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School Description
Career Tech is an adult vocational school located in Lakeland, Florida, serving students primarily from the central Florida region. Career Tech currently offers programs for Advanced Truck Driver, and Commercial Truck Driver Training.

Statement of Ownership
Career Tech, LLC, hereinafter referred to as Career Tech, was organized in January, 2010 under the laws of the State of Florida. Mark Jordan is the controlling person with ownership of the school.

Equal Opportunity Statement
Career Tech does not discriminate against students, faculty, or staff and no person shall be excluded from participation in programs or be subjected to any form of discrimination on the basis of race, color, creed, gender, age, disability, religion, or national origin. Disability accommodations will be made on an as needed basis beyond the minimum requirements for space and access.

Licensure and Accreditation status
Career Tech is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; toll free number 888-224-5684. Career Tech has applied for accreditation with the Council on Occupational Education and is currently in Candidate Status. Career Tech is not yet accredited as an institution or its programs, and Career Tech does not participate in Federal financial aid programs.

Mission Statement
The primary mission of Career Tech is to instruct students with career and technical education to meet the competency levels and credentials needed for initial employment and/or career advancement.

Institutional Philosophy and Purpose
Career Tech shall provide high quality training and individual counseling to each student to help build the student's positive self-worth, and em-
ployment value for themselves and the community. The school's motto: "Dream Big! Because you can." and "Change Your Life" proclaims the schools core belief that with determination and hard work.

Goal 1 - Students will learn that they have the ability to achieve their goals through their determined efforts and hard work to become successful in their employment and responsible members of the community.

Goal 2 - Students will develop the skills through their technical training so as to exceed the levels of competency expected in the work community.

Goal 3 - Students will learn the value of playing by the rules, doing it right, and building their reputation for dependability and integrity.

Facilities

The school building has approximately 1,200 square feet of floor space, and has approximately two acres for a truck driving range and paved parking. The school has approximately 600 square feet of administrative offices, reception area, and a training center with four classrooms totaling approximately 600 square feet. There are adequate parking spaces to accommodate students, faculty and staff.

Official Document

The school catalog provides the academic information, school policies as well as specific requirements for all students attending Career Tech. The catalog becomes effective at the time of the signing of the Enrollment Agreement is the governing document during his/her attendance. Each student is responsible for knowing and abiding by the requirements pertinent to him/her in their program.

Hold Harmless Agreement

STATEMENT OF VOLUNTARY CONSENT, GENERAL RELEASE AND WAIVER OF LIABILITY

In consideration of my voluntary participation in a Commercial Truck Driver Training Program, (CTDTP), offered by Career Tech, LLC, and for the good and valuable consideration received by me, I, the enrolled student assume all responsibility for any dangers, risks or injuries inherent in participating in the CTDTP program. I further hereby hold harmless and release and forever discharge Career Tech, LLC, and its affiliated companies including, but not limited to, CDL School, Inc., Florida Express Inc., and their managers and Board of Directors, and their successors, (hereinafter School), from any and all claims and demands whatsoever, which the undersigned, and their heirs, representatives, executors, administrators and personal representatives thereof, or any person acting in behalf of their respective agents, have or may have against any or all of the aforementioned persons or their successors, for reason of accident, illness, injury, property loss or damage or any other consequences arising or resulting directly or indirectly from any participation in the programs or activities.

I hereby declare and represent that in making, executing and tendering the Enrollment Agreement, including the School Catalog and this Statement of Voluntary Consent, General Release and Waiver of Liability, I fully understand and acknowledge by my signature on the Enrollment Agreement, that I am relying wholly upon my own judgment, belief and knowledge of the circumstances involved in my participation in the above described programs offered by the School, and I have read this Statement, understood its contents, and execute it of my own free will and choice.

Admissions Procedure and Requirements

An Admissions Representative or Program Director will discuss the program, including the applicant's individual motivation and potential for success in training and subsequent employment. Prospective students shall complete an Enrollment Application which is reviewed by the Program Director and the School Director. Applicants are notified whether they have been accepted prior to the start date of the program and must sign the Enrollment Agreement and pay the required fees.

All students applying for entrance in any program must meet the following admissions requirements and provide the following documentation:

1) Submit a Birth Certificate showing the applicant is at least 18 years of age.
2) Submit a picture identification card. A driver's license or state issued identification card is acceptable.
3) Submit a signed Statement of General Health prior to the start of classes.
4) Pay all fees based on the signed Enrollment Agreement.
5) Submit all required forms by the designated deadlines.

