

COMMERCIAL DRIVERS
LICENSE PREPARATION
PROGRAM

CATALOG

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188 COLLEGE DRIVE, ORANGE PARK, FLORIDA 32065



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NATIONAL TRAINING, INC.
188 COLLEGE DRIVE
P.O. BOX 65789
ORANGE PARK, FLORIDA 32065-5789
EMAIL: inforequests@nationaltrainingschools.com
Be sure to visit our Web Site:
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 an accredited member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a “nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.”

National Training, Inc. is licensed by the State of Florida, Commission for Independent Education.

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. The method employed in implementing this training is a combination of Distance Education and Resident Training. We are also engaged in specialized industrial training, retraining and refresher courses tailored to individual corporate needs. National Training is a Nationally Accredited Institution, enjoying a well-earned stature within the education community and has experienced well-managed growth since inception.

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 October 2014 Commercial Driver’s License Preparation 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’s Signature to this understanding is required in the enrollment folder.

Student 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 programs maximize training hours through a unique two-phase curriculum of home training lessons and additional resident equipment training. Our very effective training system provides our students with industry-high training hours while limiting the actual physical attendance at the school to only 3 weeks.

Also of extreme importance to you is much of the academic (classroom) subject matter is taught in the comfort of your own home. Because each student has completed the home course, we are then able to target the classroom hours for critical subjects only and reduce your classroom subject time to only 42 hours! By the time you attend your first day of school you will have already received training in such areas as driving operation, DOT regulations, preventive maintenance principles, accident reporting, etc. When you report for the actual tractor-trailer operations training, you will spend the majority of your time training with the truck fleet. 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. Our "a lot more in less time" training system 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.

The School is Nationally Accredited by the Distance Education and Training Council (DETC), Washington, D.C., and we are fully 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, Inc. offers programs that are approved for the Training of Veterans, eligible applicants under 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 an up to date, no-nonsense program 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 without any formal date or time. A person may enroll and start their on-line distance education lessons at any time. Accepted applicants will receive unique "user id" pass codes to access the online Home Study Lessons. 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 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 possess a Class A CDL Permit to attend Resident Training. 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. If the student is a resident of another State, the student must independently apply in their home state for that State's CDL.

Entrance requirements are a constantly evolving process which in part is connected with the supply and demand of new driver availability. 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; 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 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 crimes. 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 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 non 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(s) 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".

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 Preparation 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.

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.

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 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 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

COMMERCIAL DRIVERS LICENSE PREPARATION PROGRAM - COURSE # 10

The Commercial Drivers License Preparation Program objectives provide the preparation to reasonably diligent students to meet entry-level trucking industry standards through an intensive based home study/resident training format curriculum. Our students will receive training through distance learning and hands-on training in operation of combination tractor-trailer for entry level positions within the trucking industry both interstate and intrastate.

1. 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.
2. 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.
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. Under supervision from instructors, students will demonstrate the proper methods of starting, operating and shutdown procedures under typical conditions.
5. Students will perform the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

THE 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. 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 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.
- 2 If a student is unable to pass a D.O.T. (Department of Transportation) physical examination and is 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. This physical failure notice must be received by the School within thirty (30) days from the date of enrollment or else the school will consider the physical has been passed and no refunds will be made. 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.
- 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 vast majority of National students enrolled in this training should successfully graduate after completing the online Home Study Phase and Resident Training. However, 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 understand their driving record may be investigated by potential employers.
- 9 Student's signature on the enrollment contract acknowledges training has begun when notified of acceptance by the school.
- 10 The student agrees to attend Resident Training for any necessary hours during any 24 hour period.
- 11 The student must successfully complete both the on-line Home Study Lessons phase and Resident Training phase 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.
- 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 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 attend resident training. 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

COMMERCIAL DRIVERS LICENSE PREPARATION PROGRAM #10

To maintain NORMAL progress the student must maintain a schedule of not less than 12 lessons per month. Normal completion time for the online distance education course is 11 weeks. Review and Preparation for the final home study examination is recommended at 10 hours or approximately 3 or 4 days.

To maintain MINIMUM satisfactory progress time is 2 lessons per week or 8 lesson per month. Review and Preparation for the final home study examination is recommended at 10 hours or approximately 3 or 4 days. Progress shall be deemed unsatisfactory if the student fails to complete within 4 ½ months.

There are 33 lessons in the on-line home study portion of the program. All 33 lessons must be completed with an overall minimum GPA of 75% prior to entry into the Resident Training phase.

