

**Performance
Training
Solutions, LLC**

YOUR PARTNER IN TRAINING



**Student Catalog and Handbook
May 2021**

**7791 Taylor Rd SW, Suite A
Reynoldsburg, OH 43068
877-575-4787
www.ptsworks.com**

School Registration # 11-07-1969T

Table of Contents

A.	Welcome	4
B.	Mission Statement	5
C.	Institutional Philosophy	5
D.	Accreditations and Approvals	5
E.	School History	6
F.	Owners, Officer, Faculty & Advisory Board	6
G.	Facilities & Equipment	7
H.	Admissions Requirements & Procedures	9-10
I.	Academic Calendar	10
J.	Training Descriptions & Schedules	10
K.	Credit for Previous Training and Transferability	11
L.	Grading System & Graduation Requirements	12
M.	Completion & Employment Rates	13
N.	Satisfactory Academic Progress	14-15
O.	Student Access to File Information	16
P.	Student Information Release Policy	16
Q.	Attendance, Probation, Rules & Conduct, Termination & Complaint Procedure	16-19
R.	Career Services	19
S.	Drug & Alcohol Prevention/Awareness	20
T.	Veterans Benefits and Transition Act of 2018 Compliance	20 19
U.	Tuition, Fees & Payment Methods	21
V.	Student Services	21-22
W.	Refund & Cancellation Procedures	23-24
X.	Graduate Follow Up & Curriculum Updating	25
Y.	Curriculum Descriptions and Outlines	26-28
Z.	Calendars	29

Welcome

I would like to take this opportunity to thank you for your interest in Performance Training Solutions. I know one of the most important decisions in your life is deciding on a career that fits *you*.



Our industry experienced training team has helped over 2,000 operators. The PTS training team consists of field experienced, certified professionals who teach from real-life experiences they truly love to share.

Our lifetime commitment to helping you achieve your career goals starts on day one. Our Career Resources Director is dedicated to helping each graduate through the process of preparing for, searching for and applying for appropriate employment opportunities.

Come, have some fun, and prepare to learn how to build a better future!

If I can be of further assistance, please don't hesitate to call me.

Sincerely,

Matt Foor
President

YOUR PARTNER IN TRAINING

Mission Statement

Foreword

This catalog contains policies and procedures for the information of students attending Performance Training Solutions, LLC.

Institutional Philosophy

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

Institutional Goals

- Offer credential and certification programs focused on preparing students to be competitive in the current marketplace.
- Integrate practical knowledge and skills: students need to be safe and effective operators.

- Assist students in achieving their education goals by providing small classroom settings, encouragement and support.
- Maximize seat time to prepare students for entry-level employment.

Accreditation and Approvals

PTS is licensed by the State Board of Career Colleges and Schools Ohio and educational boards in other states where it conducts business.

The Heavy Equipment Training is accredited through the NCCER (www.nccer.org).

The Mobile Crane Operations Training program provides NCCCO National Commission For the Certification of Crane Operators (www.nccco.org) Certification.

The School

History

Established in June 2011, the School is owned and operated as Performance Training Solutions, LLC (PTS) and is located on east side of Columbus, Ohio.

The PTS Training Team has helped more than 2,000 students become capable credentialed and certified operators by using the best new techniques and technologies designed to prepare students for challenging careers operating Heavy Equipment and Mobile Hydraulic Cranes.

Performance Training Solutions is locally owned and operated.

Ownership, Officers and Faculty

Ownership: PTS is an Ohio based Limited Liability Company.

Corporate Officers	Faculty	Advisory Board
President: Matt Foor	School Director: Rich Lee	Calvin George
Secretary/Treasurer: Jessa Palmer	Admissions Director: Rich Lee	Amanda Foor
	Training Director: Nathan Saylor	Rick Palmer

Facilities and Equipment

The school's heavy equipment and crane campus located at 7791 Taylor Road SW, Reynoldsburg, Ohio 43068 consists of approximately ten acres of training grounds that includes field practice area, buildings, and parking.