Students applying for entrance in the Commercial Truck Driver Training program or the Advanced Truck Driver program must meet the following additional admissions requirements and provide the following documentation:

1) Submit a valid Florida driver's license.
2) Submit a copy of the applicant's lifetime driving report, available from the state Department of Transportation for each state that the student has held a driver's license.
3) Submit a criminal background report authorization to allow the school to secure a criminal background report to determine if the applicant is eligible to be admitted to the program.
4) Must have a DOT (Department of Transportation) Physical card, available from your doctor or most walk in clinics.
5) Must be eligible to take the CDL exam upon completion of the program.

Out of State Students

Each state establishes their own requirements for residency, commercial driver's licenses and other professional credentials. Students should check with the appropriate authorities in their state to determine how their training, testing and licensing in Florida may impact other aspects of their lives, such as, registering to vote, registration of fire arms, in-state tuition, etc. Some out of state students train at Career Tech, then return to their home state for third party testing and license. In the trucking industry, it is common for employers to require their drivers to be licensed in the state where the employer has home-based the driver.

Class Size

Classes average 6 students, for the Advanced Truck Driver, Commercial Truck Driver Training program.

Academic Evaluations

All grades are determined by the faculty of Career Tech.
Clock Hours
Classes are measured in clock hours, which are defined as 50-minutes of instructor led training within a 60 minute period plus a 10 minute break.

Credential Issued
A diploma or certificate will be issued to each student who successfully completes the program and satisfies all financial requirements. A written record of a student's academic progress will be made available to a student while the student is enrolled and after the student has withdrawn or graduated and satisfied all his/her financial obligations to the school.

Student Services
Career Tech’s Student Services personnel offer students community information, such as bus routes and referrals to other local services, housing availability information, academic advisement and financial advisement and assistance with resume preparation, interviewing skills, employment skills and professional behaviors to help our students secure employment and keep their job.

Housing
The school does not have on-campus housing for students. The cost of housing is not included in the tuition and is the responsibility of the student. There are several hotels within a short distance of the school that offer housing at various prices. Contact Career Tech Student Services for more housing information and options.

Insurance
Students are responsible for maintaining their own health insurance, and may also want to purchase student accident insurance to cover themselves during their time in school. Safety is emphasized during training, however, there are inherent risks associated with being a truck driver and being around heavy equipment that moves. Students are responsible for their own safety while in the trucks or on the campus.

Rules and Regulations
Failure to cooperate with school rules and regulations may result in up to a three day suspension or dismissal from the school. Students may appeal the dismissal in writing within 72 hours to the School Director. The School Director shall make a determination and respond to the student with a written decision letter within 72 hours after receiving the written appeal. The written appeal letter should include a statement describing the student's actions that led to the dismissal and a statement about the student's promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered dismissed from the school.

Conduct
Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of illegal drugs and or alcohol, and any or all behavior construed to be unbecoming or disrespectful will be considered unsatisfactory and might result in dismissal. A student whose behavior is determined to be detrimental to the school, staff or other students will be dismissed. Any act of hazing or theft of property from the school or other students is grounds for immediate dismissal and may be reported to our local police.

Attendance
Students must attend all classes regularly and arrive punctually. Students must arrive to class at the scheduled times and return to class immediately after all breaks and lunch periods.

Tardiness is defined as arrival to class 15 minutes after the scheduled class time. Three events of tardiness are considered as one absence. Habitual tardiness shall be cause for dismissal from the program by the school director.

Absence is defined as failing to attend a scheduled class. Students shall not be absent from more than 10% of the clock hours of the program for which they are enrolled. Absenteeism will negatively affect a student's grade point average in the program, and may subject the student to disciplinary action for violating school rules and regulations. In the event of illness, family emergency or other inability to attend class, the student must notify the school in writing, presenting a valid and verifiable excuse. A student may make up missed time by attending another class that covers the same material with the instructor's permission. Students who have not completed a segment of study may not be able to complete a program of study when originally scheduled. Students that have been absent for more than 20% of the clock hours of the program for which they are enrolled will be terminated for unsatisfactory attendance.