INDIVIDUAL LESSON COMPLETION TIME

Lesson completion performance time varies per individual. Each lesson is self contained with clearly stated objectives, required text reading, illustrations and examination. We deliver the course via the magic of the internet. Grading of examinations is instantaneous 24 hours a day.

Based on past reasonably diligent students' completion times, we recommend approximately 6.25 hours study time to complete a lesson. Each individual is different and people learn for different reasons and at different paces. Elements of self paced "online" study can develop into an interesting internet surfing adventure. The more time you invest into your studies the better off you will be, the better person you will be. As a suggestion for proper study retention, think about what previous students have stated about their study time and training experience. Their experience may help the considerations you will develop about planning your time and managing the components of smart study.

1. Read the Lesson for the first time.
2. Review and think about the concepts and objectives of the lesson.
3. Discussion with school counselors or instructors.
4. Discussions you may have with friends, family or trucking industry outlets.
5. Deeper research on the lesson subject using other books, technical manuals, magazines and library references not supplied by National Training, Inc.
6. Time spent researching subject matter you excavated via internet search engines.
7. Review and preparation time for the lesson examination.
8. Take the test as a closed book exam.
9. Review your answers, after grading, on an "open book" basis.
10. Time invested into "preparation and retaking" of failed exams.

HOME STUDY PORTION REPETITIONS

If grades for individual lessons fall below 75%, the student may resubmit the failed lesson for a higher grade. A student will be allowed to repeat each failed lesson once. The resubmitted lesson grade will be used in computation of the student's grade average. A resubmitted lesson with a passing grade will be adjusted in the computation of the student's grade average as minimum passing (75%).

CONDITIONS FOR ACADEMIC WARNING or TERMINATION HOME STUDY PHASE

The student who does not submit the required lessons per month with a minimum grade average of 75% will be placed on academic warning for a period of one month. At the end of the one month academic warning period, if the students' cumulative grade average is still below 75%, the student will be placed on final academic warning for a period of one month. If at the end of the one month final academic warning period the student's cumulative grade average is still below 75%, the student will be deemed not to be making satisfactory progress and will be terminated from the school.

Furthermore, any student who fails to submit a lesson for a period exceeding 60 days from the date the lesson is due shall be notified in writing that their progress is unsatisfactory and the student must submit the appropriate number of lessons, within 30 days, to re-establish satisfactory progress. The student may request an extension, during this period. The extension request must clearly state the purpose and reason for the extension. Providing the School grants the extension, the required lessons are due by the extension specified deadline or termination from the School will occur. Any student who fails to submit required lessons by the extension deadline will be cancelled from the school. No student will be granted more than one extension. UPON COMPLETION of the home study program the student must schedule for Resident Training within a period not to exceed 60 days from completion of the home study phase, unless a later date is requested, in writing, by the student and the request is approved by the school.

RESIDENT TRAINING PHASE

To achieve satisfactory progress in the Resident Training portion of the program, a student must maintain a cumulative grade average of at least 75% for all subjects or be placed on warning. A student on warning will be allowed one week from the time he or she is placed on warning to bring the grade average up to 75%. If the student does not bring the cumulative average up to at least 75% by the end of the warning period the student will be dismissed from the program.

GRADING POLICIES

MAXIMUM TIME FOR COMPLETION

The student must complete the home study phase and be scheduled for a future Resident Training date, within 12 months from the date of the contract, otherwise the enrollment agreement will be valid for 12 months from date of enrollment, after which the contract is void and refund requests will not be honored. Scheduled Resident Training dates cannot be more than 18 months from the date of this contract.

When the student initially enrolls they will receive an access code to the Flex Training System, from the education department, upon acceptance to the School. The student will be authorized for the first two on-line modules. You should begin the first module as soon as you receive your authorization. It is very important that you complete the lessons in a timely manner, according to the "Standards Progress" policy of the course.

The student must score a 75% on each exam to pass that exam. During the home study the student must complete several written assignments that are objectively graded by the Education Director, Training Director, or instructor. A minimum of 75% is required for the assignment to be considered acceptable. Students cannot matriculate from one lesson to the next unless a satisfactory grade is earned on the previous lesson or assignment

WITHDRAWAL GRADE POLICY

A grade of "W" is issued to students who withdraw after the start of a course and completion of lessons. 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"). Distance Education phase students will then have 45 days from the end of the course to complete all outstanding work, including delinquent late lessons and low GPA. After 60 days from the end of the course, the grade of "I" will be updated to reflect the appropriate letter grade based on grades submitted for lesson exams.

GRADING SCALE

HOME STUDY & RESIDENT TRAINING PHASE

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 the resident training phase 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.