The primary building has 10,000 square feet of usable space consisting of administrative offices and classrooms. The excavation industry training programs utilize a variety of equipment including tractor/loader/backhoes, bulldozers, excavators, loaders, scrapers, compactors, motor graders, and dump trucks for equipment operation/field instruction, and utilize a laser level for grade analysis training.

The CDL training program is outsourced to Roadmaster Drivers School of Ohio, Inc. The school's CDL training campus is located at 977 Frank Road, Columbus, OH 43223.

Structure of Programs

The training programs offered at PTS are career-oriented. The NCCER training curriculum provides both classroom and field instruction to acquire knowledge and hands-on skills that prepare the student for

entry-level employment opportunities.

Each training program is three weeks in length and provides in-the-seat training on specific types of heavy equipment and/or mobile hydraulic cranes. The training programs may be taken consecutively or over a period of time.

Occupational Credentials and Certifications

Successful completion of the heavy equipment training programs will result in Credentials from the NCCER. Successful completion of the mobile hydraulic crane training program and final written and practical exams will result in Certification from the NCCCO National Commission for the Certification of Crane Operators.

Career Services

Performance Training Solutions conducts a comprehensive intake assessment with every student to better understand his or her goals and identify any obstacles to employment. In addition, PTS provides soft skills training and program assessments, as part of our objective to continuously improve on offerings. Students graduating from PTS receive

lifetime career assistance upon graduation from a program along with job information and leads. PTS partners with employers to help students acquire a job even before graduation, as the goal is to help every student succeed.



Admissions

Admission Requirements and Procedures

Admission Requirements:

PTS does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, age, national origin, disability, marital status, or military status. This extends to employees, potential employees, students, prospective students, vendors, contractors, and guests of PTS.

PTS provides reasonable accommodations to individuals in compliance with the Americans with Disabilities Act. It is the responsibility of the student seeking an accommodation to notify PTS in advance of the need for a particular accommodation and to provide PTS with the information necessary to evaluate the request.

Because successful completion of the heavy equipment training programs will result in credentials from the NCCER (National Center for Construction Education & Research), and successful completion of the mobile hydraulic crane training program and final written and

practical exams will result in Certification from the NCCCO (National Commission for the Certification of Crane Operators), students and prospective students with disabilities are also encouraged to review the requirements found in ASME B30.5 – 3.1.2.

Students, or prospective students, with disabilities are encouraged to contact the school for additional information.

Prospective students are permitted to attend a portion of our training on a trial basis (up to five days) without being obligated to pay tuition.

Admissions Procedures:

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

An enrollment application may be submitted via a paper application form, by phone by calling 877-575-4787 or via the PTS Website:

<https://www.ptsworks.com/tuition/online-application/>

You are NOT OBLIGATED by submitting an enrollment application nor are you required to send any money with the application.

Physical Requirements:

Students must be physically capable of getting up and down on a piece of equipment frequently daily to successfully complete the training program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the School to evaluate individual circumstances. The School will allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

Academic Policies

Academic Terms

For the convenience of its students, PTS operates year-round and offers new class starts every three weeks throughout the year. Students may begin their programs at one of the 17 class start dates.

Standard Program Length

The course length for Heavy Equipment Training I, Heavy Equipment Training II and the

Mobile Hydraulic Crane training programs is three weeks (120 clock hours) each. The Class-A CDL program is four weeks (160 clock hours) in length.

Academic Calendar

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

Training Description and Schedules

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

However, missed training is made up by lengthening the daily schedule or scheduling an additional day.

Credit for Previous Training/Transferability

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

Transcript Request

Official transcripts can be obtained from the NCCER for Heavy Equipment Operator training programs and from the NCCCO for Crane Operator training programs.