Leave of absences shall be reasonable in length and unless approved by the School Director are not to exceed 60 calendar days. Request for a leave of absence must be formally made to the School Director in writing and include a reason for a leave of absence request date and signature of the student. A leave of absence may be granted for hospitalization, illness, death in the immediate family, military service, or for an extreme personal problem. An approval will be sent in writing. While every effort will be made to schedule the student to enter the program of study at a point concurrent with the point at which the student left or withdrew from the institution, it may not be possible for the student to complete the program as scheduled.

Grooming and Appropriate Attire is required to be worn by all students. All clothing must be clean and neat. Long pants, close toed shoes, and sleeve shirts are always required while on campus. Students are expected to maintain a high level of cleanliness and grooming. Hair should be trimmed to shoulder length and longer hair must be pulled back into a pony tail. Male students must be clean-shaven and maintain their beards or mustaches. Fingernails should be trimmed and long nails or highly decorated nails will be considered inappropriate. All tattoos must be covered by clothing, jewelry must be modest and any jewelry that pierces the skin is not acceptable except small ear rings for women.

Smoking is not permitted in the Career Tech facility. A designated smoking area is located outdoors. Smoking materials must be properly disposed of in the appropriate receptacles.
Food and Beverages are the responsibility of the student and not included in the tuition cost. The student lounge is open for use during specified lunch and break periods. This is the only area where students may have food or beverage. Students should bring their own water bottles to stay hydrated during outside activities and may be brought to class with the instructor’s permission.

Cleanliness
All students shall help keep inside and other common areas clean and free from litter. If you see litter, please pick it up. Classes will be dismissed only after the rooms have been inspected by the instructor.

Telephones within the school offices are for school use only. Incoming calls for students will be accepted in cases of emergency. Student’s cell phones may not be used during class and are never allowed to be carried into a training truck.

Firearms, Drugs, Alcoholic beverages and Weapons are strictly prohibited. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise or engaging in an unprofessional manner.

Children are not allowed in the training areas, driving range, or classrooms. Children under the direct supervision of their parents are allowed for short visits in the student lounge and admissions office.

Books and Supplies are provided by the school, and remain the property of the school. Books that have been loaned to the student are the responsibility of the student. Students that have lost or damaged their text books are required to pay the cost of replacements.

Tests will be given after all required lessons have been presented per curriculum. Make-up tests are expected to be taken the first day back after an absence unless otherwise arranged with the instructor.

Transcripts and Progress Records are maintained permanently in a fireproof file cabinet or vault. Students may examine their academic records by scheduling an appointment with the registrar. There is no guarantee that credits earned at Career Tech will be accepted at other schools.

Transferability of credits Transferability of credit earned at Career Tech is at the discretion of the accepting institution, and that it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

Granting of Credit for Prior Learning Career Tech may accept credits to be applied toward the award of a credential. Credit for prior learning may be derived from a combination of any or all of the following:
1. Units or credits earned at, and transferred from, other postsecondary institutions, when congruent and applicable to the receiving institution’s program and when validated and confirmed by the receiving institution.
   Example: Truck driver training received while serving in the military may be able to be applied toward partial credit for students taking the Commercial Truck Driver Training program or the Advanced Truck Driver program.
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.
3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at Career Tech.
Career Tech evaluates request for credit transfer, or for other training completed at other institutions and may recognize verifiable certifications, professional licenses, competency test results and life experience on an individual basis. A written request for credit transfer along with official transcripts, grade reports, and any other supporting documents should be submitted to the School Director, before the first day of class, for verification and evaluation. The School Director will notify the student of the decision within thirty days after the date of the written request. The maximum amount of credit which can be obtained in this manner shall not exceed 25% of the clock hours for the program. Transfer of any credit hours from Career Tech to another school is in the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credit hours will be accepted by another school.

Recording, including audio and video recording cannot be made on the school’s premises without the instructor’s permission. Personal radios, headsets, CD players, etc. are not allowed on the premises.

Laptop Computers are allowed in class with permission from the instructor. However, due to their value and small size allowing easy concealment, Career Tech cannot be responsible for student’s lost or stolen property.

Vandalism will result in immediate dismissal and contract termination without a recourse or appeal. Students will be responsible for all property they destroy or damage.

Cheating - Academic Dishonesty of any type is grounds for a student’s immediate dismissal from the program and entry on the transcript of a letter grade that denotes the academic dishonesty reason for dismissal. Students are expected to adhere to an honor system that encourages them to relate to the faculty or administration any episode of cheating of which they are aware. Cell Phones are not permitted in the classroom without special permission from the instructor. Cell phones may be used during break and lunch time.