ACCESSING YOUR GRADES

During the home study phase, grades will appear on your Student record as soon as they are posted. These grades are viewable by logging on to your "Student Home Page", clicking on "Transcripts" > Menu Tools > General. Please contact Lesson Grading for any grade discrepancies, missing grades, or questions about grades.

During the resident training phase grades are available upon request from your instructor.

Please contact your instructor for any grade discrepancies, missing grades, or questions about grades.

MITIGATING CIRCUMSTANCES APPEAL

If there are mitigating circumstances, a student may appeal the decision of the termination of his enrollment, in writing, to the Academic Committee. If the appeal is approved, the student will be allowed to continue the training. The student must meet the school's standards for satisfactory progress when the training is continued. If the student again fails to meet the "Satisfactory Progress, Grading & Termination Policy" the student's enrollment will be permanently terminated.

WITHDRAWALS

A student may be allowed to withdraw and reenroll in the program once, but the program must be completed within the maximum SATISFACTORY time allowed excluding the time the student is withdrawn. During the resident portion of the 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 resident portion of 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 10 -- Commercial Driver's License Preparation Program -- Includes all books and supplies

Home Study Phase I: \$2200.00 Resident Training Phase II: \$3795.00 Total Tuition: \$5995.00

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

REGISTRATION AND ADMINISTRATIVE FEE

Registration fee is \$150 (refundable see below) + \$75.00 Administration (Non Refundable) fee is invested into the admissions process and helps defer investigative costs associated with application review, criminal background check, application review, driving record analysis, credit report etc.

CANCELLATION, SETTLEMENT AND REFUND POLICY

TOTAL TUITION-COMMERCIAL DRIVERS LICENSE PREPARATION PROGRAM \$5995.00 (Includes books and supplies and registration fee) +\$75.00 Administration Fee (non-refundable).

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 DISTANCE EDUCATION and TRAINING COUNCIL (DETC). 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.

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: NATIONAL TRAINING, INC. - 188 College Drive, P. O. Box 65789, Orange Park, Florida 32065-5789. Cancellation can be made in person, electronic mail or certified mail.

The termination date for the home study phase will be determined by the last home study lesson the School received and serviced or the date of student withdrawal. All refunds, if any refund is due, will be made within thirty (30) days. 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.

REFUND POLICY FOR THE HOME STUDY PHASE (33 Lesson Course #10) - \$2200.00

- A. A full refund of monies paid if the applicant withdraws within five (5) business days after signing the contract and/or making an initial payment.
 - B. After the fifth day, but before the first lesson is submitted, the school may keep the \$150 registration fee.
 - C. For a student who is terminated prior to completing lesson #14 the school may keep a \$150 registration fee + tuition charge of \$66.67 per lesson.
 - D. For a student who is terminated after completing lessons 15-33 the school will charge the full \$2200 tuition charge.
- Rejection - 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 writing and all previous obligations will be void, and a full refund will be made within thirty (30) days.

REFUND POLICY FOR THE RESIDENT TRAINING PORTION (3 weeks Course #10) - \$3795.00

After the student attends the first resident class session, if the student is terminated, the school shall be entitled to a tuition charge which shall not exceed the following:

- A. After completing training day(s) 1 through 7, there will be a tuition charge of \$253.00 per day.
- B. After completing training day 8 through 15 the school will charge full tuition \$3795.00.

Partial attendance days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance. The student must complete the home study phase and be scheduled for a future Resident Training date, within 12 months from the date of this contract, otherwise the enrollment agreement will be valid for 12 months from the date of enrollment, after which the contract is void and refund requests will not be honored. Scheduled Resident Training dates cannot be more than 18 months from the date of this contract. Terminated students may request active enrollment re-instatement and receive 90% credit for previously paid, towards the current tuition price, for up to two years after termination.

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". Applicants may contact the Student Services Department for details, qualifications and current information.

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.

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

MILITARY TUITION ASSISTANCE ☑ (ACTIVE DUTY)

Tuition Assistance may be available to active military personnel at their respective base unit location. The amount of Tuition Assistance varies depending on the branch of service. Availability of Tuition Assistance is determined by the base education Commanding Officer or appointed civilian contractor. Please check with your base education unit for the availability of Tuition Assistance. National Training, Inc. has on file a **current MOU (Memorandum of Understanding) with the Department of Defense as an approved education provider** for Tuition Assistance.

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.

