

CDL CLASS B COURSE CATALOG

Volume 2 | NOVEMBER 2022



NATIONAL TRAINING, INC.

**5660 COUNTY RD 209 S
GREEN COVE SPRINGS, FL 32043**

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Be sure to visit our website: 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, Florida Department of Motor Vehicles, and FMCSA Training provider Registry.

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., is 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 Green Cove Springs, 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 course information, 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 November 2022 CDL Class B 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 can 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 Straight Truck 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 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 Straight Truck 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 1 weeks, 40 hours.

The 13 classroom hours are spread out over the 1-week course, so the learning experience stays fresh and interesting. You will be driving actual Straight Trucks 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 Class B 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 Straight Truck Drivers. Over the years National Training, Inc. has trained more than 40,000 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 Straight Truck Training in other states. National Training is an eligible training provider for the Workforce Innovation and Opportunity Act (WIOA). National Training, Inc. is authorized to train eligible Vocational Rehabilitation Participants. The CDL Class B program is approved for the training of veterans.

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

- You are 18 years old.
- You can speak, read, and write English well enough to do your job.
- You can pass an employment physical examination.
- Student acknowledges substance abuse urinalysis testing will be required for the first day of resident training.

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 18 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 based on 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 they 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 training. All students must obtain a Class B CDL Permit prior to 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 B 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 are 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 Class B training program.

All companies that employ Class B 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 B CDL Commercial Drivers License. Anyone that does not meet these standards will not qualify for a Class B 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 licensed institution.

The transcripts reflecting previous training completed must be directly related to Straight Truck 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.

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 credits will be accepted by another institution of the student's choice.

PROGRAM OBJECTIVES

CDL Class B – COURSE #41

The CDL Class B 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 Straight Truck 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 B Straight Truck 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 B Tractor Class B straight truck 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 Straight Trucks 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 Straight Trucks.
7. Students will demonstrate proper road skills to drive a Straight Truck safely and effectively under a wide variety of traffic, load, road, weather (practical and by the use of films) and geographic conditions.
8. 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.
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 Straight Trucks on state and inter-state highways.
10. Students completing the program will possess and successfully pass the State of Florida D.O.T. written examination prior to attending 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 18 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 Training, Inc., its agents, employees, licensees, and successors in interest, the use of any and all photographs taken of him/her, and any reproduction of them in any form in any media whatsoever and in any derivative work based thereon throughout the world, and to use them to publicize, promote and advertise, including but not limited to use for point-of-sale advertising.
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 School for reasons beyond its control such as, but not limited to, hurricanes, floods, extreme weather conditions, fire, 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 School and take the complete Resident Training at no additional tuition charge.
4. The school may find it necessary to give additional 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 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 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 Training Director, with your specific needs, for a current quote.
6. Rules, regulations, and policies of the school regarding attendance and conduct during training shall be given to the student upon arrival for 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 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. Students must have a valid operator's license when reporting for training. Students are advised that the cost of the written exam, skills test 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 written exam is given and proctored by the Florida DMV. There is a fee associated with this test. The Skills testing can be done at selected DMV locations. Some instructors employed by NTI are certified State testers. NTI is licensed and bonded to provide the State of Florida CDL Class A, B, C skills test. Graduates of NTI receive a drastically reduced testing fee rate over published fees charged to the general public. Graduates have the choice to test with whomever they prefer. The student understands they must meet all requirements mandated by the State of Florida and be a resident of the State of Florida.
12. It is the policy of the school to assign Extended Classroom Exercises (Homework) to be completed by the student during the evening hours while attending training.
13. ALL TRAVEL EXPENSES AND ARRANGEMENTS (TO AND FROM THE SCHOOL) SHALL BE PAID BY THE STUDENT. Costs for food, lodging, pre-employment mandatory substance abuse testing, physical examination and personal necessities while at 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 held a valid Operator's License within the last year to be eligible to report for training. All students must possess a Class A CDL Instructional Permit to be allowed to train on public streets and highways.