Sexual Harassment
Career Tech strongly defends and strictly enforces a student’s right to be free from sexual harassment while attending classes. Students are strongly encouraged to abide by this regulation.

Re-entry
A student who has canceled or has been dismissed and desires to re-enter the program must notify the school and follow the required admission procedures. A student who was dismissed for any reason must have an interview with the School Director and show cause why he/she should be reinstated. The School Director will make the final decision for a student to reenter the program.

Cancellation and Refund Policy An applicant may cancel his/her enrollment at any time before the commencement of classes. An applicant who wishes to cancel his/her en-
rollment should notify the admissions office in writing of his/her intention of cancelling from the school. Notice of cancellation can be made in person, by electronic mail, or by Certified Mail. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the first day of class start or following a tour of the school facilities and inspection of equipment where training and services are provided. Career Tech, LLC reserves the right to cancel or reschedule any start of the program.

1. All monies will be refunded if an applicant cancels within three (3) business days after signing an enrollment agreement.
2. All monies will be refunded if the school does not accept the applicant.
3. All monies will be refunded if the school cancels the program before or during the student's enrollment period.
4. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid.
5. Books and Supplies must be returned to the school, or their replacement cost will be charged to the student.
6. Refunds will be made within 30 days of receipt of Cancellation Notice from student.

Withdrawal, Termination and Refund Policy
After classes begin, a student may choose to withdraw from the school, or the school may terminate the student's enrollment for failure to meet academic progress requirements, attendance requirements, financial requirements, or failure to follow school rules and policies as written in the catalog. A student who wishes to withdraw his/her enrollment should submit a letter in writing to the School Director of his/her intention to withdraw from the school. The letter should be signed and dated by the student. The official withdrawal date is the date the student delivers the written withdrawal letter informing the appropriate school official, the date the school receives the official withdrawal notification, or the date the student is administratively withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal. Students who stop attending and fail to notify the school of their intention to withdraw (includes not returning on the expected return date from an approved Leave of Absence) will be unofficially withdrawn within 14 calendar days of the last date of attendance or an academically related activity. The date under these circumstances is considered to be the Date of Determination of the withdrawal.

If a student officially or unofficially withdraws or is terminated before the completion of 100% of the total program, the following refund policy will apply:
1. If a student withdraws or is terminated, a $100.00 administrative fee will apply.
2. Withdrawal or Termination after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours.
3. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation or Withdrawal Notice from student.
4. Withdrawal or Termination after completing 40% of the program will result in no refund.
5. Books and Supplies must be returned to the school, or their replacement cost will be charged to the student.

Students whose tuition is paid by a third party funding agency should check with the School's business office for the refund policy that may be required by the agency.
Withdrawal or termination after completing 80% of a course(s) in the program will result in the grade earned in the course(s) at the time of withdrawal or termination being posted to the students grade record, which will affect the students GPA.

Fee Payment Schedule
The full payment of the total program cost is required before the first class begins. Students have the option for a payment plan as listed in the enrollment agreement, subject to approved credit.

Financial Aid
Financial aid, in the form of student loans, are available to qualified and credit worthy students from commercial lenders and direct from the school. Applications for direct school loans are available at the school. The amount of the loan and the terms of the loan are determined by the lender. Financial aid in the form of partial scholarships and WIA vouchers may be available to qualified students through their local workforce development board. Career Tech participates in workforce development programs in Polk, Hillsborough, Pasco, and Highlands counties. Veterans assistance programs, vocational rehab and welfare to work programs are also available to qualified applicants. Any student needing financial aid should contact Career Tech Student Services for more information.

Student Complaint and Grievance Procedures
Students with grievances must make a reasonable effort to resolve the grievance on an informal basis, within seven (7) days of the incident, with the instructor. If the grievance is not satisfactorily resolved, a formal letter of grievance shall be submitted to the Program Director, with a copy sent to the School Director, within ten (10) days of the incident. The Program Director shall have seven (7) days to respond either verbally or in writing to the formal letter of grievance within 30 days of initial reporting of grievance. Any concerns, not satisfactorily removed, may be brought to the attention of the school's licensing board at the following address and telephone number:
Commission for Independent Education, Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399
(850) 245-3200 or toll free (888) 224-6684

Complaints can also be brought to Accreditation Agency:
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia, 30350.
770-396-3898

Disclosure Statement
A. The school reserves the right to change start dates, tuition, or to cancel start dates for the program. Currently enrolled students will not be affected by tuition increases or program changes.
B. This enrollment contract and associated student loan contract is for
an educational benefit and is not dischargeable under Bankruptcy Law 18 U.S.C. 523(a)(8).

