

# Associated Training Services



## School Catalog *March 2024*

**MAIN CAMPUS**  
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Sun Prairie, WI 53590  
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**A. SCHOOL HISTORY:**

The School is owned and operated as Associated Training Services Corp. (ATSC) and is located four miles north of Sun Prairie, Wisconsin at Highway 151 and Highway VV. The School was founded in May 1996. The School trains 300 to 400 students per year. The School is approved by the Wisconsin Department of Safety and Professional Services and Educational Boards in other states where it conducts business.

**B. INSTITUTIONAL PHILOSOPHY:**

The mission of **Associated Training Services Corp.** is to be a leading educational institution offering effective vocational training while maintaining a high standard of quality and integrity. ATSC 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.

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

OWNERSHIP: ATSC is a Wisconsin based C-Corporation and the shareholders consist of John Klabacka, Jerry Klabacka, and Mike Klabacka.

CORPORATE OFFICERS:

President.....John Klabacka  
Vice-President.....Jerry Klabacka  
Secretary/Treasurer.....Mike Klabacka

FACULTY:

School Director.....John Klabacka  
Admissions Director..... Jeremy Wood  
Training Director..... Noah Reinholm

**D. FACILITIES AND EQUIPMENT:**

The school's main campus, located at Highway 151 and Highway VV, Sun Prairie, Wisconsin, consists of approximately fifty acres of training grounds, which includes field practice area, buildings, and parking. The primary building has 21,000 square feet of usable space consisting of administrative offices, equipment maintenance area and classrooms. The second building has approximately 10,000 square feet of storage and equipment practice area. The excavation industry training programs utilizes a variety of equipment including tractors, tractor/loader/backhoes, bulldozers, excavators, loaders, scrapers, compactors, motor graders, mobile cranes and dump trucks for equipment operation/field instruction, and also utilizes a laser level and builder's level for grade analysis training.

**E. ADMISSION REQUIREMENTS & PROCEDURES:**

ADMISSION REQUIREMENTS:

Associated Training Services considers all applicants without regard to their age, race, color, religion, sex, sexual orientation, gender identity, or national origin. To qualify for enrollment, applicants must also have a valid regular driver's license, be able to read and write the English language, and be at least age 18 years of age. The following may disqualify an applicant:

- a. Motor vehicle citations/convictions
- b. Any felony convictions and /or a criminal background
- c. Any history of drug or alcohol abuse
- d. Any history of epilepsy and/or seizures
- e. Being on medication which may interfere with one's ability to operate heavy equipment
- f. Falsification of information on School documents

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 doctor's 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. Each applicant is assigned to a specific admissions counselor. This counselor will contact the applicant to inform them of their acceptance. An email will also be sent to confirm acceptance.

MENTAL & PHYSICAL REQUIREMENTS: A public accommodation may exclude an individual with a disability from participation in an activity, if that individual's participation would result in a direct threat to the health or safety of others. The School's training programs are inherently hazardous and dangerous to the safety and well being of the people directly involved or around the equipment being used. The School's utmost priority is the safety of the students, School personnel and the public. Students must be mentally and physically capable of safely performing the functions of an equipment operator. The school, at its discretion, will determine whether a mental or physical limitation will compromise the safety of the student or others, and therefore, disqualify an applicant. The School encourages all applicants who may have a concern regarding a physical or mental limitation to allow the School to evaluate these limitations.

In the event this evaluation is approved by the School, the School will attempt to make reasonable accommodations, if needed, to allow this person to attend training.

## F. CURRICULUM DESCRIPTIONS:

### Program Evaluation:

The school uses curriculum developed and maintained by the National Center for Construction Education and Research (NCCER). NCCER curricula are developed by industry and educational professionals. The University of Florida is one of the primary partners of NCCER. All NCCER curricula are updated on a regular basis, generally every 5 years. The school also uses a program evaluation form that all students complete at the end of their training to give the School feedback from students relative to the quality of program content and potential improvements.

1. Program of Study: **Heavy Equipment Training Program I**  
Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a loader, backhoe, compactor, forklift and dump truck operator.  
  