NCCER transcripts and certificates are accessed online via the NCCER Website:

<https://registry.nccer.org/OnlineV>

[erification/VerifyCardNumber](#)

NCCCO certification information is accessed on the NCCCO Website
<http://www.verifycco.org/login.aspx>

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

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

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

Grading System and Graduation Requirements

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

Graduation Requirements:

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



Grading Scale

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

Completion and Employment Rates

Statistics for Period: 7/1/19—6/30/20

<u>PROGRAM</u>	<u>STARTS</u>	<u>GRADS</u>	<u>%</u>	<u>EMPLOYED</u>	<u>%</u>
HEO – I	7	7	100%	6	86%
HEO – II	56	57	100%	51	91%
Crane	30	32	100%	27	90%
Overall	93	93	100%	84	90%

Satisfactory Academic Progress

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

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

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

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

Course Withdrawals: A grade of W (withdrawn) will not be considered as course work

successfully completed but will be counted as course work attempted. W grades are not calculated into the GPA.

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

Non-Credit Remedial Course Work: A maximum of five non-credit remedial courses will be permitted unless enrollment in additional non-credit courses is approved by the Training Director due to mitigating circumstances.

The maximum time frame will be extended to include the non-credit remedial course work, and the grades for that course work will be counted in the student's GPA.

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

of unsatisfactory progress, a student will be put on probation (Section Q).

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

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

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

Transferred or Re-admitted Students' Maximum Time

Frame: Transferred or re-admitted students will be allowed a maximum time frame

of 150% of the portion of the program remaining at the point re-entry.



Administrative Policies

Student Access to File Information

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

Student Information Release Policy

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

Attendance, Probation, Rules & Conduct, Termination & Complaint Procedure

Attendance: A student's attendance while in training is extremely important. Classes that are missed can be detrimental to a student's progress. In addition,

employment potential may be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to deciding to hire.

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

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

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

d. Leave of Absence: Students will be allowed one leave of absence not to exceed one-half of the total length of the program. Additional leaves of absence will be denied unless the leave is for health reasons, which must be verified in

writing by a certified physician. All leaves of absence requests must be submitted in writing and then approved by the Training Director.

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

Probation:

Students who fail to meet attendance standards as set forth above will be placed on probation. Students on probation must show sustained progress in the area that resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation with the maximum probation period being two weeks. Students are considered to be making satisfactory progress while on probation. At the end of each week of probation, the student's grades and attendance will be evaluated and if the student has improved to a satisfactory level, the student will be removed from

probation, if not, the student will be terminated.

Rules & Conduct:

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

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

Termination:

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

Complaint Procedure:

Student grievances must be

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

Notice to Ohio students concerning their ability to file a complaint with the State Board of Career Colleges & Schools including the Board's address and telephone number.

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or

complaint to the Executive Director, Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Complaint Procedure Kentucky:

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

Notice to Kentucky students concerning their ability to file a complaint with the Kentucky Commission on Proprietary Education including the Commission's address and telephone number. Complaint or Grievance Procedure: All student complaints should be first directed to the school

personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, to file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. Phone 502-564-4185, Fax 502-564-4248.

This form can be found on the website at www.kcpe.ky.gov.

Student Protection Fund (Kentucky Only):

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a

completed "Form for Claims Against the Student Protection Fund". This form PE-38 can be found on the website at www.kcpe.ky.gov.

Career Services

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

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

Housing

Housing is available off campus at local motels at all school campuses. It is the student's responsibility to obtain and maintain his or her housing arrangement. The school will assist in recommending housing facilities in the area.

The motels the school recommends are generally low budget motels and a student should look at the room before paying for it. Rooming costs will range from \$200 to \$550 per week at the school's recommended facilities. Most of the facilities that offer housing to our students prohibit students from rooming with anyone other than students. Pets, children, or spouses who are not students are generally discouraged.

Transportation:

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

Drug & Alcohol Prevention and Awareness

The School prohibits the unlawful possession, use or distribution of illegal drugs or alcohol by students on school property, in student housing, or as any part of the school's activities.

If a student of the school conducts themselves in a manner contrary to the above, they may be reported to the authorities and could face possible termination from training. If you need assistance with a drug or alcohol problem, you may ask the Training Director for a listing of local agencies who may be able to help you with a drug or alcohol abuse problem. In addition, you may wish to refer to the Yellow Pages of a local telephone book under Hospitals-Drug and Alcohol Assistance.

Veterans Benefits and Transition Act of 2018

Compliance:

The School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.



