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# CATALOG ADDENDA

Academic Year 2023 – 2024

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### **CENTER FOR EMPLOYMENT TRAINING - SOLEDAD CAMPUS**

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ACADEMIC YEAR: JULY 1, 2023 – JUNE 30, 2024

# CENTER FOR EMPLOYMENT TRAINING

## SOLEDAD CAMPUS

### OFFICE HOURS

Monday – Friday: 8:00 AM – 5:00 PM

**TOM GENTLE – REGIONAL DIRECTOR**

### MISSION STATEMENT

The Mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skill training and supportive services that contribute to self-sufficiency.

### FACILITY DESCRIPTION

The Center for Employment Training Soledad Center is located 40 miles southeast of the Monterey Peninsula, 30 miles south of Salinas and 14 miles north of King City. It is located along U.S. Highway 101, midway between Salinas and King City. The school is visible from the highway with easy access. A bus stop is located within a short walking distance from the school.

The Soledad Center is located in a single story building at 930 Los Coches Drive in Soledad, California. It offers four training programs: Electrician (*Residential & General*), Green Building Construction Skills, Truck Driver, and Truck Driver I. The building houses four administrative offices, three classrooms, a resource room, and three industrial shop areas. The Soledad Center is located within walking distance of a newly constructed shopping center that includes several food establishments, grocery, retail stores, and banks.

### PROGRAM DELIVERY FORMAT

Some programs at this campus are approved as both Traditional and Hybrid. CET reserves the right to offer programs in either or both formats based on local needs and demands or in the event of campus closures due to force majeure events, e.g. floods, fires, climate catastrophes, pandemic, etc. Current delivery format is noted for each program.

# PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Electrician (Residential & General)	ELEC30B, ELEC30BH	900	30	\$16,375

**Program Tuition:** The published tuition for this program are the “Total Charges”. No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

## Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the residential and light commercial electrical field. Students will learn to plan, layout, install, repair, and maintain electrical equipment that provides light, heat, communications, and power. Students will learn to read and follow blueprints and specifications to install electrical wires, cables, and conduit systems. All students will develop mechanical ability and a thorough knowledge of the principles of electricity, circuitry, and power distribution within a building, and will gain familiarity with the materials and techniques of construction. Students will become acquainted with local building and national electrical codes (NEC) and solar photovoltaic installation. Students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Upon enrollment, students become eligible to register with the California DLSE to receive an Electrician Trainee card.

## Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

## Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

**Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will

Program Competencies		Hours
1.	Introduction to the Electrical Industry	10
2.	Electrical Math	60
3.	Residential Electricity I	85
4.	Residential Electricity II: Wiring & Installation Methods	90
5.	Residential Electricity III: Specialty Systems	150
6.	Commercial Electricity I	150
7.	Commercial Electricity II	150
8.	Basic Photovoltaics	150
9.	Customer Service Skills	10
10.	Basic Computer Skills	20
11.	Job Preparedness	25
<b>Total Hours of Instruction</b>		<b>900</b>

*Because instruction is personalized, competency completion time may vary among students.*

be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs and the PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Toolkit

Students become eligible to receive a tool-kit during the third week of enrollment in the program. It will be delivered to the student during regular program hours. Once issued, the toolkit becomes property of the student; the student is responsible for replacement of lost, stolen, or damaged items.

## Instructional Equipment

Students will access and utilize a variety of hand/power tools, electrical machinery, equipment, and materials for training daily. Such equipment include, but are not limited to: power drills, band saws, cordless Sawzall, ladders, and EMT benders, irradiance meters, solar cell classroom sets and associated components, solar water pumps, solar fountain kits, and associated components. A broad assortment of cabling, electrical boxes, hardware, connectors, staples, and hand tools are also available for use by students. Students will access a computer lab equipped with Windows 10 and MS Office 2016, networked printer, and internet access.

## ***Electrician (Residential & General) – Continued***

This program is offered as a Hybrid program. The Hybrid program requires students to attend on-campus classes during the week with ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability.

### **Program Schedule**

**Traditional:**      **On Campus** Monday through Friday 8:00 am – 3:00 pm

**Hybrid:**            **On Campus M – F**  
- Block 1: 8:00 am – 11:00 am  
- Block 2: 12:00 pm – 3:00 pm  
**Online M – F** Block 1 and Block 2  
3 hours online instructional time and/or assignments  
Canvas LMS available 24/7

### **Criteria for Earning Attendance for Off-Campus Participation in Electrician (Residential & General) – Hybrid**

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend any scheduled synchronous sessions. Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor’s contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day.
5. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken on campus.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

*Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.*

### **Enrollment/Cancellation Period**

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day.