15. The student hereby authorizes the School to provide potential employers and authorized governmental authorities' access to the student's records upon request, in compliance with the Family Educational Rights and Privacy Act (FERPA). 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.
5660 County Rd 209 S
Green Cove Springs FL 3204

P. O. Box 6578
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 satisfactory to excellent progress while attending the required classes to ensure satisfactory completion of the entire course. Each student's progress and attendance will be measured at the end of each one-week increment. Normal completion time for the CDL Class B program is 1 week.

ACADEMIC WARNING or TERMINATION

A minimum overall grade point average of 75% on written examinations, daily graded examinations and a PASS status on all skill tests on equipment is required for graduation. 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.
- The student's cumulative absences for the entire course **cannot exceed 1 days.**
- A student may be deemed not making satisfactory progress if absence exceeds 1-days; student will be terminated from that class.

The only excused absences from training will be for illness, injury or death in the immediate family. Legitimate excuses will be considered on a case-by-case basis and approved by the Training Director. All other reasons for absenteeism will be unexcused. THE TOTAL NUMBER OF ANY TYPE OF ABSENCE, EXCUSED OR UNEXCUSED, IS one (1) DAY 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 Training Director. Makeup work must be acceptable to complete the training program.

If the student is **tardy from classes two times** during 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 may 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 to 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 terminated. Students may be re-admitted to school under this policy, if approved.

MAXIMUM TIME FOR COMPLETION

In the event the student must change their scheduled training date, the student may reschedule for the next available 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.

WITHDRAWALS

A student may be allowed to withdraw and re-enroll in the program once, but the program must be completed within the maximum SATISFACTORY time allowed, excluding the time the student is withdrawn.

GRADING POLICIES

The CDL Class B program is a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. We want our students to attain skilled entry level operational skills more than we want them competing with each other to receive an A or B etc. During training Instructors will measure and grade daily progress of the student by observing daily operational skills and evaluating homework assignments, quizzes and examinations. If the student is lacking in daily satisfactory progress in the instructor's view then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training.

The PASS or FAIL grading system mirrors our core training belief, operating huge equipment is either done in a safe and professional manner or it is not. This system allows the graduate's employment search to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

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.

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 Training Director. All makeup work must be satisfactorily completed 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% on quizzes, written exams, or lacks skills to perform at a "passing" skill-level on equipment exercises 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.

TUITION CHARGE FOR THE PROGRAM

Course 41 CDL Class B

Total Tuition: \$2495.00

Tuition \$2495.00 + \$100.00 Administrative Fee = \$2595.00 (\$100.00 not applicable to Veteran enrollees)

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

ADMINISTRATIVE FEE

These fees do not apply to Veteran Enrollees. There is a \$100.00 Administration (non-refundable) fee that is assessed to each student to help defer investigative costs associated with the 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, SETTLEMENT AND REFUND POLICY

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily. The pro rata refund policy meets the refund policy of the Florida Department of Education and Veterans Administration.

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. Notice of cancellation must be forwarded to: NATIONAL TRAINING, INC. - 5660 County Rd 209 South, P.O. Box 65789, Orange Park, Florida 32065-5789. Cancellation can be made in person, by electronic mail or certified mail.

All refunds, if any refund is due, will be made within thirty (30) days. Credit Card Users receiving full refunds 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 – PRO RATA

- a. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the administration fee (\$100.00).
- b. Pro Rata Refund Policy:
 - I. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
 - II. Cancellation after completing more than 40% of the program will result in no refund.
 - III. Termination date: The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- c. C. Addition of the course and/or program cancellation policy: For any program or course that is cancelled by the institution, the institution will refund the tuition in full or apply the tuition to a future course depending on the wishes of the student.

REFUND POLICY – VETERANS PRO RATA

A. The program is 5 instructional days long. The Veteran will be charged \$499.00 per completed day.

The refund 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 attended days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance. Terminated students may request active enrollment reinstatement and receive 90% credit for previously paid tuition, 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. Financing options are available to credit worthy individuals via financial institutions. 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 help 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 co-signer.