C. Venue for any legal action brought by Career Tech LLC or the student against the other party shall be in the court having proper jurisdiction that is located in Polk County, Florida.

Reporting Tuition Payments to the IRS

Based on the 2011 instructions from the Internal Revenue Service, Career Tech LLC is not an "eligible educational institution" that would be required to provide students with a form 1098-T, or to submit that information to the IRS. Please check with your tax preparation advisor to see if your tuition payment is tax deductible if it was a course "taken to acquire or improve job skills." See IRS Publication Cat. No. 2790J, 2011 Instructions for Forms 1098-E and 1098-T.

Counseling

Students may be referred for counseling opportunities in the community by faculty or staff of the school. Faculty will have office hours posted.

Graduation

Upon completion of all prescribed subjects of instruction with a cumulative average of 80 percent or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the school, the student will be awarded a Diploma or Certificate and will be eligible for placement assistance, providing all graduation requirements have been met.

Placement Assistance

Students are encouraged to continue their job search while enrolled at Career Tech and participate in various voluntary training and counseling opportunities that may be offered from time to time. Employment advisement, including resume preparation and interviewing tips are available. Career Tech assists graduates with finding employment in the field they have been trained. The placement staff makes every effort to assist graduates with part-time or full-time employment; however, the school does not guarantee employment.

Professional and Credentialing Organizations

Student are encouraged to associate themselves with the occupational and credentialing organizations in their respective career fields for the purposes of continuing education, certification, employment opportunities and awareness of industry trends.

Family Education Rights and Privacy Acts

Career Tech is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g and section 1002.22 of the Florida Statutes. The school allows students access to their educational records to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student as defined in the title 26 USC 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the school on behalf of the student.

Diplomas/Certification

Copies of diploma/certificates may be obtained by submitting a written request to the school. A fee of $10.00 is charged. Please allow ten (10) days for processing time.

School Calendar, Class Hours and Start Dates

Advanced Truck Driver and Commercial Truck Driver Training program classes are offered on a year round basis, with new classes beginning every Monday morning. Regular classes are held Monday to Friday 7:00am to 4:30pm. The schedule for classes may vary depending on inclement weather, holidays and other circumstances. We reserve the right to alter the class hours and we may offer make-up days to our students on a voluntary basis.

Holidays


Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>94% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>87% to 93%</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>80% to 86%</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>Below 80%</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>Academic Dishonesty</td>
<td></td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress

Students are required to maintain a grade average of 80% and attendance of 90% in the program clock hours and satisfactorily perform all required competencies. If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will be given the opportunity to do extra home study work, repeat failed test up to three times, and attend make-up training sessions not to exceed 20% of the clock hours of the program. Students are evaluated upon completion of 50% of the clock hours of the program, and those that have failed to maintain a grade average of 80% and attendance of under 90% will be dropped from the class. At the sole discretion of the School Director, a student may be allowed to repeat a course by joining a class group that has not yet taken the course. Students in the Commercial Truck Driver program may purchase additional yard skills or road skills training after completing the 160 clock hours required, for $300 per day and re-test administered by the state's third party examiner cost $100 per test segment repeated. Students will not be allowed to graduate from the program until they have satisfied the specified deficiencies and met the minimum academic and attendance requirements for the program.

If the student does not make a diligent effort to correct the deficiencies, the student may be dismissed from the program by the School Director. Students may appeal the academic decisions to the School Director, in writing, within three (3) days. The written appeal letter should include a statement describing the students actions that led to the dismissal and a
statement about the students promise to correct the behavior if allowed back into the school. In the absence of an appeal, the student shall be considered dismissed from the school.

Course Numbering System
The course numbers are comprised of numbers and letters that symbolize the program and sequence of the courses listed.