Weeks to Complete: Full Time - 3 Weeks, MTWHF  
Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
Cost of Program: Tuition: \$7,995.00
2. Program of Study: **Heavy Equipment Training Program II**  
Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a loader, backhoe, compactor, forklift, dump truck, excavator, scraper, dozer and motor grader operator.  
  
Weeks to Complete: Full Time - 6 Weeks, MTWHF  
Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
Cost of Program: Tuition: \$14,995.00
3. Program of Study: **Mobile Crane Operations I**  
Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the crane industry as an entry level swing cab or fixed cab crane operator.  
  
Weeks to Complete: Full Time - 3 Weeks, MTWHF  
Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
Cost of Program: Tuition: \$7,995.00
4. Program of Study: **Mobile Crane Operations II**  
Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the crane industry as an entry level swing cab, fixed cab, lattice boom or articulated boom crane operator.  
  
Weeks to Complete: Full Time - 6 Weeks, MTWHF  
Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
Cost of Program: Tuition: \$14,995.00
5. Program of Study: **Tower Crane and Digger Derrick Operations**  
Objective: To provide the fundamental skills and knowledge necessary to obtain employment in the crane industry as an entry level digger derrick or tower crane operator.  
  
Weeks to Complete: Full Time - 3 Weeks, MTWHF  
Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
Cost of Program: Tuition: \$7,000.00

6. Program of Study: **Class-A Basic CDL Skills Program**  
Program must be taken in combination with another program.  
 Objective: To provide the required Federal Motor Carrier Safety Administration training necessary for students to obtain their Commercial Class-A Driver’s License.  
 Weeks to Complete: Full Time - 3 Weeks, MTWHF  
 Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
 Cost of Program: Tuition: \$3,795.00
7. Program of Study: **NCCCO Rigger/Signalperson**  
 Objective: To provide the fundamental skills and knowledge necessary to obtain employment as an entry level rigger and/or signalperson.  
 Weeks to Complete: Full Time - 1 Week, MTWHF  
 Hours: Monday through Thursday 7:00am TO 4:00pm Friday 7:00am TO 11:00am  
 Cost of Program: Tuition: \$2,000.00

**G. CURRICULUM OUTLINES:**

<b>Heavy Equipment Training Program I:</b>		
<b><u>CLASSROOM</u></b>	<b><u>FIELD INSTRUCTION</u></b>	<b><u>FIELD PRACTICE</u></b>
Heavy Equipment Safety	Loaders	Loaders
Loaders	Backhoe	Backhoe
Backhoes	Off-Road Dump Trucks	Off-Road Dump Trucks
Off-Road Dump Trucks	Skid Steers	Skid Steers
Skid Steers	Rough-Terrain Forklifts	Rough-Terrain Forklifts
Grades		
Rough-Terrain Forklifts		
<b>Heavy Equipment Training Program II:</b>		
<b><u>CLASSROOM</u></b>	<b><u>FIELD INSTRUCTION</u></b>	<b><u>FIELD PRACTICE</u></b>
Heavy Equipment Safety	Loaders	Loaders
Loaders	Backhoe	Backhoe
Backhoes	Off-Road Dump Trucks	Off-Road Dump Trucks
Off-Road Dump Trucks	Skid Steers	Skid Steers
Skid Steers	Rough-Terrain Forklifts	Rough-Terrain Forklifts
Grades	Dozers	Dozers
Rough-Terrain Forklifts	Motor Graders	Motor Graders
Excavators	Excavators	Excavators
Scrapers	Scrapers	Scrapers
Dozers	Site Work	Site Work
Site Work		
Interpreting Civil Drawings		
Motor Graders		
First Aid & Basic CPR		