The school will coach, upon request, how to complete the process with their advocate. Providing the student's desire is truly genuine to enter the Trucking Industry, the process of obtaining a student loan co-signer is probably easier than you think. The School's admissions office will help with the process if requested by the Student.

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

VETERANS ADMINISTRATION BENEFITS

The CDL Class B program is not yet approved for the training of Veterans. For thorough and up-to-date information concerning VA Benefits, please visit www.benefits.va.gov.

VA PAYMENT COMPLIANCE (effective 8/1/2019)

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions For any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

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 BREAKDOWN AND CURRICULUM HOURS

COURSE OUTLINE CURRICULUM HOURS - 1 WEEK (50 HOURS)

Training is completed at the school's training grounds. It consists of classroom, computer lab, simulator, 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 26 ft straight trucks on local area highways and city streets over selected routes.

1. Students will train in groups of 4 students per instructor for Straight Truck 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 1 to 2 students to 1 instructor. (Road Driving)
4. Students will receive instruction on Straight Trucks.
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

PROGRAM BREAKDOWN BY COURSE			
Course Title: CDL Class B	Clock Hours	Course Title: CDL Class B	Clock Hours
RTL	18	RTE	32
ELDT Theory Hours Breakdown Over 1 WEEK – 40 hours		1.5.6 External Communications	
1.1.1 Orientation		1.5.7 Whistleblower/Coercion	
B1.1 Basic Operation		1.5.8 Trip Planning	
1.1.2 Control Systems/Dashboard		1.5.9 Drugs/Alcohol	
1.1.3 Pre- and Post-Trip Inspections		1.5.10 Medical Requirements	
1.1.4 Basic Control			
1.1.5 Shifting/Operating Transmissions		ELDT BTW/Range Hours Breakdown Over 1 Week – 32 of 50 HOURS	
1.1.6 Backing and Docking		B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip	
B1.2 Safe Operating Procedures		B2.2 Straight Line Backing	
1.2.1 Visual Search		B2.3 Alley Dock Backing (45/90 Degree)	
1.2.2 Communication		B2.4 Off-Set Backing	
1.2.3 Distracted Driving		B2.5 Parallel Parking Blind Side	
1.2.4 Speed Management		B2.6 Parallel Parking Sight Side	
1.2.5 Space Management		B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway	
1.2.6 Night Operation		B3.2 Shifting/Transmission	
1.2.7 Extreme Driving Conditions		B3.3 Communications/Signaling	
B1.3 Advanced Operating Practices		B3.4 Visual Search	
1.3.1 Hazard Perception		B3.5 Speed and Space Management	
1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies		B3.6 Safe Driver Behavior	
1.3.3 Railroad-Highway Grade Crossings		B3.7 Hours of Service (HOS) Requirements	
B1.4 Vehicle Systems and Reporting Malfunctions		B3.8 Hazard Perception	
1.4.1 Identification and Diagnosis of Malfunctions		B3.9 Railroad (RR)-Highway Grade Crossing	
1.4.2 Roadside Inspections		B3.10 Night Operation	
1.4.3 Maintenance		B3.11 Extreme Driving Conditions	
B1.5 Non-Driving Activities		B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies	
1.5.1 Handling and Documenting Cargo			
1.5.2 Environmental Compliance Issues			
1.5.3 Hours of Service Requirements			
1.5.4 Fatigue and Wellness Awareness			
1.5.5 Post-Crash Procedures			
TOTAL CLOCK HOURS			50

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. Straight Truck Operation times include student observation with B.T.W. (Behind The Wheel)

BONUS TRAINING APP: Luma enuggets (Free Download from your App Store)

Additional subjects that are offered in an app electronic distance education format which can be completed on the student's computer, smart phone or tablet. Completion or participation with these subjects is highly recommended for graduation from the program. These subjects do not receive course credit and are available at no additional tuition charge. Think of them as good old-fashioned homework. The lessons can be accessed at any time and can be completed while attending the CDL Class B program (during training off hours). The lessons are highly informational and can add knowledge depth to the operational skills. Reasonably diligent students can complete each lesson, with a high degree of retention knowledge in about 3 hours per lesson. We have added instructional method lessons for three very important skills topics, **shifting, backing and hours of service (logs)**.

