b>November 28, 2014</b>
<b>November 24, 2014</b>	-	<b>December 19, 2014</b>

Or you may visit the School web site at [www.truckschool.com](http://www.truckschool.com) or call the scheduling department at: 800-488-7364. Students assigned to Resident Training classes begin on Tuesday (Orientation) and graduate the following fourth Friday, barring special scheduling to accommodate holiday periods. If space in the preferred class is not available, an alternate date will be assigned to the student. The assigned alternate resident starting date will be as close as possible to the student's requested date.

**CONFIRMED RESERVATIONS CAN ONLY BE GRANTED BY THE SCHOOL SCHEDULING DEPARTMENT. STUDENT SCHEDULING IS AUTHORIZED ONLY BY THE SCHOOL'S SCHEDULING DEPARTMENT.**

### STUDENT CONDUCT - RULES AND REGULATIONS

At the start of Resident Training all students will be briefed on rules and regulations which must be adhered to at all times while on school grounds and/or in school equipment. The rules and regulations are:

- 1 The School wants to remind each student they are in a professional training environment and they are expected to act accordingly. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their unprofessional attitude. If the student's attitude does not improve, the student will be dismissed from school and rescheduled for a later training class. The student will be informed at the time of dismissal that if the same condition exists when the student returns for the next resident training class, the student will be dismissed permanently.

- 2 Any student who reports for Resident Training and is obviously under the influence of alcohol and/or drugs will not be permitted to start Resident Training and the student will be rescheduled for a later class. The student will be informed at the time of dismissal that if the same condition exists when the student returns for the next resident training class, the student will be dismissed permanently.
- 3 Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses:
  - ✓ use of alcohol and/or drugs while on school grounds or equipment.
  - ✓ having a firearm or any other dangerous weapon on school grounds or equipment.
  - ✓ gambling on school grounds or equipment.
  - ✓ stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment. (The proper law enforcement agencies will be notified)
  - ✓ being arrested and charged, at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with drugs or other controlled substances. (If the student is acquitted of all charges, they may apply for reinstatement to the school)
- 4 The school reserves the right to withhold any final grade transcript when reports of any damages, vandalism or theft committed at any of the local motels is submitted by the owner/inn manager to National Training or the law enforcement agencies for prosecution. The student is immediately expected to correct and repair the damages or reimburse the motel owner/manager for their expenses, prior to issuance of the final grade transcript.
- 5 The school does not condone the practice of borrowing or lending of money or personal property.
- 6 The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.

## **GRADUATION REQUIREMENTS**

In order to graduate a student must successfully complete the course. A Certificate of Completion and a transcript of grades will be awarded upon successful completion of the training program.

## **JOB PLACEMENT ASSISTANCE**

Students attending Resident Training will be given full access to the resources of the Placement Department. It is our objective to aid each student in the employment process by one-on-one counseling and inquiries to prospective employers by telephone, internet searches and student hometown area news media resources. Each student will be given a listing of those companies receptive.

Each student will be interviewed one on one by the Placement Department. This interview/counseling will determine the student's needs and match them with those of the Trucking Industry. In addition, each student will be given instruction on proper interviewing techniques and resume writing. After graduation, the Placement Department will contact each student for follow-up and further assistance as needed in the job search process.

Student understands and agrees that he/she will follow all instructions provided by the Placement Department. The School is eager to help those students that are eager to help themselves. Landing that first job may require a number of company contacts and wearing out some shoe leather. Students that do not execute the job assistance strategy and training will find success more difficult to attain. Students are cautioned from setting their expectations to a certain type of driving job such as accepting jobs that are "only over-the-road" or "only local". "I will not touch any freight" etc. Our message and recommendation is to be open to all types of opportunities. The **most important factor** after graduation is becoming employed and begin logging experience hours.

**The graduate should remember the final decision on hiring rests with the employer. National Training, Inc. does not imply nor guarantee employment upon successful completion of training. Employers are influenced by such factors as technical skills displayed, class attendance, character and personality traits, a favorable appearance, previous work history and the basic desire to work.**

National Training, Inc's Job Placement Assistance is available in future years should the graduate contemplate a change in jobs. However, priority is always given to the most recent graduates. Inquiries received from potential employers concerning our graduates are reported to our Placement Director.

National Training reserves the right to withhold job placement assistance to those students who do not graduate, or to those graduates who are terminated from a job secured through National Training for misconduct, and those graduates who are delinquent in their tuition payment obligations.

## **TRANSPORTATION**

The School does not provide transportation.

## **FOOD AND HOUSING**

Students have the privilege of staying and eating wherever they desire while attending the School. There are motels and restaurants in the Green Cove Springs, Florida area. It is the student's responsibility to secure and pay for their food and housing. The school offers complete vending services for students. Approximate costs for food could be conservatively figured at about \$15.00 per day. National Training students receive special rates from many of the area motels. Students may contact the school or the motels directly for the current rates.

## **COUNSELING/STUDENT GRIEVANCE PROCEDURES**

Counseling and guidance of students is part of each instructor's responsibility. However, all instructors, supervisory and administrative staff members are available to assist the student in successful completion of training. Students have the facilities and full support of the Education Services staff to assist with problems which may arise. Students may contact the Education Services Department for clarification and assistance with any difficulties by emailing your questions to:[student\\_services@nationaltrainingschools.com](mailto:student_services@nationaltrainingschools.com) or call toll free at 1-904-272-4000.

Student complaints should relate to items such as administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, and career or placement services.

We encourage students to come to the on-site Training Director in the event of disputes concerning instruction staff, fellow student violation of school rules and laws and relevant personal problems.

The Training Director will treat your report with confidentiality and compassion. Remember, if you are experiencing problems and you do not report them, corrections cannot be made to make your training a more rewarding and fulfilling educational experience.