Administrative Staff
Mark F. Jordan, CEO, University of Florida 1975
B.S. Business Administration - Finance

Chandra Prashad, President, School Director -
Univ. of South Florida, 2003 Bachelor of Arts -
Mass Communications


James Weatherington, V.P. Operations - The Baptist College of Florida, 2001 Bachelor of Arts in Theology, Career Tech, Lakeland, FL - Commercial Truck Driver Training

Faculty
Logistics School:

Kenneth Mariano, Instructor - Commercial Truck Driver Training - Advanced Truck Driver, Career Tech, Lakeland, FL - Commercial Truck Driver Training

Jimmy Irvin, Instructor - Commercial Truck Driver Training - Advanced Truck Driver, Detroit Diesel School, Cummins Diesel School

John Drabik, Instructor - Commercial Truck Driver Training - Advanced Truck Driver

Albert Courtney, Instructor - Commercial Truck Driver Training - Advanced Truck Driver

Cecil Allen, Instructor - Commercial Truck Driver Training - Advanced Truck Driver

Nathan Wood, Instructor - Commercial Truck Driver Training - Advanced Truck Driver

William Smith, Instructor - Commercial Truck Driver Training - Advanced Truck Driver

Additional qualified faculty members will be hired as needed based on student enrollment and other work load requirements.

Educational Programs and Curricula

Commercial Truck Driver Training

Program Objective:
To train students to successfully pass the Florida Commercial Drivers License (CDL) Test and equip them to function as a licensed, entry level, commercial truck driver upon completion.

Program Description:
The Commercial Truck Driver Training program is a fast paced program that works well for quick learners and students with prior experience in driving combination vehicles. The program consists of four courses of classroom lecture, safety theory, hands on training, yard skills, and vehicle inspection and vehicle operation.

Program Completion Time: The minimum completion time for the Commercial Truck Driver Training program is 4 weeks, 8 hours per day for a total of 160 clock hours.

Course Descriptions:

CTD 1 - Introduction to Truck Driving 40 hours
This course will give students an understanding of commercial vehicle classifications as it relates to vehicles which require a commercial Drivers License (CDL) to operate. This will include combination vehicles, straight vehicles, buses, and coaches. Students will be able to identify each type of vehicle classification with the appropriate license needed for driver operation. This class will cover the complete written portion of the General Knowledge Test, Combination Test and Air Brakes Test that will be administered by the Division of Drivers License. Students will leave this class having an understanding of the development of the program and the rationale for each part of the program.

CTD 2 - Pre-trip Inspection and Driver Safety 40 hours
This class will identify endorsements needed for specific vehicle classifications, including Hazardous Material, Doubles / Triples, School, and Passenger and CDL license restrictions which can be listed on a license

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Clock Hours</th>
<th>Number of hours per week</th>
<th>Number of weeks to complete</th>
<th>Maximum Number of Holidays (11 days per year)</th>
<th>Minimum time to complete program</th>
<th>Tuition</th>
<th>Other Cost</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Truck Driver Training</td>
<td>160</td>
<td>40 (8 hours/day)</td>
<td>4</td>
<td>11 days</td>
<td>4 weeks</td>
<td>5,995</td>
<td>0</td>
<td>5,995</td>
</tr>
<tr>
<td>Advanced Truck Driver</td>
<td>320</td>
<td>32.5 (6.5 hours/day)</td>
<td>10</td>
<td>11 days</td>
<td>10 weeks</td>
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by the Division of Drivers License. The class will also provide instruction on how to properly fill out a driver log book.

This class will teach commercial driver safety and techniques. This includes proper entry into the vehicle and exit from the vehicle. An overview of safety equipment required for commercial vehicles and application for each. Students will participate in hands-on vehicle inspections as students will learn each part of the vehicle and its required inspection points. This will include location, identification, and explanation of each item on the CDL Pre-Trip Test.

CTD 3 - Basic Yard Skills  
40 hours

This portion of training will include instruction on how to maneuver the commercial vehicle through and around set boundaries. This will include straight line backing, parallel parking, off-set parking, and alley dock parking. Upon completion of the basic yard skills course, the student can take the yard skills exam administered by the state examiner.

CTD 4 - Basic Road Skills  
40 hours

This portion of training will involve actual road time driving. This will include observation of "real time" traffic situations and best practices to avoid accidents. This class will cover trip planning, map reading, route selection, and review of federal and state laws as it relates to driver hours of service. Students will observe urban and rural street driving as well as highway driving. Students will learn to observe street signs, bridge clearances, and how to make an emergency roadside stop. The class will also provide instruction on how to properly fill out a driver log book. Upon completion of the basic road skills course, the student can take the road skills exam administered by the state examiner.