During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

# PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
<b>Green Building Construction Skills</b>	<b>GBC30</b>	<b>900</b>	<b>30</b>	<b>\$15,249</b>

**Program Tuition:** The published tuition for this program are the “Total Charges”. No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

## Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the building maintenance and the solar energy systems fields, such as plumbing assembler-installer, maintenance, carpenter, carpenter (construction) helper, electrician helper, plumber helper, and solar energy systems installer. They will also be eligible to apply for energy efficiency-related occupations in the residential building industry. Students will learn construction related math, OSHA-based safety standards, carpentry, electrical skills, plumbing, exterior and interior finish, and basic photovoltaics (PV). Students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

## Methods of Instruction

This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

**Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards.

Program Competencies		Hours
1.	Introduction to Carpentry	60
2.	Construction Math	90
3.	Rough Carpentry	90
4.	Electrical Skills I	90
5.	Electrical Skills II	120
6.	Plumbing Skills I	60
7.	Plumbing Skills II	90
8.	Exterior & Interior Finish	90
9.	Basic Photovoltaics	150
10.	Job Preparedness	30
11.	Customer Service Skills	10
12.	Basic Computer Skills	20
<b>Total Hours of Instruction</b>		<b>900</b>

*Because instruction is personalized, competency completion time may vary among students.*

Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Instructional Equipment

Students in this program will have access to a variety of carpentry, electrical, plumbing, and solar equipment, hand/power tools, and materials daily for training. Such tools and equipment include, but are not limited to: irradiance meters, solar pathfinders, solar cell classroom set and associated components, solar water pumps, solar fountain kits, propane torches, pipe cutters, conduit benders, Roto and framing hammers, compressors, tile saws, jig saws, hand, Compound and table saws, Hoppers, nail guns, cordless, power and right angle drills, Pex crimpers, speed squares, tape measures, a grinder, tape measures and chalk boxes and a spray rig, and an assortment of hand tools, tool sets, and accessories used in the technical aspect of this trade.

## Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

## Program Schedule

Schedule for GBC30: M – F, 8:00 am – 3:00pm

# PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Truck Driver	TD30, TD30H	630	21	\$11,476

**Program Tuition:** The published tuition for this program are the “Total Charges”. No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

## Program Objectives

Upon completion of the Truck Driver program, the student should be able to obtain a Class A CDL to obtain a job as an over-the-road truck driver, van driver, milk driver, heavy and light truck driver. This program will provide fundamental knowledge of over-the-road truck driving industry. Students will learn the Department of Transportation rules and regulations as it pertains to truck driving, how to safely operate a semi-truck and trailer, mapping, and e-log book rules. Furthermore, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

## Methods of Instruction

This program will be taught through a combination of lectures, hands-on behind the wheel practice, small group, and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

## Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice. **Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Program Competencies		Hours
1.	Basic Operations	130
2.	Safe Operating Procedures	130
3.	Advanced Operating Procedures	63
4.	Vehicle Maintenance	111
5.	Non-Vehicle Activities	63
6.	State License Preparation	83
7.	Job Preparedness	20
8.	Customer Service Skills	10
9.	Basic Computer Skills	20
<b>Total Hours of Instruction</b>		<b>630</b>

*Because instruction is personalized, competency completion time may vary among students.*

Students may opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for training on a daily basis, including, but not limited to: 4 International 3 Axle tractors, 4 trailers (48 ft.), computer systems running Windows 10 and Office 2016, wireless internet, networked printers, and a Sony Bravia HDTV.

## Enrollment Requirements

- ✓ Must possess a California Class C Driver’s License.
- ✓ Must pass the Department of Transportation (DOT) Physical Exam before behind the wheel driving.
- ✓ Must be approved by the Center for Employment Training Liability Insurance Company.
- ✓ Must pass a Drug Test before behind the wheel driving and randomly administered after obtaining driving Permit.
- ✓ Must obtain driving permit within 30 days of enrollment to avoid the risk of being terminated from the program.
- ✓ The driving permit is required for behind the wheel maneuvers.

