1. **SCHOOL HISTORY:**

The School is owned and operated as Kotra CDL Driving School and is located at 2315 Roosevelt Rd, Kenosha, WI 53143. The school was founded in March 2011. The school trains 75 to 100 students per year. The school is approved by the Wisconsin Approval Board, and the Wisconsin Department of Transportation.

1. **INSTITUTIONAL PHILOSOPHY:**

Kotra CDL Driving School goal is providing quality education and training to prepare drivers to be not only skillful and knowledgeable in the trucking industry, but also safe and responsible. To make sure that safety becomes the primary objective for those entrusted with operating the biggest and heaviest vehicles in the nation’s highway transportation system.

1. **OWNERSHIP, OFFICERS, & FACULTY:**

OWNERSHIP

Kotra CDL Driving School is privately owned and operated by Martin Rizo.

CORPORATE OFFICERS

PRESIDENT: Martin Rizo

FACULTY

SCHOOL MANAGER/ INSTRUCTOR: Jodi Hamm

1. **FACILITIES AND EQUIPMENT:**

The school’s office is located at 2315 Roosevelt Rd, Kenosha, Wisconsin, and consists of approximately 500 sq. ft. of usable space consisting of 10 desks and computers, mini fridge, microwave, and toilet facilities. Our training yard is located at 6203 28th Ave, Kenosha Wisconsin (6 Blocks from the office, Back lot of Otto Nelson Moving and Storage) and consists of approximately 2 acres of training grounds, which include a field practice area, toilet area and parking.

1. **ADMISSION REQUIREMENTS & PROCEDURES:**

ADMISSION REQUIREMENTS: The school does not deny admission to anyone based on race, creed, color, gender, sex, age, religion, or national origin. To qualify for enrollment, applicants must have a valid regular driver’s license, be able to read and write the English language, be at least 18 years of age, pass a DOT Physical, and pass a certified USDOT drug screening. The following may disqualify an applicant:

1. Any history of epilepsy and/or seizures, or being on medication, which may interfere with one’s ability to operate equipment.
2. Certain prescription medications may disqualify an applicant for enrollment or cause a student to be terminated from their enrollment due to the side effects and safety risks associated with certain drugs or medications. The school reserves the right to request additional information regarding medications being used by applicants or students. The school may also request documentation and/or a doctors release before accepting an applicant for enrollment.

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. PHYSICAL REQUIREMENTS:

The school does not discriminate based on mental or physical handicaps. However, students must be physically capable of getting up and down on a piece of equipment frequently and on a daily basis in order to successfully complete the 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 demonstrate physical capability using the equipment without being obligated for tuition charges.

1. **CURRICULUM DESCRIPTIONS:**
2. Program of study: **Six Week CDL Driver Training Course** Clock Hours**: 240**

Objective: To provide the training necessary for students to obtain their commercial Class- A Driver’s License**.**

Weeks to complete: Full Time- **6 Weeks.** Days of the week offered: Mon-Fri

Hours: **Monday through Friday 9:00am To 5:00pm**

Cost of Program**: Tuition: $4,600.00**

1. Program of study: **Four Week CDL Driver Training Course** Clock Hours**: 160**

Objective: To provide the training necessary for students to obtain their commercial Class-A Drivers License.

Weeks to complete: Full Time- **4 Weeks.** Days of the week offered: Mon-Fri

Hours: **Monday through Friday 9:00 To 5:00pm**

Cost of Program: **Tuition: $3,310.00**

1. **CURRICULUM OUTLINES:**
2. **SIX WEEK CDL DRIVER TRAINING COURSE**

**CLASSROOM RANGE AND LAB ROAD**

1. LogBooks 1. Forward Exercises 1. Road exercises

2. Safe Driving 2. Coupling and Uncoupling 2. Defensive Driving

3. CDL Regulations 3. Backing & Docking Exercises 3. Turn around inspections

4. HAZMAT training 4. Pre-Trip Inspections 4. Progressive Shifting

5. Accident Procedures 5. Cargo Securement 5. Parallel Parking

**2. FOUR WEEK CDL DRIVER TRAINING COURSE**

**CLASSROOM RANGE AND LAB ROAD**

1.Log Books 1. Forward Exercises 1. Road Exercises

2. Safe Driving 2. Coupling and Uncoupling 2. Defensive Driving

3. CDL Regulations 3. Backing and Docking Exercises 3. Progressive Shifting

 4. Pre-Trip Inspections

1. **STUDENT ACCESS TO FILE INFORMATION:**

Kotra CDL Driving School maintains all progress reports, grades, and transcripts for a period of 4 years. Students are allowed access to their student record file at any time during regular business hours. Graduates may also request copies of information in their student record file at any time by sending written notice to the school describing their request. There is a $20 administrative fee charged per request.

1. **STUDENT INFORMATION RELEASE POLICY:**

The School will not release any student file information without the students 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. The school questions each student in writing as to whether or not they are using career services.