HOME STUDY TRAINING, GRADING AND LESSONS

CDL PREPARATION PROGRAM - COURSE #10-- APPROXIMATELY 174 HOURS

A student must achieve a minimum overall score of 75% on the Home Study Lessons. If grades for individual lessons fall below this mark, the student is sent a review counseling report and is given the opportunity to resubmit the examination for a new grade. Students receive an indication of progress as each online Home Study Lesson is graded. There are 33 lessons. All permanent records are kept in the individual's permanent file at the Home Office. These records are available for the individual's review, on request.

NOTE: "L" indicates LESSON. Lessons are numbered sequentially. RTE = Resident Training Exercises. RTL = Resident Training Classroom Lessons. Lesson title indicates lesson description.

PART I – OUTLINE OF HOME STUDY LESSONS/DESCRIPTIONS

- | | |
|---|--|
| L - 1. How to Study | L – 17. Coupling and Uncoupling |
| L – 2. Driver Qualifications | L – 18. Backing Maneuvers |
| L – 3. Driver Fitness | L – 19. Shifting |
| L – 4. Principles of Diesel Engines | L – 20. Braking Techniques |
| L – 5. Cooling Systems | L – 21. General Driving Conditions |
| L – 6. Lubricants and Lubrication Systems | L – 22. Special Driving Conditions |
| L – 7. Fuels and the Fuel System | L – 23. Handling Combination Trailers |
| L – 8. Electrical System | L – 24. Weight Distribution |
| L – 9. Air Supply and Exhaust System | L – 25. Load Securement |
| L – 10. Principles of Transmissions and Differentials | L – 26. Freight Bills and Driver Responsibilities |
| L – 11. Frames, Suspension and Axles | L – 27. The Log Book – Hours of Service |
| L – 12. Tires and Wheels | L – 28. The Log Book – How to Track Your Time |
| L – 13. Brakes | L – 29. Map Reading |
| L – 14. Controls, Instruments and Dashboards | L – 30. Trip Planning |
| L – 15. Inspection, Repair and Maintenance | L – 31. Accident Reporting |
| L – 16. Pre-Trip Inspection | L – 32. The Job of Getting a Job |
| | L – 33. The First Step – Preparing for Resident Training |

PART II -- RESIDENT TRAINING CURRICULUM HOURS- COURSE #10- 3 WEEKS (160 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. Completion and servicing of the Home Study Lessons is a prerequisite to attending Resident School.
2. Students will train in groups of 15 students per instructor for tractor-trailer maneuver work.
3. The School utilizes most manufacturers of truck-tractors, engines and most common transmissions.
4. The in-truck student to instructor ratio is 3 to 4 students to 1 instructor. (Road Driving)
5. Students will receive instruction on Conventional and/or Cab-over Tractors with Van Trailers.
6. 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.
7. The School cannot guarantee that the student will receive training on anyone particular type of vehicle.

RESIDENT TRAINING HOURS BREAKDOWN 3 WEEKS- 160 HOURS

CLASSROOM SUBJECTS¹

Tuesday Orientation, Roll Call.....	2
RTL-1 Defensive Truck Driving Course	6
RTL-2 Map Reading	1
RTL-3 Trip Reports.....	1
RTL-4 DOT Regulations-Hours of Service-Log Book- Part 395	8
RTL-5 <i>Extended Classroom – “Hours of Service” Exercises.....</i>	10
RTL-6 Driver Wellness, Whistleblower Protection.....	1
RTL-7 Pre-Trip Inspection – Brake Adjustment.....	2
RTL-8 Refrigeration Theory.....	1
RTL-9 Weight and Cargo Distribution Theory	2
RTL-10 Operator Forms.....	1
RTL-11 DOT Regulations – Hazardous Materials-Part 397.....	2
RTL-12 Driver’s Accident Reporting	1
Academic Testing	4
TOTAL CLASSROOM SUBJECT HOURS	42

HANDS ON EQUIPMENT PROJECTS AND EXERCISES²

RTE-1 Couple/Uncouple Trailers (Hands On)	9
RTE-2 Pre-Trip Inspection (Hands On).....	9
RTE-3 Skills Course Behind-the-Wheel, Straight Line Backing, Stop Line, Right Turn, Ally Docking, Parallel Park.....	36
RTE-4 Road and Track Driving – Day and Nighttime	55
CDL Testing Retesting	3
TOTAL HANDS-ON EQUIPMENT.....	112

JOB PLACEMENT ASSISTANCE

Career Guidance Orientation, Employer Interviews & Job Placement Assistance 6
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.