**Truck Driver – Continued**

In addition, a Motor Vehicle Report (MVR) covering a minimum of ten years will be reviewed by the Truck Driving Instructor, Center Director and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driver program. The following MVR criteria standards are considered unacceptable

- A) More than 3 moving violations and/or accidents in the most recent 3 years.
- B) More than 2 moving violations and/or accidents in the most recent year.
- C) Drivers with a Driving While Intoxicated or Driving under the Influence within the last 3 years.
- D) Drivers with a major conviction within the last 5 years, which includes:
  - 1. Leaving the scene of an accident.
  - 2. Careless or reckless driving violations.
  - 3. Homicide or assault through use of a motor vehicle.
  - 4. Attempting to elude a police officer
  - 5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

Students should be aware that they will be responsible for the following expenses not included in the Truck Driver Program’s tuition:

- ✓ DMV fee for Commercial Class A or B driver license: ----- \$78
- ✓ DMV fee for adding the following endorsements: ----- \$46
  - Doubles
  - Triples
  - Hazmat
  - Tanks
  - Passenger (Class B): ----- \$78
- ✓ DMV print-out (required to enroll): ----- \$5
- ✓ DMV fee for re-take failed tests (each): ----- \$36
- ✓ Physical Exam: ----- up to \$100
- ✓ Pre-Employment drug test (must be taken 2 weeks prior to taking Class A Driving Permit test at DMV): ----- up to \$85

Note: DMV Fees are subject to change. Visit their website for information: <https://www.dmv.ca.gov>.

The requirements for this program are consistent with the Department of Transportation (DOT) regulations and requirements of the State of California.

Effective May 10, 2017, pursuant to federal law, the Department of Motor Vehicles (DMV) will require all new and existing commercial driver license (CDL) applicants to provide DMV with the following:

- Proof of U.S. citizenship/lawful permanent residency/legal presence
- Proof of residency (domicile).

Visit <https://www.dmv.ca.gov/portal/dmv/detail/commercial/newcdlreq> for more information.

**Federal Motor Carrier Safety Administration – FMCSA**

Center for Employment Training (CET) is registered as a training provider with the Federal Motor Carrier Safety Administration (FMCSA) and is listed on the Training Provider Registry. Upon your successful completion of the Truck Driver program training, CET will provide information to FMCSA and to the DMV to confirm that entry-level drivers of commercial motor vehicles (CMVs) completed the training as required by the new Entry-Level Driver Training (ELDT) regulations before testing for certain commercial driver’s licenses (CDLs) and CDL endorsements.

For more information, visit <https://tpr.fmcsa.dot.gov/>.

## **Truck Driver – Continued**

This program is offered as a Traditional on-campus program and a Hybrid program. The Traditional program is in the classroom and requires students to attend on-campus classes in person Monday through Friday. The Hybrid program requires students to attend on-campus classes as outlined in the program schedule and ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability. The delivery modes are not interchangeable.

### **Program Schedules**

**Traditional** Schedule for TD30: **On Campus** M – F, 8:00 am – 3:00 pm

**Hybrid** Schedule for TD30H:

**On Campus** ? ? ? 8:00 am – 3:00 pm

**Online** ? ?

1 hour Synchronous Sessions:

- 8:00 – 8:20 am ?
- 1:00 – 1:20 pm ?
- 2:45 – 3:00 pm ?

5 hours online instructional time and/or assignments

### **Criteria for Earning Attendance for Off-Campus Participation in Truck Driver – Hybrid**

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend a scheduled synchronous opening session(s). Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor’s contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day.
5. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken on campus.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

*Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.*

### **Enrollment/Cancellation Period**

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day.

During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.



# PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Truck Driver I	TDI30H	300	10	\$5,875

**Program Tuition:** The published tuition for this program are the “Total Charges”. No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

## Program Objectives

The Truck Driver I program will prepare students to obtain their Class A CDL in order to find employment as an over-the-road truck driver, van driver, tanker driver, or heavy and light truck driver. This accelerated course will cover all requirements of truck drivers including compliance, safety, and accountability as required by FMCSR as well as safe operating procedures, maintenance, and license preparation. Students will learn Department of Transportation rules and regulations as they pertain to truck driving, how to safely operate a semi-truck and trailer, mapping, and e-log book rules and requirements.