Advanced Truck Driver

Program Objective: To train students to successfully pass the Florida Commercial Drivers License (CDL) test and equip them to function as a licensed professional commercial truck driver upon completion. Students who complete the Advanced Truck Driver program will benefit because the advanced driving skills learned during the additional training hours will prepare students to pass the driving skills test administered by major national trucking companies that also require students to complete 320 clock hours of truck driver training that meets the curriculum standards of the Professional Truck Driver Institute (PTDI).

Program Description: The Advanced Truck Driver program consists of eight, one week courses of classroom lecture, safety theory, hands on training, yard skills, and vehicle inspection and vehicle operation. Compared to the Commercial Truck Driver program, the Advanced Truck Driver program is presented at a slower pace and goes into each topic in great detail, also provides more hours of training behind the wheel, advanced road skills, and meets the requirements of employers that require 320 clock hours of truck driver training. The Advanced Truck Driver program's curriculum is based on the FHWA Model Curriculum and follows Professional Truck Driver Institute (PTDI) curriculum standards.

Program Completion Time: The minimum completion time for the Advanced Truck Driver program is 10 weeks, 6.5 hours per day for a total of 320 clock hours.

Course Descriptions:

ATD 1 - Introduction to Truck Driving  
40 hours
This is an overview of the truck driving profession, combination vehicle classifications, CDL general knowledge and the role of the Commercial Drivers License. Students will leave this class having an understanding of the development and rationale for each part of the program.

ATD 2 - Tractor Trailer Driver Training  
40 hours
This class will give students additional general knowledge for tractor trailer vehicle drivers and combination vehicles, straight vehicles, buses, and coaches. Students will be able to identify each type of vehicle classification with the appropriate license needed for driver operation. This class will cover the complete written portion of the General Knowledge Test that will be administered by the Division of Drivers License.

ATD 3 - Truck Driver Safety  
40 hours
This class will present truck driver safety, rules of the road and identify endorsements needed for specific vehicle classifications. Hazardous Material, Doubles / Triples, School, and Passenger. This class will teach advanced driver safety and techniques. This includes proper entry into the vehicle and exit from the vehicle. An overview of safety equipment required for commercial vehicles and application for each. This class will cover the basic control systems of a Combination Class 8 Truck and the complete written portion of the Air Brakes Test that will be administered by the Division of Drivers License.

ATD 4 - Pre-Trip Inspection  
40 hours
This class will present the major operating systems of a commercial vehicle, including, Basic Controls and Air Brakes, Shifting gears, and all of the other parts of the truck that are required to be inspected before

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<tr>
<th>Course</th>
<th>Classroom Hours</th>
<th>Practical Hours</th>
<th>Total</th>
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<tbody>
<tr>
<td>CTD 1 Introduction to Truck Driving</td>
<td>40</td>
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<tr>
<td>CTD 2 Pre-trip Inspection</td>
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<tr>
<td>CTD 3 Basic Yard Skills</td>
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<tr>
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each trip. Students should learn the standard Pre-Trip Inspection through observation and practice. This portion of training will be hands-on as students will learn each part of the vehicle and it's required inspection points. This will include location, identification, and explanation of each item on the CDL Pre-Trip Test.

ATD 5 - Yard Safety 40 hours
Yard Safety, Securing Loads, Hours of Service, Bill of Lading forms, Yard Skills observation and practice. The class will also provide instruction on how to properly fill out a driver log book.

ATD 6 - Advanced Yard Skills 40 hours
This portion of training will include instruction on how to maneuver the commercial vehicle through and around set boundaries. This will include straight line backing, parallel parking, off-set parking, and alley dock parking. This is an in-depth study of the questions and rationale pertaining to each.

ATD 7 - Basic Road Skills 40 hours
Students will drive a class 8 commercial vehicle on the public roadways, observed by their trainer driver and fellow students and with hands on practice driving the vehicle, shifting gears, and maneuvering corners. The class also covers driver courtesy and customs, trip planning, map reading, route selection, and review of federal and state laws as it relates to driver hours of service. Students begin road skills are first taught by observation, then driving on infrequently traveled roadways, progressing to more heavily traveled roadways.

ATD 8 - Advanced Road Skills 40 hours
This portion of training will involve actual road time driving and observation of "real time" traffic situations and best practices to avoid accidents. Students will experience urban, rural and highway driving and learn to observe street signs, bridge clearances, and how to make an emergency roadside stop. Students will observe and critique fellow students in a daily driver review class. Students will take their road skills exam administered by a state examiner and take their final school exam.

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<tbody>
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