<b>Mobile Crane Operations I:</b>		
<b><u>CLASSROOM</u></b>	<b><u>FIELD INSTRUCTION</u></b>	<b><u>FIELD PRACTICE</u></b>
Orientation to the Trade	Fixed Cab Mobile Cranes	Fixed Cab Mobile Cranes
Basic Principles	Swing Cab Mobile Cranes	Swing Cab Mobile Cranes
Operating a Crane / Comp Aids	Reeving Load Block	Reeving Load Block
Crane Safety & Emergency Procedures	Crane Setup & Leveling	Crane Setup & Leveling
Wire Rope	Jib Erection	Jib Erection
Load Dynamics		
Crane Communications		
Rigging Practices		
Load Charts		
<b>Mobile Crane Operations II:</b>		
<b><u>CLASSROOM</u></b>	<b><u>FIELD INSTRUCTION</u></b>	<b><u>FIELD PRACTICE</u></b>
Orientation to the Trade	Fixed Cab Mobile Cranes	Fixed Cab Mobile Cranes
Basic Principles	Swing Cab Mobile Cranes	Swing Cab Mobile Cranes
Operating a Crane / Comp Aids	Lattice Boom Cranes	Lattice Boom Cranes
Crane Safety & Emergency Procedures	Articulated Boom Cranes	Articulated Boom Cranes
Wire Rope	Articulated Boom Loader	Articulated Boom Loader
Load Dynamics	Reeving Load Block	Reeving Load Block
Crane Communications	Crane Setup & Leveling	Crane Setup & Leveling
Rigging Practices	Jib Erection	Jib Erection
Maintenance & Inspections	Pick & Carry	Pick & Carry
Advanced Operations	Blind Lift	Blind Lift
Hoisting Personnel		
Lift Planning		
Lattice Boom Assembly and Disassembly		
Load Charts		
<b>Tower Cranes and Digger Derrick Operations</b>		
<b><u>CLASSROOM</u></b>	<b><u>FIELD INSTRUCTION</u></b>	<b><u>FIELD PRACTICE</u></b>
Terms & Definitions	Digger Derrick	Digger Derrick
Equipment Components	Tower Crane	Tower Crane
Pre-Operational Inspections		
Site Preparations		
Machine Set Up		
Lifting Loads/Load Charts		
Unstowing/Stow Auger		
Digging Operations		
Pole Setting		
Underground Hazards		
Remote Power Tools		
Pole Puller		
Personnel Platforms		
Overhead Utility Hazards		
Equipment Components		
Inspections & Set Up		

**Class-A Basic CDL Skills Program:** Prerequisite: Class-A Commercial Driver Learner’s Permit, DOT Physical. The course consists of Behind the Wheel (BTW) training of tractor-trailer units on highway driving and off road range and backing exercises. The required curriculum is outlined in Federal Motor Carrier Safety Administration regulations (FMCSA), Title 49, Appendix A, Part 380, Class A CDL. The following is a subject outline:

<u>CLASS – Non-Driving</u>	<u>RANGE includes BTW</u>	<u>ROAD includes BTW</u>
Basic Operation	Vehicle Inspections Pre & Post Trip	Vehicle Control, Curves, Highway
Safe Operating Procedures	Straight line Backing	Shifting/Transmissions
Advanced Operating Practices	Alley Dock 45/90 degree	Visual Search
Vehicle Systems/Reporting Malfunctions	Off Set Backing	Speed and Space Management
Non-Driving Activities	Parallel Backing blind side/sight side	Safe Driver Behavior
Truckers Against Trafficking (Required)	Coupling and Uncoupling	Hours of Service HOS requirements
		Hazard Perception
		Railroad (RR) Highway Crossing
		Night Driving Familiarization (F)
		Extreme Driving Conditions (F)
		Skid Control, Recovery, Jackknifing (F)
<b>NCCCO Rigger/Signalperson:</b>		
<u>CLASSROOM</u>	<u>LAB INSTRUCTION / PRACTICE</u>	
Basic Rigging	Knot Tying	
Rigging Hardware	Rigging Hardware Identification	
Hand and Voice Signals	Signaling	

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

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 minimum administrative fee charged per item. Student records are maintained while the student is enrolled and after they graduate. All student files are maintained for seven years and transcripts are retained permanently. The documents are scanned and stored on the company’s computer network. The network is backed up daily onsite and offsite.