1. **TRAINING DESCRIPTION & SCHEDULES:**

Resident Training takes a place at the Kenosha facility. The average class size is ten students. The training program consists of classroom 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 are as follows: Classroom Instruction- 10:1, and field instruction – 5:1. The normal training day runs approximately 9 hours with a lunch break of one hour. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstance; however, missed training is made up by lengthening the daily schedule or scheduling an additional day.

1. **TUITION PAYMENT METHOD:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NAME** | **HOURS** | **WEEKS** | **PRICE** |
| Six Week CDL Driver Training Course | 240 | 6 | $4,600.00 |
| Four Week CDL Driver Training Course | 160 | 4 | $3,310.00 |

(Tuition does not include housing or transportation costs)

\*Does not include the cost of drug screening, DOT Physical, CDL Learner’s Permit Fee, Hazmat Finger Printing fees, or CDL Road Test. We accept Cash, Visa/MasterCard, and personal checks.

FINANCIAL ASSISTANCE: Is available through Springleaf Financial. Springleaf Financial may approve a loan for a student for tuition cost, plus housing and testing fees. These loans are usually granted on the basis of a student’s credit worthiness. We cannot guarantee all students will qualify for a loan. The school also trains individuals who are funded through programs such as: Workforce Investment Act (WIA), Dislocated Workers, Dislocated Farmers, Vocational Rehabilitation, United Migrant Opportunity Services, Tribal Education Programs, Veterans Benefits (G.I. Bill) (pending), and others.

OTHER COSTS: Housing (Ranges from $120 - $300 weekly), CDL Learner’s Permit Fee ($30), Final CDL License Fee ($84), Out of State License Conversion Fee ($30), CDL Road Test ($85), Drug Test ($42), D.O.T. Physical Exam ($65), CDL Retest Fee if needed ($85), Hazmat Fingerprinting Cost ($76-$100), and any other living expenses.

1. **CREDIT FOR PREVIOUS TRAINING/TRANSFERABILITY:**

Credit may be given to any student for experience, education, credentials, or military service pertaining to training for which the student is enrolled. Verification of specific credentials and/or documentation may be required to qualify for credit. This credit will be in the form of a shorter time to complete the training program. A related adjustment will be made on total tuition charge. All such credit must be approved of by the School President 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. A tuition credit of $200.00 will be given to any student who currently holds a CDL Instruction Permit. 40 hours of permit class time may also be credited toward the student’s course.

1. **SATISFACTORY ACADEMIC PROGRESS:**

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance. SAP is applied to all students equally whether full or part time. In order to comply with the schools SAP policy, the student must:

1. Attend at least 80% of all scheduled classes.
2. Complete at least 80% of all class assignments
3. Complete his/her program within the maximum time allowed. Maximum time allowed is 150%, or one and one half times, of the published course length. Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation for a period of two weeks. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. Students placed on probation must sign an unsatisfactory progress/probation form.

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

**Incomplete Grades:** The student has a maximum of 30 days to complete an incomplete grade.

**Course Withdrawals:** A grade of W(withdrawn) will not be considered as course work successfully completed, but will be counted as course work completed.

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

**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 school President. 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.

**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 school President and the individual substantiates that mitigating circumstance 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. The school will make answers to appeals 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.

**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.

1. **GRADING SYSTEM & 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 at least 80% for the written exam and performance objectives in order to successfully complete the module. Students are allowed to 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 or 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 in order to graduate. Upon successfully completing all of the required course work, and upon satisfying all of the school’s financial requirements, graduates will be awarded a certificate.

1. **ATTENDANCE, PROBATION, RULES, & CONDUCT, TERMINATION & COMPLAINT PROCEDURE:**

ATTENDANCE: A student’s attendance while in training is extremely important. Classes, which 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 making a decision to hire.

1. **Absenteeism:** Excessive absence will affect the student’s standing negatively. A student may be terminated for excessive absenteeism. Three or more absences during any three-week period are considered excessive. The school does not differentiate between excused or unexcused absences. If a student’s absenteeism is excessive, disciplinary action will occur. Disciplinary action may include one or more of the following:
2. The student is put on probation.
3. The student may have to make up missed classes.
4. The student is re-scheduled into a future class.
5. The student is terminated from training.
6. **Tardiness:** Tardiness is defined as any student arriving for class more than five minutes late. Three tardies will equal one absence.
7. **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 school President.
8. **Make up work:** Students are allowed to make up course work if approved by the School President. 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 SAP standards or attendance standards as set forth above will be placed on probation for a period of two weeks. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. Students placed on probation must sign an Unsatisfactory Progress/Probation Form.

 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:

1. Being under the influence of intoxicating drugs or alcohol.
2. Bringing drugs or alcohol onto school property.
3. Any unauthorized starting or operating of a school vehicle.
4. Violating any industry safety code. g. Fighting, Vulgarity, Horseplay
5. Insubordination (failure to comply with the instructions of instructor or school employee.)
6. Illegal acts on or off school property, while in training.