## Methods of Instruction

This program will be taught through a combination of lectures, hands-on behind the wheel practice, small group, and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

## Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

**Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may opt out of

Program Competencies		Hours
1.	Introduction to Tractor-Trailer Driving	40
2.	Safe Operating Procedures	80
3.	Fundamentals of Vehicle Maintenance	45
4.	Truck Driver Accountability	45
5.	State License Preparation	70
6.	Job Preparedness	20
<b>Total Hours of Instruction</b>		<b>300</b>

*Because instruction is personalized, competency completion time may vary among students.*

purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for training on a daily basis. These include, but not limited to 4 International Truck Tractors, 48 ft1 Flat Bed 44 ft. trailer, a 53' box trailer, e-log tablets, computer systems running Windows 10 and Office 2016, wireless internet, networked printers, and a flat screen TV.

## Enrollment Requirements

*The design of the Truck Driver I program requires that the applicant possess a valid Commercial Driver Instruction Permit (CDIP) prior to starting this program.* Additionally, it requires applicant agreement by signature (see enrollment agreement), to meet Department of Transportation (DOT) and CET requirements. These requirements include the following:

- ✓ Must possess a California Class C Driver’s License.
- ✓ Must pass the Department of Transportation (DOT) Physical Exam before behind the wheel driving.
- ✓ Must be approved by the Center for Employment Training Liability Insurance Company.
- ✓ Must pass a Drug Test before behind the wheel driving and randomly administered throughout the program.

In addition, a Motor Vehicle Report (MVR) covering a minimum of ten years will be reviewed by the Truck Driver I Instructor, Center Director and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driver I program. The following MVR criteria standards are considered unacceptable:

- A) More than 3 moving violations and/or accidents in the most recent 3 years.

- B) More than 2 moving violations and/or accidents in the most recent year.
- C) Drivers with a Driving While Intoxicated or Driving under the Influence within the last 3 years
- D) Drivers with a major conviction within the last 5 years, which includes:
  1. Leaving the scene of an accident.
  2. Careless or reckless driving violations.
  3. Homicide or assault through use of a motor vehicle.
  4. Attempting to elude a police officer
  5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

Students should be aware that they will be responsible for the following expenses not included in the Truck Driver I Program’s tuition:

- ✓ DMV fee for Commercial Class A or B driver license: ----- \$78
- ✓ DMV fee for adding the following endorsements: ----- \$46
  - Doubles
  - Triples
  - Hazmat
  - Tanks
  - Passenger (Class B): ----- \$78
- ✓ DMV print-out (required to enroll): ----- \$5
- ✓ DMV fee for re-take failed tests (each): ----- \$36
- ✓ Physical Exam: ----- up to \$100
- ✓ Pre-Employment drug test (must be taken 2 weeks prior to taking Class A Driving Permit test at DMV): ----- up to \$85

**Note: DMV Fees are subject to change.** Visit their website for information: <https://www.dmv.ca.gov>.

The requirements for this program are consistent with the Department of Transportation (DOT) regulations and requirements of the State of California.

Effective May 10, 2017, pursuant to federal law, the Department of Motor Vehicles (DMV) will require all new and existing commercial driver license (CDL) applicants to provide DMV with the following:

- Proof of U.S. citizenship/lawful permanent residency/legal presence
- Proof of residency (domicile).

Visit <https://www.dmv.ca.gov/portal/dmv/detail/commercial/newcdlreq>

**Federal Motor Carrier Safety Administration – FMCSA**

Center for Employment Training (CET) is registered as a training provider with the Federal Motor Carrier Safety Administration (FMCSA) and is listed on the Training Provider Registry. Upon your successful completion of the Truck Driver program training, CET will provide information to FMCSA and to the DMV to confirm that entry-level drivers of commercial motor vehicles (CMVs) completed the training as required by the new Entry-Level Driver Training (ELDT) regulations before testing for certain commercial driver’s licenses (CDLs) and CDL endorsements.

For more information, visit <https://tpr.fmcsa.dot.gov/>.

## **Truck Driver I – Continued**

This program is offered as a Traditional on-campus program and a Hybrid program. The Traditional program is in the classroom and requires students to attend on-campus classes in person Monday through Friday. The Hybrid program requires students to attend on-campus classes ONLY three days a week with ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability.