**I. STUDENT INFORMATION RELEASE POLICY:**

The student understands and acknowledges that the school and its agents, such as Total Resources Network, will provide student information such as name, address, telephone number, past and present work history and personal background to potential employers in order to help the student become employed. The school also releases information regarding a student’s attendance, grades, completion status to employers. The school may also release information to other parties regarding the student’s drug test results (as required by law) and the status of financing with the school or its agents as allowed by law.

Student also authorizes future employers to release information pertaining to their employment to the School and its agents. Student hereby releases the School and its agents of any and all liability which may arise from the use and distribution of this information.

**J. TRAINING DESCRIPTION & SCHEDULES:**

Resident Training takes place at the Sun Prairie facility. The average class size is twenty students. The training program consists 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 are as follows: Classroom Instruction - 30:1 and field instruction - 12:1. The normal training day runs approximately 8 to 10 hours with a lunch break of thirty minutes; Fridays are four hours in length with no lunch break. Variations in training schedules may occur due to major holidays (Section T), weather conditions or other unforeseen circumstances, however, missed training is made up by lengthening the daily schedule or scheduling an additional day.

**K. TUITION & PAYMENT METHOD:**

<b>COURSE NAME</b>	<b>WEEKS</b>	<b>HOURS</b>	<b>PRICE</b>
Heavy Equipment Training Program I	<b>3</b>	<b>114</b>	<b>\$ 7,995</b>
Heavy Equipment Training Program II	<b>6</b>	<b>228</b>	<b>\$ 14,995</b>
Mobile Crane Operations I	<b>3</b>	<b>114</b>	<b>\$ 7,995</b>
Mobile Crane Operations II	<b>6</b>	<b>228</b>	<b>\$ 14,995</b>
Tower Crane and Digger Derrick Operations	<b>3</b>	<b>114</b>	<b>\$ 7,000</b>
Basic Class-A CDL Skills Program	<b>3</b>	<b>114</b>	<b>\$ 3,795</b>
NCCCO Rigger/Signalperson	<b>1</b>	<b>38</b>	<b>\$ 2,000</b>

(Tuition does not include housing costs or transportation)

**FINANCIAL ASSISTANCE:** The School, at its discretion, may arrange private lender financing for qualified and accepted applicants. This can be used to finance a major portion of the tuition and housing at the School's dorm, with monthly repayment beginning after completion of the program. Students who are financing with the school or its agents or owe a balance after withdrawing are hereby agreeing to allow the school to use third party financing companies to service these loans or balances due.

**OTHER COSTS:** Housing (\$120 to \$240 per week), CDL Learner's Permit Fee (\$30), Final CDL License Fee (\$84), CDL Road Test (\$150), Drug Test (\$90), D.O.T. Physical Exam (\$110), CDL Retest Fee if needed (\$150), food, transportation, and any other living expenses.

Students must also provide their own classroom supplies. No books, materials or supplies must be purchased from the school. If the student needs further time to successfully complete the requirements, the School reserves the right to charge up to \$250 per day or partial day for all other additional, remedial or refresher training. Refresher training and the daily charges as described above are for a student participating in standard curriculum being offered, NOT customized.



Late fees may be assessed by NCCCO for any written applications turned in after deadlines. All re-test and re-certification fees for any written test(s) will include testing only. The school reserves the right to revise these fees for students returning to the school for additional training and testing after their original training period.

<b>NCCCO MOBILE CRANE WRITTEN TEST FEES</b>	<b>RE-TEST</b>	<b>RE-CERT</b>
<b>Core Only</b>	<b>\$320</b>	<b>\$480</b>
<b>Core + 1 specialty</b>	<b>\$440</b>	<b>\$620</b>
<b>Core + 2 specialties</b>	<b>\$600</b>	<b>\$840</b>
<b>Core + 3 specialties</b>	<b>\$720</b>	<b>\$1,020</b>
<b>Core + 4 specialties</b>	<b>\$920</b>	<b>\$1,280</b>
<b>One Specialty</b>	<b>\$160</b>	<b>\$240</b>
<b>Two Specialties</b>	<b>\$320</b>	<b>\$440</b>
<b>Three Specialties</b>	<b>\$480</b>	<b>\$660</b>
<b>Four Specialties</b>	<b>\$640</b>	<b>\$880</b>