Tuition Fees and Charges

A	Heavy Equipment Training I	\$6,995.00
B	Heavy Equipment Training II	\$6,995.00
C	Mobile Crane Operations	\$6,495.00
D	Class-A Commercial Driver's License CDL	\$6,185.00
	Tuition does not include lodging, meals, or transportation costs.	
	All tuition and fees listed are subject to change without notice. Students enrolled prior to the increase or decrease will not be affected by said change.	

Student Services

Transcript Request

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

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

NCCCO certification information is accessed on the NCCCO

Website

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

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

12 business days after receipt of the exams by NCCCO.

Examination results may be released only to the candidate in question. It is up to the candidate to provide exam information as needed for employment or record keeping purposes. However, an employer may request verification of a candidate's certification status at any time. Candidates receive a strength and weakness report indicating the area(s) that they may need to brush up on.

Academic Advising

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

Types of Financial Assistance

Federal/State Funded Grants

Applicants who are unemployed, low income or have some degree of disability may qualify for funding from area government funding agencies. If the Admissions Representative determines that the applicant may qualify for this type of funding; the applicant will be referred to the appropriate agency after the admissions requirements are met.

Veteran Benefits

PTS gladly accepts the Post 9/11 GI Bill® for veterans and eligible dependents and Chapter 31 VA

Veteran Readiness & Employment funding. Please provide PTS with a copy of your VA COE Certificate of Eligibility. A copy can be obtained here: <https://www.ebenefits.va.gov/ebenefits/homepage>

PTS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the

institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

Scholarship

Applicants who attend a PTS orientation tour are eligible for a \$500 Tuition Reduction Scholarship.

Refund & Cancellation Procedures

Students Refund and Cancellation Privileges (Buyers Right to Cancel)

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

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

academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.

5. A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five percent of the tuition and refundable fees for the current academic term plus the registration fee.

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

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



Follow Up and Curriculum Updating

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

1. Graduate Survey: The School sends a series of employment surveys to all graduates to determine their employment status. The surveys are sent at 30, 90- and 360-days following graduation.

2. Employer Survey: The School sends surveys to the employers who may have hired graduates of the school's programs. This survey asks the employer if they have hired graduates of the program. The survey also queries the employer for information regarding labor needs and future referrals.

Curriculum Updating

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

1. Industry feedback: As indicated previously, the school surveys employers to whom we have referred graduates to solicit feedback as to whether the training is effective and up to date.

2. Student Critique: The School requires each student to complete a Student Critique upon completing the course, which solicits feedback from the student as to whether the training was effective and what changes/improvements could be recommended

3. Graduate Survey: The School surveys all graduates to determine their employment status. As responses and information from the above sources becomes available and is analyzed, the school uses this information to help make decisions on curriculum improvements and updates.



Training Programs

Curriculum Descriptions: *Programs Registered with the State Board of Career Colleges and Schools*

Heavy Equipment Training I

Prerequisite: None

Clock Hours: 120

Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level wheel loader, backhoe, skid steer, compactor, or off-road dump truck operator.

Weeks to Complete: Full-time, Three weeks

Days Offered: MTWHF

Hours: Monday—Thursday 7:00am to 4:30pm, Friday 7:00am to 11:00am.

Cost of Program: \$6,995.00

Heavy Equipment Training II

Prerequisite: Successful completion of Heavy Equipment Training I

Clock Hours: 120

Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level wheel loader, backhoe, skid steer, compactor, off-road dump truck, dozer, scraper, excavator, motor grader or articulated dump truck operator.

Weeks to Complete: Full-time, Three weeks

Days Offered: MTWHF

Hours: Monday—Thursday 7:00am to 4:30pm, Friday 7:00am to 11:00am.

Cost of Program: \$6,995.00

Mobile Crane Operations

Prerequisite: None

Clock Hours: 120

Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level crane operator.

Weeks to Complete: Full-time, Three weeks

Days Offered: MTWHF

Hours: Monday—Thursday 7:00am to 4:30pm, Friday 7:00am to 11:00am.