### **Program Schedules**

**Traditional:**        **On Campus** M – F 8:00 am – 3:00 pm

**Hybrid:**            **On Campus** T, W, Th 8:00 am – 3:00 pm

**Online** M, F

1 hour Synchronous Sessions:

- 8:00 – 8:20 am

- 1:00 – 1:20 pm

- 2:45 – 3:00 pm

5 hours online instructional time and/or assignments

### **Criteria for Earning Attendance for Off-Campus Participation in Truck Driver – Hybrid**

8. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
9. Students must log-in to attend a scheduled synchronous opening session(s). Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
10. Students can find the program syllabus and the instructor’s contact information and office hours in Canvas.
11. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day.
12. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
13. All final Competency tests will be taken on campus.
14. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

*Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.*

### **Enrollment/Cancellation Period**

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day.

During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

# FACULTY

## Electrician (Residential & General)

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### **Isaac Mendez – Instructor**

Mr. Isaac Mendez is a graduate from Center for Employment Training (CET) Electrician program. He is licensed by the state of California as a Residential Electrician. Mr. Mendez has worked as a residential service technician and has experience in solar installations. In 2018, Mr. Mendez joined the CET Faculty Team, teaching students the skills necessary for becoming electricians.

### **Pablo Garcia – Instructor**

Mr. Garcia is a CET graduate and has worked as a Residential and Commercial Service technician for two and a half years. He has also participated in new construction projects which included underground electrical work as well as installing stand-by generators and servicing them.

### **Luis Huerta – Assistant Instructor**

Mr. Huerta is a CET graduate with over 2 years of experience in residential and commercial electrical services. His expertise includes design, installation, maintenance, and troubleshooting. Luis is committed to safety, quality work with a passion for electrical work and a keen eye for detail. Luis is dedicated to training the next generation of electrician. With a focus on practical applications and student success, Luis brings real-world expertise into the classroom.

### **Uriel Acosta – Assistant Instructor**

Mr. Acosta has been an electrician for 9 years working with contractors. He has also worked with the IBEW in residential/commercial and industrial settings. e

## Green Building Construction Skills

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### **Daniel Vargas – Instructor**

Mr. Daniel Vargas has over 17 years of experience in the construction industry, which includes carpentry, plumbing, electrical, and interior and exterior finish. He has experience in taking the lead in new and remodel construction projects. Mr. Vargas has worked as Journey Man, Lead Framer, and Foreman.

### **Daniel Covarrubias – Assistant Instructor**

Daniel Covarrubias was introduced to the construction industry in 2006 as part of a program called Youth Build in Greenfield California. That program was the first introduction he had to the electrical field. In 2008 Daniel enrolled in the Building Maintenance program at Soledad campus and upon completion he enlisted with the United States Marine Corps and served from 2009 to 2014 as a Field Electrical Technician, working with industrial equipment, high voltage systems, generators and P.L.C systems. Other duties included troubleshooting and diagnostic of electrical systems. In 2018 Daniel decided to enroll in CET's (Center for Employment Training) Electrician program. Mr. Covarrubias then joined the CET Soledad Faculty team and has been helping students enter the workforce as competent and capable electricians.

# FACULTY

## Truck Driver and Truck Driver I

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### **Mayra Ramirez – Assistant Instructor**

Mrs. Mayra Ramirez graduated from Center for Employment Training (CET) from the Truck Driver program as a class A driver with all Endorsements, Doubles & Triples, Hazmat and Tanks added to her license. She gained added experience working for UPS Freight delivering in the Santa Cruz, Salinas areas. Mrs. Ramirez also worked with Toro Petroleum Corp., where she had the opportunity to work with tanks, delivering Fuel and Diesel Exhaust Fluid (DEF) to local gas stations and ranches located in the Monterey County areas. In 2020, Mrs. Ramirez joined the CET Faculty team to help students obtain their class A in our accelerated program helping them achieve their goals. Mrs. Ramirez oversees both the Truck Driver and Truck Driver I classes in providing the same experience to our future students. “Moving Forward, Giving Forward”.

### **Andres Jimenez – Instructor Assistant**

Mr. Andres Jimenez graduated from the Coastal Trucking Institute (CTI) Truck Driving School in 2004 after earning his Commercial Class A License. He worked for Kawahara Nursery transporting plants to different retailers throughout California. In 2006, he began working for CTI Truck Driving School as an instructor teaching students who were eager to earn their Commercial Class A License. In 2009, Mr. Jimenez continued his teaching career at CET in Gilroy, bringing over 8 years of truck driving experience. Mr. Jimenez teaches students to drive semi-tractors and trailers, to perform truck maneuvers, and to safely drive in city streets. His objective is to produce better, safer truck drivers.