NORMAL TRAINING HOURS OF OPERATION

5 Training Days

Monday through Friday 7:00 AM to 5:30 PM

TRAINING CALENDAR & RESERVATION REQUIREMENTS

2022 / 2023 Class Calendar

<u>Start</u>	<u>End</u>
January 3, 2023	January 7, 2023
January 16, 2023	January 20, 2023
January 30, 2023	February 3, 2023
February 13, 2023	February 17, 2023
February 27, 2023	March 3, 2023
March 13, 2023	March 17, 2023
March 27, 2023	March 31, 2023
April 10, 2023	April 14, 2023
April 24, 2023	April 28, 2023
May 8, 2023	May 12, 2023
May 22, 2023	May 26, 2023
June 5, 2023	June 9, 2023
June 19, 2023	June 23, 2023
July 3, 2023	July 7, 2023
July 17, 2023	July 21, 2023
July 31, 2023	August 4, 2023
August 14, 2023	August 18, 2023
August 28, 2023	September 1, 2023
September 11, 2023	September 15, 2023
September 25, 2023	September 29, 2023
October 9, 2023	October 13, 2023
October 23, 2023	October 27, 2023
November 6, 2023	November 10, 2023
November 20, 2023	November 24, 2023
December 4, 2023	December 8, 2023
December 18, 2023	December 22, 2023

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

You may visit the School web site at www.truckschool.com or call the scheduling department at: 800-488-7364.

CONFIRMED RESERVATIONS CAN ONLY BE GRANTED BY THE SCHOOL SCHEDULING DEPARTMENT. STUDENT SCHEDULING IS AUTHORIZED ONLY BY THE SCHOOL'S SCHEDULING DEPARTMENT. YOU MAY SCHEDULE ONLINE AT www.truckschool.com or email the scheduling department at scheduling@nationaltrainingschools.com.

STUDENT CONDUCT - RULES AND REGULATIONS

At the start of the class 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 while in training. This includes all training locations and lodging vendors. The rules and regulations are:

1. National Training, Inc. **prohibits the student's use of cell phone or similar devices while at any work site, classroom, machine, vehicle, or training area. These devices create an unsafe work environment for everyone.**
2. The School wants to remind each student they are in a professional training environment and are expected to act accordingly at School and in the community. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their unprofessional conduct. If the student's conduct 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 if the same condition exists when the student returns for the next class, the student will be dismissed permanently.

3. Any student that is obviously under the influence of alcohol and/or drugs will be immediately terminated from the School. The School maintains a zero tolerance.
4. Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses:
 - a. Use of alcohol and/or drugs
 - b. Having a firearm or any other dangerous device
 - c. Gambling Activity
 - d. Stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment/lodging facilities. (The proper law enforcement agencies will be notified)
 - e. 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 alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to the school.
5. The school reserves the right to withhold any final grade transcript when reports of any damages, vandalism or theft committed at any of the lodging vendors is submitted by the lodging vendor 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 lodging vendor manager for their expenses, prior to issuance of the final grade transcript.
6. The school does not condone the practice of borrowing or lending of money or personal property.
7. The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.
8. The school prohibits student fraternization and romantic entanglements with the employees of the school, the GCSINN and guests of GCSINN. In the company's view, this policy eliminates the possibility of conflict of interest, the disruption of business or creation of an unprofessional work environment.

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 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 inquiries to prospective employers by telephone, Internet searches and student hometown area news media resources.

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 who 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 begins 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.