The National Training's grievance procedure is as follows:

- Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the instructor or staff member involved.
- If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Education and/or Training Director. The student should request this appointment within five (5) business days of the instructor or staff member's response. The Training Director will schedule the conference within five (5) days of the student's request.
- If the previous steps have not solved the complaint, the student must present in writing, all facts of the grievance to the President at: 188 College Drive, Orange Park, FL 32065.
- The student should present the facts within seven (7) business days of the phone conference with the Education and/or Training Director. The President will either address the grievance him/herself or take action to form a grievance

committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

- After a decision has been rendered by the grievance committee, the student may request that the President review the process and outcomes of the grievance
- If the student complaint cannot be resolved after exhausting National Training's grievance procedure, the student may file a complaint regarding the unresolved issues to the attention:

<b>National Training, Inc.</b> <b>Attention: Student Services</b> <b>PO Box 65789</b> <b>Orange Park, Fl. 32065</b> <b>(904) 272-4000</b>	<b>Commission for</b> <b>Independent Education</b> <b>325 W. Gaines St</b> <b>Suite 1414</b> <b>Tallahassee, FL 32399-0400</b> <b>(850) 245-3200</b>
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### **STUDENT SERVICES DEPARTMENT**

The Student Services Department is here to help students by offering access to a general information source by Telephone or email, Monday through Friday 9:00 AM to 6:00 PM, Eastern Standard Time.

If students are ever uncertain where or who to ask when they have questions regarding their enrollment, National's Student Services Department is the department which provides the answers. Servicing students and eliminating "hassle" is the department's only priority. If you should need answers call: 904-272-4000 or email [student\\_services@nationaltrainingschools.com](mailto:student_services@nationaltrainingschools.com).

### **SCHOOL HOLIDAYS**

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **DRUG PREVENTION PROGRAM**

National Training, Inc. is in compliance with the requirements of the Drug-Free School and Workplace Acts. The school also complies with all substance abuse requirements mandated by the Federal Highway Administration. Every student will be required to submit to a Pre-Employment Urinalysis Test the first day of resident training. Additional information concerning drug prevention may be obtained at the school during regular school hours.

If a student, while in resident training at the school is arrested and charged, at any time, at any place, by the police for the possession, consumption, distribution or is in any other way connected with drugs or other controlled substances, the student will be expelled from school. If the student is acquitted of the charge, the student may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to the school.

### **DESCRIPTION OF FACILITIES**

#### **ADMINISTRATION BUILDING - ORANGE PARK, FLORIDA**

Administration Departments are located within 8,000 square feet of space. The space houses the school management, educational services, student services, curriculum development, job placement departments and shipping and receiving department.

### **TRAINING EQUIPMENT**

National Training, Inc. provides and maintains a quality fleet of tractor-trailers that are provided to our students during their training experience. We feature the top manufacturers of truck tractors such as Freightliner, Peterbilt, Kenworth and White-GMC. The road fleet is comprised of late model tractors which are comparable to the exact road tractors that are currently on our nation's highways.

The School pays particular attention to equipment variety, not only to the name brands, but also in the power trains utilized in our training fleet. We feature engines from 300 HP to 450HP. Our fleet is represented by all of the major component manufacturers such as Caterpillar, Cummins and Detroit Diesel Series 11. Transmission types represented are the same type the graduate will most likely encounter in the Industry. The trailer fleet is represented by a large section of manufacturers. We currently utilize 45 and 48 foot van trailers some have sliding tandem axles.

**TRAINING COMPLEX - GREEN COVE SPRING & FLORIDA**

Students taking our TRUCK DRIVER TRAINING PROGRAMS train on various parts of our 350 acre, multi-million dollar, modern training facilities. We believe our training complex is one of the largest and best equipped in the United States. We utilize 7,000 square feet of classroom space and several other ancillary buildings for maintenance of equipment and storage. In addition, the Truck Driving School utilizes the 1 1/4 mile skills track located on the training complex. The Resident Training Complex is approximately 22 miles from the Administrative Building in Orange Park.

**ADMINISTRATIVE STAFF**

Larry S. Lark Director/President  
Andrew McLoughlin, Admissions and Marketing  
Mike Adams, Resident Training Director  
David Rose, Marketing/Curriculum Internet  
Lisa L. Butler, Controller  
Maurice Zimmerman, Credit & Loan Management

Michael Adams – 17 years of Industry Experience  
CDL Instructor Lic#111676 Tester Lic#2318  
Jim Conley – 8 years of Industry Experience  
CDL Instructor Tester Lic#3658 Tester Lic#2668  
Jay Schmitz – 8 years Industry Experience  
CDL Instructor Lic#120971 Tester Lic#3599

National Training, Inc. employs only qualified instructors who have proven experience in the particular field in which they are instructing. The School subscribes to and is in full compliance with Title VI of the Civil Rights Act of 1964

**OWNERSHIP**

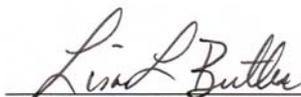
NATIONAL TRAINING, INC., is a privately owned coeducational vocational school located in Orange Park, Florida. The School is wholly owned by National Training, Inc. a corporation organized under the laws of the State of Florida. National Training, Inc. is not affiliated with any other organization.

**I hereby certify that this catalog of National Training, Inc. is true and correct in content and policy.**



**Larry S. Lark  
Director**

**Before me, Larry S. Lark (personally known to me) signed the above acknowledgement this 1<sup>st</sup> day of July, 2014 in the County of Clay in the State of Florida.**

  
\_\_\_\_\_  
Lisa L. Butler, Notary Public

**July 1, 2014**  
**Date**