**\*\*RE-CERT FEES LISTED DO NOT INCLUDE ANY PRACTICAL EXAMS NEEDED**

<b>NCCCO ARTICULATED CRANE WRITTEN TEST FEES</b>		
<b>ABW</b>	<b>\$420</b>	<b>\$600</b>

<b>NCCCO DIGGER DERRICK OR TOWER CRANE WRITTEN TEST FEES</b>		
<b>DIGGER DERRICK</b>	<b>\$420</b>	<b>\$600</b>
<b>TOWER CRANE</b>	<b>\$420</b>	<b>\$600</b>

<b>NCCCO RIGGER LEVEL 1 &amp; SIGNALPERSON TEST FEES</b>		
<b>Rigger Level 1 + Signalperson</b>	<b>N/A</b>	<b>\$800</b>

<b>RETEST RIGGER LEVEL 1 AND/OR SIGNALPERSON</b>		
<b>One Exam (written or practical)</b>	<b>\$200</b>	<b>N/A</b>
<b>Two Exams (written or practical)</b>	<b>\$400</b>	<b>N/A</b>
<b>Three or Four Exams (written or practical)</b>	<b>\$800</b>	<b>N/A</b>

<b>ADDITIONAL PRACTICAL EXAMS</b>	
<b>One Practical</b>	<b>\$150</b>
<b>Two Practicals</b>	<b>\$220</b>
<b>Three Practicals</b>	<b>\$290</b>
<b>Four Practicals</b>	<b>\$370</b>
<b>Practice Time</b>	<b>\$150 per hour</b>

**L. 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 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.

#### **M. 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 school's SAP policy, the student must:

1. Meet all attendance requirements. (See section O).
2. Complete at least 70% of all class assignments.
3. Complete his/her program within the maximum time allowed which is 150% of the published standard course length.

Students who fail to meet SAP standards as set forth above will be placed on probation for a period of one week. Students on probation must show satisfactory progress by the end of the probation period or they may be terminated from training. Students placed on probation must sign an Unsatisfactory Progress/Probation Form.

**Satisfactory Progress Period:** Student progress is measured based on the student's satisfactory completion of assigned written exams and practical tasks. A passing grade for written exams and practical tasks is 70%. Student progress is communicated to the students on a television monitor in the student break room. Student grades are recorded and reported on a daily basis. Students who receive a failing or incomplete grade for 20% or more of their course assignments are considered unsatisfactory. Students who are not making satisfactory progress are given a written notification from the Training Director which they must sign. Students have five days to correct their unsatisfactory progress classification or they will be required to re-take those classes or they are terminated from training.

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

A grade of I (Incomplete) will not be considered as course work successfully completed, but will be counted as course work attempted.

**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 Training Director. SAP notifications are given to the student personally or sent by U.S. Mail. After one week of unsatisfactory progress a student will be put on probation (Section O).

**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. 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 (Section O).

**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.

#### **N. 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 tasks. Students must achieve a grade of at least 70% for the written exam and a passing grade on performance tasks in order to successfully complete the module. Students are allowed to make up a written 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 70% of all course modules and attend at least 80% of all scheduled classes in order to graduate. In addition, all students enrolled in a program with CDL Skills Training, must complete the required testing (CDL road test). Upon successfully completing all of the required course work and testing, and upon satisfying all of the School's financial requirements, graduates will be awarded a certificate.

#### **O. 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. Roll call is taken four times per day and absences and tardies are recorded. These records are entered into a database and stored for each student.

**a. Absenteeism:** Excessive absence will affect the student's standing negatively. A student may be terminated for excessive absenteeism. Three or more absences is considered excessive. The School does not differentiate between excused or unexcused absences. If a student's absenteeism is excessive, disciplinary action will occur.

If a student misses two days in a three week course cycle, he/she will be put on Attendance Probation and will remain on Attendance Probation for the duration of their training. If the student misses one more day in that three week course cycle, he/she may be terminated or put on a leave of absence. If a student misses more than one day in a three week course cycle while on Attendance Probation, he/she may be terminated or put on a leave of absence. If a student misses five or more days during their entire training period, he/she may be terminated or put on a leave of absence.