RESIDENT TRAINING CALENDAR & RESERVATION REQUIREMENTS

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

²The 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)

Calendar :

July 29, 2014	-	August 15, 2014
August 19, 2014	-	September 5, 2014
September 9, 2014	-	September 26, 2014
September 30, 2014	-	October 21, 2014
October 21, 2014	-	November 7, 2014
November 11, 2014	-	November 28, 2014
December 2, 2014	-	November 19, 2014
January 6, 2015	-	January 23, 2015
January 27, 2015	-	February 13, 2015
March 17, 2015	-	April 3, 2015
April, 7, 2015	-	April 24, 2015
April 28, 2015	-	May 15, 2015
May 19, 2015	-	June 5, 2015
June 9, 2015	-	June 26, 2015
June 30, 2015	-	July 17, 2015
July 21, 2015	-	August 7, 2015
August 11, 2015	-	August 28, 2015
September 1, 2015	-	September 18, 2015
September 22, 2015	-	October 9, 2015
October 13, 2015	-	October 30, 2015
December 1, 2015	-	December 18, 2015

NOTE: TRAINING SCHEDULE SUBJECT TO CHANGE AT THE SCHOOLS DISCRETION.

For a current class schedule please contact the School web site at 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 third Friday, barring special scheduling to accommodate holiday periods.

- 1 You have completed your on-line Home Study lessons and passed your final examination with a satisfactory score.
- 2 Submit to the School a copy of the State of Florida, CDL Instructional permit.
- 3 Submit to the School a copy of the D.O.T. Physical, Long Form only, completed by the physician of your choice
- 4 Submit to the School a copy of your MVR (Motor Vehicle Report) – 3 years minimum, 7 year preferred.
- 5 Financial arrangements must be completed prior to attendance at resident training.
- 6 Once the school has received the above mentioned documents the scheduling department will send a **WRITTEN CONFIRMATION RESERVATION** and the student may then attend the Resident Phase of training. 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. THE STUDENT IS REQUIRED TO SHOW PROOF OF THE SCHEDULING LETTER TO ATTEND RESIDENT TRAINING. STUDENTS ARE NEVER SCHEDULED FOR RESIDENT TRAINING UNTIL THEIR TUITION IS PAID AS AGREED**

Students assigned to Resident Training, will begin classes on Tuesday (Orientation) and graduate the following third Friday, barring special scheduling to accommodate holiday periods. For a current class schedule please contact the school scheduling department.

RESIDENT TRAINING POLICIES AND PROCEDURES

RESIDENT TRAINING TESTING STANDARDS

Instructors' measure and grade daily progress of the student by utilizing daily practical and written Resident Training 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.

RESIDENT TRAINING ATTENDANCE POLICY

- 1 Student agrees to attend class every day. The only excused absences from training will be for illness, injury or death in the immediate family and legitimate excuses 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 TWO (2) 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.
- 2 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 rescheduled for a later Resident Training class. 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 and expiration of contract term. Class cutting will be treated the same as tardiness.
- 3 Unexcused and excused absence, walk-offs, class cutting from the resident training without prior permission of the Resident Training Director will be treated as a full day of attendance when calculating Refund Policy.

RESIDENT TRAINING 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 both the on-line distance education phase and resident training phase. 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" or "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 Resident 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. During the Home Study phase of training, students have the facilities and 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 found in the Home Study Course content by emailing your questions to: 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.

During the resident phase of training, we encourage students to come to the Resident Training Director in the event of disputes concerning instruction staff, fellow student violation of school rules and laws and relevant personal problems.

The Resident 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:

National Training, Inc. Attention: Student Services PO Box 65789 Orange Park, Fl. 32065 (904) 272-4000	Commission for Independent Education 325 W. Gaines St Suite 1414 Tallahassee, FL 32399-0400 (850) 245-3200	Distance Education and Training Council 1601 18th Street, N.W. Suite 2 Washington, D.C. 20009 (202) 234-5100
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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.

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.

RESIDENT 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.

RESIDENT 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

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#2886

Lisa L. Butler, Controller
Maurice Zimmerman, Credit & Loan Management

Jay Schmitz – 8 years of 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

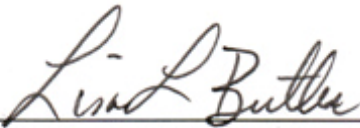
NATIONAL TRAINING, INC., is a privately owned coeducational vocational school located in Orange Park, Florida. The School is wholly owned by National Training, Inc. a corporation organized under the laws of the State of Florida. National Training, Inc. is not affiliated with any other organization.

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 15th day of October 2014 in the County of Clay in the State of Florida.



October 15, 2014
Date

Lisa L. Butler, Notary Public