Cost of Program: \$6,495.00

Curriculum Descriptions: *Programs not registered with the State Board of Career Colleges and Schools. Training is outsourced to Roadmaster Drivers School of Ohio, Inc.*

Ohio Class-A CDL Commercial Driver's License

Prerequisite: Class-A CDL Permit

Clock Hours: 160

Objective: To provide the fundamental and advanced skills and knowledge applicable in the operation of a tractor-trailer truck and to obtain the Class-A Commercial Driver License (CDL).

Weeks to Complete: Full-time, Three weeks

Days Offered: MTWHF

Hours: Monday-Friday 7:00am to 6:00pm.

Cost of Program: \$6,185.00

Curriculum Outlines: *Programs registered with the State Board of Career Colleges and Schools.*

Heavy Equipment Training I

<u>Classroom Instruction</u>	<u>Field/Road Instruction/Practice</u>
Orientation to the Trade	Skid Steers
Heavy Equipment Safety	Loaders
Basic Operational Techniques	Compactor
Skid Steers	Backhoe
Loaders	Off-Road Dump Truck
Introduction to Earth Moving	
Soils	
Compaction Equipment	
Backhoes	
Off-Road Dump Trucks	

Heavy Equipment Training II

<u>Classroom Instruction</u>	<u>Field/Road Instruction/Practice</u>
Grades	Excavators
Site Work	Dozers
Excavators	Scrapers
Dozers	Motor Graders
Scrapers	On-Road Dump Trucks
Motor Graders	
Excavation Math	
On-Road Dump Trucks	
Interpreting Civil Drawings	
Finishing and Grading	

Mobile Crane Operations

<u>Classroom Instruction</u>	<u>Field/Road Instruction/Practice</u>
Basic Principles of Cranes	30-Ton Swing Cab Mobile Crane
Operating a Crane	15-Ton Fixed Cab Crane
Rigging Practices	
Load Dynamics	
Wire Rope	
Crane Safety	
Hoisting Personnel	

Curriculum Outlines: *Programs not registered with the State Board of Career Colleges and Schools.*

Training is outsourced to Roadmaster Drivers School of Ohio, Inc.

Class-A Commercial Driver's License (CDL)

<u>Classroom Instruction</u>	<u>Field/Road Instruction/Practice</u>
CDL Regulations	Forward Exercises
Vehicle Systems	Coupling/Uncoupling
Freight Handling	Backing Exercises
Preventative Maintenance	Pre-Trip Inspections
Log Books	Road Exercises
	Defensive Driving
	Progressive Shifting
	Highway Driving
	Turn Around Inspections