**b. Tardiness:** Tardiness is defined as any student arriving for class more than five minutes late. Three tardies will equal one absence.

**c. Leave of Absence:** Students will be allowed one leave of absence which is 150% of the published standard course length. 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.

**d. Make Up Work:** Students are allowed to 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 SAP standards as set forth above will be placed on probation for a period of one week. Students on probation must show satisfactory progress by the end of the probation period or they may 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:

- |  |  |
|--|--|
| a. Being under the influence of intoxicating drugs or alcohol                                  | g. Illegal acts on or off school property, while in training |
| b. Bringing drugs or alcohol onto the school property  | h. Using profanity, vulgarity or racially offensive language |
| c. Any unauthorized starting or operating of a school vehicle                                  | i. Fighting with or harassing students or employees          |
| d. Violating any industry or school safety code  | j. Failure to satisfy financial obligations to the School    |
| e. Possessing weapons or firearms on training grounds  | k. Unsatisfactory progress or attendance                     |
| f. Insubordination (failure to comply with the instructions of instructor or school employee.) | l. Failing a drug screen                                     |

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.

GRIEVANCE 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. Complainants may also contact the school's state licensing agency: Department of Safety and Professional Services, Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov); (608) 266-3185.

**1. Academic Advising:**

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

**2. Career Services:**

The school's Career Services Department is available to assist graduates with finding employment. Placement service provided by the school is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job - Wis. Admin. Code § SPS 409.03(2). 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.
- b. Upon a student's successful completion of the program, the school will give each graduate a list of employers who have hired our graduates or requested to be on school's list.
- c. Career services consists of referring graduates of the school to potential employers who may or may not have immediate openings. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. It must be clearly understood that these referrals do not constitute offers of employment.

The School is required by governmental regulations and agencies to track and record the employment status of its graduates after they complete their training. This information will be used for the School's internal statistical purposes and for reporting these statistics to governmental agencies. Therefore, the School requires students and graduates to report this information to the school.

**3. Housing:**

Housing is available off campus at local motels and at a dormitory. 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 \$120 to \$300 per week at these facilities. Most of the facilities who offer housing to our students prohibit students from rooming with anyone other than students, and pets, children, or spouses who are not students are usually prohibited.

**4. Transportation:**

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

**Q. COLLECTION PROCEDURES & DEFAULT**

**1. Collection Procedures:** The School and/or one of the School's agents who services contracts from the School will be responsible for the collection of the payments for students who have signed an agreement for tuition financing. The School and/or one of the School's agents normally send monthly statements to each borrower. The School and its agents will attempt to call a borrower who is delinquent in making their payments. If a borrower is delinquent in making their payments, the School and/or one of the School's agents may take legal action in a court of law against a borrower, and should the School and/or one of the School's agents be successful in this legal action, a judgment, wage garnishment, and/or lien(s) on personal property may result. Delinquency on the repayment of a student's financial obligation to the School and/or one of the School's agents will be cause for immediate suspension of all student services.

**2. Default:** A student shall be in default hereunder upon default in payment, as defined in Section 425.103(2) Wis. Stats. or upon breach of failure to observe any other covenant of the credit transaction which materially impairs the condition, value or protection of, or Seller's right in the Collateral or materially impairs the student's ability to pay amount due under the credit transaction. Upon default, Seller may, at its option, without notice declare the entire obligation remaining unpaid hereunder together with all sums then secured hereby, immediately due and payable unless notice and opportunity to cure as required by Section 425.105 Wis.Stats. In which case said amounts shall become immediately due and payable if the default is not cured within the 15 day period allowed therein. After such acceleration, Seller may exercise its right under the Wisconsin Consumer Act and such other laws as may be applicable to this transaction.

Interest after final scheduled maturity date will be the greatest of either 18% per year or the annual rate of finance charge assessed on this transaction.