### **Ernesto Garcia Tinajero – Assistant Instructor**

Mr. Tinajero is an experienced truck driver with the ability and experience in different speed transmissions. He has over 20 years working in the area with two local companies. Mr. Tinajero received his graduation certificate from the CET Truck Drive program where he also was able to obtain his Class A license.

### **Stephen Mazar – Instructor Assistant**

As a former U.S. Marine Mr. Mazar’s possesses skills such as dependability, leadership and the ability to follow through with tasks. He is a graduate of the Center for Employment Training Truck Driver program and is proficient with driving a truck and everything that is involved from the pre-trip inspection to completing a daily log. Mr. Mazar is self-motivated and strives to learn more about the truck driving industry to share with students.

## PROGRAM BIBLIOGRAPHIES

<b>Electrician (Residential &amp; General)</b>	
Electrician's Trainee Manual, VOL 1: Safety NCCER Contren Learning Series	Pearson Custom Library 2018 ISBN: 9781323991688
CET Electrical, Vol 2. Trainee Guide Residential 1 & 2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991701
CET Electrical, Vol 3: Trainee Guide Commercial 1 & 2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991725
CET Electrical, Vol 4: Trainee Guide Specialty Sys & Basic Photovoltaics NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991749
National Electrical Code 2020 First Edition National Fire Protection Association	NFPA, 2020 ISBN: 978-1455922970

<b>Green Building Construction Skills</b>	
<b>Green Building Construction Trainee Guide: Electrical</b> NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536469
<b>Green Building Construction Trainee Guide: Carpentry</b> NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536523
<b>Green Building Construction Trainee Guide: Plumbing</b> NCCER Contren Learning Series	Pearson NCCER, 2014 ISBN: 132353654X
<i>Library Resources</i>	
<b>Solar Photovoltaics System Installer Trainee Guide</b> NCCER Contren Learning Series	Pearson (Prentice Hall), 2012 ISBN: 0-13-257110-2

<b>Truck Driver and Truck Driver I</b>	
Alcohol & Drug Testing: What Drivers Need to Know – Driver Handbook	J.J. Keller & Associates, Inc. ISBN: 38797
Alcohol & Drug Employee's Certified Receipt	ISBN: 6793
CMV Driver Basics Training Program – Driver Handbook	J.J. Keller & Associates, Inc. ISBN: 9750
Federal Motor Carrier Safety Regulations Pocketbook (Green Book)	J. J. Keller & Associates, Inc. ISBN: 978-1-60287-594-4

## PROGRAM BIBLIOGRAPHIES *(Continued)*

**Note:** The following books are made available in each program as program sets in the Program Resource Library. As such, the books can be loaned out to students and collected back when the student completes the related competency.

Standard Competencies	
<b>The World of Customer Service, 3e</b> Gibson, P.	Cengage Learning, 2011 ISBN: 978-0-8400-6424-0
<b>Your Career: How to Make it Happen, 8e</b> Harwood, L.	Cengage Learning, 2012 ISBN: 978-1-111-57231-0
<b>Integrated Computer Applications: Microsoft Office 2010, 6e</b> VanHuss, S., Forde, C., Woo, D., and M. Lehman	Cengage Learning (South-Western), 2010 ISBN: 978-1-111-98809-8
<b>CET Job Search Skills Handbook</b>	CET Education Department, 2008

## PROGRAM OCCUPATIONAL CODES

Students graduating from the following programs will be prepared to perform work-related tasks and duties in preparation for employment in occupational fields related to, but not limited to, the following:

### Electrician (Residential & General)

SOC Code	Occupation
47-2111.00	Electricians
47-3013.00	Helpers -- Electrician

### Green Building Construction Skills

SOC Code	Occupation
47-3013.00	Helpers -- Electricians
47-2031.01	Construction Carpenters
47-2231.00	Solar Photovoltaic Installers
47-3012.00	Helpers -- Carpenters
49-9071.00	Maintenance and Repair Workers, General
49-9095.00	Manufactured Bldg. & Mobile Home Installer
47-3015.00	Helpers – Pipelayers, Plumbers, Pipefitters & Steamfitters
47-4011.01	Energy Auditors

### Truck Driver and Truck Driver I

SOC Code	Occupation
53-3032.00	Heavy and Tractor-Trailer Truck Drivers