Calendar

Start Date	Grad Date	Program Name	Duration
5/17/21	6/4/21	Heavy Equipment Training I	3 Weeks
6/7/21	6/25/21	Heavy Equipment Training I	3 Weeks
6/28/21	7/16/21	Heavy Equipment Training I	3 Weeks
7/19/21	8/6/21	Heavy Equipment Training I	3 Weeks
8/9/21	8/27/21	Heavy Equipment Training I	3 Weeks
8/30/21	9/17/21	Heavy Equipment Training I	3 Weeks
9/20/21	10/8/21	Heavy Equipment Training I	3 Weeks
10/11/21	10/29/21	Heavy Equipment Training I	3 Weeks
11/1/21	11/19/21	Heavy Equipment Training I	3 Weeks
11/22/21	12/10/21	Heavy Equipment Training I	3 Weeks
12/13/21	1/7/22	Heavy Equipment Training I	3 Weeks
5/17/21	6/25/21	Heavy Equipment Training I & II	6 Weeks
6/7/21	7/16/21	Heavy Equipment Training I & II	6 Weeks
6/28/21	8/6/21	Heavy Equipment Training I & II	6 Weeks
7/19/21	8/27/21	Heavy Equipment Training I & II	6 Weeks
8/9/21	9/17/21	Heavy Equipment Training I & II	6 Weeks
8/30/21	10/8/21	Heavy Equipment Training I & II	6 Weeks
9/20/21	10/29/21	Heavy Equipment Training I & II	6 Weeks
10/11/21	11/19/21	Heavy Equipment Training I & II	6 Weeks
11/1/21	12/10/21	Heavy Equipment Training I & II	6 Weeks
11/22/21	1/7/22	Heavy Equipment Training I & II	6 Weeks
12/13/21	1/28/22	Heavy Equipment Training I & II	6 Weeks
5/17/21	6/25/21	Heavy Equipment Training I plus Crane	6 Weeks
6/7/21	7/16/21	Heavy Equipment Training I plus Crane	6 Weeks
6/28/21	8/6/21	Heavy Equipment Training I plus Crane	6 Weeks
7/19/21	8/27/21	Heavy Equipment Training I plus Crane	6 Weeks
8/9/21	9/17/21	Heavy Equipment Training I plus Crane	6 Weeks
8/30/21	10/8/21	Heavy Equipment Training I plus Crane	6 Weeks
9/20/21	10/29/21	Heavy Equipment Training I plus Crane	6 Weeks
10/11/21	11/19/21	Heavy Equipment Training I plus Crane	6 Weeks
11/1/21	12/10/21	Heavy Equipment Training I plus Crane	6 Weeks
11/22/21	1/7/22	Heavy Equipment Training I plus Crane	6 Weeks
12/13/21	1/28/22	Heavy Equipment Training I plus Crane	6 Weeks
5/17/21	7/16/21	Heavy Equipment Training I & II plus Crane	9 Weeks
6/7/21	8/6/21	Heavy Equipment Training I & II plus Crane	9 Weeks
6/28/21	8/27/21	Heavy Equipment Training I & II plus Crane	9 Weeks
7/19/21	9/17/21	Heavy Equipment Training I & II plus Crane	9 Weeks
8/9/21	10/8/21	Heavy Equipment Training I & II plus Crane	9 Weeks
8/30/21	10/29/21	Heavy Equipment Training I & II plus Crane	9 Weeks
9/20/21	11/19/21	Heavy Equipment Training I & II plus Crane	9 Weeks
10/11/21	12/10/21	Heavy Equipment Training I & II plus Crane	9 Weeks
11/1/21	1/7/22	Heavy Equipment Training I & II plus Crane	9 Weeks
11/22/21	1/28/22	Heavy Equipment Training I & II plus Crane	9 Weeks
12/13/21	2/18/22	Heavy Equipment Training I & II plus Crane	9 Weeks
5/17/21	6/4/21	Mobile Crane Operations	3 Weeks
6/7/21	6/25/21	Mobile Crane Operations	3 Weeks
6/28/21	7/16/21	Mobile Crane Operations	3 Weeks

7/19/21	8/6/21	Mobile Crane Operations	3 Weeks
8/9/21	8/27/21	Mobile Crane Operations	3 Weeks
8/30/21	9/17/21	Mobile Crane Operations	3 Weeks
9/20/21	10/8/21	Mobile Crane Operations	3 Weeks
10/11/21	10/29/21	Mobile Crane Operations	3 Weeks
11/1/21	11/19/21	Mobile Crane Operations	3 Weeks
11/22/21	12/10/21	Mobile Crane Operations	3 Weeks
12/13/21	1/7/22	Mobile Crane Operations	3 Weeks



Accredited Training Sponsor



About Military Friendly® Schools:

The Military Friendly® Schools list is created each year based on extensive research using public data sources for more than 8,800 schools nationwide, input from student veterans, and responses to the proprietary, data-driven Military Friendly® Schools survey from participating institutions. The survey questions, methodology, criteria and weighting were developed with the assistance of an independent research firm and an advisory council of educators and employers. The survey is administered for free and is open to all postsecondary schools that wish to participate. Criteria for consideration can be found at www.militaryfriendly.com.



Performance Training Solutions endorses the national certification program offered by the National Commission for the Certification of Crane Operators (NCCCO) and provides training to prepare candidate for NCCCO examinations.

Notes:

**BECOME A CERTIFIED
CRANE OPERATOR**



**Get
Certified!**



**THE JOB IS OUT THERE.
PTS WILL HELP
YOU FIND IT.**



YOUR PARTNER IN TRAINING

Call today!

877-575-4787

www.ptsworks.com