SUSPENSION/TERMINATION: Students may be suspended or terminated for unsatisfactory progress, unsatisfactory attendance, and/or unsatisfactory conduct. Students who fail their initial drug screening (ANY result other than “NEGATIVE”) will be immediately dismissed from the school. No retests will be given unless in accordance with federal, state, and USDOT regulations.

1. **PAYMENT SCHEDULE:**

All students who self-pay must make an initial down payment of $500 to begin training. Students who are self-paying for the course must follow the below payment schedule or training may be suspended or delayed until the student’s balance is made current:

|  |  |  |
| --- | --- | --- |
| When Payment Is Due | Six Week CDL Driver Training Course Payment Amount | Four Week CDL Driver Training Course Payment Amount |
| **Course Enrollment** | **$500.00** | **$500.00** |
| **END OF WEEK 1** | **$700.00** | **$750.00** |
| **END OF WEEK 2**  | **$700.00** | **$750.00** |
| **END OF WEEK 3** | **$700.00** | **$750.00** |
| **END OF WEEK 4** | **$700.00** | **$560.00** |
| **END OF WEEK 5** | **$700.00** | **NONE** |
| **END OF WEEK 6** | **$600.00** | **NONE** |

Students who attend through a third-party payor (ex. WIA program, DVR Program, Veterans Benefits G.I BILL) (Pending) will have their payments paid for that particular agency. Students who attend through a third-party payor will only be allowed to begin training once proper authorization has been forwarded to the school by the appropriate agency.

Kotra CDL Driving School reserves the right to hold all certificates and paperwork regarding course completion, and CDL licensing until a self-paying student’s balance has been paid in full with the school.

If a self-paying student is paying by personal check, we reserve the right to hold all paperwork until the check has cleared the bank. We also accept Visa/MasterCard, Discover Card, and cash payments. Student checks returned for insufficient funds will be assessed a $50 penalty to cover charges we incur through our bank.

1. **DRUG & ALCOHOL PREVENTION/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. Abuse of illegal drugs or alcohol can expose you to certain legal sanctions and many health risks. If you need assistance with a drug or alcohol problem, you may ask the School Manager 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.

1. **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 in writing, or the last day of attendance for a student who ceases to attend. **Verbal notification of the choice to cancel will not be accepted at any time.** 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 class for 3 consecutive days without providing, prior to or during that period, an explanation to the School regarding absences. All notices must be sent to:

***Martin Rizo***

***School President, Kotra CDL Driving School***

***2315 Roosevelt Rd***

***Kenosha, WI 53143***

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 tuition will be refunded to the student.
2. If for any reason a student withdraws or is dismissed by the school within three business days of signing the Enrollment Agreement (Contract), all tuition monies will be refunded to the student.
3. If for any reason a student withdraws or is dismissed by the school after attending at least one class but prior to completing 60% of the instruction in the current enrollment period, the student is entitled to a pro-rata refund as follows:

**Four week CDL Course Students - $16.25 for every unused hour of training,**

**Six week CDL Course Students - $19.17 for every unused hour of training,**

**If over 60% of the course has been completed - NO REFUND**

1. Except as described in Item-1 and Item-2 above, the School may retain a one-time cancellation fee of $100 in addition to the tuition charges described in Item-3 above.
2. If for any reason a student withdraws or is dismissed by the school after completing 60% of the course of instruction, the charge may not exceed the total cost of the course of instruction.
3. All agents responsible for collecting amounts due under Enrollment Agreement are informed of the School’s Refund and Cancellation Policy and these policies are consistently applied.
4. The School Policy on refunds due a student where the student has used a third party funding agency is that all monies refunded go directly the funding agency,
5. FOR PERSONS RECEIVING VETERANS’ EDUCATIONAL BENEFITS (G.I BILL) (Pending): 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.
6. **GRADUATE FOLLOW -UP & CURRICULUM UPDATING:**

GRADUATE FOLLOW-UP

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. As responses and information from the above sources becomes available and are analyzed, the school uses this information to make decisions on curriculum improvements and updates.

1. **ACADEMIC CALENDAR:**

Honored Holidays: Memorial Day, Easter (Monday after), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years’ day. The following page show the start dates for all programs. 4 Week Program starts every three weeks. 6 Week program starts every six weeks. Here are the start dates:

March 4th, March 25th, April 15th, May 6th, May27th, June 17th, July 8th, July 29th, Aug 19th, Sept 9th, Sept 30th, Oct 21st, Nov 11th, Dec 2nd

1. **FACULTY BACKGROUNDS/BIOS:**

**Martin Rizo, President**- has over 16 years’ experience as a commercial Drive. School Owner, Instructor Licensed through the state of Wisconsin, forklift Training License and Illinois/Wisconsin as a Commercial Driving training instructor, License # 005947. Martin has worked at UPS as a driver from 2000 to 2014. And CDL Instructor 2014 to present.

**Jodi Hamm, School Manager/Instructor-** has worked at a Dental office in Round Lake Beach as a Receptionist from 2011 to 2016.