**R. 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 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.

**S. STUDENTS REFUND AND CANCELLATION PRIVILEGES (BUYERS RIGHT TO CANCEL)**

A. 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. 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 3 consecutive days without providing, prior to or during that period, an explanation to the School regarding absences. All notices must be sent to: John Klabacka, School Director, Associated Training Services Corp, 7190 Elder Lane, Sun Prairie, WI 53590.

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. Students are entitled to a 10-day refund as set forth in Wis. Admin. Code § SPS 406.03.
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:

AT LEAST	BUT LESS THAN	REFUND
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no refund

Except for cancellation within the first three days of class, refunds due will be made within 40 days of the date of determination.

4. 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.
5. 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.
6. All agents responsible for collecting amounts due under an Enrollment Agreement are informed of the School's Refund and Cancellation Policy and these policies are consistently applied.
7. 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.

**8. FOR VETERANS RECEIVING VETERANS EDUCATIONAL 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.

9. Students who withdraw from training may owe a balance based upon the above refund policy. In this event, this balance will accrue interest at an annual percentage rate (A.P.R.) of 18.0% until paid in full.

**T. ACADEMIC CALENDAR:**

Honored Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day. All programs start every three weeks.

**Start dates for 2024:**

January 2, January 22, February 12, March 4, March 25, April 15, May 6, May 28, June 17, July 8, July 29, August 19, September 9, September 30, October 21, November 11, December 2

***ASSOCIATED TRAINING SERVICES  
DIESEL DRIVING SCHOOL  
DORMITORY***

**HEALTH & INFECTIOUS DISEASE PREVENTION POLICY**

Associated Training Services, Diesel Driving School and the Watertower Inn have adopted the following Infectious Disease Policy ("Policy") applicable to all students. This Policy was adopted to help protect the health of employees and students against infectious diseases and viruses, including COVID-19 (coronavirus), influenza (flu), and common colds (collectively, Infections).

The following policy applies to all students with regard to personal hygiene, reporting of people with symptoms of potentially dangerous infectious diseases, the prevention of transmission of dangerous infectious diseases, and the mitigation of students with a dangerous infectious disease.

**AWARENESS**

1. The School will ensure all employees and students are aware of risks, prevention measures, symptoms, and procedures for dealing with COVID.
2. Symptoms of COVID are: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell.
3. The company regularly reviews information from health related agencies, discloses that information to employees and students, and complies with all governmental regulations.

**PREVENTION**

1. Upon initial attendance, and during training, students must inform School personnel if during the last 14 days they:
  - a. Have recently had the above symptoms or been diagnosed positive for COVID.
  - b. Have a person in their household who has the above symptoms or who has been diagnosed positive for COVID.
  - c. Have been in close personal contact with a person who has the above symptoms or who has been diagnosed positive for COVID.
2. The School may require a student to get tested for COVID while at the School and the School will pay for this test.
3. Students must avoid close contact with all other people and maintain social distancing (6 feet minimum) from others.
4. The School will require students and employees to wear a facemask mask when it is not possible to avoid close contact with other people such as when in hallways and restrooms. Face masks will be provided to all students and employees.
5. The school will assign students seating when in classrooms to maintain social distancing and to prevent the spread of infection from tables and chairs.
6. The School has the right to take a student's temperature if they are showing symptoms.
7. Students must stay at home or the School's housing if they are feeling sick. If the School or housing personnel determine a student is sick, they will be required to go home.
8. Students must avoid touching your eyes, nose, and mouth.
9. Students must cover your cough or sneeze with a tissue, then throw the tissue in the trash; if you do not have a tissue cough or sneeze into your elbow and not your hands.
10. Students must wash their hands often with soap and water for at least 20 seconds, after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
11. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol (provided by school). Always wash hands with soap and water if hands are visibly dirty.

**MITIGATION**

1. If a student or employee is displaying symptoms of COVID, the School will require the student to take a leave of absence and go home for a minimum of fourteen days. Students will not be allowed to stay in the school housing during a leave of absence.
2. Students are responsible for all of their own medical care and expense except if the School requires a student to be tested for COVID.
3. The school has the right to require medical care documentation before allowing a student to return to school.

**\*\*FAILURE TO FOLLOW THE ABOVE POLICIES WILL BE GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF ENROLLMENT.**