Quick Facts: Delivery Truck Drivers and Driver/Sales Workers	
<u>2021 Median Pay</u>	\$36,660 per year \$17.62 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	Short-term on-the-job training
<u>Number of Jobs, 2020</u>	1,493,900
<u>Job Outlook, 2020-30</u>	12% (Faster than average)
<u>Employment Change, 2020-30</u>	182,900

The median annual wage for light truck drivers was \$38,280 in May 2021. The lowest 10 percent earned less than \$24,380, and the highest 10 percent earned more than \$65,500.. In May 2021, the median annual wages for heavy and Straight Truck drivers in the top three industries in which these drivers worked were as follows:

Wholesale trade	\$38,640
Retail trade	29,940
Restaurants and other eating places	23,400

In May 2021, the median annual wages for light truck drivers in the top industries in which they worked were as follows:

Couriers and messengers	\$47,670
Wholesale trade	37,390
Retail trade	29,520

Drivers of heavy trucks and Straight Trucks are usually paid by an hourly or set amount , plus bonuses. The rates varies from employer to employer and may depend on the type of cargo and the experience of the driver. Some long-distance drivers, especially owner-operators, are paid a share of the revenue from shipping.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Heavy and Straight Truck Drivers, at <https://www.bls.gov/ooh/transportation-and-material-moving/delivery-truck-drivers-and-driver-sales-workers.htm> (visited July 12, 2022).

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 vending services for students. Approximate costs for food could be conservatively figured at about \$20.00 per day. National Training, Inc. students receive special rates from many of the area motels. Students may contact the school or the motel 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: amcloughlin@nationaltrainingschools.com or call toll free at 1-800-488-7364.

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: 5660 County Rd 209 South, Green Cove Springs, FL 32043.
- 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

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 5:00 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

Admissions@nationaltrainingschools.com.

SCHOOL HOLIDAYS

New Year's 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.

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 alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they 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 – Green Cove Springs, Florida

Administration Departments are located within 1,000 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 Straight Trucks that are provided to our students during their training experience. We feature the top manufacturers of trucks such as Freightliner, Peterbilt, Kenworth, and International. The road fleet is comprised of late model trucks which are comparable to the exact road trucks that are currently on our nation's highways. We have both automatic and manual transmissions.

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 300HP to 450HP. Our fleet is represented by all of the major component manufacturers such as Caterpillar, Cummins and Detroit Diesel. Transmission types represented are the same type the graduate will most likely encounter in the Industry. The straight truck fleet is represented by a large section of manufacturers. We currently utilize 24 and 26 foot Straight Trucks.

TRAINING COMPLEX - Green Cove Springs, 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.

ADMINISTRATIVE STAFF

Larry S. Lark, Director/President

Lisa L. Butler, VP of Administration

Andrew McLoughlin, VP of Admissions and Operations

Mike Adams, Training Director

Maurice Zimmerman, Credit & Loan Management

Michael Adams, CDL Instructor; Tester

Lic#111676 Tester Lic#2318

25 years of industry experience

Jim Hawkinson, CDL Instructor; Tester

Tester Lic# 4083

30 years of industry experience

Robert Bilonick, State of FL 3rd Party Tester

CDL Instructor Tester Lic# 3658; Tester Lic#2668

23 years of industry experience

John Adams, CDL Class A&B Instructor

Tester Lic #3779

22 years industry experience

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

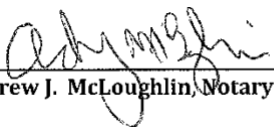
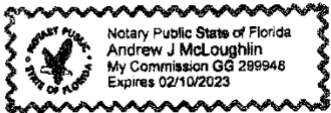
National Training, Inc. is a privately owned coeducational vocational school located in Green Cove Springs, Florida. The School is wholly owned by National Training, Inc., a corporation organized under the laws of the State of Florida. National Training, Inc. is not affiliated with any other organization.

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 acknowledgment this 14th day of November, 2022 in the County of Clay in the State of Florida.


Andrew J. McLoughlin, Notary Public

November 14th 2022